

# Parent's Guide to Scouting and



## Troop 171

Mattaponi District  
National Capital Area Council  
Eastland United Methodist Church  
December 2019



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## RECORD OF CHANGES

VERSION	DATE	CHANGES	APPROVED
2.0	December 2019	Rewrite	

## Introduction

### Welcome to the Boy Scouts of America and to Troop 171!

By becoming a parent of a Boy Scout, you are setting your son out on the grand adventure of Scouting. This is a tremendously important and rewarding endeavor that you will be able to share with him.

This guide was written to assist scouts and their families to have a better understanding of purpose of Boy Scouts, Boy Scout troops and specifically Troop 171's operation. Troop 171 exists to serve boys by instilling Scout values, preparing them to make ethical choices over their lifetime and to enable them to achieve their full potential. Our values are based upon the Scout Oath and Law.

The following pages describe the organization of a Troop and the advancement pattern that each boy will follow. Reading this will help you understand how your boy can progress through the ranks with your help. It will help you understand how you can help and what the various adult volunteers are doing to help the Troop.

## About Troop 171

Boy Scouts is a year round program. Troop 171 meets in the new Fellowship Hall of Eastland United Methodist Church located at 10718 Courthouse Rd, Fredericksburg, VA 22407. Troop Meetings are Tuesday nights from 7-8:30PM. The Troop follows Spotsylvania County Schools closing policy- if schools are closed on a Tuesday due to snow, no power, etc., then the Troop meeting is canceled.

Working under the principle of “Boy Leadership”, each meeting is designed to be interesting and fun while providing valuable learning experiences. The weekly meetings also serve as the primary forum for announcements. Parents are encouraged to attend a separate “parents only meeting” which is held once a quarter concurrent with the troop meeting.

Every Troop is chartered by an organization. Troop 171 is chartered by Eastland United Methodist Church.

Troop 171 belongs to the Mattaponi District which comprises Spotsylvania, King George and Caroline counties, the city of Fredericksburg and the town of Colonial Beach.

Mattaponi District is a part of the National Capital Area Council (NCAC) which is made up of Northern Virginia, portions of Maryland, the District of Columbia and the U.S. Virgin Islands. See *Appendix A - National Capital Area Council Map*.

## Our History

The troop was founded prior to WWII, but as with a number of units, "went dark" with the mobilization during the war. In 1950 the troop was reestablished in Fredericksburg, Virginia and subsequently moved to Chancellor Baptist Church in Spotsylvania and later to Hope Presbyterian Church. In the Fall of 2017 our Troop moved to Eastland United Methodist Church. We have won numerous awards and have had many great leaders come out of our Troop. We have also produced many Eagle Scouts and expect many more to come.

## What is Scouting About?

### Mission Statement

“The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.”

### 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.*

### Scout Law

*A Scout is:*

*Trustworthy*

*Loyal*

*Helpful*

*Friendly*

*Courteous*

*Kind*

*Obedient*

*Cheerful*

*Thrifty*

*Brave*

*Clean*

*Reverent*

### Vision Statement

The Boy Scouts of America will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Law.



## The Aims of Scouting

The Scouting program has specific objectives, commonly referred to as the “Aims of Scouting.” They are:

- ❖ Character development
- ❖ Leadership development
- ❖ Citizenship training
- ❖ Personal fitness

These four aims are the bedrock of the American Scouting movement and they represent the long term outcomes we want for every boy.

## The Methods of Scouting

The methods by which the aims are achieved are listed below in random order to emphasize the equal importance of each.

*Ideals* – The ideals of Scouting are spelled out in the Scout Oath, the Scout Law, the Scout motto, and the Scout slogan. The Scout measures themselves against these ideals and continually tries to improve. The goals are high, and, as they reach for them, they have some control over what and who they become.

*Patrols* – The patrol method gives Scouts an experience in group living and participating citizenship. It places responsibility on young shoulders and teaches Scouts how to accept it. The patrol method allows Scouts to interact in small groups where they can easily relate to each other. These small groups determine troop activities through their elected representatives.

*Outdoor Programs* – Scouting is designed to take place outdoors. It is in the outdoor setting that Scouts share responsibilities and learn to live with one another. It is here that the skills and activities practiced at troop meetings come alive with purpose. Being close to nature helps Scouts gain an appreciation for God’s handiwork and humankind’s place in it. The outdoors is the laboratory for Scouts to learn ecology and practice conservation of nature’s resources.

*Advancement* – Scouting provides a series of surmountable obstacles and steps in overcoming them through the advancement method. The Scout plans their advancement and progresses at their own pace as they meet each challenge. The Scout is rewarded for each achievement, which helps them gain self-confidence. The steps in the advancement system help a Scout grow in self-reliance and in the ability to help others.

*Association with Adults* – Scouts learn a great deal by watching how adults conduct themselves. Scout leaders can be positive role models for the members of their troops. In many cases a



Scoutmaster who is willing to listen to the Scouts, encourage them, and take a sincere interest in them can make a profound difference in their lives.

*Personal Growth* – As Scouts plan their activities and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Scouting. Young people grow as they participate in community service projects and do Good Turns for others. Probably no device is so successful in developing a basis for personal growth as the daily Good Turn. The religious emblems program also is a large part of the personal growth method. Frequent personal conferences with their Scoutmaster help each Scout to determine their growth toward Scouting's aims.

*Leadership Development* – The Scouting program encourages Scouts to learn and practice leadership skills. Every Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership and becoming a servant leader helps a Scout accept the leadership role of others and guides them towards participating citizenship and character development.

