

# TROOP 911



## Information and Guidelines

# Welcome to Troop 911

Troop 911 started in October 1997 with 5 boy scouts and 5 registered adults. Our first Senior Patrol Leader (and oldest scout) was 11 years old. Our Troop meetings are at our Charter Organization – St. Theresa’s Catholic Church, 705 St. Theresa Blvd., Sugar Land. We have a very active Troop. We meet on Monday nights at 7:00 p.m. During the summer months (June, July and August) we meet every other Monday or Tuesday. We camp monthly and usually have one lock-in a year.

New Scouts and their parents are encouraged to read the Scout Handbook (provided by the troop when you join) in order to understand how the program works, especially the Patrol Method. Many, if not most, of your questions will be answered by the Handbook. This Troop Information and Guidelines booklet contains information specific to Troop 911 only.

## Uniforms

The official uniform (also known as a Class A uniform or Field Uniform) is to be worn at all meetings, training sessions, and during travel to and from activities (camp-outs, etc) unless notified otherwise. For a Court of Honor, Scoutmaster Conference, or Board of Review, the Merit Badge Sash is to be worn as well.

At other times, scouts may wear an activity uniform – also known as a Class B uniform. No part of the Class A uniform should be worn with the Class B uniform with the exception of the belt.

### Class A/Field Uniform

The Class A/Field uniform for Troop 911 is as follows (all items must be BSA regulation):

Short sleeve cotton shirt	Cotton zip-off pants
Belt (green canvas)	Council Patch
BSA socks	World Crest

The preceding items should be purchased from the Scout Shop. Purchase the cotton uniform pants and shirt, not the nylon.

*The exception is our Class A uniform hat, which must be purchased from the Troop, not the scout shop. Contact the Uniform Chair for this item. Cost is \$10.00. Hats, t-shirts, and other items are available for sale from our Uniform Chair. Costs are deducted from your scout account.*

The following items are provided by the Troop at no charge:

911 Unit Numbers	Leadership Position Patch
Quality Unit Patch	BSA shoulder loops
Patrol Patch	Boy Scout Handbook

The last part of the uniform is footwear. Dark shoes or hiking boots should be worn with the Class A uniform - no white shoes.

## **Class B/Activity uniform**

The Class B uniform for Troop 911 is as follows:

**Troop Class B T-Shirt – preferred**, another scouting shirt can be substituted as approved by the Scoutmaster.

Class B shirts cost \$4.00 for the first and \$12.00 for the second. Contact the Uniform Chair for Troop Class B shirts.

Shorts or Jeans as appropriate for weather.

**Scouting Hat – preferred**, other hats approved by the Scoutmaster may be substituted.

## **Uniform Notes:**

### **Uniform Inspections**

BSA shorts must be worn for all uniform inspections since this is the Troop 911 Class A uniform.

### **Merit Badge Sash**

Do not buy the small size sash. The scouts out grow them very quickly. The large size can have a seam taken in them and easily removed once the scout has grown. The sash is worn over the right shoulder.

### **Shirt size**

Buy the shirts a little larger than normal. The scouts will grow into them very quickly. Buying a little larger will keep you from having to buy again too soon

### **Socks**

Never bleach the green socks. They will turn a very ugly color.

### **Rank Patches**

After achieving First Class Rank, the scouts should take responsibility for sewing on their own Rank patch. They should do this as soon as possible after receiving the patch.

### **Leadership Position Patch**

Leadership Position Patches are passed on every 6 months to the subsequent leader so don't sew on the Leadership Patch as tightly as the other patches. Removing the patch can be difficult if it is sewn on with a sewing machine.

# Patrols

Troop 911 strives to be as Scout led as possible.

The Troop is organized into Patrols based on age/grade. New scouts will be organized into patrols based on age/grade. We strive to keep patrols at about 6 to 8 scouts. In the event we do not have enough boys to form a patrol of this size they will join an existing patrol of the closest age group.

Our Troop has an Assistant Scoutmaster dedicated to each patrol for helping them on their Path to Eagle. This is usually a father of one of the scouts in the patrol. All of our ASMs assist other patrols as needed and help each other. New ASMs are not put in a sink-or-swim situation. BSA provides training to help understand the Patrol Method of operation. and our experienced ASMs provide support and advice as needed. We also have some very active committee members that help with campouts and activities.

