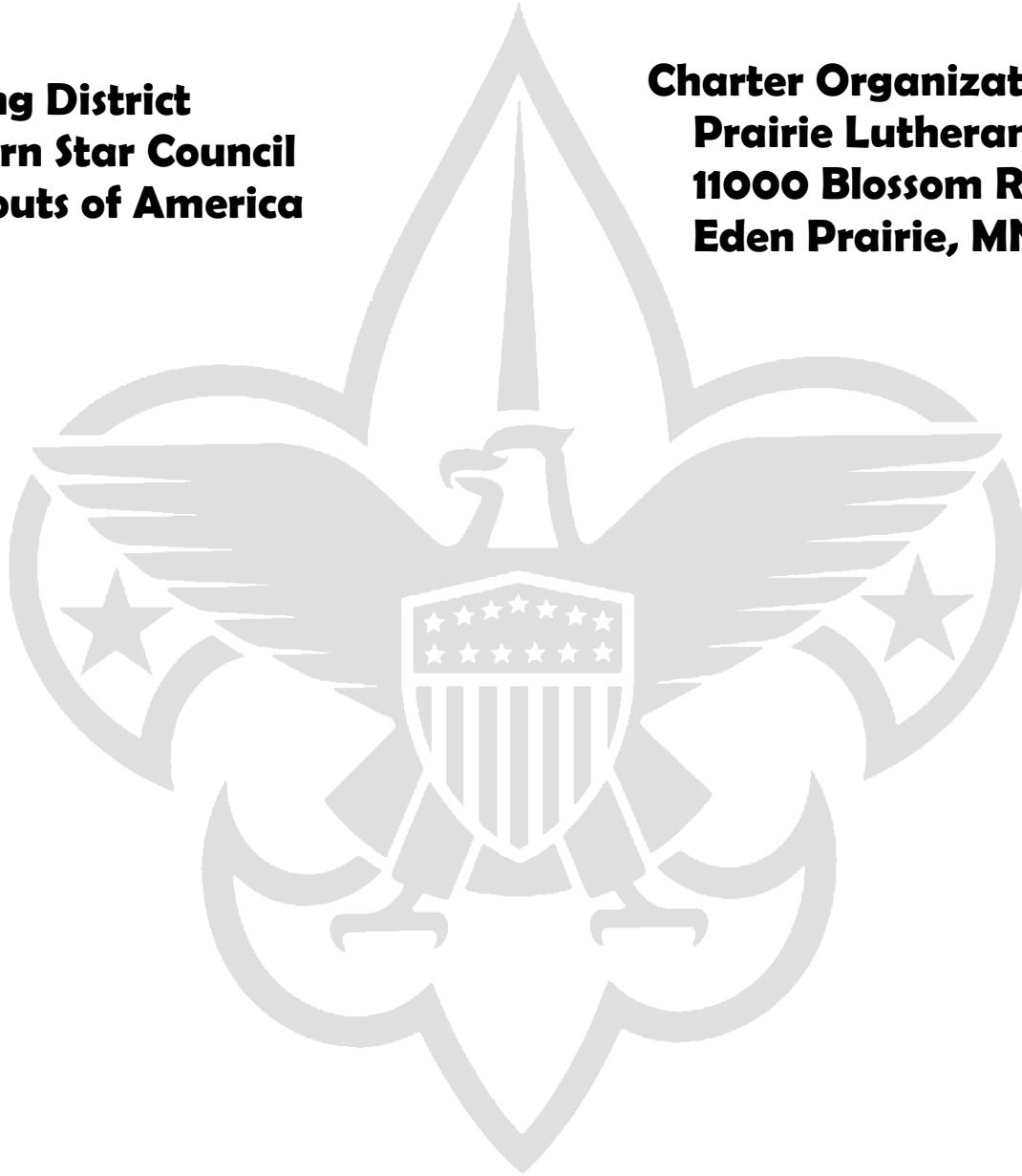


# ***Boy Scout Troop 695*** ***2006 - 2007 Guidebook***

**Mustang District  
Northern Star Council  
Boy Scouts of America**

**Charter Organization:  
Prairie Lutheran Church  
11000 Blossom Road  
Eden Prairie, MN 55347**



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**Scoutmaster: Joe Polta (952) 974-0264**  
**Committee Chair: Mark Jennen (952) 943-1340**  
**Troop Web Page: [www.troop695.org](http://www.troop695.org)**

## **Boy Scouts of America Mission Statement:**

*To serve others by helping to instill values in young people, to prepare them to make ethical choices over their lifetime, and to achieve their full potential.*

## **Troop 695 Mission Statement:**

*The Scouts of Troop 695 are proud to be recognized by their community as leaders of high moral character who are prepared to make ethical decisions and to assist others in times of need. They are respectful of themselves, others, and their environment. They live by the ideals of the Boy Scouts of America while seeking a balance of fun and achievement to build personal character. The families of Troop 695 are committed to upholding the ideals of the Boy Scouts of America in developing the attitudes and values of the Scouts.*

## **Troop Philosophy:**

- *The Troop is run by the Scouts. The Patrol Leaders' Council is a body of shared leadership*
- *Adults provide supervision to the Scouts. The parents' roll is to teach and guide the Scouts.*
- *Adult leadership is shared by all Scouter staff and parents.*
- *The Troop accepts any family and will not discriminate based upon reputation, belief, race, or physical condition of the Scout, as long as he abides by the rules and policies of the Troop.*
- *Values that are emphasized include leadership, family, church, education, and respect.*
- *Activities are structured to achieve a balance of fun and advancement.*
- *When a Scout registers with the Troop, he commits to attending  $\frac{3}{4}$  of all Troop events and meetings.*
- *Since Scouting is a year round program, it is understood that a Scout may be involved in other activities (i.e. band, organized sports, etc.) that cause an occasional conflict or even causes the need for a Scout to go on inactive status for awhile. This is okay as long as you discuss your situation with the Scoutmaster.*
- *Troop outings are structured to maintain a balance of camping, field trips, physical activities, and day trips.*
- *Leadership Training for both Scouts and adults is important to the success of the program and the Troop.*

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## **INTRODUCTION**

This guidebook was written to aid the Scouts and families of Troop 695 as they learn about the Scouting program in general and Troop 695 in particular. While we hope that this guidebook is helpful to you as a reference, please understand that the policies of Troop 695 are frequently revised at the discretion of the Troop Committee. Please speak to the Committee Chair to verify specific policies.

In writing this guidebook, it was often hard to decide which came first, the chicken or the egg. For that reason, we've included an index at the end of the book so that you can refer to unfamiliar words, phrases, or acronyms as you read.

The Troop wants each family to fully understand the Scouting program. If you ever have any questions or areas of confusion, *please* talk to a Scoutmaster, Senior Patrol Leader, Committee Member, or any of the parents in the Troop.

## **NEW SCOUTS**

Boys and their families who are interested in joining Troop 695 are always welcome to come and visit any Troop Meeting or Court of Honor. However, some Troop Meetings may involve Troop business that will not be of particular interest to boys outside of the Troop. For this reason, we suggest that boys try to visit during our special recruiting events held every Fall and Winter. At these Troop Meetings and outings, activities will be geared towards giving boys a taste of the Scouting Program, and giving parents information about the Troop.

### **JOINING PROCEDURE**

New Scouts will receive a packet of information when they make the decision to join Troop 695. Included in this packet are the following forms, which should be filled out and turned in ASAP:

- Boy Scout Application
- Class I Medical Form - this form is on the back of the Boy Scout Application (be sure not to write through the carbon) or may also be found on the same sheet of paper as the Class II Medical form. This form contains insurance, physician, and emergency contact information. It must be up-

dated annually and is required for all Scouts before they can go on any camp out.

- Class II Medical Form - this form is required for all Scouts who will be attending any campout of more than 72 hours duration (such as our weeklong campout to Many Point Boy Scout Camp in the summer).
- Troop Resource Survey - this survey allows Troop leaders to evaluate the resources that we have within our Troop. Please check off all areas of interest. This survey does not commit you to anything, it just tells the Committee Chair about your family's hobbies, resources, and areas of expertise.
- Information Sheet - all adults in the Troop are asked to fill out an information sheet listing their auto insurance, driver's license numbers, make of car, and number of seat belts in the car. Having this information on file saves time when the Troop is organizing drivers for a campout or other outing.

The annual dues for Troop 695 are \$50. All checks should be made payable to Troop 695 and turned in to the Committee Chair. For more information, see "Costs/Finances".