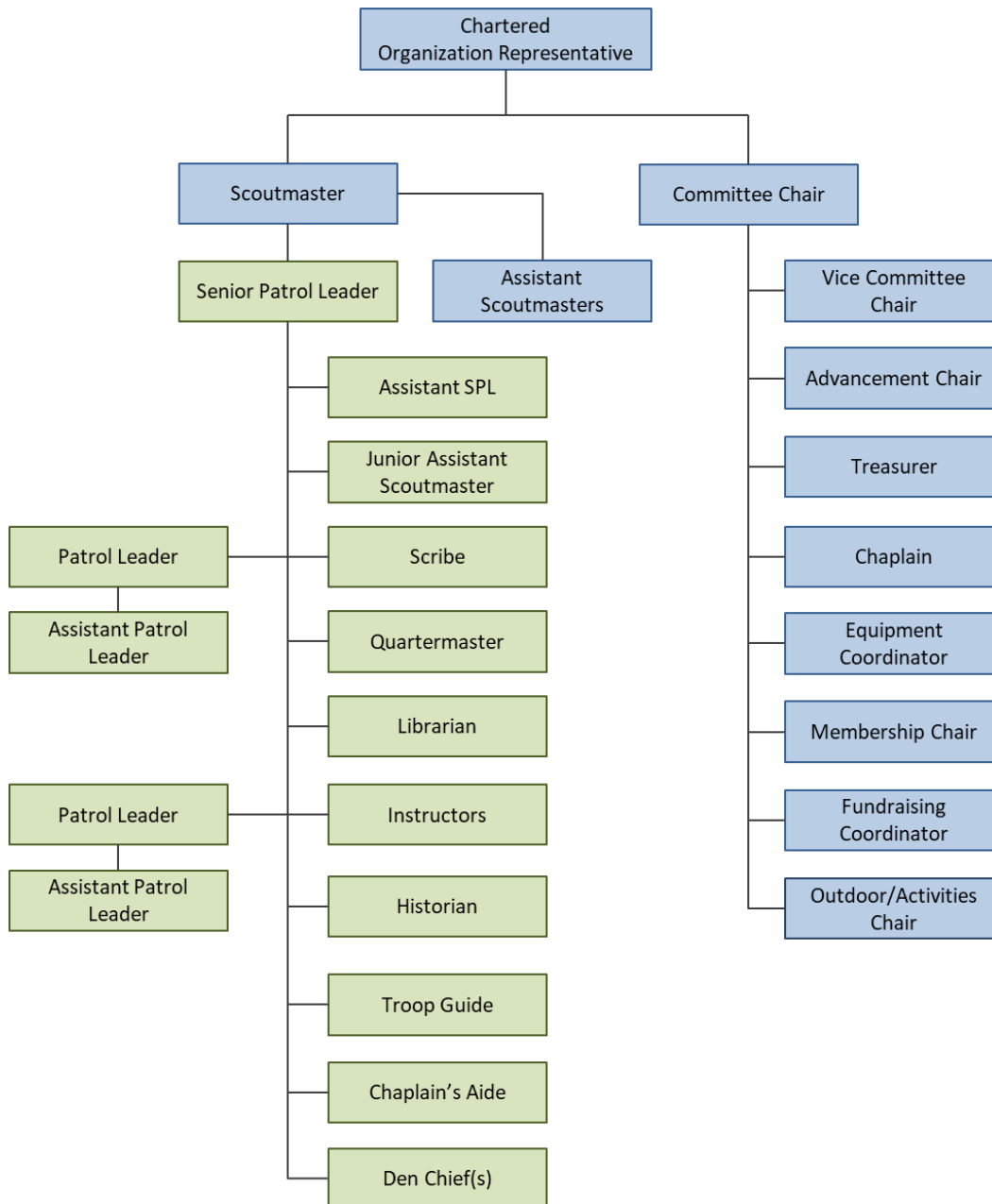
*Uniform* – The uniform makes the Scout troop visible as a force for good and creates a positive youth image in the community. Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting. The uniform gives the Scout identity in a world brotherhood of youth who believe in the same ideals. The uniform is practical attire for Scout activities and provides a way for Scouts to wear the badges that show what they have accomplished.

Unlike Cub Scouts, which many of you are familiar with; Boy Scouts is a youth-lead organization. With Cub Scouts, meetings were planned and run by adult leaders; in Boy Scouts, it is by the Scouts themselves.



## Organization

Troop 171 is a part of the Mattaponi District of the National Capital Area Council, Scouts BSA. The Troop's organization consists of the Troop, a Chartered Organization, a Troop Committee, and the Troop's Parents. Troop 171's organizational structure is shown below. At the head is the troop's Chartered Organizational Representative, our liaison with our chartering organization Eastland United Methodist Church.



## Troop Organization: Scouts

### Patrols

A Patrol is a team of Scouts within the troop that work together to accomplish goals. Patrols are the “building blocks” that form a Troop. A patrol takes pride in its identity, and the members strive to make their

patrol the best it can be.

Patrols will sometimes

join with other patrols

to learn skills and complete advancement requirements. At other times they will compete

against those same patrols in Scout skills and athletic competitions. The members of each patrol

elect one of their own to serve as Patrol Leader.

“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.”

-Robert Baden-Powell

### Positions of Leadership

Elections for Senior Patrol Leader and Patrol Leader are held in early spring and in the fall (usually March and September) of each year but are timed so that Scouts may earn credit for positions of leadership and positions of responsibility. (For senior ranks, 4 to 6 months).

- ❖ **Senior Patrol Leader (SPL):** The SPL is an elected position and is the highest youth-leadership position and is in charge of the Troop under the guidance of the Scoutmaster. He chairs the Patrol Leaders' Council (PLC) meetings and, with PLC assistance, plans and executes the Troop Activity Program.
- ❖ **Assistant Senior Patrol Leader (ASPL):** Selected by the SPL, the Assistant Senior Patrol Leader assists the SPL and serves in his absence. He supervises the non-leadership positions such as Scribe, Librarian, Historian, and Quartermaster. He assists in planning and executing the Troop program, and takes on special projects assigned by the SPL.
- ❖ **Patrol Leader (PL):** The Patrol Leader plans and leads patrol activities, represents the patrol at the Patrol Leaders' Council, assists patrol members in preparing for patrol and troop outings, and assists and encourages patrol members on rank advancement.

### Positions of Responsibility

These positions are appointed by the Senior Patrol Leader, with inputs from the Scoutmaster.

- ❖ **Assistant Patrol Leader (APL):** While not a position of responsibility towards rank advancement, the Assistant Patrol Leader assists the PL and serves in his absence.
- ❖ **Quartermaster:** The Quartermaster (QM) is responsible for controlling the care and distribution of Troop equipment. The Troop QM is responsible for signing out Patrol equipment to each Patrol Leader in September, and checking it back in by June of the following calendar year. The Patrol Leader and his Patrol are responsible for returning all



Troop equipment in good condition, or otherwise replacing it in June. The Troop QM will list deficiencies and submit them to the SPL and Scoutmaster for resolution.