Each Patrol has a Patrol Leader, Assistant Patrol Leader, Patrol Quarter Master, and Patrol Scribe. Each scout will have and is expected to serve in these roles to help learn and develop their leadership skills.

We also have a Senior Patrol Leader (SPL), one or two Assistant Senior Patrol Leaders (ASPLs) and a number of other troop leadership positions. These positions are elected by the scouts and serve a six-month term (January-June; July-December).

To help learn leadership and interpersonal skills, we encourage the scouts to work together. We expect them to work within the patrol to find solutions to the day to day situations within the troop. If additional help is needed, the Patrol Leader should first go to the SPL. Then if need be, the SPL can ask the troop adults for assistance.

Of course, if a scout feels the need to speak directly with an adult or identifies a situation that requires adult intervention, then proceeding directly to the adults is encouraged as well.

The adults who attend activities are always observing the scouts and will take necessary action if inappropriate behavior is observed. If a scout continuously exhibits behavior requiring attention then a parent will be asked to attend activities to assist. In extreme cases, a scout might be suspended from camping for a time. Any disciplinary action will be done with full knowledge and consent of the parents.

# Attendance

The Troop has not adopted an attendance policy at this time. The guidelines we like to use are:

- If a scout is going to be absent from a meeting call (before the meeting) your Patrol Leader, Senior Patrol Leader or Assistant Scoutmaster (in that order).
- When a meeting has been missed, call your Patrol Leader and find out what you missed so you will be ready for the next meeting.
- Attendance at meetings prior to a campout or Troop activity is very important. Please do your best to attend that meeting.

We try very hard to work around schedules as we realize that there will be conflicts with school, church and sports. Good attendance is very important in helping a scout advance, learn skills and keep up with his peers. Our goal as leaders in the Troop is to help every scout reach the Eagle Rank. We ask that parents encourage their scouts to attend every meeting when possible. A parent's encouragement does make a difference.

We also encourage parents to attend the meetings. Staying for the meeting sends a message to your son that you value the scouting program.

# Medical

## Medications

If a scout is taking a medication for a condition of any kind, they are expected to continue that medication on weekend campouts. An adult attending the campout will be identified as the focal point for medicines. Medicines and dosage instructions should be turned over to that adult as we prepare to leave for camp.

## Forms

Forms are required for scouts that need to take medicine (whether prescription medicine or over-the-counter medicine) at events.

BSA Class Medical Physical Forms are required annually for all Scouts and Leaders attending Scouting events.

## Insurance

Scouts attending official Troop (and BSA activities) are covered by BSA Insurance. This insurance is considered secondary coverage. A claim will first be made with the family's insurance. Then a subsequent claim can be made with BSA to cover co-pays, deductibles, etc.

# Advancements

Every scout has the opportunity to advance in scouting. Each scout will advance at his own pace and should not compare his advancements with other scouts or try to compete with them. Every patrol has an Assistant Scoutmaster that will work directly with them on advancements. The scout is not limited to that ASM but is encouraged to work with him as much as possible.

All Scoutmaster conferences must be scheduled in advance. Scouts working on First Class, Star, Life, or Eagle rank must schedule in advance via the Scoutmaster Request Folder. A Scoutmaster will be assigned to conduct the conference, usually at the next meeting. Scouts working on Scout, Tenderfoot, or 2<sup>nd</sup> Class rank must schedule in advance with any Assistant Scoutmaster.

Boards of Review must be scheduled in advance with the Advancement Chair. There is a book at every meeting specifically for requesting a Board of Review. The request should be entered in that book. Before a scout can request a Board, the Scoutmaster Conference must have been completed.

Merit Badge Procedure: Before a scout starts working on a merit badge, four things must be done: a) request and obtain a “blue card” from the Advancement Chair, b) talk to the merit badge counselor for that badge, c) ask the Scoutmaster to sign the merit badge card, d) obtain the merit badge booklet, available from the Troop Librarian or the scout shop. Once the scout has completed a merit badge, three more things must be done: a) get the merit badge counselor to sign the blue card, b) present the card to the Scoutmaster for his signature recognizing the completion, c) present the signed card to the Advancement Chair.

The Troop has a number of merit badge books in the Troop Library. Check with the Troop Librarian before purchasing merit badge books. When a merit badge has been completed, the Troop would appreciate the book being donated to the Troop Library for other scouts to use.

