
Troop 410 Handbook

For Parents and Scouts



January 2008

Dedication

This handbook is dedicated to all the great Scouters who have made Troop 410 the outstanding organization it is today. Without their spirit and dedication, combined with the assistance and support of numerous parents, friends and the Immaculate Conception Church of Nashua, the many activities, outings and programs summarized in the following pages would never be reality.

Revised July 1, 2008

TROOP CHARTER AND BY-LAWS

Approved 10/99

Successful implementation of a carefully defined discipline policy will benefit everyone involved in the Scouting Community. Discipline is achieved when Scouts, parents/legal guardians, Scout Leaders and Committee Members accept responsibility for their own behaviors and respect the rights of others. To that end and for the well being of each Chartered Member of Troop 410 and their parents, the following specific rules, regulations and consequences will be adhered to:

Throughout this article, Adult Leadership will be defined as the Scoutmaster and the Assistant Scoutmaster(s). Junior Leadership will be as defined in the Scoutmaster's handbook.

A. General:

1. Each Scout is expected to conduct himself in accordance with the principles and ideals of the Scouting Program as stated in the Boy Scout Handbook, as well as to follow the Troop Code of Conduct and Troop By-Laws.
2. Any violation of the Code of Conduct should be brought to the attention of the Adult Troop Leadership immediately, regardless of how trivial it may seem.
3. A Scout must have a complete uniform including Troop hat, Troop neckerchief, Boy Scout shirt with proper insignia: council patch, troop number, patrol patch, badge of rank and shoulder loops, and Boy Scout style trousers with a Scout belt by the time of his Board of Review for Star rank. Each Scout must wear his Boy Scout shirt, Troop neckerchief and Troop hat to weekly Troop meetings. To all other Scouting activities, uniforms will be worn as directed.
4. All Scouts are expected to attend at least 50% of all regularly scheduled meetings as well as 50% of Scout events. The Troop Scribe will report to the Scoutmaster, on a monthly basis, the attendance records of all Scouts. The Scoutmaster will contact any Scout who fails to comply to discuss the consequences of non-involvement. (See section D – Participation)
5. Favoritism will not be tolerated in any form. Each Scout is to be treated equally and given equal assistance. If favoritism is proven to exist, the offender may be asked by the Committee Chairperson and/or the Charter Representative to resign his position. The Daniel Webster Council will be notified in writing of the person's removal.
6. If a Scout or his parents feel he has been mistreated or unfairly judged, he (they) should promptly meet with the Scoutmaster to discuss the situation. If a satisfactory resolution cannot be obtained, a meeting between the Scout, his parents and the Troop Committee will be arranged.
7. Troop Leadership, both Adult and Junior, shall have the right to confiscate any item that is disruptive to the meeting or event. Any item confiscated by a Junior Leader will immediately be given to an Adult Leader. The item may be returned at the discretion of the Adult Troop Leadership.
8. All Adult Leaders and Committee members must have completed the BSA registration process with the Troop, providing references and permission for criminal background checks.

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9. All Adult Leaders or Committee Members must meet the highest standards for leadership. If an Adult Leader or Committee Member is alleged to have violated the ideals and principles of the Scouting Program or is considered an improper role model to the Scouts, it must be brought to the attention of the Charter Representative and/or Committee Chairperson immediately. If, in the judgment of the Committee and the Charter Organization, the leader is found to be in violation of these standards he/she will be asked to resign his/her position by the Committee Chairperson and Charter Representative. The leader has the right to appeal this decision and go before the Committee for review. Daniel Webster Council will be notified in writing if any action is taken.
 10. The use of the Immaculate Conception Gathering Hall is a privilege accorded Troop 410. Any abuses of this privilege by Scouts or the Adult Leadership will result in disciplinary action by the Scoutmaster and/or the Troop Committee. The hall and any other rooms used by the Troop will always be left in an acceptable condition. Scouts are requested to arrive fifteen (15) minutes early to assist in setting up the hall. Scouts are asked to stay after meetings to help clean up the hall.
 11. Scouts must respect the property of other Scouts, the Troop and the Charter Organization. Troop 410 is not responsible for personal items lost or damaged at Scouting functions. Troop or Charter Organization property lost or damaged must be reported to the Adult Leadership immediately.

B. Youth Protection:

1. All adult Troop Leaders and Troop Committee Members are required to obtain District Certified Training on Youth Protection.
2. The Troop Committee and Adult Troop Leadership have a moral and legal responsibility to report any concerns regarding possible child abuse or neglect to the District Executive, as outlined by BSA National Guidelines. Failure to report suspected child abuse might result in civil or criminal penalties.
3. When camping, no scout is permitted to sleep alone in a tent. Further, no youth is permitted to sleep in a tent with an adult other than his own parent or legal guardian. Scouts and adults may, however sleep in the same building, e.g. Building 95 at Camp Carpenter.
4. All Troop and Patrol functions will be in group form, with two-deep Leadership as specified in the BSA national guidelines.
5. When, during a Troop organized and supervised event, the Troop designates drivers, no Scout shall travel alone in a vehicle with an adult other than his parent or legal guardian.

C. Safety:

1. Scouts and leaders are not permitted to possess weapons, such as firearms, BB guns, air guns, etc., at Scouting functions unless they are part of an organized, supervised, and approved Scouting activity (such as rifle shooting at summer camp).
2. Drinks or food in glass containers are prohibited on hikes and camp outs.
3. Pyrotechnics (firecrackers, fireworks, etc.) are not permitted at any Scouting function unless they are part of an organized, supervised, and approved Scouting activity.
4. A Scout should always carry his Totin' Chip if he intends to bring his pocketknife or expects to use wood tools at any camp out, special event or summer camp. NO ONE is allowed to bring sheath knives or any knife not within council regulations to any Scouting function.

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5. No open flames, of any kind, are permitted in tents.
 6. No camouflage clothing is to be worn to any Troop meeting or event.
 7. It is mandatory that the Troop carry a first aid kit on all events.
 8. Troop designated drivers of vehicles transporting Scouts must be 21 years of age. Transportation of personnel in the rear of any truck is strictly forbidden. Truck beds are to be used for the transportation of equipment only. Each vehicle must have a Troop designated licensed driver, complete insurance and valid state inspection.
 9. Permission slips and Emergency Medical Forms will be in the custody of each Troop designated driver for each Scout in his/her vehicle. A list of all the Scouts attending a camp out or event and the cars in which they are riding will be compiled and copies will be in the possession of two adults travelling separately to that camp out or event.

D. Participation:

1. All Scouts and parents are expected to support and participate in Troop events and fund raising activities. Parents are to make sure their Scout has the proper personal gear and appropriate clothing for the weather conditions of each event.
2. Scouts are encouraged to participate in all Troop activities. Scouts must attend regular Troop meetings prior to camp outs or other Troop activities to be eligible to participate in that activity, unless excused by the Scoutmaster or Assistant Scoutmaster(s).
3. Each Scout must be current on his dues (annual and monthly) to participate in troop camp outs or events. No Scout will be given a Board of Review or be registered during rechartering if his dues are not paid up to within one month or if he has any outstanding financial obligations to the troop. Dues owed or credits from the previous year will be carried forward to the next September. If any family is experiencing financial difficulty and is unable to comply with this policy, a letter detailing the reasons for financial assistance must be submitted to the Charter Representative.
4. In the event that school is cancelled, the troop meeting is automatically cancelled, unless otherwise notified. If for any other reason a regularly scheduled troop meeting is cancelled, all scouts will be notified by telephone.
5. Any Scout who cancels his participation in an event shall forfeit all fees paid, except by the approval of the Troop Committee.
6. The troop is considered “full” when it has reached a maximum of 65 registered scouts. Exceptions to this will be considered by a joint review of the Scoutmaster Staff and the Committee and will be based upon troop resources. When there are a limited number of openings in the troop, the following joining preference will apply:
 - Siblings of current Scouts will have first priority.
 - Pack 410 Cub Scouts will have second priority.
 - ICC parishioners have third priority.
 - All others

TROOP CODE OF CONDUCT

It is expected that every Scout will conduct himself in accordance with the principles and ideals of the BSA Scouting Program, as stated in the Boy Scout Handbook, as well as the Troop 410 By-Laws. The following Code of Conduct will apply.