- ❖ **Scribe:** The Scribe records the results of the Patrol Leaders' Council, takes attendance and completes Troop-level correspondence and thank you notes.
- ❖ **Librarian:** The Librarian is responsible for the maintenance and upkeep of the Troop library including merit badge books; other Scouting books; and miscellaneous booklets, pamphlets, and brochures.
- ❖ **Historian:** The Historian is responsible for recording events and creating displays of historical materials for Courts of Honor and other Troop activities.
- ❖ **Chaplain's Aide:** The Chaplain's Aide encourages saying grace at meals while camping or at other activities and tells Scouts about the Religious Emblems program for their faith at least once a year.
- ❖ **Troop Guide:** The Troop Guide is responsible for assisting the younger Scouts in rank advancement and camping preparation. The Guide also assists younger Scouts with fitting into the Troop and their Patrol.
- ❖ **Instructor:** The Instructor teaches scouting skills, e.g. First Aid, as needed within the Troop or Patrols.
- ❖ **OA Representative:** The OA Representative is a boy serving in the Order of the Arrow and serves as the communication link between the lodge or chapter and the Troop. His job is to encourage year-round camping and participation in high-adventure activities, community service projects and leadership skills training, as well as promote attendance and participation in OA meetings and functions.
- ❖ **Junior Assistant Scoutmaster:** The Junior Assistant Scoutmaster is a position normally filled by a boy 16 or older and who has attained the rank of Eagle. The JASM supervises and supports other boy leaders as assigned by the Scoutmaster, and may fill roles in place of the Scoutmaster, but, cannot serve as adult leadership.
- ❖ **Den Chief:** The Den Chief works with a Cub Scout or Webelos den and assists the Den Leader or Webelos Leader with den and pack activities.

## Troop Organization: Adults

The Troop's organization consists of a Chartering Organization Representative, a Troop Committee, Scoutmasters, and Troop Parents

### Chartered Organization (Sponsor)

Every Troop must be sponsored by a chartering organization. Troop 171's chartering organization is Eastland United Methodist Church. Eastland UMC shares our objectives for the Scouts, provides a meeting location and insures that there is adequate, trained leadership. The Chartering Organization Representative is part of the Chartering Organization and is a liaison to the Troop.

### Troop Committee

A Troop cannot survive without its Troop Committee. The Troop Committee's primary responsibility is supporting troop leaders in delivering quality program and handling troop administration. The troop committee is responsible for conducting the business of the troop, setting policy, and helping the Scoutmaster and Scouts with the outdoor program and other planned activities. The committee also has the responsibility to provide adults for boards of review. This is an important responsibility and is one area where help is always needed and appreciated. The committee consists of parent volunteers or other adults who fulfill various roles on the committee. WE ARE IN NEED OF PARENTS TO SERVE IN COMMITTEE ROLES.

- ❖ **Committee Chair:** The Troop 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 troop committee and troop adult leaders. The Troop Committee Chair organizes the committee to see that all functions are delegated, coordinated and completed, maintains a close relationship with the chartered organization representative and the Scoutmaster, prepares Troop Committee meeting agenda, presides over monthly Troop Committee meetings, and presides over quarterly Parent Meetings.
- ❖ **Advancement Chair:** The Advancement chair is appointed by the committee chairman to ensure that the unit has at least monthly boards of review, quarterly courts of honor, and that the unit has goals of helping each Scout advance a rank each year and for new Scouts to reach First Class rank during their first year. The advancement chair is also responsible for record keeping and submitting advancement reports.
- ❖ **Treasurer:** The Treasurer is appointed by the committee chairman to handle pack/troop/crew/ship funds, pay bills, maintain accounts, and coordinate the annual Friends of Scouting campaign.



- ❖ **Chaplain:** The Chaplain is appointed by the committee chairman to provide spiritual tone, guide the chaplain's aide, give spiritual counseling, and promote the regular religious participation of each member.
- ❖ **Equipment Coordinator:** The Equipment Coordinator is appointed by the committee chairman to acquire and maintain troop equipment, work with the Quartermaster on inventory and proper storage and maintenance of all troop equipment, make periodic safety checks on all troop camping gear, and encourage troops in the safe use of all outdoor equipment and to report to the troop committee at each meeting.
- ❖ **Membership Chair:** The Membership chair is appointed by the committee chairman to help ensure a smooth transition of new Scouts into the unit and orientation for new parents and is responsible for recruiting campaigns and for year-round recruitment, growth and retention.
- ❖ **Fundraising Coordinator:** The Fundraising Chair is appointed by the committee chairman to supervise troop fundraising and ensure that every youth member has the opportunity to participate in fundraising events.
- ❖ **Outdoor/Activities Chair:** The Outdoor/Activities Chair is appointed by the committee chairman to secure tour permits and permission to use camping sites, serve as transportation coordinator, and register scouts for events such as Camporees and Summer Camp.

### Adult Leadership (Scoutmaster and Assistants)

Two registered adult leaders, or one adult leader and a Scout parent, one of which must be at least 21 years of age, are required for all Troop meetings, trips or outings.

### Troop Parents

The role of parents within the Troop is to be supportive of the Troop's efforts and to provide the atmosphere Scouts need to learn and excel. Parents are expected to:

- ❖ Volunteer to serve as either the member of a Committee or as a Merit Badge counselor.
- ❖ Read their Scout's handbook and understand the purpose and methods of Scouting.
- ❖ Attend the Parent Orientation offered by the Troop Committee.
- ❖ Actively follow their Scout's progress (or lack thereof) and offer encouragement
- ❖ Show support to both the individual Scout and the Troop by attending all Troop Courts of Honor.
- ❖ Assist, as requested, in all Troop fund-raisers and other such activities. All such assistance lowers the cost of the program we offer to the Scouts and, therefore, lowers each family's cash outlay for their Scout(s).
- ❖ Be aware of the Troop program and annual calendar.

## Volunteering

Adults wishing to serve in any leadership capacity in Troop 171 must register as a BSA adult leader. The BSA registration application is available from the Scoutmaster or Committee Chair or can be found online at <https://filestore.scouting.org/filestore/pdf/524-501.pdf>. The application requires the applicant's Social Security number as well as contact information for three references. It also includes a mandatory authorization for the National Capital Area Council to conduct a criminal background check.

The Troop Committee Chair and the Troop's Chartered Organization Representative are each required by BSA policy to review and approve all adult-leader registration applications. As of June 2010, BSA policy requires that a certification of completion for Youth Protection Training ("YPT") be submitted together with each new adult registration application. This means a new adult leader or volunteer must complete YPT and print out the completion certificate before giving his or her registration application to the Troop Committee Chair for processing.