On joining, the Troop will provide each Scout with:

- a Troop neckerchief
- a Troop notebook containing this Guidebook, a Troop roster, a Troop calendar, and an advancement plan
- a copy of The Boy Scout Handbook. This well-written book should be used as a reference by Scouts and adults for years to come. It has a wealth of information about the outdoors and camping; has the information needed for rank advancement; and has the answers to almost all of your questions about the Boy Scout program. Scouts should bring their handbook to all Troop Meetings and campouts.

These three items will be presented at the Scout's Cross-Over Ceremony and/or at his first Troop Meeting. All new Scouts join the Troop together on the first Tuesday in March.

### **TRANSFERS**

Transferring Scouts will be welcomed on the same basis as new Scouts, with a welcoming ceremony at his first Court of Honor. Transferring Scouts may join the Troop at any time. In

addition to following the Joining Procedures discussed above, a transferring Scout must request and obtain his personal records from his old Troop. These include his advancement and merit badge records; his meeting, camping, and outing attendance records; and his leadership records. This information should be presented directly to the Advancement Chairperson.

The Scout's old Troop will decide whether or not to allow a transfer of funds to his Scout Account at Troop 695.

## NEW ADULTS

There are three basic reasons why every Scout's parents should volunteer with the Troop in some capacity:

1. Even though the Scouts run the Troop, it is essential that they have strong support from the families of Troop 695. New Scouts cannot be expected to have the skills necessary to undertake the responsibilities of running a troop without some guidance from older Scouts and adults.
2. Virtually all of the Scouts who are successful in the program have strong support and encouragement from their families.
3. If we divide the work equitably, no one has to do too much.

The Troop expects every adult to do each of the following:

- Fill one volunteer position
- Serve on an occasional Board of Review
- With other families, bring food to share at the quarterly Courts of Honor
- Occasionally drive to campouts
- Work with your son on fundraising projects
- Be a counselor for one merit badge
- Attend Youth Protection Training

## UNIFORMS

The Class A Uniform is to be worn at Troop Meetings during the school year, Boards of Review, Courts of Honor and driving to and from campouts. The Class B uniform may be worn during summer Troop meetings, on campouts, during service projects, and during fundraisers. The Senior Patrol Leader will let the Scouts know when it is okay to wear the Class B uniform. *Unless Scouts are told other-*

*wise, they are expected to be in their Class A uniform.*

Every Scout must purchase his own Class A uniform, which consists of the following:

- khaki Boy Scout shirt (you may purchase a short or a long-sleeved shirt, however, if you are going to purchase the Troop T-shirt it probably makes sense to get a long-sleeved Boy Scout shirt for winter wear)
- olive green Boy Scout pants
- insignia
  - red Troop numerals: "6", "9", and "5"
  - Northern Star Council shoulder patch
  - purple World Crest patch
  - patrol badge (be sure you know the name of your son's patrol)
  - red epaulets
  - Arrow of Light (*only if your son earned this award as a Cub Scout*)

The Class B uniform is optional. It may be purchased from the Troop and consists of the Troop 695 T-shirt (\$10).

Other optional, but recommended items are:

- Merit Badge Sash - this sash is to be worn at all Boards of Review and Courts of Honor once the Scout has earned at least 3 merit badges.
- Handbook Cover - most Scouts will use The Boy Scout Handbook for several years, often in inclement weather, so a book cover is strongly recommended.
- Boy Scout Requirements - this book lists the current requirements for all of the merit badges. Merit badge books and requirements are frequently updated, so it is a good idea to double check in this book to be sure that you have the most current list of requirements for any merit badge that you are working on. Also, this book is a great way to preview a merit badge that you may be interested in working on before you actually sign up for it.

All of these items (except the Class B uniform) may be purchased at the Scout Shop on the northwest corner of Hwy 100 and Glenwood Avenue in Golden Valley.

## EQUIPMENT

There are many stores locally that carry camping and hiking equipment. Try Target, K-Mart, Holiday, and surplus stores for better prices. REI, Dick's, and Gander Mountain all have excellent selections, but will probably be more expensive. The Scout Catalogue also has a complete selection of camping gear, competitively priced. Campmor.com also has good prices for those preferring internet shopping.

See page 224 of The Boy Scout Handbook for a checklist of camping and hiking gear needed on Scout outings. Specialized equipment may be needed for certain campouts (i.e. snowshoes or mosquito netting). Scouts and their parents will be notified before each campout if there are any special needs. *Be sure that all gear is marked with the Scout's name!*

The Troop provides each Patrol with tents, dining fly, cooler, lantern, cooking stove, and a patrol box (stocked with basic cooking and cleaning supplies). The Patrol is responsible for keeping their equipment in good working condition, and notifying the Quartermaster if anything needs to be repaired or restocked. Scouts or Patrols who wish to use Troop equipment must have it checked out to them by the Quartermaster.

Scouts should not feel that they have to purchase the best of everything when they first join the Scouting program. Some purchasing tips:

- Backpacks - Scouts may be able to use a large duffel bag for the first few campouts, although they will eventually need to purchase a backpack. Packs should be adjustable so that they fit the Scout as he grows. Also, most of the hiking done the first couple of years is moderate, so a less expensive external frame pack is more than sufficient.
- Sleeping Bags - purchase a bag that is rated for 20°. This should be adequate for all of the campouts except November and January. For those two campouts, nest a second 20° bag inside of the first, creating a sub-zero bag without having to pay the price.
- Ground Pads - a closed cell pad (½" to 1" thick) made out of a rubber-like foam is the easiest and cheapest option.

- Poncho/Rain Suit - this is essential for all Minnesota outings.
- Mess Kit - contains a plate, bowl, cup, and utensils. This does not need to be a traditional kit. Mismatched silverware, plastic bowls and cups, etc. are all fine. Many Scouts prefer to use a "Sierra Cup" which doubles as a cup and a bowl.
- Canteen or Plastic Water Bottle - should be carried on all outings. One or more bottles that hold 1.5 to 2 quarts of water in a backpack or hip-pack are fine.
- Folding Pocket Knives - may be carried *after* the Scout earns his Tote 'n' Chip card (usually at one of the first campouts). Scouts must carry their Tote 'n' Chip card whenever they have their knife, and may have their card revoked if they do not follow the safety guidelines. Most new Scouts want a knife that has every imaginable gadget (including a corkscrew!). Most experienced Scouts, however, find that the larger knives are too heavy and bulky to carry comfortably in their pocket. It works best to decide which blades and tools you really need, then purchase your knife accordingly. Don't forget to tie a colorful string or shoelace to the knife so that it will be readily visible if it falls on the ground. Blades longer than 2.5" and sheath knives are prohibited.
- Shoes - all Scouts should have a sturdy pair of shoes or boots that provide ankle support for hiking and backpacking. They should be worn with two pairs of socks: a thick sock over a thin wicking sock (polypropylene, wool, etc.) for cushioning and reducing blisters. Shoes/boots should be waterproofed.

Winter campouts in Minnesota require extra precautions. In addition to the items already discussed, Scouts should bring:

- Additional pairs of wool socks/sock liners
- 2 pairs of pants (wool best, jeans worst)
- Warm boots
- Pair of water/wind repellent pants
- Flannel or chamois turtleneck /sweatshirts
- Winter coat over layers of shirts/sweaters)
- Second sleeping bag (to put inside the first sleeping bag)
- Hat and scarf
- 3 pairs of mittens or gloves
- 2 pairs of long underwear
- Stocking cap for sleeping

# **SCOUT PROGRAM**

## ***AIMS & METHODS OF SCOUTING***

The Boy Scout Program has three aims:

1. **Moral Strength and Character:** We define this as a boy's personal qualities, his values, his outlook.
2. **Participating Citizenship:** Scouts learn about their obligations to other people, to the society in which they live, and to their government.
3. **Physical, Mental, and Emotional Fitness:** Fitness includes the body (well-tuned and healthy), the mind (able to think and solve problems), and the emotions (self-control, courage, and respect).

The eight methods that the Boy Scout Program uses to accomplish these aims are:

1. **Ideals** - as spelled out in the Scout Oath, Law, Motto, and Slogan. Scouts measure themselves against these ideals and continually try to improve. The goals are high, and as they reach for them, they gain control over who they become.
2. **The Patrol Method** - gives Scouts an experience in group living and participating citizenship. It places responsibility on young shoulders and teaches them how to accept it. It allows Scouts to act in small groups where they learn to relate to one another and to govern themselves.
3. **Outdoors** - where the Boy Scout program is designed to take place as the Scouts share responsibilities and learn to live with each other. 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 mankind's place in it by learning ecology and practicing conservation of nature's resources.
4. **Advancement** - teaches Scouts to set goals and work towards them, overcoming obstacles along the way. Each Scout plans his advancement and progresses at his own pace as he tackles each new challenge. The Scout is rewarded for his achievements, which helps him to gain self-confidence and pride in himself. The steps in the advancement system help a boy grow in self-reliance and the ability to help others.
5. **Personal Growth** - is experienced as Scouts plan their activities and progress towards their goals. Scouts grow as they

participate in community service projects and do Good Turns for others. Frequent personal conferences with the Scoutmaster are also a large part of the personal growth method.