If during a Troop meeting, activity or event a Scout is:	then the following action(s) will be taken:
<ul style="list-style-type: none"> • Disruptive • Disrespectful • Uses Improper Language 	<ol style="list-style-type: none"> 1. SPL, ASPL or Patrol Leader gives a verbal warning. 2. SPL or ASPL informs an Adult Leader who will pull the Scout aside for time out (the time of which will be determined by the leader). 3. Adult Leader has Scout call his parents to come get him. 4. Meeting with SM, Scout and his parents
<ul style="list-style-type: none"> • Fooling Around Outside of the Meeting Area • Found to Have Left or Be Leaving the Designated Area without Permission of an Adult Leader • Roughhousing 	<ol style="list-style-type: none"> 1. The Scout will be given a verbal warning and brought back to the meeting. 2. Adult Leader has Scout call his parents to come get him. 3. A meeting with the SM, Scout and his parents.
<ul style="list-style-type: none"> • Not in Uniform 	<ol style="list-style-type: none"> 1. Scout will be advised that uniforms are required at all scouting activities 2. Second offense, Scout will call his parents to either bring his uniform or come get him and take him home. 3. If not wearing a uniform to scouting activities continues (3 times in any month), the scout will call home and the SM or ASM will meet with the Scout and his parents.
<ul style="list-style-type: none"> • Selling non-scout items during a Meeting (such as candy for baseball) 	<ol style="list-style-type: none"> 1. Scout will be advised that selling items at scout activities are not allowed. Items will be given to the SM and returned at the end of the meeting. Parents will be informed of the event.
<ul style="list-style-type: none"> • Behaving Inappropriately (Hazing, fighting...) • Intentionally Misusing, Mistreating, Defacing or Destroying the Property being used by the Troop 	<ol style="list-style-type: none"> 1. These are serious activities and will not be tolerated. Adult Leader will instruct Scout to call his parents to come get him. When the parents arrive, a meeting between the SM, committee chairman, the Scout and his parents will take place. Appropriate action will be taken.
<ul style="list-style-type: none"> • Quiet the Adults in Attendance 	<ol style="list-style-type: none"> 1. The Senior Patrol Leader or an Assistant Patrol Leader will inform a member of the SM staff. The adult leader will ask the Adults to be quiet. 2. If the situation continues, the SM or an ASM will ask the adults to move to another room/location.

Introduction

Boy Scout Troop 410 provides a high level of programs, outings, advancement, and service. We have always relied on the support of troop families and friends to achieve our goals. We expect this support will continue as part of your commitment to Troop 410 and in return we commit our efforts to continuing the positive methods, aims and traditions of Scouting for our boys.

This Handbook provides an overview of the workings of Troop 410, including a description of outings and activities, our summer camping program, what equipment is needed by each Scout and what is provided by the troop, requirements for Scout advancement, and how to prepare for a Scoutmaster Conference/Board of Review. In addition, Troop 410 policies on uniforms, attendance, conduct, and discipline are included.

Parents should review this manual with their son. A “Participation Contract” is provided at the end of this manual, which must be signed by each new Scout certifying that he has read the manual and agrees to abide by the rules contained herein. There is also a place for a Parent or Guardian to sign.

Troop 410 Traditions

- Camp every month including Winter camping
- Attend Summer Camp for one week each summer
- Plan at least one special adventure trip every year
- Do a service project for Immaculate Conception Church each year
- Learn new scouting skills (or improve skills) on each camp out
- Earn the Quality Unit Award each year.
- Encourage more Scouts than average to earn the rank of Eagle.

How It All Works

The Immaculate Conception Church of Nashua, New Hampshire sponsors Troop 410 as its Chartered Organization. The responsibility for Troop policies and organization lies with the Troop Committee. The Troop Committee meets monthly and is comprised of many parents and friends of the Troop as well as the Chartered Organization Representative. The Troop Committee welcomes suggestions and comments from Troop 410 families at all times.

The Scoutmaster, who reports to the Troop Committee, has a staff of volunteers to help with the many aspects of the scouting program. In addition to attending troop meetings, camp outs, events and activities, the Assistant Scoutmasters meet with the Scoutmaster once a month for planning and preparation. There is training available for the adult volunteer positions on the Committee and the Scoutmaster’s Staff.

Adults, who have special expertise or training because of their career or hobbies in one or more of the many merit badge subjects offered by the BSA, can also volunteer as Merit Badge Counselors. All adult volunteer positions require an application to be made to the Boy Scouts of America, which includes background and reference checks and approval, by the Troop Committee and Chartered Organization.

While we work very hard on making Troop 410 the best troop possible, there is always more that can be done and ways to improve. All Scouting activities are open to parental visitation. There are no “secret” organizations with the Boy Scouts of America. We need and expect parental involvement and support as an ongoing benefit of membership in Troop 410.

Annual Dues

The yearly registration fee for each Scout of Troop 410 is currently \$55.00, payable in November of each year. This fee covers the scout’s registration, a Boy's Life subscription, registering adult leaders, and the fee for registering the Unit. Any left over money stays in the treasury to be used for patrol badges, and badges of service and rank. These monies are necessary to the running of the Troop and are non-refundable for any reason, at any time.

The yearly Patrol dues are \$40, payable monthly (\$4) during the school year, or as a lump sum payment in September. These monies are used to run the Troop and are refundable on a prorated basis if a scout decides to transfer membership to another Troop.

Youth Leadership and the Patrol System

Every Boy Scout Troop is made up of patrols, groupings of boys who work together as a team. Each patrol has its own leader. The patrol leaders, with the Senior Patrol Leader in charge, form the Patrol Leaders Council (PLC). It is this council's job to plan and run the troop program. Each Patrol Leader (PL) represents his patrol on the council and interprets to his patrol the plans and decisions the council makes. Patrols also elect other officers and carry out their own patrol activities. Scouts are expected to be responsive to directions given by patrol leaders and the Senior Patrol Leader.

Troop Web Site

The address for the web site is <http://www.troop410nashua.org/>



To access the members section you must enter

User name: troop410

Password: Changes yearly. Available from any adult leader.

Troop meetings

Troop meetings are held every Thursday from 7:00-8:30PM during the school year. The troop does not meet during school vacation weeks and usually conducts a special activity. The Senior Patrol Leader is responsible for the meeting and delegates duties to patrols for opening and closing ceremonies, skill presentations/contests, troop games, service duties (set-up and clean-up). Each patrol also meets briefly to plan for upcoming events. Scouts are encouraged to complete advancement requirements at anytime during the “game portion” of the troop meeting.

“Sample” Troop Meeting Schedule

<i>Time</i>	<i>Description</i>	<i>Leader</i>
6:45	Pre-opening and Set-up	
7:00	Opening Ceremony	SPL
	Uniform Inspection	
	Review Meeting Agenda	
7:05	Patrol Corner, Dues Collection	Patrol Leaders & Patrol Scribe
	Planning for Outings and Activities	
7:20	Skill Presentations	
7:40	Interpatrol Activity	
7:55	Troop Game	
8:15	Troop Formation, Announcements	SPL
	SM Minute	SM
8:25	Closing Ceremony	PL
8:30	Service Patrol Clean-up	Assigned Patrol

Troop Organization

Troop Youth Leadership Positions

All Youth Leaders are expected to; set a good example, wear the uniform correctly, live by the Scout Oath and Law, attend all Troop functions & Patrol Leader Council (PLC) meetings, earn advancement, and complete Troop 410's Junior Leader Training (JLT) program.