YPT is required for any adult leader or volunteer having direct contact with Scouts. It can be taken either online or in person. More information can be found here: <https://www.scouting.org/training/youth-protection/>.

## Advancement

### Advancement through First Class

Details for advancement are contained in the Boy Scout Handbook, which every Scout is issued as soon as he joins Troop 171. Take a look at Chapter 1. This short chapter has an advancement summary through First Class.

From the time the Scout enters the Troop through the time he earns advancement to First Class, he is learning basic Scouting skills to enable him to camp, hike, swim, cook, tie knots, administer first aid, and perform other tasks in the outdoors and to work as a member of a team. With those first steps, the Scout begins to build himself physically, mentally, and morally. He will start to live with the Scout Oath and Law. Soon he will learn the symbolism inherent in the Scout badge; he will learn that there are three points of the trefoil which stand for the three parts of the Scout Oath: Duty to God and country, duty to other people, and duty to yourself. The goal of this Troop is for the Scout to achieve the rank of First Class within his first year in the Troop. This is a sign that the Scout has mastered the fundamentals of Scouting and can begin to start the long process of learning to lead others, refining the learned skills and learning additional skills.

### Advancement from First Class to Eagle

From the achievement of First Class through Eagle, the Scout will be demonstrating leadership, performing service projects, earning merit badges and using the skills learned while achieving the rank of First Class. The next ranks he will earn are Star and Life. These ranks are harder to



obtain than the earlier ranks, but are also more interesting for the older scouts. Upon completion of all the requirements for Star and Life the Scout will be eligible to work for Eagle. The original principals, the Scout Oath and Law, now have fuller meaning for the Scout and their understanding of them is much greater. The final steps towards Eagle are filled with leadership experiences.

### The Boy Scout Handbook

The Troop provides each new Scout with a Boy Scout Handbook; if it gets lost, the Scout must purchase a replacement at the Scout Shop at his own expense. Each Scout should safeguard his Handbook by:

- ❖ clearly marking his name on the inside, and
- ❖ protecting it from "the elements," for example, with a cover available for purchase at the Scout Shop.

The Handbook contains a wealth of practical information needed for advancement. Each Scout should carefully study the relevant section(s) of the Handbook when working on rank advancement.

A Scout's advancement is recorded in the pages at the back of his Handbook. Each Scout is responsible for asking the Scoutmaster or his assistants (or designated Scouts) to sign his Handbook as soon as he completes any requirement.

Even though advancement data is entered into the Troop's electronic database, the Scout's Handbook is the official and primary advancement record and should be safeguarded in case of database discrepancies. Before each campout or advancement session a Scout should photocopy all signed advancement pages of his Handbook in case the Handbook gets lost. The Scout Handbook and completed Merit Badges are the ultimate record of a Scout's activity and advancement.

### Rank Advancement Process

The four step advancement process:

1. The Boy Scout learns. A Scout learns by doing. As he learns, he grows in ability to do his part as a member of the Patrol and the Troop. As he develops knowledge and skill, he is asked to teach others. In this way, he begins to develop leadership.
2. The Boy Scout is tested. A Scout will be tested on requirements by a Senior Scout on ranks up to and including First Class. The Scout will be tested by the Scoutmaster, or Assistant Scoutmaster.
3. The Boy Scout is reviewed. After a Scout has completed all requirements for a rank, he has a Board of Review. For Tenderfoot, Second Class, First Class, Star, Life and Eagle Palms, the review is conducted by members of the Troop Committee. The Eagle Board of Review is conducted by members of the District Advancement Committee.



4. The Boy Scout is recognized. When the Board of Review has certified a Scout's advancement, he deserves to receive recognition as soon as possible. This will be done by presenting his rank patch at the Troop meeting closing. The rank award card will be presented to him at the next Troop Court of Honor.

The Troop maintains a log book for all rank advancements which contains the Scout's name, date, the rank he is advancing to, and what he is requesting: a Senior Scout Review, a Scoutmaster Conference or a Board of Review.

### Senior Scout Review

A Senior Scout review is required for rank up to and including First Class.

A Senior Scout will sit down with the scout and review each requirement for the rank with him to verify that he has done, knows or can demonstrate the requirement. This process should take 30+ minutes. Once complete, the Senior Scout will sign off in the Scout's handbook and the Troop log book.

A Senior Scout review has two goals:

- ❖ Initial verification that the scout has completed the requirements for the rank
- ❖ Reinforces leadership skills in the Senior Scout who is working with the advancing scout

### Scoutmaster Conference

The next step in rank advancement (the first after First Class) is the Scoutmaster Conference. It is conducted by the Scoutmaster or one of the Assistant Scoutmasters and is a face to face discussion of topics such as the scout's experiences in the troop, ambitions, and goals for future achievement, and also for obtaining feedback on the Troop's program. The Scoutmaster will also 'spot-check' some of the Scout's rank requirements to provide redundant verification of the Scout's knowledge and understanding of them. Once complete, the Scoutmaster will sign off in the Scout's handbook and the Troop log book.

### Board of Review

The Board of Review is the final step in the rank advancement process. A Board of Review is a group of 3-5 members of the Troop Committee. The purpose of the review is not an examination but rather it is ensure that the requirements have been met for advancement, to discuss the Scout Oath and Law in his home and community, to discuss the Scout's experiences in the Troop and the Troop's program, and to encourage him to keep working towards advancement. The review should take approximately 15 minutes. At the conclusion of the review, the board should know whether a boy is qualified for the rank or Palm (if already an Eagle). The Scout is asked to leave the room while the board members discuss his achievements. The decision of the board of review is arrived at through discussion and must be unanimous. If members are satisfied that the Scout is ready to advance, he is called in, congratulated, notified as to when he will receive his recognition, and encouraged to continue his advancement or earn the next Palm.



For the Board of Review, Scouts are required to bring their Scout Handbook and be in full class “A” uniform.

### Court of Honor

A court of Honor is formal event to recognize all of the advancements, achievements and awards since the last Court of Honor. Troop 171 conducts a Court of Honor once a quarter, usually early in March, June, September and December. The Court of Honor is a public ceremony, and is a chance for the Scouts to be publicly recognized for their achievements. Parents and all other interested individuals are encouraged to attend.