6. **Adult Association** - provides opportunities to learn from strong, positive role models. Every Scout benefits from the mentoring of adults in the Troop.
7. **Leadership Development** - is reinforced in the Boy Scout program by encouraging boys to learn and practice leadership skills. Every Scout has the opportunity to participate in both shared and sole leadership situations. Understanding the concepts of leadership helps a boy accept the leadership roles of others.
8. **Uniform** - makes Troop 695 visible to the community and creates a positive youth image. Wearing the uniform is an action that shows each Scout's commitment to the Scouting program. The uniform is also practical attire for Scout activities and provides a way for Scouts to wear the badges which display their accomplishments.

## ***PATROL METHOD OF SCOUTING***

The Patrol is the basic and most important unit of the Boy Scout program. The Troop membership will be divided into patrols by school grade and along lines of friendship. Patrols are groups of six to twelve Scouts who work together as a team. The Scoutmaster assigns two older Scouts as mentors for each new patrol. Each Patrol will determine its own name, make a flag, and come up with a den yell. Two Assistant Scoutmasters will also be assigned to each patrol as Patrol Coaches. The adult advisors are typically parents of Scouts in the Patrol. The Patrol Coaches help the older Scouts introduce the new Scouts to Troop operations, help Scouts with rank advancement, and teach them basic skills. After six months, and every six months thereafter, patrols elect a Patrol Leader from within their own ranks.

Each Patrol has its own meetings, plans and carries out their own Patrol activities, and elects their own leaders. Periodically, Patrols are also responsible for planning and conducting Troop Meetings and monthly campouts. Patrol Meetings are held during regularly scheduled Troop Meetings at Prairie Lutheran Church. Any Patrol Meetings held in private homes should be conducted with full respect for the property of the home owners. Under no circumstances may a Patrol Meeting be held

without two adults being present.

The Patrol Leaders, Assistant Patrol Leaders, Quartermaster, Scribe, Historian, Librarian, Chaplain's Aide, Bugler, Instructors, and Troop Guides make up the Patrol Leaders Council (PLC) which is run by the Senior Patrol Leader and the Assistant Senior Patrol Leaders. The PLC's job is to plan and run the Troop program. Patrol Leaders keep their Patrol informed of all PLC decisions.

Since the Patrol involves boy-to-boy relationships, there are likely to be occasional squabbles. As parents, if you think there is a problem developing within a Patrol, please report your observations to the Scouter staff rather than stepping into the situation yourself. The Scouter staff will coach the Junior Leaders on how to analyze and correct any issues within the Patrol. The exception to the policy is if anyone is in danger, in which case intervention should occur immediately by anyone who observes it.

## **MEETINGS**

### ***Troop Meetings:***

Troop Meetings are held three Tuesdays per month whenever school is in session (check your Troop calendar for meeting days). Meetings are held at Prairie Lutheran Church from 6:30 to 8:00 p.m. Scoutmasters can, upon request, be available at the church from 6:00 to 6:30 and from 8:00 to 8:30 to answer questions and work on advancement. The summer schedule varies, depending upon upcoming events. Consult your current calendar.

### ***Patrol Meetings:***

During each Troop Meeting, twenty minutes are set aside for individual Patrol Meetings. These may be working meetings or just a chance to get together and have some fun. Patrol Meetings are held on-site at Prairie Lutheran unless arrangements have been made with the Scoutmaster to hold them elsewhere. In addition to these weekly meetings, Patrols may have additional meetings, outings, or weekend campouts whenever they like, as long as they follow BSA and Troop 695 guidelines.

### ***Parents' Meetings:***

On the first Tuesday of each month, at the same time as the regular Troop Meeting, the parents of Troop 695 meet for an update on upcoming campouts and activities, Troop

budget, fundraisers, and community service activities. These meetings are an invaluable way to stay in touch with your son's activities, get your questions answered, raise any concerns you may have, and get to know the other families in the Troop.

### ***Boards of Review:***

Scouts must have a Board of Review (BOR) each time they advance a rank. BORs are held once a month. Check the Troop calendar for the dates of the next BOR. Scouts should call the Advancement Chairperson prior to this day and leave a message stating their name and the rank they wish to attain. Scouts will then be automatically signed up for the next Board of Review. They should show up in their Full Class A uniform and bring their Scout Book.

### ***Courts of Honor:***

Courts of Honor are usually held in March, June, September, and December. All rank advancement, merit badges, and special awards are handed out at this meeting. Scouts should be in their full Class A uniforms (including merit badge sash and scout pants) and should attend all Courts of Honor even if they are not receiving any awards personally. It is especially important for parents to be in attendance and enthusiastically supportive when their son is receiving an award. A reception with refreshments will be held in the activity room immediately following the Court of Honor.

### ***PLC Meetings:***

The Patrol Leaders' Council (PLC) is made up of patrol leaders, assistant patrol leaders, and all elected and appointed Troop leadership positions. The PLC usually meets the Tuesday after each campout at 6:30 (check the Troop Calendar) to plan activities for the upcoming months.

### ***Committee Meetings:***

The Troop Committee typically meets once a month, the Tuesday after each campout at 6:30 (check the Troop Calendar). The Committee consists of the Committee Chair, the Records Chair, the Advancement Chair, the Activities Chair, and the Finance/Fund-Raising Chair. The Scoutmaster attends in an advisory capacity, but does not vote. Likewise, all parents are welcome and encouraged to attend and voice their opinions, but do not vote. The Troop Committee is responsible for supporting the Troop program and ensuring its smooth operation. If you would like to sit on the Troop Com-

mittee, contact the Committee Chair.

*Scoutmaster Meetings:*

Once a month, the Scoutmaster and all Asst. Scoutmasters meet to discuss the upcoming program and campouts, and to brainstorm the best way for every Scout to get the most out of the Scouting program. Consult the Troop Calendar for Scoutmaster Meeting dates.

*Annual Planning Conference:*

Once each year, the Scouts of Troop 695 meet to prepare the calendar and programming for the upcoming year. This generally occurs in November. Parents are encouraged to share ideas for outings, campout locations, and monthly themes.

## **OUTINGS**

*Monthly Campouts:*

There is a campout every month except December. We won't cancel for snow, rain or mosquitoes, but if the weather poses a serious danger we will cancel or postpone the trip.

Most campouts have a theme, such as cycling, canoeing, or orienteering. The cost is usually \$15 to \$20 for each campout, depending upon the activities planned. One Patrol will be responsible for planning the program for each campout, while individual Patrols plan and prepare their own menu. Opportunities are available at all campouts to work on advancement. Some campouts (such as winter camping, biking, or canoeing campouts) may have special training sessions prior to departure.

*Many Point Scout Camp:*

This week-long summer Boy Scout camp is strongly recommended for all Scouts, especially 1<sup>st</sup> and 2<sup>nd</sup> year Scouts. Scouts have the opportunity to earn several merit badges, work on advancement, and have a great time while becoming responsible members of their Patrol.

*High Adventure Camps:*

These camps are especially geared towards the more experienced Scouts. Some High Adventure Camps are Northern Tier Boy Scout Camp in the Boundary Waters, Philmont Scout Ranch in New Mexico, and Sea Base in the Florida Keys. The Troop also schedules High Adventure trips to non-BSA facilities, such as Alaska, Grand Marais, the Black Hills, Oregon Coast, Arizona, Colorado, and Glacier National Park. Most High Adventure Campouts require participating Scouts to be 1st Class or higher.

In addition, many camps require that a Scout be at least 14 or to have completed 8<sup>th</sup> grade before attending camp. Other requirements may include having a particular merit badge (i.e. First Aid, Swimming, or Camping). These camps tend to be more expensive especially if travel is involved, so Scouts need to plan ahead and be sure that they have enough money in their Scout Accounts if they want to attend High Adventure Camps.

*Troop Activities:*

Frequently the Troop will have an activity that is just for fun. Scouts often work hard during campouts and at meetings, and the Troop wants to be sure that there is still time for fun. Troop activities may include swimming, basketball, lock-ins, wave pools, or anything else that the Scouts would like to organize.