Although merit badges can be completed at any time, during the first year, we prefer a new Boy Scout to focus on the requirements for Tenderfoot, 2<sup>nd</sup> Class, and 1<sup>st</sup> Class ranks. Merit badges become an important part of the advancement of the higher ranks of Star, Life, and Eagle. Many opportunities for earning merit badges will arise during the year, including special Merit Badge days, Summer Camp, and other organizations such as museums.

Some recommended first merit badges:

Merit Badge Day Fairs – Traffic Safety, Stamp Collecting, Collecting, and Finger Printing

Summer Camp – First Aid, Swimming, Basketry, Leather Working, Metal Working, and Wood Carving

## Treasurer's Report

### Recharter Fees:

Every Boy Scout by the first of November will have to pay whatever the National and Troop fees are at that time for the upcoming year in Boy Scouts. The current recharter fee for the year is \$60.00. This fee will be pro-rated depending on the month that you join the Troop. If you have already registered with your pack for the current year, you will only be charged for the Troop fees.

The Troop pays the National fees for all active, registered adults.

### Scout Accounts:

Each new Boy Scout will deposit funds into a Scout Account, which contains money he has earned at Troop fundraisers, money he has earned on his own by collecting cans, babysitting, mowing yards, etc. and money that parents have provided to cover fees. When you write a check to the Troop, the Treasurer will record the payment in the Scout Account. The Treasurer will bill the Scout Account for the various fees that Scout incurs like Summer Camp costs, Camporee fees, Recharter fees, or any other fees incurred while on a Boy Scout activity. This account is also an excellent way to save money for summer camp.

### Fund Raisers:

The Troop has a number of ways to help scouts pay their own way for Summer Camp. Two of our biggest fundraisers are our U.S. Flag Project and Scout Fair Tickets.

### **Stars and Stripes over Sugar Land**

Four times a year – Memorial Day, Flag Day, 4<sup>th</sup> of July and Labor Day – the Troop will place flags in yards in nearby neighborhoods on a subscription basis. A portion of the subscription proceeds is allocated to the Troop and a portion is allocated to the scouts who earn money for their scout accounts by placing and retrieving the flags during each of the workdays. This is the Troop's only fund raising event that benefits the Troop. All Scouts must actively participate in this fundraiser in order to keep the Troop in operation.

### **Scout Fair Tickets**

We participate in and support the Sam Houston Area Council's annual Scout Fair by selling Scout Fair tickets as a fund raising event for the scouts. All profits from the ticket sales go directly to the scout's account. None of the profits are retained by the Troop.

### **Other Projects**

Other fundraisers are held as interest and adult volunteers bring them forward. Another way for scouts to earn money is through the annual Boy Scout popcorn sale. All profits from these fundraisers go directly to the scout's account. None of the profits are retained by the Troop.

### **Scholarships**

Every scout should be able to participate in all Troop activities regardless of cost. We understand scouting can be very costly at times. If this causes a financial hardship on anyone, arrangements can be made to spread out payments or earn a scholarship of \$100 from our scholarship fund. This information will be kept confidential between the Scoutmaster, Committee Chairman and Treasurer. If you have any problems see one of these people.

We do expect scouts that need financial help to participate in Troop fundraisers.

### **Camping Fees**

Anytime your scout goes on a campout , a set amount covering fees for the campground and the cost of gas for the drivers are deducted from his scout account. The patrols plan their own menus, and the boys split their food costs among the patrol members attending.

# **Monthly Campouts**

The troop tries to camp on a monthly basis, typically within a 2-3 hour drive.

### **Equipment**

#### **Troop Gear**

Troop 911 provides the following gear for all our campouts:

- Tents
- Patrol box with cooking and eating utensils
- Propane stoves and propane
- Charcoal for Dutch oven cooking or small grills.

## **Personal Gear**

Each scout should bring the following personal items.

- Weather appropriate sleeping bag
- Weather appropriate clothes including rain gear if the forecast indicates it
- Tooth brush and paste
- Deodorant
- Small pillow
- Sleeping clothes
- Camp shoes

Scouts should leave all electronic items such as games, iPods and cell phones at home for monthly campouts. See the Other Items section below for more information.