### Eagle Scout

When a Scout has completed all of the rank and merit badge requirements for Life rank, he is ready to start his Eagle project. There are many resources within the Troop your son can call upon to help in his selection of a project. The best resource is other Eagle scouts and the Senior Patrol Guide. You and your Scout will make an appointment with the Scoutmaster and Eagle Advisor to discuss the Eagle packet that you have obtained from the Council office. The Scoutmaster will go through the packet and answer questions. It is up to the Scout to select his project, coordinate getting required signatures, plan and carry it out, complete the final write up and submit the package for a final Board of Review **prior to his 18<sup>th</sup> birthday**. The Scoutmaster and Eagle Advisor will work with the Scout as much as possible if help is requested on completing the package but it is the Scout’s responsibility to complete the package to the best of his abilities. The Eagle candidate will be given the opportunity to participate in a mock Board of Review held by the Troop Committee prior going to a District Eagle Board of Review. After the mock Board of Review, the Scout will be given pointers to make his District Eagle Board of Review successful.

### Eagle Scout Board of Review

When completed, the Eagle package will be given to the District Eagle Board Chairman for review. A formal Board, which consists of two representatives from the Troop Committee and the District Eagle Board Chairman will be held with the Scout to discuss his Eagle project, experiences in Scouting, school experiences, and any future plans. This Board is held the third Thursday of every month at the District Roundtable meeting or at other times at the direction of the Eagle Board chairman. The Board can recommend that the Scout make some improvements to the package, return it to the Board for final signature, and forward it to the Council; approve the package, forward it on to the Council; or disapprove him for Eagle. If disapproval occurs, the Scout has appeal options that he can pursue.

### Merit Badges

The goal of the Merit Badge program is to expand a Scout's areas of interest and to encourage the Scout to meet and work with adults in a chosen subject. Merit Badges are earned by a Scout working with a registered Merit Badge Counselor. The Scout is required to request permission from the Scoutmaster prior to beginning the badge and then contact the assigned Merit Badge

Counselor to arrange for times and places to meet with the counselor. When the Scout completes the work on the Merit Badge the counselor will sign the blue card and inform the Scoutmaster that the Scout has completed the requirements for that badge. Merit Badges earned will be presented to the Scout during the Troop's quarterly Court of Honor

## Outdoor Program

The Outdoor Program is quite possibly the best part of Scouting. It is here, on the trail and in the woods, that your son learns the best. It is where he can put to the test the skills he has learned and gain experience to advance.

On these outings, the Scouts will be challenged : getting their Patrols fed and sheltered, keeping them warm and safe, solving the problems they can solve, and knowing when and how to get help for those they can't.

PLEASE encourage your son to participate in this critical part of the program. Our troop normally conducts outings at least once per month.

## Campouts

A typical campout will be as follows:

**Thursday evening:** Scouts (junior and senior) shop for and purchase groceries for the campout based upon a budget.

**Friday evening:** Travel to campsite, setup camp, Dinner (sack dinner brought with Scout).

**Saturday:** Breakfast. Morning activities. Lunch. Afternoon activities. Free time / advancement work. Dinner. Campfire.

**Sunday:** Breakfast, Break camp: clean up, inspection and stowage of patrol equipment. Clean sweep of the campsite. Depart for home. Upon arrival, scouts may be assigned tents, tarps to setup and dry out at home before retuning.

## Signups & Fees

The Troop maintains signup sheets for upcoming events. Scouts are encouraged to sign up for events they wish to participate in as early as possible. Events with little or no interest may be canceled. With each event, any associated cost will be noted on the signup sheet. Most campouts will cost \$15-\$30 to cover the cost of food and camping fees. The cost for Summer camp will range from \$285 to \$325 depending on the camp.



## Equipment

### Troop

For most campouts, the troop provides:

- ❖ Tents with ground cloth
- ❖ Water jugs or coolers (filled)
- ❖ Chuck boxes equipped with cookware and consumables
- ❖ Propane, propane lanterns
- ❖ Rain fly

### Personal

- ❖ Boy Scout Handbook for advancement work
- ❖ Duffel/gear bag/Backpack(internal- or external frame)
- ❖ Sleeping bag (rated 20°F or lower is recommended) for winter months. A light sleeping bag will suffice for warmer weather.
- ❖ Camp pillow
- ❖ Air mattress or ground pad
- ❖ A Headlamp (preferable) or Flashlight (with extra batteries/bulb)
- ❖ Pocket Knife - "Totin' Chit" required (no sheath knives!)
- ❖ Waterproof matches/fire starters - "Fireman Chit" required
- ❖ Personal First Aid Kit - See the Boy Scout Handbook
- ❖ Water bottle/canteen
- ❖ Sunscreen
- ❖ Compass
- ❖ Medications (must be turned over to leaders)
- ❖ Notebook and pen
- ❖ Field "Class A" Uniform (wear when traveling)
- ❖ Activity "Class B" Uniform (for activities)
- ❖ Hat or cap
- ❖ Rain gear or poncho
- ❖ Windbreaker or light jacket (adjust for season)
- ❖ Extra pair of boots/shoes
- ❖ Synthetic or wool hiking socks
- ❖ Synthetic t-shirts or shirts \*
- ❖ Extra underwear, including synthetic "long johns" for cold-weather camping.\*
- ❖ Synthetic fleece jacket or pullover \*
- ❖ Synthetic pants, either fleece or nylon, with good pockets — zip-offs are best
- ❖ Insect repellent (lotion only, no aerosol spray!)
- ❖ Underwear
- ❖ Gloves
- ❖ Mess kit (plate, bowl, cup, fork, spoon, and knife)

- ❖ Cleanup kit (toothbrush, toothpaste, soap, washcloth, towel, comb)
- ❖ Camp chair (optional, space permitting)
- ❖ Camera (optional)

\* Parents please note: Cotton clothing is a very poor choice for camping; it's bulky, cold and slow to dry when wet, which can contribute to hypothermia. Layers of quick-drying synthetics are much better. A synthetic fleece jacket is excellent for layering and remains warm even when wet.

Parents are discouraged from purchasing a lot of expensive personal equipment early in a Scout's career. Experienced adult leaders can be a helpful resource to insure the equipment families purchase is up to the rigors of Scout-style camping. Leaders can also suggest low-cost substitutes for some items.

### Meals

All menus for a campout (except Summer Camp) are planned by the Patrols usually during the preceding troop meeting and should reflect fully balanced meals. Patrols will shop for their food the day before the campout; generally at least one senior scout and one to two junior scouts needing experience. It is their responsibility that they understand the budget and the number of people for whom they are purchasing food for. Cold food will be stored in iced coolers and dry goods stored in tubs supplied by the troop.