*Campout Rules:*

1. There will always be a minimum of two adults present at all activities. The number of adults will increase to three at all campouts to ensure that in case of an emergency, at least two adults can remain in camp. In addition, there will be at least one adult for every ten Scouts. *If adult supervision is not confirmed at least two days before an outing, the event will be canceled.*
2. No conduct unbecoming of a Scout will be allowed.
3. Initiation, hazing, or any type of harassment of a Scout is not allowed and will not be tolerated.
4. Scouts will not leave the immediate area of a Troop activity unless they have permission from the adult leadership. Any hiking or activity outside the campsite must be in groups of two or more, according to the buddy system.
5. The Troop will leave each area in the same or an improved condition when they leave.
6. Scouts will receive permission forms approximately two weeks before each campout. Parents must complete and return the permission form with the fee to the appropriate file in "The Ship" (the permission slip will say who to turn it in to). Permission forms must be completed and received by the date indicated so that reservations can be confirmed and transportation arranged. Scouts not attending are encouraged to explain the reason on the back of the form, so that the Troop can plan more appropriate outings in the future.

7. Campout fees, activity fees and deposits paid to the Troop are not refundable if the Scout does not attend the activity. Left-over non-perishable items are maintained by the Troop.
8. The Chaplain's Aid will be responsible for conducting a non-denominational worship on Sunday mornings during campouts. Parents wishing their son to attend a specific worship service are welcome to come to camp and pick up their Scout at the appropriate time.
9. The use or possession of alcoholic beverages is prohibited at all Scouting functions. The use of tobacco by adults may not be in the vicinity of the Scouts. Prescription and non-prescription drugs that will be used by the Scouts is to be in the control of the adult leader for the campout or the parent, if attending.
10. Flames of any kind are not to be carried into or used in tents.
11. Fireworks and firearms are prohibited at all times. The *only* exception is when Scouts are on an approved shooting range with trained adult supervisors.
12. The building of fires and fire pits will conform to the rules of the campsite. Often this will require purchasing firewood or bringing firewood from home. Campsites must be left in the same or better condition than they were found.
13. Trash will be disposed of in appropriate containers or brought home.
14. Only water used from spigots marked as potable will be consumed and used for cooking. Water purification techniques will only be used on special outings and in survival situations.
15. Troop activities will continue, regardless of weather, unless dangerous conditions exist. The Scouter staff will be responsible for making decisions to cancel an event due to weather. Parents may, of course, choose to keep their child home even if the Scouter staff decides not to cancel.
16. Adults participating in Troop activities should report situations requiring adult attention to the Scouter staff for appropriate action, unless situations threaten the health and safety of individuals or the group. In these situations, the adults are empowered to stop the dangerous activity immediately.
17. The parents will handle transportation to and from all Troop activities equally. If a family is unable to share this responsibility,

they may be asked to contribute to the cost of transportation.

18. Drivers for all Scout activities must be at least 21 years old, have a valid driver's license, have seat belts for each passenger, and carry adequate liability insurance.
19. Sheath knives, aerosol cans, cigarette lighters, and personal electronic equipment are prohibited on Troop outings.

## ***DISTRICT EVENTS***

### ***Scouting for Food:***

Every April, Scouts across the nation participate in a food drive to collect non-perishable food for local food shelves.

### ***District Camporee/Council Camporall:***

Twice a year, we have the option of attending a District Camporee (all of the troops in Mustang District) or Council Camporall (all of the Troops in Northern Star Council). Typically, our troop will attend either the spring or fall event, but not both. There is generally a theme (such as Orienteering or Emergency Preparedness) with opportunities for advancement, but there are also Troop competitions (in fire building, knot tying, first aid, etc.) and plenty of opportunity for the sharing of ideas.

### ***Friends of Scouting (FOS):***

Every February, the District has its annual fundraising drive. Each Scout family will receive a pledge card from the District. *Even if you are not planning on contributing to Friends of Scouting, please return the Pledge Card!!* The money raised through FOS does not go to Troop 695. It is used to support District Staff, leadership training, camps, and the Scout Service Center. Please consider making a generous donation to Friends of Scouting.

### ***Roundtable:***

The first Thursday of each month, the Mustang District holds a training/get-together for adult leaders of Cub Scout Packs and Boy Scout Troops in the Mustang District. These meetings are held at 7:00 pm at Christ Presbyterian Church in Edina. All parents are welcome and encouraged to attend.

### ***Order of the Arrow Meetings:***

Members of the Order of the Arrow (OA) hold their meetings on the first Thursday of each month at 7 pm at Christ Presbyterian Church in Edina. All OA members are encouraged to attend these meetings and help plan OA outings and service projects.

## ***DISCIPLINE***

A Scout is expected to conduct himself in a proper manner at all functions and at all times. The Troop Junior Leadership will handle most discipline issues in a positive manner. Discipline problems will usually be handled in the following order:

1. Verbal warning by the Patrol Leader or the Senior Patrol Leader that a behavior is disrupting a Troop activity or is dangerous.
2. If the problem continues, the PL and the SPL will agree on one of the following:
  - a. Time out and parental notification
  - b. Phoning the parent to immediately pick up the Scout from the activity.

On those rare occasions when formal disciplinary action is necessary, the SPL will brief the Scoutmaster on the facts. The following actions are available to the Scoutmaster after receiving approval from the Troop Committee:

1. A letter of reprimand will be placed in the Scout's file. The Scout will remain on the active roster of the Troop.
2. A probation letter will be placed in the Scout's file. The Scout will remain on the active roster of the Troop on the condition that further violation of Troop rules within 12 months will result in suspension.
3. A "Letter of Suspension" will be placed in the Scout's file. The Scout will be placed on the inactive roster of the Troop for a period of time not to exceed six months.
4. The final alternative is expulsion from Troop 695. The Scout must sever all relationships with the Troop.

## ***ATTENDANCE***

All Scouts are encouraged to support their Troop and Patrol through active participation. However, Troop 695 is flexible about attendance to allow individual Scouts to participate in other activities without hindering the progress of others in their Patrol. There are four attendance issues:

1. Regular Meeting Attendance - the Scouting year is broken into four program quarters. During each program quarter, there are about 12 regularly scheduled Troop and Patrol Meetings, of which Scouts are encouraged to attend at least eight. Patrol Meetings are used to prepare for the current month's campout/outing. Each Scout is expected to "pull his weight" even if he misses a Patrol Meeting.
2. Campout Attendance - there are ten campouts scheduled during the year. Scouts

are encouraged to attend at least five.

3. Unexcused Absences - if you cannot attend a meeting or outing, you must let your Patrol Leader know, otherwise your absence is unexcused. If you cannot reach your Patrol leader, contact one of the Scoutmasters. Unexcused absences are a sign of not being responsible and our Troop believes that responsibility is important. Unexcused absences effect the attendance record for the entire Patrol.
4. Inactive Roster - some Scouts choose to go "inactive" for a few months of the year when they have conflicts with sports, drivers' ed, or other activities. This is completely appropriate. Talk to the Scoutmaster to be put on "inactive" status.

## ***ADVANCEMENT***

Advancement is an essential part of the Boy Scout program. The advancement program is designed to teach Scouts the skills required to be safe in the outdoors, be a good leader, think on one's feet, value service to the community, and explore hobbies/career opportunities. A Scout advances by fulfilling requirements, then meeting with a Scoutmaster to have the requirements signed off. Scoutmasters can, upon request, be available to work with Scouts before and after each Troop meeting (from 6:00 to 6:30 and from 8:00 to 8:30) and during free time at campouts.

Parents may help their son advance by being aware of what he needs to do to complete his next rank and encouraging him to work on the required skills at home or on campouts.

### ***RANK ADVANCEMENT***

*Boy Scout Badge:*

See page 4 of The Boy Scout Handbook. This basically involves joining the Troop by completing a few skills and meeting with their new Scoutmaster. New Scouts should complete this badge immediately after joining the Troop.

*Tenderfoot, 2nd Class, and 1st Class:*

See pages 32, 64, and 112 of The Boy Scout Handbook. These ranks involve camping and orienteering skills, knot tying, first aid skills, swimming skills, citizenship, outdoor cooking skills, and community service. Each rank requires a Scoutmaster Conference and a Board of Review (see next page). These ranks must be earned in succession, but may be worked

on simultaneously. In other words, if a Scout is working on his Tenderfoot badge, but would like to participate in an orienteering course that is being offered by the Troop, he may do that and sign off the 1st Class requirement. However, he may not earn the 1st Class badge before he earns Tenderfoot and 2nd Class. This is important because some of the requirements are difficult to do in winter months, so Scouts may want to plan ahead. There are many opportunities to work on the requirements for these ranks at Troop Meetings and at campouts, although Scouts may also work on many of the skills at home.

