

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 Chartered 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, depending on swim team participation. We camp monthly and usually have one lock-in a year.

New Scouts and their parents are encouraged to read the official BSA 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.

Field (Class A) 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
Merit Badge Sash	Troop 911 Hat*

The preceding items should be purchased from the Scout Shop. **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.**

Activity (Class B) uniform

The Class B uniform is appropriate during campouts, Eagle projects, and other informal occasions:

- **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:

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 patches. 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 mixed-age patrols of 6-8 boys. New scouts will be integrated into existing patrols.

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 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/or appointed, 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.

Discipline

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 no formal attendance policy. 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.

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.

Rank Advancement (Tenderfoot, 2nd Class, 1st Class, Star, Life)

The BSA Scout Handbook contains everything you need to know about rank advancement. Once all the requirements for a rank are completed and signed off by the ASMs, the Scout needs to have a formal Scoutmaster Conference and Board of Review to receive the rank.

Formal Scoutmaster conferences can be scheduled 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 2nd Class rank must schedule in advance with any Assistant Scoutmaster. Higher ranks must schedule a conference with the 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.

Eagle rank conferences and boards of review are special situations. Our Eagle Coach will advise the Scout once he is close to being ready for these.

Merit Badges

Procedure before working on a merit badge: 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.

Procedure after scout has completed a merit badge: 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 encourage the new Boy Scout to focus on the requirements for Tenderfoot, 2nd Class, and 1st 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 events at other organizations such as museums.

Expenses and Fees

Recharter Fees:

At the end of the year, every Boy Scout will have to pay whatever the national and troop fees are at that time for the upcoming year in Boy Scouts. The current Troop 911 recharter fee for the year is \$48.00 plus an optional \$12 for Boys Life subscription. 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 the troop fees.

The troop pays the national fees for all active, registered adults.

Scout Accounts:

Each scout has a chance to earn his own way through our fund-raisers. Currently, these funds are put into individual scout accounts, although that should be changing soon. The Treasurer will bill the scout account for the various fees a scout incurs like summer camp costs, campout fees, recharter fees, or any other scouting-related expense. This account is also an excellent way to save money for summer camp. If a scout does not have enough in his account to pay for an activity, he will need to deposit cash to cover his expenses.

Fund-raisers:

The troop has a number of ways to help scouts pay their own way for Summer Camp. These are our U.S. Flag Project, Scout Fair Coupon Book sales, and Trail's End Popcorn sales.

- **Stars and Stripes over Sugar Land**
Four times a year – Memorial Day, Flag Day, Independence Day, 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 Coupon Books & Popcorn Sales**
We participate in and support the Sam Houston Area Council's annual fund-raisers, selling Scout Fair coupon books and Trail's End popcorn. All profits from the sales are credited to the scout's account.

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 receive help 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

Any time your scout goes on a campout , a set amount covering fees for the campground, the cost of gas for the drivers, and food are deducted from his scout account. The current camping fee is \$30.

The following rules are used to pay for campout expenses:

- We reimburse actual gas expense for drivers – fill up before and after the campout, and give the treasurer the latter receipt.
- We reimburse the purchasing scout for all youth patrol food -- budget \$15/scout max. Receipts must be attached to the patrol meal planning worksheet, so we can track the cost per scout.
- Additional activity fees are charged directly to the scout accounts. This includes such things as museum admission fees, boat rental fees, supplies for merit badges, etc.
- Adults pay only for their own food expense. The troop reimburses the food purchaser, then divides the cost and debits points from the family's scout account. The troop picks up all other costs for adults.
- No-shows: Scouts who sign up and do not attend will be charged the campout fee. Adults will be charged their portion of the food expense. Exception can be made only if you notify the person buying food before the purchase is made, and the troop has not paid a registration fee of any kind for you. It is your responsibility to make sure your name is not on the attendance roster given to the treasurer.
- Guests of the troop, both youth and adult, are not charged for camping or food. The troop picks up their portion of the cost. They do, however, sometimes pay separate registration or admission fees, depending on the event.