### Medical Forms

BSA has a three part (A,B, and C) medical form which must be updated at least once a year, preferably in late spring before summer camp.

For weekend outings, Health Form parts A and B are required.

For outings longer than 72 hours (e.g. summer camp), Health Form parts A, B, and C are required.

### Medications

Scouts who take medications should do so during Troop activities, including campouts and Summer camp. Parents must provide all medications with instructions to an adult leader. We know from experience that Scouts who don't take their meds won't have as good an experience as they should. Parents should regularly update their Scouts' medical forms with all meds being taken or prescribed.

### Permission Slip

Without exception, a permission slip is required of all Scouts before they are allowed to participate in any Troop outing. This permission slip is important in part because it will provide contact information for not only the parents or guardians of the scout, but contact information for the adults leading the outing. It also provides permission for the adult leaders to seek medical help on case of emergency.



## Transportation

Outings require transportation. There must be enough seats, with proper safety restraints (seatbelts) to carry Scouts and Adult leaders. Generally, the adults leading the outing can provide the transportation but Parents can help out by driving Scouts to and from outings.

## Uniform

The Scout uniform helps to achieve the objectives of Scouting. The uniform by itself cannot make a good Scout or a good Troop, but its use has been proven to improve both the Scout and the Troop because it is a visible symbol of Scouting and unity. Each Scout is required to have and wear the following uniform items:

“Class A” Uniform:

- ❖ Tan scout shirt with insignia and patches (Green shoulder loops, National Capital Area Council, Troop 171 numerals, patrol patch, leadership patch, and world crest emblem)
- ❖ Troop 171 neckerchief
- ❖ Neckerchief slide (can be purchased or made by Scout)
- ❖ Troop 171 blue/white and black ropes
- ❖ Boy Scout Socks (when wearing with shorts)
- ❖ Merit Badge Sash for formal events (optional)
- ❖ Sturdy tennis shoes or hiking boots

“Class B” Uniform (Worn between Memorial Day and Labor Day and as instructed by Troop leadership.)

- ❖ Troop 171 T-Shirt, plain (unmarked, no logos t-shirt), or other BSA t-shirt
- ❖ Tennis shoes or hiking boots
- ❖ Scout pants or Scout shorts
- ❖ Boy Scout Socks, (visible when wearing shorts)

Uniforms and insignia are worn a certain way. The Troop Leaders and staff at the Scout Shops will be able to answer any questions you might have on where to put the different badges. Additionally, there are guides for badge placement inside the cover of the Scout Handbook. See *Appendix B – Uniform guide for placement of patches.*

## Buying Scout Gear and Uniforms

Scouting gear and uniforms may be ordered at [www.scoutshop.org](http://www.scoutshop.org). Additionally, there are three Scout Shops in the Northern Virginia area where you can purchase Scout uniforms and supplies:

National Capital Scout Shop 9190 Rockville Pike Bethesda,	Northern Virginia Scout Shop 5234 Port Royal Road	Richmond Scout Shop 4015 Fitzhugh Ave.
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MD 20814-3897 (301) 564-1091	Springfield, VA 22151 (703) 321-4836	Richmond, VA. 23230-3921 (804) 355-0628
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## Troop 171 Online

The Troop maintains two sources of online information:

### Troop Website

The Troop's website is located at <https://bsatroop171va.weebly.com/>

### Facebook

The Troop maintains a closed Facebook group at <https://www.facebook.com/groups/Troop171/>. Event photos are posted there as well as other information relevant to the Troop. Facebook and email are the two means for communication regarding upcoming events.

## Costs

The annual Troop fee covers rank badges, merit badges, awards, troop-supplied materials, equipment, youth leadership training and other operating expenses incurred by the Troop, including the national registration fee. Other expenses through the course of Scouting will include fees for activities and the cost for your scout's uniform and equipment purchases.

The annual fee for Troop membership costs is currently \$120.00 (\$10 per month), pro-rated if you join in mid-year.

Campouts and other outings have fees associated with them to cover the cost of food, campsite fees, activity fees or permits. Two-night campouts are typically \$30 for a Scout or an adult. Trip money is due before the trip.

Summer camp costs range from \$285 to \$320, depending upon the camp the scouts decided to go to. Summer Camp is typically in the middle of July so payments can be made in April (\$100), May (\$100) and the balance in June.

Troop 171 and the National Capital Area Council have camperships available to assist Scouts in meeting the cost of participation in some activities. Requests for campership consideration are treated confidentially. Please speak to the Scoutmaster or the Committee Chairperson for information about camperships.

## Community Service

Doing service projects together is one way that Scouts keep their promise "to help other people." While a Scout should do his best to help other people every day, a group service project is a bigger way to help people. While you're giving service, you're learning to work together with



others to do something that's good for your community. Here are a few ways Troop 171 provides community service:

### Adopt-A-Highway Project

Troop 171 “adopted” 2 miles of Spotsylvania Parkway for highway cleanup. Once a quarter, usually in mid-January, April, July, October, the Troop cleans up litter and debris from both sides of Spotsylvania Parkway from Route 1 to Leavells Road intersections. This is a service project that all members of the Troop should participate in as often as possible

### Scouting for Food

Each November, usually the first two Saturdays of the month, the Troop participates in a nationwide, scout-sponsored event. In cooperation with local businesses and media outlets, the troop is given plastic bags or door stickers and assigned an area to cover. On the first Saturday, the scouts distribute the bags or door stickers. The following Saturday, the Scouts collect food donated by households throughout the neighborhoods. All area Cub Scout Packs and Boy Scout Troops participate and deliver the donations to a local food bank. Troop 171 delivers the food collected to Friends of the St. Vincent de Paul Breezewood Pantry (Saint Matthews) so that they can help feed local needy families.

### Luminaria

Each spring, Fredericksburg area Cub Scout Packs and Boy Scout Troops begin preparing folding white lunch bags and filling bags with sand culminating in the Memorial Day Luminaria at Fredericksburg National Battlefield Cemetery in downtown Fredericksburg. Sandbags are placed in the bags along with a tea light candle and placed 2 per headstone throughout the cemetery and along walkways and paths and lit at dusk.