Scouts will naturally progress at different rates. However, the Troop encourages all Scouts to reach 1st Class within one year of joining Boy Scouts since many of the requirements are skills that will make outings safer and more enjoyable for the Scout. Also, Scouts may not attend High Adventure campouts or hold a leadership position until they earn their 1st Class rank.

#### *Star and Life Ranks:*

See pages 177 and 178 of The Boy Scout Handbook. These ranks challenge the Scout to work on his personal development. This is done through requirements for community service projects and leadership positions in the Troop. Scouts at these levels are expected to help with the operation of the Troop and to assist younger Scouts as they learn their outdoor skills. In addition, the Scout must begin earning Merit Badges (see next page). Merit Badges are typically worked on independently.

#### *Eagle:*

See page 180 of The Boy Scout Handbook. This is the highest rank in the Boy Scout program. To attain this rank, a Scout must continue to serve in a leadership position in the Troop, must plan and conduct an approved community service project, and must earn a total of 21 merit badges (12 of which must be from the required list for Eagle). His Board of Review is a special Eagle Board of Review that is convened by Mustang District. He must also plan his own Court of Honor.

### **SCOUT SPIRIT**

Scout Spirit is one of the requirements that a Scout will be judged on to advance through all but the first rank. Scout Spirit encompasses enthusiasm for Scouting, pride in your accomplishments, pride in achieving goals as a

group, and a willingness to live by the Scout Promise, Scout Law, Scout Slogan, and Scout Motto. A Scout who has Scout Spirit will be an inspiration to others in the Troop.

### **SCOUTMASTER CONFERENCE**

Every rank requires that the Scout participate in a Scoutmaster Conference. The conference is an opportunity for the Scoutmaster to ensure that the Scout has learned all of the requirements for his rank advancement. More importantly, though, it is an opportunity for the Scoutmaster to meet one-on-one with each Scout on a consistent basis. The Scoutmaster will get to know the Scout better, and will be able to encourage him to set goals for his next rank, talk about leadership opportunities, and think about how he can best help the Troop. Scouts must wear their Class A uniform and bring their Boy Scout Handbook to all Scoutmaster Conferences.

### **BOARD OF REVIEW**

Every rank (except the first) requires that the Scout have a Board of Review (BOR). After a Scout has completed his Scoutmaster Conference, he will call the chairperson of the Advancement Committee to schedule a BOR. Boards of Review must be held *at least* one week prior to the Court of Honor to give the Advancement Committee ample time to prepare the paperwork and purchase the awards. The BOR is made up of parents from Troop 695, including at least one member of the Advancement Committee. Any parent may sit on a BOR, except that no one may sit on their own son's Board of Review. A BOR does not retest the Scout on his rank requirements. Instead, it is intended to explore the Scout's experience with the Troop, his patrol, and with Scouting in general. Scouts must wear their full Class A uniform and bring their Boy Scout Handbook to every Board of Review. Check the Troop Calendar for the date of the next BOR.

*Note:* the Scout's new rank becomes effective on the date of his BOR, not when he actually receives his badge at the Court of Honor.

It is a good idea to make a photocopy of the advancement pages in The Boy Scout Handbook after each rank is completed. Keep these photocopies in a safe place. If your book is lost or destroyed on a campout, you will still have a record of your advancement.

### **MERIT BADGES**

There are 120 Merit Badges to choose from.

Merit Badges introduce Scouts to possible careers & hobbies, teach additional outdoor skills, and encourage citizenship and personal development. Scouts who wish to work on a Merit Badge should choose a badge from the list on page 188 through 193 of The Boy Scout Handbook, then follow this procedure:

1. Scouts write their name and the badge they would like to work on in the Merit Badge Signup. This notebook is located on the Troop table at all Troop Meetings.
2. At the following Troop Meeting, the Scoutmaster will present the Scout with a Blue Card, which is marked with the name of the Merit Badge and with the name of the Merit Badge Counselor.
3. The Scout obtains the Merit Badge book that he will be working on. Reading the Merit Badge book will make completing the Badge infinitely easier. The Merit Badge book may be borrowed from the Troop Library, borrowed from the Public Library, or purchased at the Scout Shop.
4. The Scout then contacts his Merit Badge Counselor and sets up a meeting. At the meeting, the Scout and his counselor will discuss the merit badge requirements and set up a timetable for completion of the badge. *Please note that Troop 695 complies with BSA guidelines by following the buddy system. The buddy system requires that each Scout be accompanied by another person when meeting with an adult counselor (that person may be another Scout, parent, friend, etc.).*
5. The number of meetings that the Scout has with his counselor will vary, depending upon the Merit Badge and the Scout's ability to work independently. Whenever the Scout feels that he has completed one or more of the requirements for the Merit Badge, he will meet with his counselor. If his counselor agrees that he has met the requirement, he/she will sign that requirement off on the Scout's Blue Card. Merit Badge Counselors must not sign off on their own son's Blue Cards.
6. When all of the requirements have been signed off, the Merit Badge Counselor will sign the Blue Card. The Scout then turns it in to the Scoutmaster for his signature. The signed card then goes to the Advancement Chairperson. The Scout will receive his Merit Badge at the next Court of Honor.
7. *Note: at the Court of Honor, the Merit Badge will be accompanied by one portion of the Blue Card. The Scout should retain*

*that portion in his records, since it may be required as proof that he has earned that Merit Badge if he attains the rank of Eagle.*

### **RELIGIOUS EMBLEMS**

Troop 695 encourages all Scouts to earn the Religious Emblem through their place of worship. Special classes are offered to earn these emblems, and the Troop often provides a counselor to work on the religious award with the Scout. Religious Emblems may be presented at either a Troop Meeting or at the Scout's church service. Scouts interested in earning this award should speak with the Scoutmaster.

### **SPECIAL AWARDS**

There are many special awards that may be earned for expertise in specific areas. These include The National Honor Patrol (see page 23 of The Boy Scout Handbook), Snorkeling, Mile Swim, BSA Lifeguard, 50-Miler Award, World Conservation Award, etc. (see pages 409 to 412 of The Boy Scout Handbook) for a brief description of the available awards). For more information, contact the Scout Service Center or talk to the Scoutmaster.

### **COURT OF HONOR**

Rank advancements, merit badges, and other awards are presented at Courts of Honor, held on Tuesday nights in March, June, September, and December. This is a time for all Scouts to be recognized for their achievements, and families should plan to attend and show their support. If a Scout must be absent for a Court of Honor, he will receive his awards at the next regularly scheduled Troop Meeting.

Following the Court of Honor, a reception is held in the activity room of the church. This is an excellent opportunity to get to know others in the Troop and to get your questions about the Troop answered. Everyone should bring a dessert or appetizer to share at the reception.

### **ORDER OF THE ARROW**

Order of the Arrow (OA) is a national brotherhood of Scout campers devoted to fellowship, promoting camping, and service to others. OA is an honor bestowed on a Scout through an election by his peers. Its purpose is to recognize those campers who:

- best exemplify the Scout Oath and Law in their daily lives,
- promote Scout camping,
- develop and maintain Scout traditions and spirit, and

- live the Scout habit of leadership and cheerful service to others.

Troop 695 elects new OA members at their annual Merit Badge Madness camp in February. Scouts are eligible for OA if they:

- have been registered and active for at least two years;
- have completed a minimum of 15 days and nights of Scout camping in the past two years (including one summer long-term camp); and
- are a First Class Scout or higher.

Each Scout is asked to vote for the Scouts they would most like to be lost in the wilderness with. Scouts who receive votes from at least 50% of the Troop are elected to OA. Scouts may cast as many votes as they like. Once elected, Scouts are invited to join the Tompawankus Lodge and will participate in an initiation campout. OA meets the first Thursday of the month at Christ Presbyterian Church in Edina to plan activities and service projects.

## **FINANCES**

### **EXPENSES**

#### ***Annual Dues:***

Currently, Troop 695's annual dues are \$50, but this may vary according to the success of our fundraisers. Dues for new Scouts are payable at the March Parents' Meeting. Dues for continuing Scouts are due at recharter in January. Scouts may pay by check (made out to Troop 695), or through their Scout Account, if they have a large enough balance.

Troop dues go towards equipment purchases, equipment maintenance, clerical expenses, adult leader training, BSA registrations, Boys' Life subscriptions, awards, and miscellaneous expenses related to the operation of the Troop.

#### ***Uniform:***

Plan to spend approximately \$65 on a Class A uniform and \$20 on the Class B uniform.

#### ***Camping Equipment:***

If you do not currently own any camping equipment, plan to spend around \$200 to get started. This will cover a basic backpack, sleeping bag, sleeping pad, compass, pocket knife, mess kit, rain poncho, and canteen. Scouts who go on High Adventure campouts will eventually need some specialized equip-

ment that will involve additional costs.