Junior Assistant Scoutmaster (JASM)

- Function as an Assistant Scoutmaster
- Accomplish any duties assigned by the Scoutmaster

Senior Patrol Leader (SPL)

- Preside at all troop meetings, events, activities, and annual program planning conference
- Maintain the spirit of the troop and encourage Scout enthusiasm and active participation for all activities
- Chair the Patrol Leaders' Council
- Coach Patrol Leaders on their duties
- Name appointed boy leaders with the advice and consent of the Scoutmaster
- Assign duties and responsibilities to other leaders

Assistant Senior Patrol Leader (ASPL)

- Responsible for training and giving direct leadership to the following appointed Junior Leaders: Scribe, Librarian, Troop Historian, Instructor, Quartermaster, and Chaplain Aide
- Help with leading meetings and activities as called upon by the Senior Patrol Leader.
- Take over troop leadership in the absence of the senior patrol leader
- Perform tasks assigned by the Senior Patrol Leader
- Function as a member of the Patrol Leaders' Council
- Support the Senior Patrol Leader

Troop Scribe

- Attends and keeps a log of Patrol Leaders Council meetings and provides minutes
- Works with Patrol Scribe in maintaining patrol attendance & dues records
- Turns in dues money to the Committee Treasurer

Troop Quartermaster (QM)

- Keep records of patrol and troop equipment
- Keep equipment in good repair
- Issue equipment to the Patrol Quartermasters and see that it is returned in good order
- Suggest new or replacement items
- Work with the adult Quartermaster Advisor

Troop Historian

- Gather pictures and facts about past activities of the troop and keep them in scrapbooks, wall displays, or information files
- Maintain bulletin board
- Take care of troop trophies and keepsakes
- Keep information about troop alumni
- Photograph trips and meeting activities
- Assist with troop public relations
- Maintain troop awards records (copies of the troop Courts of Honor)

Troop Librarian

- Establish and maintain a troop library
- Maintain library of up to date merit badge pamphlets
- Maintain list of Merit Badge Counselors
- Maintain library of audio visual material
- Keep records on literature owned by the troop
- Add new or replacement items needed
- Have literature available for borrowing at troop meetings
- Keep system to check literature in and out
- Follow up on late returns

Instructor (SM appointment)

- Instruct Scouting skills as needed within the troop or patrols
- Prepare well in advance for each teaching assignment
- Assist with advancement and learning
- Help Scouts with problems

Bugler/Musician

- Play bugle for reveille and taps
- Play opening/closing music at troop meetings, Troop CoH and ECoH

Troop Guide

- Help Scouts meet advancement requirements through First Class
- Advise new Patrol Leader on his duties and his responsibilities at Patrol Leaders' Council meetings
- Attend Patrol Leaders' Council meetings with the new Scout Patrol Leader
- Assist in the integration of new Scouts with older Scouts
- Help Assistant Scoutmaster train new Patrol Leader
- Guide new Scouts through early troop experiences to help them become comfortable in the troop and the outdoors

Den Chief

- Serve as the Activities Assistant at Cub Scout den meetings

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- Assist the Cub Scout Den Leader
 - Meet regularly with the Den Leader to review the den and pack meeting plans
 - If serving as a Webelos Den Chief, prepare the boys to join Boy Scouting
 - Project a positive image of Boy Scouting

Chaplain Aid

- Assist Chaplain or religious coordinator in meeting the religious needs of troop members while on activities
- Assist the adult Advisor of the Religious Award program
- Leads the opening prayer at troop meetings, troop CoH and Eagle CoH

Patrol Leadership Positions

Patrol Leader

- Plan and lead patrol meetings or patrol activities each month
- Keep patrol members informed of Scouting plans and activities
- Assign each patrol member a job and help them succeed
- Display your patrol flag at meetings and activities
- Represent the patrol at the monthly Patrol Leader Council meeting and at the annual program planning meetings
- Prepare the patrol to take part in all troop activities
- Develop patrol spirit and control
- Work with other troop leaders to make the troop run well
- Support advancement for the patrol
- Coordinate patrol outings
- Keep track of all patrol members on outings
- Strive to earn the Baden Powell Patrol Award (ref. Junior Leader Handbook p.41)

Assistant Patrol Leader (APL)

- Assist the Patrol Leader in planning and leading patrol meetings and activities, keeping patrol members informed of Scouting plans and activities, and preparing the patrol to take part in all troop activities
- In the absence of the Patrol Leader, take charge of the patrol and represent the patrol at the Patrol Leader Council meetings
- Help develop patrol spirit

Patrol Scribe

- Provide patrol information to the Troop Scribe for publication
- Assist with the production of the monthly newsletter
- Take attendance and collects/records dues
- Work with the Troop Scribe in maintaining patrol records
- Turn in dues money to the Troop Scribe

Patrol Quartermaster (P-QM)

- Work with the Troop QM in maintaining equipment
- Keep equipment in good repair (notifies troop QM when equip needs repair/replacement)
- Issue equipment to the patrol and see that it is returned in good order
- Suggest new or replacement items
- Maintain patrol flag

Venture Program

Venture Crew is for those Scouts who are 14 years old or older, have achieved First Class rank and are looking for Scouting with a high adventure emphasis. While participating in most troop activities and continuing to interact with other Scouts in the troop, they also plan and implement their own activities. The Venture Crew is organized around a central program theme for a three-month period culminating in a high adventure trip. These activities are considered a supplement to the regular troop program to appeal to the interests of the older Scouts.

Venture Crew Chief

- Develop an active program for the Venture Crew
- Provide leadership to a selected high-adventure activity
- Inform crew members of planned meetings and activities
- Represent the crew at all Patrol Leader Council meetings
- Encourage crew members to take part in all troop activities
- Locate and secure resources necessary for crew's activities
- Develop crew spirit

Adult Leadership Positions

Charter Organization Representative

- Help recruit troop leadership
- Serve as liaison between Troop 410 and Immaculate Conception Church
- Assist with unit rechartering.
- Encourage recognition of leaders
- Recruit resources to support Troop 410
- Stimulate troop goodwill and service projects in the church
- Urge participation in appropriate programs in the church

Troop Committee

Committee Chairperson

- Key person in the operation of the troop committee.
- Call, notify, organize and preside at monthly committee meeting
- Work closely with Scoutmaster in preparation of agenda for troop committee meeting
- Organize the committee to see that all functions are delegated, coordinated, and completed.
- Maintain a close relationship with the Chartered Unit Representative
- Ensure troop representation at monthly roundtable
- Make sure adult leaders are properly trained and registered
- Arrange for charter review and recharter the troop annually
- Recruit parents and other adults to serve actively on the troop committee

Treasurer

- Establish and supervise the operation of the troop budget
- Keep financial records
- Maintain troop funds and pay all approved bills
- Present the financial report at the committee meetings
- Work closely with the Troop Scribe in dues collection

Advancements

- Arrange monthly Boards of Review
- Maintain troop advancement records
- Collect and verify Service Hours from scouts
- Sign Scout's Handbook for Community Service requirements for rank advancement
- Arrange and Coordinate Troop Courts of Honor
- Publish Troop CoH program
- Report to the troop committee at each meeting.

Parent Coordinator

- Coordinate refreshments at Courts of Honor and other troop activities
- Recruit adults to help with Troop activities
- Distribute Class B shirts as necessary at monthly troop meetings
- Maintain Uniform exchange
- Report to the troop committee at each meeting.

Secretary

- Send out committee meeting notices
- Keep minutes of meetings
- Collect and maintain copies of Troop Participation Contracts
- Conduct the Troop Resource Survey annually
- Report to the troop committee at each meeting.