### Fundraising

Fundraising is a very important part of the Troop operation. The money raised helps keep Troop fees down and pays for the purchase and maintenance of Troop equipment, Merit Badges, Courts of Honor and Troop activities. Annual fundraisers will be determined by the Troop Committee and scheduled on the calendar. The percentages or wages designated to the individual Scout's accounts will be determined by the Troop Committee depending on the fundraiser, as allowed, to help defray Scouting costs. Parents are strongly encouraged to participate in Troop fundraisers.

### Rechartering

The process of rechartering is the annual collection of BSA registration and insurance fees for the Scouts and Leaders. The process of rechartering the Troop must be completed before the end of December each year. During rechartering, each scout has the option to sign up for an annual subscription to “Boy's Life” for an additional fee.



## PARENT COMMITTEE, TROOP 171, BSA BY-LAWS

### Section I: Group Name/Purpose:

The Parent Committee of Boy Scouts of America, Troop 171, Spotsylvania Presbyterian Church, Spotsylvania, Virginia, is created by and functions under the Troop charter and Boy Scouts of America guidelines for the purpose of supporting the scouting program of the Troop in cooperation with the chartering organization and the Scoutmaster.

### Section II: Membership/Meetings:

All parents or guardians of troop members are automatically members of the Parent Committee as is the Troop's Scoutmaster or the Scoutmaster's designee. While there are no dues required for membership and participation on this Committee, payment of dues by Scouts is required for participation by each Scout in troop activities. To remain in good standing with the Committee and the troop, parents or guardians are responsible for the timely payment of each scout's dues and all other fees associated with each scout's particular activities.

As is the case with all Scouting-related activities, membership and participation in this organization is available to all persons.

Committee meetings, which are open to the parents or guardians of all scouts, are held on an "as need" basis at Spotsylvania Presbyterian Church. Committee business can be conducted by a simple majority of those present.

While actual required attendance by a parent or guardian of each scout cannot be a reality, the Committee's work and actions will be such that each parent is expected to take part in various support activities.

Each and every parent or guardian in attendance at any particular meeting may cast one vote in the conduct of the business of the Committee. There will be no proxy votes.

### Section III: Committee officers/duties and terms:

Once a year, if needed, the Committee will elect by a majority vote of those in attendance, new officers. The elected officers must be committee members in good standing; their duties will be as follows:

- a. Chair: The Chair's main responsibilities are to run the Parent Committee Meeting; to communicate regularly with the Scoutmaster, other officers and the parents concerning the needs and functions of the troop; and to coordinate the support by the Committee of troop activities, special events and fund raising activities.  
When deemed necessary by the Scoutmaster, the Chair can act for the troop and the Parent Committee.  
The Chair is the Committee's liaison with and should attend or send a representative to all monthly District Roundtable meetings.



The Chair is also responsible for the approval of all leaders' applications.

- b. Vice-Chair: The Vice-Chair's main responsibility is to act for the Chair in the Chair's absence.
- c. Secretary: The Secretary's main function and responsibility is the keeping of accurate minutes from the Committee meetings and activities, as well as communicating Committee and Troop activities to all parents or guardians through a monthly newsletter that will note both committee and troop events.

The Secretary's minutes of Committee meetings will be considered for approval at subsequent Committee meetings. The Secretary will keep a yearly, cumulative file of approved minutes and newsletters; this yearly record file should be kept for seven years by current or future office holders. These files and records should be accessible to the adult Scout staff and to parents or guardians.

- d. Treasurer: The Treasurer's main function and responsibility is the keeping of the Committee and Troop financial records. All regular dues, fees for special events, and fund raising monies are to be turned in to, recorded with and deposited by the Treasurer. The Treasurer will develop a monthly financial status report for presentation at each Committee meeting.

As guided by Committee actions, the Treasurer will keep a record of all Scout dues and develop a roster of troop members.

In cooperation with the Chair and the Scoutmaster, the Treasurer will pay all bills and fees that support troop and Committee activities. In addition, as required by some special fund raising activities, the Treasurer may have to keep money/credit accounts for individual Scouts who earn money toward special activities. Finally, the Treasurer will keep and distribute a list of fees owed by individual scouts whose families will have the option of either paying off these fees or transferring an equal amount, if available, from a scout's credit account.

With the Scoutmaster and Committee Chair, the Treasurer will help develop a yearly budget to guide Committee fund raising. This budget should be adopted at a Committee's meeting in January. Although dues cannot be finalized until the Troop's annual rechartering, the budget should reflect an anticipated dues amount balanced by other fund raising and contribution receipts.

- e. Chartering Organization Representative: This officer's main function is to serve as the liaison between the Committee and the chartering organization — Spotsylvania Presbyterian Church. In addition, the Representative or designee must attend District Committee meetings. This officer may be assigned other duties by the Chair or as may be

defined by the Boy Scouts of America's National Council. The COR is also responsible for the approval of all leaders' applications.

- f. Other Officers: Additional officers and subcommittee leaders can be appointed by the Committee Chair as needed to head up subcommittees supporting a variety of functions such as transportation, fund raising or special events but not limited to these areas.
- g. Officer Vacancy: When a committee office becomes vacant, that vacancy is to be filled by a Committee member elected by a majority vote at the next Committee meeting after the announced vacancy. The person elected is subject to the same position responsibilities that applied to the vacated office.

#### **Section IV: Committee Functions:**

As noted in Section I of these By-Laws, the Committee's principal function is to support the scouting program of Troop 171. That support is both specific, as in the case of a particular scouting activity, and in general, as in the case of fund raising activities.

Two or three Committee members, appointed by the Advancement Coordinator, will serve on Boards of Review on a rotating basis coordinated by the Scoutmaster to review scouts' advancement and accomplishments toward their next rank.

Once each year in January, the Committee will take action that sets the dues required of each scout for registration, or re-registration, on the Troop Charter and the Committee will adopt a Troop budget.