#### ***Campouts:***

Monthly campouts cost \$15 to \$30 each. Merit Badge Madness in February costs about \$95.

Many Point Boy Scout Camp is a one week campout that costs approximately \$220, plus spending money.

High Adventure Camps vary in cost, depending on which camp the Scout is attending and how much the transportation costs for that camp are. The cost could range from \$200 for a short, nearby camp to over \$1500 for camps such as Philmont and Seabase or trips to Alaska, Oregon or Wyoming.

Each Scout is strongly encouraged to earn the money to pay for his own Scouting experience through Troop fundraisers. Taking on this responsibility is an important part of the Scouting program, and should be supported by the Scout's parents.

### **SCOUT ACCOUNTS**

All funds of Boy Scout Troop 695 belong to the Troop's Charter Organization as provided by the Troop charter and the Boy Scouts of America. The uses and distributions of all Troop funds are decided by, or are at the discretion of, the Troop Committee as directed by the Troop's charter status and our fiduciary responsibilities, and as dictated by the Troop's non-profit status under Federal, State, and local authority.

The Troop Committee allows Scout Accounts as a learning tool and a method that provides active registered Scouts a privilege of directing a portion of the Troop funds for use in Troop scouting activities. This helps them to learn scouting values. However, the use(s), application(s), distribution(s), organization, establishment, change(s), approval(s), elimination(s), or existence of any or all Scout Accounts are decided by, or are at the discretion of, the Troop Committee (or the Finance Committee as delegated by the Troop Committee).

#### ***Scout Accounts Operational Guidelines:***

The Troop Committee decided to use Scout Accounts as a way to help encourage active, registered Scouts in the Troop to participate in fundraising activities and to allow Scouts a chance to participate in managing Troop funds as part of their learning process. The Troop

Committee currently allocates part of the funds earned by Troop fundraisers to individual Scout Accounts in the form of credits as a learning tool. Individual Scout Accounts are a privilege and not an obligation of the Troop. The credits appearing in an individual Scout Account *do not* "belong" to a Scout, but are a way to help educate a Scout by allowing his participation.

- A Scout is not allowed to use more than the current amount of credits in his Scout Account; no negative balances are permitted.
- Each Scout will be provided with a periodic financial statement to help him manage the allocation of his account.
- Scout Account credits may only be used for expenses directly related to participation in Troop scouting activities.
- A Scout may, with prior approval, have the Troop transfer his Scout Account fund balance to either another scouting organization (Troop, Venture, or Explorer) within BSA (in which case proof of transfer is required) or to a sibling who is an active registered Scout in the Troop.
- Scout Accounts for Scouts no longer registered with the Troop will be dissolved. No further disbursement or reimbursement will be permitted after a Scout leaves active, registered status with the Troop.
- A Troop Scholarship Fund is available to help Scouts in need with their Troop scouting activities. Requests for use of the Troop Scholarship Fund are to be made in writing to the Troop Committee.
- Cash payments are not allowed due to our non-profit status and our fiduciary responsibility to our charter organization, except as reimbursement for approved expenditures directly related to participation in and attendance at scouting activities.
- All expense reimbursements are to be submitted using the Troop's expense reimbursement form with original receipts within 60 days. Photocopies of receipts will not be accepted. Exceptions will need prior approval by the Troop Committee or Finance Committee.
- All reimbursements are subject to the approval of the Troop Committee or Finance Committee.
- The use of Scout Accounts to purchase either durable or non-durable goods will require *prior approval* of either the Troop Committee or Finance Committee. These

requests are to be submitted in writing, and are to include items to be purchased and their estimated costs. Purchases that will be considered are those related to helping support a Scout's scouting activities. This helps teach Scouts planning, budgeting, and other money management skills as outlined in the various scouting programs (i.e. personal management merit badge). Some examples of acceptable items include sleeping bags, backpacks, uniforms, scouting books, compass, personal mess kits, or related items. Examples of items that would not qualify for reimbursement include: bikes, skateboards, snowboards, ski equipment, video games, electronics, candy, snacks, internet access, and items for family use. This is not a complete list of exemptions.

***If you are unsure about whether a purchase qualifies, please contact the Troop Committee for approval before you make your purchase. No reimbursement will be made without the Troop Committee's prior approval for these items.***

### **FUNDRAISING**

Troop 695 has numerous fundraisers throughout the year to accommodate each family's schedule. General policies that apply to all fundraisers are as follows:

- 25% of all funds earned at fundraisers go to the Troop's operating budget.
- 60% of the funds earned are divided amongst the Scouts in the form of credits to their Scout Accounts, based upon the number of hours they and their parents worked or items sold.
- 15% of the funds earned is allocated to the Adult Camping Fund. This fund is used to pay a portion of the fees for adults acting as chaperones at weekend campouts, our week-long summer camp, and on high adventure trips. The fund may also be used to pay Scout-related training fees, such as Woodbadge, Scouting Fundamentals, and CPR Certification classes.
- Anyone who works without being scheduled is not paid.
- Fundraising sign-ups will be held at regular Troop Meetings. Parents will be notified in advance of fundraising sign-ups so that they can bring their calendars.
- Scouts should wear their uniforms to all fundraisers (Class A or Class B).

- Webelos who have already made the decision to cross-over into Troop 695 may work Troop fundraisers when there are open shifts. Funds earned in this way may not, however, be transferred to another Troop.

Scouts generally earn between \$7 and \$10 per hour on the fundraisers. Following is a list of the fundraisers that Troop 695 is currently participating in:

- District Popcorn Sales - Scouts may sell a variety of popcorn products to friends, families, and neighbors in October.
- Flying Cloud Concession Stand - Scouts man the concession stand six days a week at Flying Cloud Soccer Fields during the spring and fall soccer seasons.
- Staring Lake Concert Series - Scouts man the concession trailer at Staring Lake on Wednesdays, Fridays, and Sundays during June, July, and August.
- Christmas Tree Lot - Scouts sell Christmas trees seven days a week during the last half of November and the first half of December.
- Wreath Sales - In October, Scouts may choose to sell Christmas wreaths to friends, families, and neighbors.
- Aluminum Can Collection - Scout families bring their crushed aluminum cans to all Parents' Meetings for recycling. 100% of the proceeds from this fundraiser goes to the Troop and is allocated for special projects (such as the shed or Troop trailer). Leave bags of cans outside the church for collection after each Parents' Meeting.

The Troop is always looking for additional projects that allow Scouts to earn money for their accounts. Anyone with ideas should speak to the Committee Chair.

### ***FINANCIAL ASSISTANCE***

Financial Assistance is available to Scouts in the following ways:

- Troop Scholarship Account - Scouts wishing to apply for scholarship funds should speak with the Scoutmaster or the Committee Chair. Scouts who wish to receive a scholarship must also be willing to work at Troop fundraisers.
- Northern Star Council Campership - the Northern Star Council offers grants to Scouts with financial difficulties to help pay for summer or winter camps.
- The Troop can assist with soliciting fami-

lies of older Scouts for used uniforms and camping equipment.

### ***EXPENSE REIMBURSEMENTS***

Often it is necessary for committee members to spend Troop funds when preparing for a fundraiser, campout, or other outing. It is always necessary to get approval from the Scoutmaster or the Committee Chair before any Troop funds are spent. The Committee Chair will give you a copy of our Tax Exempt Certificate to use when making purchases for the Troop. Save your receipts and attach them to an expense reimbursement form (found in "The Ship" and on the website). Turn this form in to the Troop check writer.

### ***GRUBMASTER REIMBURSEMENT***

At each campout, one member of each Patrol is the designated Grubmaster. He organizes the planning of menus with his Patrol (typically at the Patrol Meeting immediately before the campout). Each Patrol's budget is based on the number of Scouts going on the campout times the amount of money designated for food (typically \$10). The Grubmaster then shops for the food, and sets up a cooking & clean-up roster. In order to be reimbursed for the grocery bill, the Grubmaster must get a Grubmaster Form out of "The Ship", fill it in, attach all receipts, and turn it in to the Patrol's Adult Advisor for approval, then to the Troop check writer for reimbursement.

### ***TROOP TREASURY***

1. The Troop Budget Committee will prepare an annual budget and present it to the Troop Committee for approval.
2. The Troop will pay the annual BSA registration fees for the Scouter staff and other registered adults.
3. The Troop will pay for all local campout fees for registered adults. For high adventure trips, the Troop will pay for two adults per crew (~12 scouts) up to \$500 per trip (not airfare). The remainder of adult fees shall be at the Troop Committee's discretion.
4. Activity fees will be set to cover the estimated cost of each event. Excesses or shortages of funds will be adjusted in the Scout Accounts.
5. The Troop will carry accident insurance that covers any Scout, adult, sibling, or other person participating in any Scout activity.
6. The Treasurer will maintain all bank ac-

counts. Two designated check writers will be authorized to sign checks on the account.