Fund raising

- Plan the annual Popcorn sales
- Plan/supervise all Troop fund raising activities approved by the Troop Committee.
- Obtain proper authorization from Council on any troop fund raising activities
- Report to the troop committee at each meeting.

Outdoor Committee Leader / Members

This group facilitates the execution of all planned Troop off-site activities

- Reservations
- Event flyers and permission slips / participation rosters
- Collection of funds for activities & meals
- Tour permits
- Travel planning
- Medical Forms maintenance / distribution
- Report to the troop committee at each meeting.

Equipment Coordinator

- Supervise and help the troop procure camping 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 safe use of all outdoor equipment.
- Report to the troop committee at each meeting.

Web Master

- Maintain Troop 410 web site
- Report to the troop committee at each meeting.

Troop Staff

Scoutmaster

- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America
- Train and guide boy leaders to run their troop
- Work through and with responsible adults to bring Scouting to boys
- Help boys to grow by encouraging them to learn for themselves
- Guide boys in planning the troop program
- Help the Troop Committee recruit Assistant Scoutmasters
- Conduct Scoutmaster Conferences
- Member of the Troop Committee

Assistant Scoutmaster

- Assist the Scoutmaster in the weekly meetings.
- Work with the youth leaders in administering troop operations
- Assist with the troop's participation in council and district activities
- Provide guidance and leadership for troop and patrol activities
- Advise troop leadership on special tasks
- Attend training courses

Assistant SM's will coordinate special functions such as:

Troop Meeting Advisor

- Take responsibility for planning Troop Meetings with the Patrol Leaders' Council
- Support the Senior Patrol Leader in obtaining materials for the meeting.
- Support the Senior Patrol Leader in running the meeting.

Life to Eagle Advancement Advisor

- Guide Life Scouts through the Eagle Process
- Meet periodically with Eagle candidate and their parents to monitor Scouts progress
- Coach in the Eagle Scout service project selection and implementation

Membership/Webelos Den Resource Advisor

- Work with Webelos Den Leaders of Pack 410
- Coordinate joint Webelos den-troop activities.
- Assist in training and coaching of Den Chiefs.
- Arrange for proper welcome of Webelos graduating into troop
- Coordinate orientation for parents of new members.
- Serve as liaison with pack committees in orderly transition of Webelos to Scouts

Troop Advancement Advisor

- Facilitate advancement sign off at troop meetings
- Work closely with the Advancement Chairman to arrange Boards of Review
- Advise Scoutmaster of areas for additional emphasis and training so Troop 410 Scouts are well prepared for each rank

First Year Program Advisor

- Supervise the program for First Year Scouts
- Work with Scoutmaster in scheduling advancement activities for First Year Scouts at troop meetings and on outings
- Coordinate with the Webelos Den Resource Advisor
- Coordinate the scheduling of First Year Orientation Camp out in the spring of each year
- Supervise the activities of the Troop Guides
- Maintain records for advancement in the First Year Program
- Coordinate with Advancement Committee Member to obtain badges and certificates.

Troop Equipment Advisor

- Assist in obtaining and maintaining all Troop equipment.
- Supervise the Troop Quartermaster

Venture Crew Advisors

- Train and guide the Venture Crew Chief to run the Venture Patrol.
- Meet regularly with the Patrol Leaders' Council
- Work with the Scoutmaster to coordinate troop meeting activities.
- Provide guidance and direction for Venture Patrol Scouts.

Patrol Advisors

- Serve as advisor for a patrol
- Serve as a resource person for the patrol
- Attend patrol meetings regularly
- Attend troop outings whenever possible
- Recruit other adults to assist the patrol
- Involve the resources of scout families
- Support the Patrol Leader with advice and counseling
- Aid the Patrol Leader in planning activities
- Report to the Scoutmaster on patrol needs

Scouting For Food Advisor

- Coordinate with the Council obtaining food bags and schedules
- Coordinate with the troop and pack the distribution of food bags in our area
- Coordinate the pick up of food and turning it in to the Armory
- Coordinate troop volunteers to help at the Armory

Advancement Program

The purpose of the Advancement Program in Scouting is to encourage a Scout to learn, to achieve and to mature. There are four steps to Boy Scout Advancement and they apply to all six ranks.

1. The Scout learns. He learns Scouting skills by taking an active hands-on part in troop and patrol meetings and outdoor programs. The Troop Instructors, Patrol Leaders and Assistant Scoutmasters do skill teaching for the first three ranks. Scouts will also be able to work on merit badges with merit badge counselors
2. He is tested. Boy Scout advancement is a program in which a Scout's progress is a natural outcome of his regular Scouting activities. When a leader recognizes that a scout has mastered a certain skill and satisfied a given requirement, he will tell the Scout so and record his achievements in the Scout's hand-book. Scouts are encouraged to sign-up on a troop meeting night or camp out to be tested in the requirements
3. He is reviewed. When a Scout completes all requirements for a given rank, he has a Scoutmaster Conference and appears before a Board of Review composed of members of the troop committee. (See Scoutmaster Conferences and/or Boards of Review for more information.)
4. He is recognized. When the Scout has been certified by the Board of Review, he is awarded his new badge of rank and recognized at the next Troop Court of Honor.

Guidance

Advancement through the ranks is one of the most important parts of Scouting. The extent to which a boy participates in the advancement program largely governs the benefit he gains from membership and the length of time he stays in Scouting.

New Scouts

Scouting has determined that if a boy reaches the First Class rank within the first 16 months after he has joined the Troop, he is likely to stay in Boy Scouting longer. The Scout will also benefit and enjoy his Scouting experience more if this objective is attained. The five areas of concentration that each Scout will work on towards his First Class Rank are Outdoors, Physical Fitness, Citizenship, Patrol Participation, and Troop Participation.

Most Troop 410 Scouts who actively participate in Troop activities will achieve the rank of First Class within 16 months. The Assistant Scoutmaster for the First Year Program will schedule a portion of the Troop's activities around these requirements. It is the scout's responsibility to speak with his Patrol Leader, Troop Guide, or an Assistant Scoutmaster to be tested on a given skill once he feels he has mastered that skill requirement.

If a Scout does not make First Class by the time he attends Hidden Valley Summer Camp, then this is a great opportunity to work on advancement.

Star, Life and Eagle

These ranks in particular require a scout to work on and complete Merit Badges. Other requirements for advancement include tenure in rank (time interval at a given rank to acquire Scouting experience), leadership experience, service hours or project, a conference with the Scoutmaster and a Board of Review. A summary of the complete requirements for each rank above First Class can be found in the Boy Scout Handbook.

Parents Note: Parents are cautioned that advancement should not become the sole reason a parent keeps a Scout in Scouting. Parents should encourage their son to make advancement in scouting his own personal goal rather than his parents' goal. Scouts, not parents, should make the routine telephone calls to Troop Leaders and Merit Badge Counselors concerning advancement, appointments and attendance. For some further thoughts on this topic, please refer to the "Advancement Policy for Eagle" located in the Appendix.

Parents can help their son get started on the right track by

- Making sure their son has a BS Handbook with his name on the outside and inside.
- Sitting down with him and reviewing the requirements of his next rank. Do not sign off the requirements, but help him learn them.
- Parents should encourage their son to go on as many camp outs and other troop activities as possible. Hiking, camping and cooking need to be done on weekend camp outs. Encouragement also means he will need some camping equipment. This need not be acquired all at once; however, he will need a warm sleeping bag almost immediately.
- Encourage your son to attend summer camp (See Troop Summer Camp). A large percentage of the troop advancement typically occurs during the week long summer camp session. The advancement courses are usually well organized and the mixture of outdoor experience, personal achievement and learning offered at camp is unmatched elsewhere. First Year Scouts should be able to complete The First Year Camper Program and two merit badges while older Scouts should be able to complete three and maybe as many as four merit badges during the week.
- Most parents find it counter-productive to use Scouting as a disciplinary measure or as a reward for getting good grades in school. Scouting is as much an educational program as school or work. If you feel you must restrict your son's participation, please discuss it with the Scoutmaster. The troop is a team effort, and if one of the key players is going to be missing, the troop leaders need some advance warning. Making sure when the time comes for your son to advance to the next rank, he has made an appointment with the Scoutmaster for a SM conference (he should make the appointment, not you). He should also review the requirements and think about topics that may be covered during the Board of Review (see Advancement Program)
- Once your son has advanced to First Class, he will have figured out the system and will be at ease in approaching the troop leaders for advice or counseling. From then on, periodic encouragement is really all that is necessary to keep him going all the way to Eagle.