New scouts typically bring too many clothes for their first couple of camp outs. We are only gone 2 nights for most camp outs. We travel in our Class A uniforms. A set of clothes to wear on Saturday and possibly a set to change into is all that is needed.

## **Food**

Food costs for monthly campouts are shared amongst the patrol. We encourage the boys to be thrifty in their shopping (generics are fine) and not to buy more food than is necessary. We try to get the patrols to keep their food costs for each person under \$10 for a normal campout. This would include 2 breakfasts, 1 lunch and 1 dinner.

Scouts should either eat dinner on Friday before gathering at the connex or bring a dinner they can eat while traveling.

## **Departure**

We typically plan to gather at the connex at 5:30 PM on Friday evenings. Our target is to be loaded and departing by 6:00 PM. The connex is our temporary storage container behind the Knights of Columbus building across from the church.

## **Return**

Pickup from a campout is at the Sugar Land Middle School football field parking lot. We try to arrive between 11:00 AM and 1:00 PM depending on where we camped. We have the scouts use their driver's cell phone to contact their parents about 15/20 minutes before we arrive.

# **Communication**

Most of the Troop's information is communicated via email. Emails from the troop should be prefaced by Troop 911 to allow easy identification. Please keep the Scoutmaster, Committee Chair and Advancement Chair informed of changes in your email address.

The general announcements for the Troop are handled via a self managed process. Do the following to sign up for the troop e-mails:

To subscribe an email address, send a blank email from that account to **info-subscribe@bsatrop911.com**.

To unsubscribe an email address, send a blank email from that account to **info-unsubscribe@bsatrop911.com**.

**NOTE:** You must be sending the email from the address you wish to subscribe/unsubscribe.

In both cases, you will receive an automatic reply email from the list server asking you to confirm your request. The subscribe/unsubscribe request is not complete until you confirm it. Using these instructions, you can add/remove/change the email address (or addresses) where you receive troop announcements at any time.

You may email the *webmaster@bsatrop911.com* at any time for technical assistance.

### **GUIDELINES FOR DISTRIBUTION LIST USAGE:**

Everyone should be mindful of the proper usage of the info@bsatrop911.com email list. For example, take an extra minute when replying to an email to ensure that only the recipients that need to see your reply are listed. If you hit "reply to all", but the reply really does not need to go out to the entire troop, please remove the "info@bsatrop911.com" from the recipient field.

This email list is for scout business only. Do not use this list as a means for advertising, making political and/or religious action statements, virus alerts, "invitations to see my family video/photos", chain-letters, or include external links to websites.

Scout business includes (but is not limited to) troop announcements, reminders of scout and/or troop events, Eagle project announcements/help requests, Court of Honor information, merit badge/advancement information, and camping information.

If you have any question about whether an email is appropriate for distribution, please send it to the Scoutmaster or Committee Chairman for approval.

**Troop Website:** <http://www.bsatrop911.com>

## **Other Items**

### **Permission Forms**

Permission forms are required for all Scouts attending events. They will be provided via email and at the event.

### **Youth Protection Training (YPT)**

All Adults attending Scouting events other than Family events are required to have Youth Protection Training at a minimum. We recommend that all parents take the Youth Protection Training via the following website:

<https://scoutnet.scouting.org/elearning>

### **Personal Electronics/Cell Phones**

Use of personal electronics (portable dvd players, mp3 players, hand held games, iPods, etc.) are only allowed on long driving trips to and from Summer Camp or trips of more than 4 hours

of duration. Personal electronics distract the Scout from enjoying the fun and fellowship with other Scouts and the outdoors once the Troop arrives. Scouts may bring cards, travel games, song books, joke books, etc. to entertain themselves and the other Scouts. If a Scout does bring a personal electronic device, the Scoutmaster in charge will hold the item until the Troop returns.

Scout personal cell phones – Scouts are not to bring personal cell phones on any troop outings. Often parents like to know if the Scout is having a good time. Unfortunately, calling the Scout can cause a Scout with a mild homesickness to become extremely homesick. If an emergency occurs and you need to contact us, please contact the adult leaders' cell phones. If a Scout does bring a cell phone, the Scoutmaster in charge will hold the item until the Troop returns.

Often a scout will say his phone is his alarm clock. An inexpensive travel alarm is a better solution to take on a campout.