7. The savings portion of the Troop account will be allocated separately: one for the Troop and one for each Scout. Credits earned by each Scout during Troop fundraising projects will be deposited into the Scout Accounts. The Treasurer will issue a statement periodically to each Scout showing activity in his Scout Account.
8. If a Scout transfers to another Troop, the balance of his Scout Account will transfer with him. If he leaves Scouting, the balance will be transferred to his brother. If he does not have a brother in Scouting, the balance will transfer to the Troop Scholarship Fund.
9. Troop equipment, Merit Badge books, and Troop supplies that are lost or damaged will be reported to the PLC. The PLC will decide whether the responsible Scout must pay to replace the item.
10. Scouts applying for scholarship funds must provide information on why the support is necessary. The Scout must demonstrate a willingness to earn money through Troop fundraising programs. Applications may be sought no more than once per quarter.

## **COMMUNICATIONS**

Good communication is essential to the smooth operation of Troop 695. It is each Scout's responsibility to attend Troop meetings regularly and communicate to his parents the information that is presented at the Troop Meetings. Realistically, however, not all Scouts have developed the maturity to consistently relay accurate information. With that in mind, the Troop has developed several methods of communication to keep Troop 695 families informed. Families with dual households may receive duplicates of any Troop materials by notifying the Committee Chair.

### ***PARENTS' MEETING***

On the first Tuesday of each month, at the same time as the regular Troop Meeting, the parents of Troop 695 meet for an update on upcoming campouts and activities, Troop budget, fundraisers, and community service activities.

### ***E-MAIL & MAILINGS:***

The Troop frequently uses e-mail to communi-

cate. Activity updates, changes to upcoming events, and many other matters are being sent out over the internet. Please make sure you are checking your e-mail and that the address listed with the Troop is current (see the bottom of each page of the Troop Roster for where to send updates).

As a last resort, the Troop will send out a postcard or other mailing with information about upcoming events.

### ***TROOP WEBSITE:***

The Troop has a website: [www.troop695.org](http://www.troop695.org). This website provides information about troop activities, advancement, fund-raisers, troop positions, calendars, forms, publications and much more. The site also provides links to other sites with valuable scouting information.

### ***"THE SHIP":***

"The Ship" is five portable file boxes. The first three boxes have a file for each Scout in Troop 695, arranged in alphabetical order. Scouts should check their file at *every* meeting. Permission forms, information sheets, newsletters, Scout Account summaries, etc. are distributed through "The Ship". The fourth file box contains forms that may be needed by Parents and Committee members, such as medical forms, expense reimbursement forms, Troop resource surveys, Troop information, calendars, BSA registration forms, etc. The fifth file box contains forms that may be needed by Scouts and Scoutmasters, such as blank permission forms, Grubmaster reports, duty rosters, Troop Meeting plans, etc.

### ***"TROOP 695 GUIDEBOOK":***

This guidebook explains the general policies of the Boy Scouts of America and Troop 695. Parents who periodically review this guidebook will have a much better understanding of their son's Scouting experience. Please understand that troop policies are flexible and are periodically updated by the Troop Committee. To verify a particular policy, please speak to the Committee Chair.

### ***PHONE TREE:***

Last minute changes in schedules will be communicated via our phone tree. The Scoutmaster will contact the Senior Patrol Leader with information that needs to be communicated. The SPL will then contact the Assistant Senior Patrol Leaders. The SPL and the ASPLs will contact each of the Patrol Leaders, who will

contact each member of their patrol (with the help of their Assistant Patrol Leaders).

***“THE RECONNAISSANCE”:***

This is our Troop newsletter. It is distributed monthly on the website on the first Tuesday of the month. “The Reconnaissance” has articles about upcoming campouts, fundraisers, and community service projects; camping; a calendar of upcoming dates to remember; and articles from each Scout who holds a leadership position. “The Reconnaissance” is not published in July and August.

## ***COMMUNITY SERVICE***

Developing a lifestyle of consistent service to the community is one of the prime objectives of the Scouting program. Although community service is a requirement for many of the rank advancements (2nd Class, Star, Life, and Eagle), Scouts should not view service as merely a requirement to be fulfilled. Scouts should participate in as many worthwhile projects as their schedules allow. The Troop provides ample opportunities to help the community. Some of the service projects we participate in are:

- Scouting for Food - this annual nationwide Scouting project involves door-to-door collection of non-perishable food for local food shelves.
- Campouts - at most campouts Scouts are given opportunities to work on a service project. This might involve painting buildings, trail improvement, or beach clean-up.
- Highway Clean Up - twice a year Scouts who are 13 and older participate in our highway clean-up project. We are responsible for the stretch of Eden Prairie Road from Hwy. 62 north to Excelsior Boulevard.
- Eagle Service Projects - when a Scout from Troop 695 is working toward his Eagle rank, he must complete a major service project. This usually involves the participation of Scouts from the Troop. Scouts should consider it an honor to work on a fellow Scout’s Eagle service project.
- Elementary School Events - Local schools frequently ask for Scouts to help run events or coordinate parking. This is usually done by a particular Patrol.
- Cub Scouts - Cub Scout packs often ask for Boy Scouts to demonstrate skills or to help at their Blue & Gold Banquets. This is an

excellent opportunity to earn service hours and to be a role model for younger Scouts.

- Other Service Projects - The Troop has a Service Project Coordinator who works with local and community organizations to provide community service opportunities for Troop 695 scouts. If you have an idea for a service project or know of a need within the community, please contact the Troop Service Project Coordinator.

## ***TROOP LEADERSHIP***

An essential part of Scouting is the development of leadership skills. Each of the upper ranks requires the Scout to serve in a leadership position. Positions may be elected or appointed. Nominations for elected positions are open to all qualified Scouts. The number of nominations will not be limited, but a runoff will be conducted immediately following nominations to reduce the field to four candidates. Troop elections are held in October and March. Scouts are elected by the majority of the Scouts present in a secret ballot. New leaders begin their term of office at the Court of Honor on the last Tuesdays in September and March. Appointments may occur at any time, at the Scoutmaster’s discretion.

Newly elected and appointed leaders receive a notebook outlining their duties, and must attend Junior Leader Training shortly after elections. They then turn in a list of the goals that they hope to accomplish, which they review with an appointed Asst. Scoutmaster. It is not enough to be elected or appointed to a position; Scouts must give leadership throughout their term in office. At the end of the term, the Asst. Scoutmaster will review the Scout’s goals with him and determine whether or not the Scout has fulfilled his duties.

Scouts who think that they may be interested in a leadership position should talk to the Scoutmaster, any Assistant Scoutmaster, and/or a Scout who has held the leadership position in the past to find out more about the duties associated with it.

### ***LEADERSHIP POSITIONS/ELECTIONS***

The following is a list of leadership positions:

- Senior Patrol Leader (SPL) - The SPL is elected by the entire Troop. Nominees must be at least a Life Scout, must be at

least 14 years old, and must have previously served as an ASPL.

- Assistant Senior Patrol Leaders (ASPLs) - Nominees must be at least a Life Scout, must be at least 13½ years old, and ideally should have served in another leadership position as a Life Scout. The entire troop elects the first ASPL. The new SPL selects the second ASPL from a list prepared by the Scoutmaster of all scouts who hold the above qualifications. In the event that the SPL cannot complete his term of office, the elected ASPL will fill the remainder of the term and the selected ASPL will become the sole ASPL.
- Junior Assistant Scoutmaster (JASM) - this is an older Eagle Scout who acts as an Asst. Scoutmaster, appointed and supervised by the Scoutmaster
- Troop Guides (TGs) - Ideally these are older or experienced Scouts who have served as Senior Patrol Leader, Assistant Senior Patrol Leader, are Eagle Scouts, or are close to achieving Eagle. They are appointed by the Scoutmaster, and serve as “big brothers” to younger Scouts, assisting the Scoutmaster wherever needed.
- Patrol Leader (PL) - Each Patrol elects its own Patrol Leader. The Patrol Leader then selects an Assistant Patrol Leader. The Position of Assistant Patrol Leader does not qualify as a leadership position, however, Assistant Patrol Leaders often go on to become Patrol Leaders. When new Patrols are formed in March, the Scoutmaster will assign two older Scouts to the Patrol to act as mentors to the new Scouts. These Patrols will elect their own Patrol Leaders the following September.
- Scribe, Librarian, Historian, Quartermaster, Bugler, and Chaplain’s Aide - Must be 1st Class. These are all elected positions that serve on the Patrol Leaders’ Council and have various duties related to the operation of the Troop. Bugler does not qualify as a leadership position for Eagle rank. If there are no nominations for a position, the new SPL will select a scout to fill it.
- Den Chief - Scouts are appointed to be Den Chiefs. A Den Chief works with a Cub Scout den teaching skills, games, and crafts, while being a role model. Den Chiefs must go through Den Chief Training.
- Instructor Positions - The Scoutmaster appoints Scouts to Instructor positions (Knots, First Aid, Knife & Axe, Camping,

Cooking, and Fire Safety). These positions only qualify as leadership positions if the Scout fulfills certain responsibilities agreed upon in advance.