Advancement for Youth Members With Special Needs

The following are the guidelines for membership and advancement in Scouting for persons having disabilities or other special needs.

The Americans with Disabilities Act of 1990 (ADA) provides the following definition of an individual with a disability:

“An individual is considered to have a 'disability' if s/he has a physical or mental impairment that substantially limits one or more major life activities (e.g., . . . seeing, hearing, speaking, walking, breathing, performing manual tasks, learning, caring for oneself, and working), has a record of such an impairment, or is regarded as having such an impairment.”

“An individual with epilepsy, paralysis, HIV infection, AIDS, a substantial hearing or visual impairment, mental retardation, or a specific learning disability, is covered, but an individual with a minor, nonchronic condition of short duration, such as a sprain, broken limb, or the flu would not be covered by the ADA.”

All current requirements for an advancement award (ranks, merit badges, or Eagle Palms) must actually be met by the candidate. There are no substitutions or alternatives permitted except those which are specifically stated in the requirements as set forth in the current official literature of the Boy Scouts of America. Requests can be made for alternate rank requirements for Tenderfoot, Second Class, and First Class. No council, district, unit, or individual has the authority to add to, or to subtract from, any advancement requirements. The Scout is expected to meet the requirements as stated-no more and no less. Furthermore, he is to do exactly what is stated. If it says, "show or demonstrate," that is what he must do. Just telling about it isn't enough. The same thing holds true for such words as "make", "list," ""in the field", and "collect, identify, and label."

Alternate Requirements for Tenderfoot, Second Class, and First Class Ranks.

A Scout who is unable to complete any or all of the requirements for Tenderfoot, Second Class, or First Class rank may submit a request to the council advancement committee to complete alternate requirements. Below are the procedures for applying for alternate requirements.

To keep Scouts with disabilities as much in the advancement mainstream as possible, some advancement accommodations may be required. Thus, a Scout in a wheelchair can meet the requirements for hiking by making a trip to a place of interest in his community. Giving more time and permitting the use of special aids are other ways leaders can help Scouts with disabilities in their efforts to advance. The substitute should provide a similar learning experience. Bear in mind the outcome of the Scouting experience should be one of fun and learning, and not completing the

requirements for rank advancements, which might place unrealistic expectations on the special-needs Scouts.

Step 1 - Do As Many Standard Requirements as Possible.

Before applying for alternate requirements, the Scout must complete as many of the standard requirements as his ability permits. He must do his very best to develop himself to the limit of his abilities and resources.

Step 2 - Secure a Medical Statement.

A clear and concise medical statement concerning the Scout's disabilities must be submitted by a licensed health-care provider. It must state that the disability is permanent and outline what physical activities the Scout may not be capable of completing. In the case of a mental disability, an evaluation statement should be submitted by a certified educational administrator relating the ability of the Scout.

Step 3 - Prepare a Request for Alternate Requirements.

A written request must be submitted to the council advancement committee for the Scout to work on alternate requirements for Tenderfoot, Second Class, and First Class ranks. The request should include the standard requirements the Scout has completed and the suggested alternate requirements for those requirements the Scout cannot complete. This request should be detailed enough to give the advancement committee enough information to make a decision. The request should be prepared by the Scout, his parents, and his Scoutmaster. A copy of the medical statement in step 2 should be included.

Step 4 - The Advancement Committee Reviews the Request.

The council advancement committee should review the request, utilizing the expertise of professional persons involved in Scouts with disabilities. The advancement committee may want to interview the Scout, the parents, and the leader to fully understand the request and make a determination. The decision of the advancement committee should be recorded and delivered to the Scout and his leader.

Alternate Merit Badges for the Eagle Scout Rank.

- The Eagle Scout rank may be achieved by a Boy Scout who has a physical or mental disability by qualifying for alternate merit badges. This does not apply to individual requirements for merit badges. Merit badges are awarded only when all requirements are met as stated.
- The physical or mental disability must be of a permanent rather than a temporary nature.
- A clear and concise medical statement concerning the Scout's disabilities must be made by a physician licensed to practice medicine, or an evaluation statement must be certified by an educational administrator.
- The candidate must earn as many of the required merit badges as his ability permits before applying for an alternate Eagle Scout rank merit badge.
- The candidate must complete as many of the requirements of the required merit badges as his ability permits.

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- The Application for Alternate Eagle Scout Award Merit Badges must be completed prior to qualifying for alternate merit badges.
 - The alternate merit badges chosen must be of such a nature that they are as demanding of effort as the required merit badges.
 - When alternates chosen involve physical activity, they must be approved by the physician.
 - The unit leader and the board of review must explain that to attain the Eagle Scout rank, a candidate is expected to do his best in developing himself to the limit of his resources.
 - The application must be approved by the council committee responsible for advancement, utilizing the expertise of professional persons involved in Scouting for people with special needs.
 - The candidate's application for Eagle must be made on the Eagle Scout Rank Application, with the Application for Alternate Eagle Scout Award Merit Badges attached.



For more information please refer to the BSA publication, "Scouting for Youth with Disabilities" and the web site www.wswd.org (Working With Scouts With Disabilities)

Scout Masters Conference (SM)

Each of the six ranks in Scouting requires participation in a Scoutmasters Conference. The purpose of the conference is to develop an increasing level of understanding and trust between the Scoutmaster and each scout. The conference enables the Scoutmaster to review the requirements with each Scout and provides an opportunity for the Scout to share with the Scoutmaster his thoughts on the troop, patrol, general scouting, his role within the troop/patrol, new ideas to help the troop and any personal goals or challenges. After the Scoutmaster or his designate signs off the "Participate in a Scoutmasters Conference" in the Scouts BS handbook, the scout will schedule a Board of Review.



On occasion, the Scoutmaster may schedule a conference with a Scout and parents to discuss rank advancement, behavior issues or to talk about taking on new challenges or increased responsibility within the troop.

Board of Review (BoR)

The purpose of a Board of Review is to fix the Scout's experiences in his memory and to let the Scout express his understanding of each requirement in his own words. It is not the intent of the Board to retest him but to make sure he has met all of the requirements. It is an opportunity to chat with him on how he feels about scouting, allow the Scout to demonstrate his comfort with the

basic Scouting skills and, of course, to encourage him to keep advancing. Troop 410 runs the BoR through the rank of Life while all Eagle Boards of Review are conducted at the District level.



Like a SM conference, a Board of Review can be scheduled if a Scout's advancement or participation is in need of encouragement.

Preparation for a SM Conference or a Board of Review

To prepare for a Board of Review the Scout should refer to the Scout Handbook and review the requirements in earning each rank. Attention to having a thorough understanding of scout skills is important. Equal attention to the principles of the Scouting ideals, particularly Scout spirit is critical. The Scout must demonstrate that he has practiced these and not simply know what they mean.

First Class, Star, and Life candidates should show increasing familiarity with the requirements. In particular, they should be at ease with all aspects of first aid, map and compass, knots and lashing, camping and cooking and have in-depth awareness of flag protocol and citizenship as well as the history of Scouting. Leadership performance will be reviewed in accordance with the advancement policy.



Scouts must be in a full class "A" uniform for both a SM conference and a BoR.