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 and small pillow
- Weather-appropriate clothes including rain gear if the forecast indicates it
- Toiletries: tooth brush and paste, deodorant
- Sleeping clothes
- Camp shoes
- Flashlight

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

New scouts typically bring too many clothes for their first couple of camp outs. We are only gone two 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

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 \$15 for a normal campout. This would include 2 breakfasts, 1 lunch and 1 dinner. Scouts should either eat dinner on Friday before arriving at the church, or bring a dinner they can eat while traveling.

Departure

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

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.

Youth Protection Campout Policy

The troop will strictly adhere to all BSA policies. Below is a summary and additional items for families.

TWO-DEEP LEADERSHIP: BSA definition: "A minimum of two registered adult leaders, or one registered leader and a participating Scout's parent, or another adult is required for all trips and outings. One of these adults must be 21 years of age or older."

- All adults, age 18 years and older, who camp with the troop must have both BSA and Chartered Organization required training. Designated family campouts are an exception discussed in a later section. See Troop Committee Chair for current BSA Registered Adult Leader requirements.
- Any adult interacting with the youth of the troop at a campout is required to have both BSA and Chartered Organization required training even if they are camping separately from the troop. Family campouts are exempted from this requirement.
- Any youth camping with the troop must be a registered Scout. Exceptions can be made for guests who are a prospective troop member. Family campouts are exempted from this requirement.
- All persons under 18 must submit a parent/guardian signed permission form specific to the campout prior to travel. All persons must submit the BSA Medical Forms A, B and C per the BSA Policy that pertains to the specific campout. The forms only need to be submitted once per year. The Troop will maintain the forms as long as the individual is active.
- Specific camping events may require additional forms that must be signed and submitted to the troop before travel. Such forms will be provided prior to travel.
- Youth of Boy Scout age will sleep in separate areas from adults.
- No youth of Boy Scout age will be allowed to sleep with an adult per BSA policy.
- Youth must request permission to enter the adult area.
- There must be two-deep leadership at all times between adults and youth of all ages.

Consideration for families:

- Families may camp on their own at the same time as the troop when the troop is camping on public property. The troop has no authority over who can camp on public property.
- The family must make their own reservations and pay their own fees for the camping when camping outside of the troop.
- The family may not camp in the same campsites as the troop when camping on public property unless invited.
- Family members must limit interaction with the troop when camping unless provided invitation by the designated activity leader.
- Families may camp with the troop only by invitation when camping on private property. The invitation will list and discuss any restrictions regarding the camping of the family.
- From time to time the troop will have designated family campouts. At such time the families will camp with the adults.
- At family campouts the Scouts and their youth guests, of Scouting age, will camp with the Scouts.

- At least two troop-qualified, trained leaders must be present for each 10 Scouts at a family campout. There must always be two-deep leadership for all youth at family campouts. Adults may be with their own children at a family campout without meeting the two- deep leadership rule. However, if another youth is present, two-deep leadership requirements apply.
- At a designated family campout, siblings are invited. Youths younger than Boy Scout age will sleep with their parent / guardian.
- At designated family campouts, adults are responsible for their own children.
- Youth may participate in activities that are BSA youth appropriate at the family campout.
- If an adult brings one or more of their children who are younger than Boy Scout age, that youth must sleep with the parent / guardian.

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 Notes

Permission Forms

Signed 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 and Chartered Organization training (Virtus) at a minimum. We recommend that all parents take the Youth Protection Training via the following website:

<http://www.myscouting.org> (click the "e-learning" tab)

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.

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) 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/scout-shop>

The closest Scout shop to our troop is:

Stafford Service Center
12300 Parc Crest Drive, Suite 130 Stafford, TX 77477 Inside the United Way building John Pyle , manager (281) 207-2340 google map
Hours Mon.-Fri.: 10 AM - 6 PM Sat.: 10 AM - 3 PM Closed Sunday

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 same night as the youth PLC (Patrol Leader's Council), which is usually the Monday after a campout.

The other job of the committee is to sit on Boards of Review for Scout rank advancement. The board 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 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 (our sponsor, St. Theresa's Catholic Church) 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