- Leadership Projects - The Scoutmaster may appoint a Scout to work on a special project. This will only qualify for leadership if the Scout completes the project to the satisfaction of the Scoutmaster.

### ***JUNIOR LEADER TRAINING***

Every six months, all Scouts who have been elected to leadership positions will participate in a Junior Leader Training session. This may take place locally or as part of a campout. Scouts in outgoing leadership positions are expected to assist in the training and transition of the new leaders.

## ***OLDER SCOUTS***

As Scouts get older, the Troop is careful to continue to offer them new and challenging programming. We do this in several ways, including:

1. High Adventure Trips, see page 7.
2. Order of the Arrow, which offers leadership opportunities at the District and Council levels.
3. Venture Crews, which are groups of older Scouts who are specializing in a specific area, such as scuba diving, rock climbing, or backpacking. Venture Crews may include individuals who have not previously been involved in Scouting. Females are also welcome to join Venture Crews.

Scouts are encouraged to approach the Scoutmaster with new ideas for programming that would be of interest to them.

## ***ADULT VOLUNTEERS***

To ensure good programming, it is essential for all parents to be active in the Troop. All Committee Members, Scoutmasters, and other adults who work directly with the Scouts must complete a BSA Adult Registration Form, attend Youth Protection Training, and complete the Medical Forms. The Troop pays BSA registration and training fees for registered adults.

### ***VOLUNTEER POSITIONS***

There are two very general areas where help is needed:

1. Assistant Scoutmasters work directly with the Patrols, attending as many Troop Meetings and campouts as their schedule allows. The Scoutmaster coordinates the activities of the Assistant Scoutmasters.
2. The Troop Committee ensures the smooth operation of the Troop, so that the Scoutmaster can concentrate on the Scouts. The Committee Chair coordinates the activities of the Troop Committee. Each of the following areas has a group of adults who work together under a chairperson:
  - a. Finance/Fund-Raising - includes treasurer, check writing, scout accounts and fundraising.
  - b. Records - includes Scout Records, medical/auto forms, newsletter, roster, calendar, and guidebook.
  - c. Advancement - includes merit badge counseling, Boards of Review, Courts of Honor, and new scout recruiting.
  - d. Activities - includes campouts, Quartermaster, Many Point, High Adventure, FOS, OA, YPT, community service, and religious awards.

### **TRAINING**

#### ***YOUTH PROTECTION TRAINING:***

Troop 695 requests that all parents take part in the 1½ hour long Youth Protection Training once every two years. This training is offered at Prairie Lutheran Church once a year, at various other locations throughout the year and online through the Northern Star Council website. It will teach you how to recognize the signs of a child in an abusive situation, teach you how you can help, and teach you how to protect yourself from false accusations.

#### ***BOY SCOUT LEADER TRAINING:***

This training is offered every spring through the Northern Star Council. Leader Training is for Scoutmasters, Assistant Scoutmasters, Committee Members, and all interested adults. This course involves a weeknight class, a Saturday class, and an overnight campout. All adults are encouraged to take this course.

#### ***WOODBADGE TRAINING:***

The Scoutmaster and all Assistant Scoutmasters are encouraged to go through the intensive Woodbadge Training. These August and September training sessions prepare the Troop's adult leadership for the job of continuing to grow and improve the Troop.

## **MEDICAL FORMS**

There are three separate medical forms in the Scouting program. It is essential that each Scout and Scouting adult is current on his required forms before he participates in any Scout campout or activity. Blank medical forms can be found in "The Ship".

**Class 1 Medical Form** - this must be updated annually by all Scouts regardless of their level of activity. Most Scouts filled it out on the back of their BSA registration form. It is also found on the same form with the Class 2 Medical Record. The Class 1 contains basic information such as name, address, emergency contact, physician's name, insurance information, allergies, and immunizations.

**Class 2 Medical Form** - this form must be updated every 36 months by all Scouts and adults who will be attending an outdoor activity lasting longer than 72 consecutive hours. The Class 2 requires a physical exam by a licensed medical practitioner. If the Scout has had an exam within the past three years, his physician may sign the form without another exam. However, the form is only valid for three years from the date of the exam, not three years from the date of the physician's signature. Scouts who still have a valid Class 2 from Webelos Camp may use that. Adults over 40 must use a Class 3 for all campouts over 72 consecutive hours.

**Class 3** - this form must be updated every 12 months. It is required for all Scouts who will be attending High Adventure Camps or World Jamborees; for all adults over 40 who will be attending campouts over 72 hours in duration; and for all Woodbadge participants.

**High Adventure Medical Forms** - BSA High Adventure camps each have their own special medical form. This form requires a physician's exam within 12 months of the trip.

## **INTERNET SCOUTING**

There are many Scouting groups on the Internet. Here are some good sites to start with:

Troop 695's Web Page: [www.troop695.org](http://www.troop695.org)

Boy Scouts of America: [www.scouting.org](http://www.scouting.org)

Northern Star Council:  
[www.northernstarbsa.org](http://www.northernstarbsa.org)

MacScouter: [www.macscouter.com](http://www.macscouter.com)

Scouting On-line: [www.scoutorama.com](http://www.scoutorama.com)

Philmont Scout Ranch: [www.Phillmont.com](http://www.Phillmont.com)

Florida Sea Base High Adventure:  
[www.bsaseabase.org](http://www.bsaseabase.org)

Northern Tier High Adventure: [www.ntier.org](http://www.ntier.org)

Order of the Arrow: [www.oa-bsa.org](http://www.oa-bsa.org)

Eagle Ceremonies:  
[www.macscouter.com/Eagle/EagleBook.html](http://www.macscouter.com/Eagle/EagleBook.html)

Skits for Scouts: [www.macscouter.com/skits](http://www.macscouter.com/skits)

Scouting Clip Art:  
[www.emf.net/~troop24/icons/clipart.html](http://www.emf.net/~troop24/icons/clipart.html)

The Virtual Patch Collection:  
[www.emf.net/~troop24/scouting/patches.html](http://www.emf.net/~troop24/scouting/patches.html)

Merit Badge Requirements:  
[www.meritbadge.com](http://www.meritbadge.com)

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### **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, and Reverent.*

### **The Scout Motto:**

*Be Prepared!*

### **The Scout Slogan:**

*Do a Good Turn Daily.*

### **The Outdoor Code:**

*As an American, I will do my best to -  
Be clean in my outdoor manners,  
Be careful with fire,  
Be considerate in the outdoors, and  
Be conservation-minded.*

### **Scout Vespers:**

*Softly falls the light of day, as our campfire fades away.  
Silently each Scout should ask, "Have I done my daily task?  
Have I kept my honor bright? Can I guiltless sleep tonight?  
Oh, have I done and have I dared, everything to be prepared?"*

*And now. . .*

*May the Master of all Scouts be with you until we meet again.  
Good night, Scouts!*

## ***Scout Ranks:***

*BOY SCOUT  
TENDERFOOT  
2nd CLASS  
1st CLASS  
STAR  
LIFE  
EAGLE*

## ***Troop Meeting Rules:***

### ***GOLDEN RULE - OBEY THE SCOUT LAW!***

- 1. When the sign goes up, the mouth goes shut.*
- 2. No putdowns.*
- 3. Respect others by listening and not talking out of turn.*
- 4. Be on time for meetings.*
- 5. No running in the church, upstairs or downstairs.*
- 6. Respect others property.*
- 7. No being upstairs during meetings without permission from an adult.*
- 8. Elevator is not to be used without permission from an adult.*
- 9. No using the telephone without permission from an adult.*
- 10. No spitballs or throwing things.*
- 11. Hats are not to be worn in the church, upstairs or downstairs.*
- 12. No running around outside the church without permission from an adult.*

***PARENTS: When you drop your son off at the church, please be sure that he has entered the building before you leave.***