Merit Badges

All scouts may work on and earn merit badges, regardless of rank. A scout earns a merit badge by meeting the requirements as specified by the Boy Scouts of America, “no more and no less”.

The Process

- The Scout initiates contact with the Merit Badge Counselor or Scoutmaster after speaking with other Scouts who may also have an interest in the same skill area. This initial meeting with the counselor is to review the requirements with the scouts and to establish an approach for achieving that specific merit badge.
- After the initial meeting with the Merit Badge Counselor, the scout will request that the Scoutmaster sign his “blue card” (a card specific to a particular merit badge activity). Once the card is signed, the Scout may begin work on the merit badge.
- The Scouts will follow the program and attend meetings as established by the Merit Badge Counselor. It is the responsibility of the Scout to attend meetings and complete the merit badge requirements. Counselors registered with the Daniel Webster Council are the only individuals who may sign off on merit badge requirements.

Adults having an interest in becoming a Merit Badge Counselor are encouraged to make application to the Daniel Webster Council. Please see the Scoutmaster or the Troop Advancement Chairman for an application form. Typically, the prerequisite for becoming a Merit Badge Counselor is to have some measure of expertise in the subject matter as demonstrated by vocational or hobby interests.

Youth Protection guidelines require that a Scout not meet alone with an adult. Scouts must have another person with them at each meeting with the merit badge counselor. This person can be another Scout, their parents or guardian, a brother or sister, a relative, or a friend.

Troop 410 maintains a library of Merit Badge pamphlets and a list of Merit Badge Counselors for the Arrowhead District. Scouts should contact the Troop Librarian for assistance in this area. Families are encouraged to donate unneeded merit badge pamphlets to the Troop 410 library. A \$0.50 credit per MB book (must be current revision) will be applied to the Scout’s monthly dues.

Outings and Summer Camping Program

The troop plans about ten weekend outings during the year in addition one-week at Hidden Valley Scout Reservation during the summer. The Troop also tries to schedule one major expedition every year. Past expeditions have included National Jamborees; Washington DC; Gettysburg, PA; and canoe trips in Maine. During a program year of September through June, a Scout who attends every outing or expedition with the Troop would have spent over 30 nights camping! For this level of outdoor activity, Troop 410 will earn a National Camping Award.

Our outings fall into several classifications. There are camp outs where the main theme is to work on advancement -- particularly for the ranks leading up to First Class. Then there are the fun type outings that tend to repeat themselves each year such as the camp outs at Parker Mountain, Canoe Trips, Ragged Mountain Ski Trips and the YMCA lock-ins. Other outings have included trips to the Norwich University Camporee, West Point Camporee, indoor rock climbing, District Spring and Fall Camporees, and the traditional Klondike Derby at Camp Carpenter. The troop typically camps within a few hours of Nashua in places such as Camp Carpenter, Beaver Brook, Wilton Campsite, Split Rock, T. L. Storer or similar areas. The troop will consider travel of longer distances to attend a worthwhile Scouting event.

Many advancement skills are reviewed on camp outs. Camping is done in troop-owned tents and by patrol. The Troop will always try and reserve heated cabins for sleeping during winter camp outs (January-March). Scouts who have learned winter camping skills and have proper clothing are encouraged to build snow shelters or camp outdoors. Schedules and locations vary from year to year since trips are planned for the year by the Patrol Leaders' Council and approved by the Troop Committee.



Parents of Scouts in Troop 410 are expected to share the driving and the chaperoning responsibilities during Troop sponsored camp outs/activities.

GUIDELINES FOR SCOUTS

- Permission slips are required for all events and must be signed and returned by the date indicated on the form. This is necessary to ensure proper patrol menu planning and to secure transportation.
- Scouts should be sure to carry on their person sufficient money for a meal or snack on the trip if this has been specified on the permission slip. It is not fair for drivers to pay for lunch or snacks and try to be reimbursed later.
- Scouts should be careful in the cars--they are guests of the driver. A “thank you” is appropriate and always appreciated by the driver. (A Scout is Courteous!).
- Scouts are discouraged from driving themselves on outings. If a Scout does drive, it is the national policy that other Scouts may not ride with him.

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- Scouts are not to leave meetings or outings early without prior parental consent that should be communicated to the Scoutmaster.
 - Finally, friends of Scouts who are not members of Troop 410 may attend an outing prior to joining with permission of the Scoutmaster.

GUIDELINES FOR ADULTS

- Remember Scouting is for boys--let them do the work, plan the trip, cook the meals, etc. Work as much as possible through the youth leadership. If you take the lead, they will never learn how to do it themselves. It's OK if they don't do it the "right way" or "your way"--they will often learn more by doing it their way. Thus, we try to do everything possible through the youth leaders--but stand ready to support them when necessary.
- Give the Scouts some space. If you are in the middle of everything, you have to deal with everything. It is better to keep your distance and deal only with those issues you wish.
- We emphasize the patrol system. The troop is too large to camp, hike, etc., as one large unit. Also the patrol system is fundamental to Scouting. Thus, all activities are planned around patrols and each patrol should have its own area--slightly apart from the others. (But not so far apart that the Scoutmasters cannot keep track of them.)
- Safety is paramount--the Troop has incredible inertia and momentum. Scouts will look to you for example. (See Health & Safety below)
- Do not smoke in the presence of Scouts. Alcohol is never allowed at a Scouting event. An adult may not sleep in a tent with any Scout except his or her own son.

HEALTH & SAFETY

Troop 410 activities are designed to provide new experiences and challenges to Scouts. While safety is always a prime objective, our activities by their very nature involve a certain element of risk. The Scoutmaster and the Assistant Scoutmasters of Troop 410 have many years of experience in scouting activities in the outdoors. Most important, the Scoutmasters know what standards are appropriate for a large number of boys in the context of Scouting.

When parents attend troop outings they should "take the lead" from the Scoutmasters as to whether a proposed activity is safe and within the guidelines of Scouting. Parents who either do not know or do not follow the practices of safe scouting immediately undermine the Scoutmaster's authority. Some Scouts are very quick to do as adults do, not as they say. When in doubt, please ask.

Troop policies for health and safety are based on *The Guide to Safe Scouting*. The troop has a copy in the library for review. The guide includes information on adult leadership, water safety, camping, substance abuse, emergency preparedness, first aid, fuels and fire prevention, guns and firearms, hazardous sports and activities, inspections, medical information, special precautions, transportation, winter activities, and youth protection and child abuse.

Medical Forms

The troop keeps a copy of medical forms. Additionally, the permission slips for each activity request current medical information and authorization for treatment. The Scoutmaster keeps a copy of each Scout's medical form so prompt medical attention can be obtained for a Scout in an emergency. Scouts will not be allowed on an outing without a permission slip and a current up-to-date medical form.

Special Needs

To ensure a positive scouting experience, parents are encouraged to notify the Outdoors Committee member of any special needs.

Eagle Scouts

Eagle BoR Preparation/Checklist

Eagle rank is the highest award in Boy Scouting, encompassing all of the skills and knowledge the boy has gleaned throughout his scouting experience and culminating with the scout's own service project. On average it takes 1 year to complete an eagle service project (ideas, mature concept, meetings, conducting the project, completing the write-up and meeting the District Advancement Board approval).