### **Troop Roster**

The Advancement Chair maintains a roster of all registered boy scouts and adults. At least twice a year, we will create a Troop Roster which will show information for each Patrol including Scouts (Name, Phone, Email Leadership Positions, Rank) and their assigned Assistant Scoutmaster.

### **Service Hours**

We have a book for tracking service hours which is available at every troop meeting. This can be used to record hours from Troop activities or from individual service. Check with the Scoutmaster to ensure an activity is appropriate to record as service hours.

Each scout is responsible for recording his service hours.

### **Scout Shop**

Locations for the Houston area scout shops can be found at this link:

[http://www.samhoustonbsa.org/welcome/scout\\_shop](http://www.samhoustonbsa.org/welcome/scout_shop)

The closest Scout shop to our Troop is:

<p><b>Stafford Service Center</b> <b>Manager: John Pyle</b></p>
<p>10435 Greenbough Dr., Suite #125 Stafford, TX 77477-5034 <a href="#">google map</a> (281) 207-2340 <b>Hours</b> Mon.-Fri.: 10 AM - 6 PM Sat.: 10 AM - 4 PM Closed Sunday</p>

# How you can help

## **Registered Positions**

There are a number of registered adult positions required to run a Scout Troop.

### **Merit Badge Counselor**

The merit badge counselor is a key player in the Boy Scout advancement program. Whatever your area of expertise or interest—whether it is a special craft or hobby (basketry, leatherwork, coin collecting), a profession (veterinary medicine, aviation, engineering), or perhaps a life skill (cooking, personal management, communications)—as a merit badge counselor, you can play a vital role in stirring a young man's curiosity about that particular topic. By serving as a merit badge counselor, you offer your time, knowledge, and other resources so that Scouts can explore a topic of interest.

### **Committee Member**

The committee runs the business side of the Troop and makes certain the Scoutmaster and Assistant Scoutmasters have what they need to provide an effective program. The head of the committee is the Committee Chair.

We meet on the third Thursday of the month at 7:00 PM. Our typical meeting place is the lounge next to where the troop meets.

The other job of the committee is to sit on Boards of Review for Scout rank advancement. This is the last requirement for each rank. The purpose of the board is to ensure the scout is learning and enjoying himself, as well as to gather feedback about the program so we can adjust as needed.

We have a very active committee. A number of our committee members will accompany the Troop on monthly campouts as well as summer camps.

### **Scoutmaster and Assistant Scoutmasters**

The Scoutmaster is the adult responsible for working directly with the Scouts to help them create the program for the troop. The Scoutmaster trains boy leaders to run the troop by providing direction, coaching, and support. The Assistant Scoutmasters work directly with the boys in the Patrols and are expected to wear the official uniform to meetings and campouts.

### **Treasurer**

The unit treasurer is appointed by the committee chairman to handle troop/team/crew funds, pay bills, maintain accounts, coordinate the annual Friends of Scouting campaign, and supervise fundraising.

### **Committee Chair**

The Committee Chair is appointed by the chartered organization and registered as an adult leader of the BSA. The troop committee chair appoints and supervises the unit committee and unit leaders.

### **Other Volunteers**

We are fortunate to have a great number of adults who volunteer to handle tasks such as fund raisers, keeping track of service hours, etc. Anyone who regularly

attends meeting and events is asked to register as an adult leader with BSA. This is for your benefit in case of liability and also to ensure the boys have leaders that have undergone background checks and Youth Protection Training.

### **Training**

BSA offers a large number of training opportunities – some mandatory and some are optional – to assist with running a troop. Following is the list of mandatory training classes:

- All registered adults as well as Merit Badge Counselors – Youth Protection Training (YPT)
- Committee Members – YPT plus Boy Scout Fast Start, This is Scouting, Troop Committee Challenge
- Scoutmaster and Assistant Scoutmasters – YPT plus Boy Scout Fast Start, This is Scouting, Scoutmaster & Assistant SM Specific Training, and Introduction to Outdoor Leadership Skills

### **Adult Drivers**

Occasionally, we have the need for additional adult drivers to activities. We may call on parents to assist with this item. The only requirements are:

1. Over 18
2. Completed Youth Protection Training
3. Insurance on vehicle in the amounts of \$50,000 bodily injury limit per person / \$100,000 bodily injury limit per accident / \$50,000 property damage limit per accident