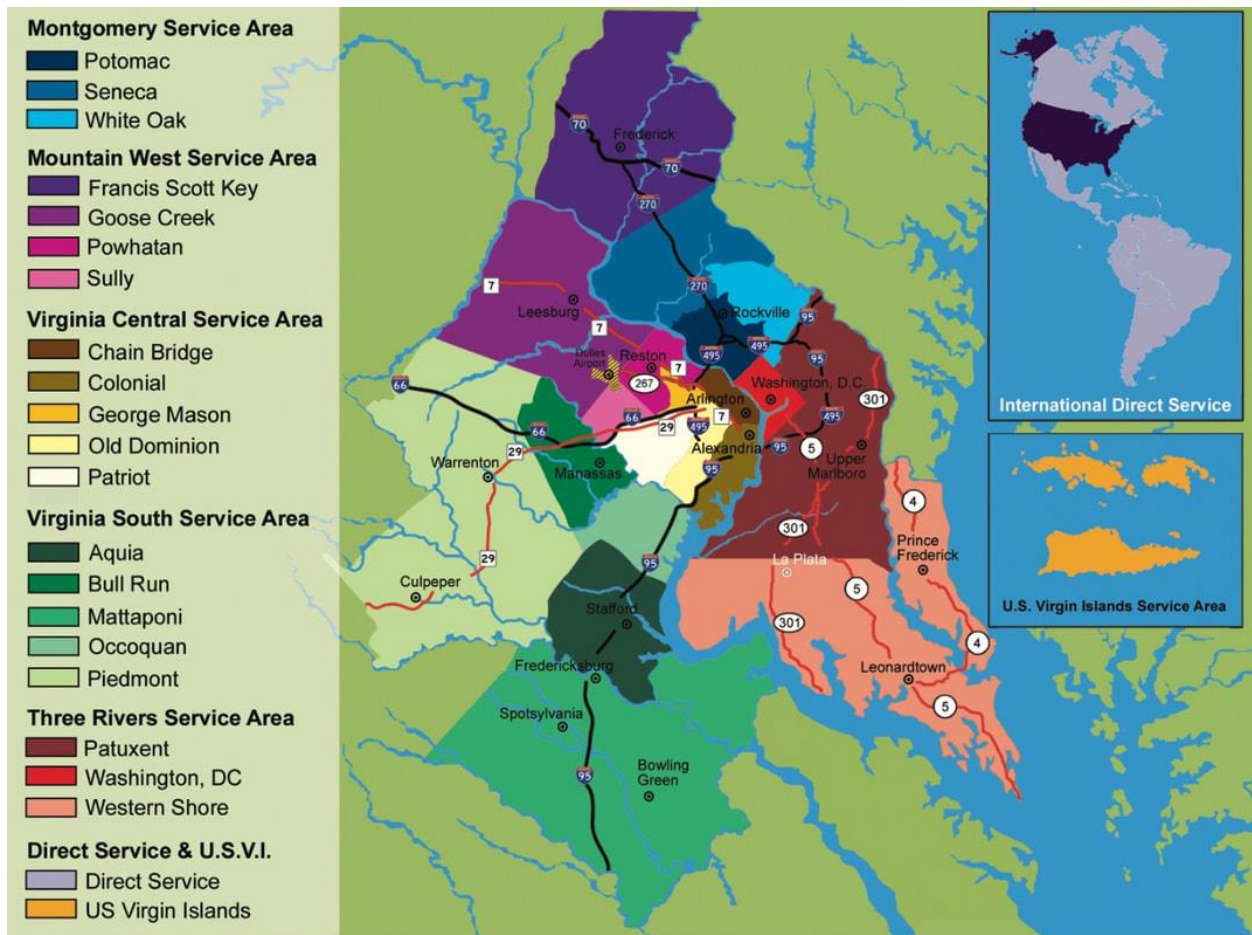
#### **Section V: Adopting, Changing and Suspending the By-Laws:**

These By-Laws take effect immediately after approval by at least a simple majority of those in attendance at a parent Committee meeting.

The By-Laws can be suspended for urgent and/or unique Committee business if a 3/4 majority of those in attendance at a regular Parent Committee meeting agree to a motion of suspension.



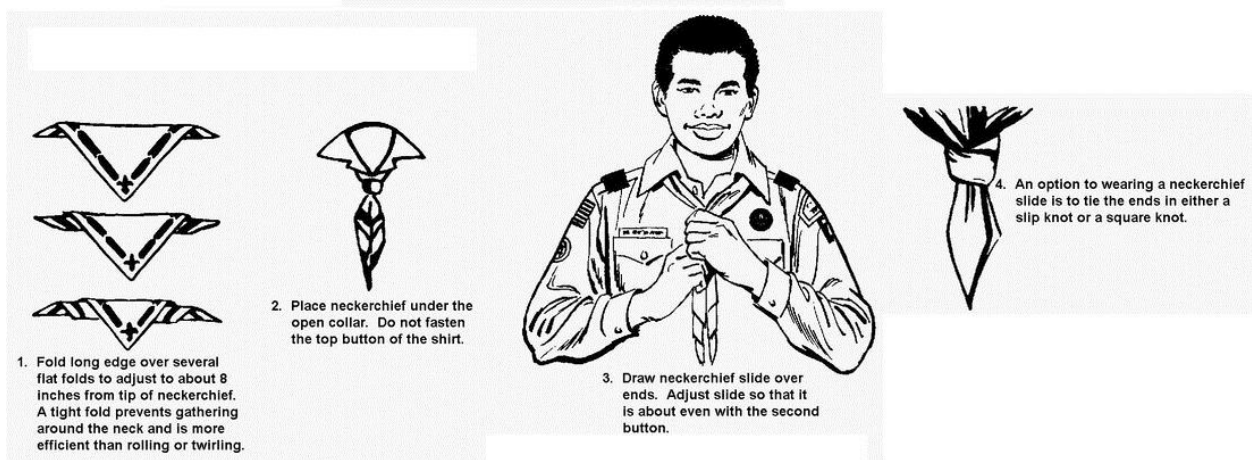
# Appendix A - National Capital Area Council Map



## Appendix B - Uniform guide



### How to wear a Neckerchief



To wear a neckerchief, first roll the long edge to about 6 inches from the tip. Place the neckerchief smoothly around your neck under the uniforms collar. Hold the neckerchief in place with a neckerchief slide. You may also tie an optional knot below the side to hold it in place.

## Appendix C - Helpful Links

National Capital Area Council

<https://www.ncacbsa.org/>

<https://www.facebook.com/NCACBSA/>

Mattaponi District - National Capital Area Council

<https://www.ncacbsa.org/mattaponi/>

<https://www.facebook.com/mattaponidistrict/>

Youth Protection Training

<https://www.scouting.org/training/youth-protection/>

Scout Shop

<https://www.scoutshop.org/>

Boy Scout Trail

<https://boyscouttrail.com/boy-scouts/boy-scouts.asp>

Bryan On Scouting

<https://blog.scoutingmagazine.org/>

Scouting Magazine

<https://scoutingmagazine.org/>