1. After earning your Life rank, a Life to Eagle Packet, Eagle Scout Service Project workbook, and Eagle Scout application will be sent to you.
2. Choosing your Eagle service project. Before doing any writing, first contact your Scoutmaster (6-8 months prior to project start) to discuss your project ideas and concepts. Once you have matured your main idea, you can start writing it up. Plan for at least 2-3 meetings/reviews prior to getting the SM signature. Contact the SM to schedule a time during one of the "scheduled" Eagle Project review dates. Before starting your project, you must obtain approvals from your Scoutmaster, unit Committee Chairperson, and the District Advancement Chairperson (see workbook instructions). NOTE: On average it takes 10-12 weeks from time you start writing up your project to approval to start your project.
3. Planning your Eagle service project. Use the guidelines from the National BSA Advancement Policies and Procedures Guidebook in planning your Eagle service project. A Life Scout must plan, develop, and give leadership to others in a service project benefiting any religious institution, school, or community. The Scout must plan the work, organize the personnel needed, and direct the project to its completion. Work involving council property or other BSA activities is not acceptable for an Eagle Scout service project. The service project also may not be performed for a business, be of a commercial nature, or a fund-raiser. NOTE: Fund-raising is permitted only for securing materials or supplies needed to carry out the project.
4. The Eagle Scout service project is an individual matter; therefore, two Eagle Scout candidates may not receive credit for working on the same project. Although the Daniel Webster Council does not specifically suggest a number of hours an Eagle Scout service project should be, the average project takes a minimum of 100 total hours of service. This includes the total service hours of all individuals involved: the Eagle Scout candidate, family members, troop or unit members, friends, etc.
5. An Eagle Scout Service Project workbook must have the planning section completed with all required signatures prior to beginning the project. When the project is completed, the workbook is to be signed by the Scout, the Scoutmaster and the Committee Chairperson. Organize the information about your project in a binder with pictures and additional information if necessary. Presentation is important. Obtain a Letter of Completion from the organization you did your project for. Include this letter with your Eagle Scout Service Project workbook.
6. Include two references with your Eagle Scout application. These should come from your religious leader, employer, family friends or others. Your references if called, should be able to share information about your good character and Scout Spirit. Get permission from the individual(s) to use them as a reference.

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7. When your project is completed (application signed by the Scoutmaster and the Committee Chairperson), mail the Eagle application to the Council office. Once the Council office validates the information on the application, they will mail the application to the District Advancement Committee Chairperson. The chairperson will schedule your Board of Review. Please fill out your Eagle Scout application by typing or legibly printing in ink. Neatness is essential!
 8. The Board of Review convene once a month except during July and if the candidate is advanced to Eagle, the Eagle Scout application is signed by the District Advancement Chair and sent to the Council Office. The Council office then sends it to the National Boy Scout Headquarters. NOTE: The Eagle Scout Service Project workbook and binder are returned to the candidate at the conclusion of the board meeting.
 9. National Headquarters takes approximately 4-6 weeks to approve the Eagle application.
 10. The Court of Honor for your Eagle Scout advancement cannot take place until certification is received from National Headquarters.

A Scout must pass the District Eagle Board:

No later than:	To qualify for the Troop Eagle Court in:
October	January
February	May
June	September

Uniforms and Uniform Policy

Reference: Troop By-Laws and the Code of Conduct

Uniform Policy

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

Troop Meetings

The Class "A" shirt is required attire from October through March. The Class "B" uniform may be worn to meetings starting in April through September. If a scout will be attending a Scout Master's conference or a Board of Review, then the Class "A" uniform must be worn. One Class "B" shirt is given to each Scout upon joining the troop. Additional Class "B" shirts may be purchased at various time through the year, and will be announced ahead of time.

If a scout fails to wear an appropriate scout uniform, the Patrol Leader will bring the matter up to the Senior Patrol Leader. Scouts who persist to be out of uniform will not be admitted to the Troop meeting and will be sent home.

Outings

Scouts may be expected to wear uniforms on Troop 410 outings. An announcement will be made if the uniform (Class "A" or Class "B") is to be worn for departure to an outing or if it is to be brought along for the outing.

Class "A" uniform is required for the following activities:

- Boards of Review
- Scout Sunday
- Coffee & Donuts
- Courts of Honor
- Camporees
- Special Events/Activities
- Summer Camp (as directed for evening meals and formal activities)
- Other activities as specified by Scoutmaster

Troop 410 Uniform

Refer to the Scout Handbook's inside cover for actual placement instructions.

Class "A" Scout Uniform

- Short or long sleeve (tan) Boy Scout shirt
- Red shoulder loops affixed to epaulets
- Patrol medallion on right shoulder
- Quality Unit Award on right sleeve
- Daniel Webster Council patch on left shoulder snug to seam
- Troop 410 numeral on left shoulder 1/4 inch below council patch
- Troop badge of office on left sleeve under troop numeral
- Den Chief Cord is worn over the left shoulder and under epaulet
- Scout rank on left pocket
- Arrow of Light Award (if earned) below left pocket
- World Crest (round purple and white patch) above left pocket
- Boy Scout style pants (Star rank and above. All other scouts must wear dark pants)
- Boy Scout belt
- Special Troop 410 Baseball Cap (no other hat is permitted when in uniform)
- Special Troop 410 Neckerchief with a tie slide

Class "B" Scout Uniform

- Troop 410 blue golf style shirt
- Special Troop 410 Baseball Cap (no other hat is permitted when in uniform)



The troop maintains a small supply of recycled uniforms that the Scouts have outgrown. They are available to everyone. Donations of outgrown uniforms are always welcome

Attendance Policy

Troop 410's policy on attendance can best be described as one of reasonable expectations. Fundamentally, it is expected that all Scouts attend all Troop outings and activities unless they have a conflict with school, athletic, religious or formal family obligations. We understand and accept the fact that our youth will have many competing demands on their time. School work, organized sports, family commitments and commitments to church or synagogue are important in the overall objective of developing our youth.

Our attendance policy places Troop 410 in a very difficult position --in the middle. On the one hand, if all events were required the troop could focus exclusively on the program and not worry about attendance. We would lose many of our Scouts and end up with a group that did not participate in many of the other fine programs available to them in our community. On the other hand, a troop that does not care about attendance or its program will attract Scouts who do not care either. Thus, we have the challenge to create a framework where a quality scouting experience can be provided without demanding 100% attendance. Parental understanding and support are critical to this endeavor.

Troop 410's attendance policy has evolved around certain objectives of Scouting. First, and most important, Scouting should be fun. Second, Scouting uses the patrol system and focuses its activities around outdoor challenges. A patrol is important, and complicated and requires as much loyalty as any other team. Finally, Scouting is unique in offering young men the opportunity to learn and practice leadership in a challenging outdoor environment.

There are several special activities during the year, which Scouts are required to participate in as members of Troop 410. These activities are Courts of Honor, Church Service Projects, Scout Sunday/Pancake Breakfast. If an absence from any Required Activity is absolutely necessary, the Scout should call the Scoutmaster in advance. Required events are important to the morale and operation of the Troop. If you want to be on a winning team, you need to commit to attend the championship games, the trophy ceremonies and help fulfill the organization's obligations.

Required Activities

- Popcorn Sales - This District wide fund-raiser runs from September to October. The Popcorn sale provides the major portion of the operating funds to run the troop.
- Scout Sunday - On the second Sunday in February, the troop is invited by Immaculate Conception Church to participate in the Sunday service. This is a way in which we communicate our thanks to the church congregation for their continued sponsorship and support of the troop. Scouts, who prefer to attend religious services of their own faith, should inform the Scoutmaster in advance of Scout Sunday.
- Courts of Honor - Courts of Honor are especially important in that they honor the achievements of Scouts and are also a time when many announcements are made regarding troop activities. Full

uniforms, including merit badge sash, are required at Courts of Honor. Courts of Honor are held three times each year (October, February and June).

- Church Service Projects - Periodically, the troop conducts service projects for the church. As with Scout Sunday, this is a way of thanking the church for its support and the availability of the facilities for Scouting activities

Attendance Requirements for Leadership Positions

For the ranks of Star, Life, and Eagle, there is a leadership requirement that is, in part, to serve actively for a certain period of time (months) in one or more of a defined list of leadership positions. At Troop 410, we have defined active as attending at least 50% of the meeting each month and 50% of the outdoor activities/events. A waiver to this requirement is at the discretion of the Scout Master. (Note: Den Chiefs are required to attend Troop activities to fulfill the “be active in your troop and patrol” requirement). Under this policy, candidates for youth leadership positions are asked to commit in advance to attending the scheduled activities. If a Patrol Leader cannot make an outing, we will endeavor to have the Assistant Patrol Leader take charge.

Attendance for advancement in rank

Advancement in rank generally requires that a Scout be active in his troop. It is Troop 410's policy that a Scout attends at least 50 percent of the troop meetings, 50% of the troop events and all of the required activities for the specified time period (Boy Scout Handbook). A waiver to this requirement is at the discretion of the Scout Master..



Only the Scout Master can sign off the attendance and leadership requirements for rank advancement.

Activity Sign up Policy

One of our goals as a troop is to have the maximum participation possible on our planned activities. This policy was arrived at considering the Troop's need to have adequate time to prepare for the activities. (i.e. to assure we have the correct amount of space and drivers, have the scouts divided evenly into patrols, and to allow these patrols time for menu and equipment planning). At the same time an attempt has been made to maintain flexibility for the scouts to determine their personal schedules and return the necessary forms.

A review of the scout law reminds us that a scout is:

- Trustworthy - they can return the required forms on time and if they say they are going they will.
- Courteous - they care enough about their fellow scouts and leaders to accurately relay their intentions regarding activity participation.
- Thrifty - they would not want Troop 410 to unnecessarily spend money

Guidelines

1. Sign ups will close at 7:45PM of the next to last troop meeting before the activity. (This will allow everyone to have two (2) troop meetings for trip planning)
2. Only those who have returned all completed permission slips and fees before sign ups close will be eligible to attend the activity.
3. Eligible Scouts who do not attend an activity for other than emergency reasons will be assessed a fee to cover the troops cost for the planned activity. This fee will be a minimum of \$10 to cover the cost of food purchased for the activity.
4. Sign up lists and blank permission slips will be available at all Troop meetings beginning at 6:45 PM. The Outing Chairman -the keeper of the lists- must be notified by phone, or e-mail of any changes before 9PM on the day before the next to last troop meeting before the event.

Fund Raising Policy

In order to make Scouting affordable for every family, the Troop participates in yearly fund raising activities. Our most important and most profitable is the Trails End Popcorn fund raiser, which takes place from September through October. We also hold a Pancake Breakfast on Scout Sunday in February.

Popcorn

- If a scout plans to re-charter with the Troop, he is required to participate in the Popcorn Fundraiser.
- Every scout must sell the minimum amount of popcorn as set by Committee according to the money needed to run the activities as set forth in the Troop Planning Meeting.
- If, for some reason, a scout is not able to sell popcorn, he has the ability to “buy out” his responsibility by paying the amount equal to 36% of the minimum selling amount.
- If a scout sells over the minimum required dollar amount, one half of the profit, after subtracting the minimum, will be held in an account to be used by the scout for payment of scouting functions. Functions include Summer Camp, and camp out fees. The account will be maintained for the entire duration of the scout’s membership in Troop 410. At the termination of membership, all money in the account will revert to the Troop account and will not be payable to the scout.

Pancake Breakfast

- All proceeds from the Pancake Breakfast belong to the Troop.
- It is expected that every Scout participates in making the Pancake Breakfast a success.
- All Scouts must wear the class “A” uniform during the Pancake Breakfast.

As the occasion arises, we offer opportunities for Scouts to earn money to place in their points account. The following are two examples of the activities offered.

Race Track Clean Up

- Any registered Scout of Troop 410, over the age of 14, may participate.
- All proceeds from the Race Track Clean Up will be placed in the Scout’s account.
- A Scout can sign up as many friends and family, over the age of 14, as they can get. Any money earned by these friends or family members will be placed in the Scout’s account.
- It is very important that if a scout signs up that they follow through and attend. By not attending, the scout puts the rest of the participants in jeopardy of not receiving bonuses set forth by the Race Track.

Stellos Stadium

- Any registered Scout of Troop 410 may participate.
- Proceeds are divided as follows:
 - The first \$5/hr. goes 100% to Scout’s account
 - From \$5 to \$15/hr. split 50/50 with Scout and Troop
 - Over \$15/hr. goes 100% to Troop

Patrol Outing Policy

Patrol Outing - A patrol wishes to plan and execute an activity with the members of that patrol. This is beneficial to the patrol to fulfill advancement requirements and to give scouts the ability to practice planning an activity on a smaller scale. It is recommended that these outings stay within the Arrowhead District limits. This includes the towns of: Amherst, Brookline, Hollis, Hudson, Litchfield, Merrimack, Milford, Mont Vernon, Nashua and Wilton.

If the outing is within the Arrowhead District, and does not include an overnight, a Tour Permit does not need to be filed. When traveling outside the Arrowhead District, and/or the outing includes an overnight stay, the Tour Permit Policy must be followed.

Before attending a Patrol outing, the organizer must present an itinerary and permission slips for every attending patrol member to the SPL for approval. In order for scouts to receive attendance credit for the outing, a roster must be presented to the Troop Scribe for recording in TroopMaster.

Member Responsibilities

All members of the Boy Scouts of America are expected to conduct themselves in accordance with the principles set forth in the Scout Oath and Law. Physical violence, hazing, bullying, theft, verbal insults, and drugs and alcohol have no place in the Scouting program and may result in the revocation of a Scout's membership in the unit.

Adult Leadership

Trips and outings must NEVER be attended by one adult. All trips and outings require a minimum of two registered adult leaders, or one registered adult leader and a parent of a participant. At least one of the leaders must be 21 years of age or older.

A boy must not sleep in the same tent as an adult, unless the adult is his parent or guardian.

Transportation

1. You will enforce reasonable travel speed in accordance with state and local laws in all motor vehicles.
2. If by motor vehicle:
 - a. Driver Qualifications: All drivers must have a valid driver's license and be at least 18 years of age. Scouts under the age of 18 may provide their own transportation, but are not allowed to transport another scout, unless it is a sibling.
 - b. Seat belts are provided, and must be used, by all passengers and driver.
 - c. Passengers will ride only in the cab if trucks are used.

Tour Permit Policy

A tour permit must be filed with the Council Service Center when a unit travels outside the Council. It is recommended a tour permit be filed when a unit travels outside its District.



If the outing is within the Arrowhead District, and does not include an overnight, a Tour Permit does not need to be filed.

Tour Permits are REQUIRED as follows:

- Local- for any trip outside the boundaries of Daniel Webster Council but less than 500 total travel miles inside the United States.
- National- for any trip more than 500 miles, and for trips outside the United States.

Tour permits are recommended as follows:

- Local- for any overnight trip within the boundaries of Daniel Webster Council other than overnight trips to a Council-operated camp.
- Local- for any trip outside the boundaries of the District.

Local Tour Permits must be filed no less than two weeks in advance of the trip. National Tour Permits must be filed no less than four weeks in advance of the trip date. Therefore these forms must be submitted to an Outdoor Committee member in ample time for submittal.

Automobile Insurance Coverage

All vehicles carrying passengers involved in any Scouting function must be covered by a public liability and property damage liability insurance policy. The minimum insurance coverage limits must be \$50,000/\$100,000/\$50,000. It is recommended unit leaders update vehicle insurance records yearly.

Expectations: A Word From The Scoutmaster

I am writing this letter to ensure all of the scouts in Troop 410 have a clear understanding of the expectations regarding advancement toward the rank of Eagle. Our troop has grown over the years and providing individual attention to each scout has been difficult.

I encourage each of you to set a goal to work towards the Eagle rank. Troop 410 is very fortunate in having the most capable and supportive Troop Committee and Assistant Scoutmasters in the District! This dedicated group of volunteers is willing to go the extra distance to help you, provided you make the same effort. There are a few things regarding advancement and responsibility you need to keep in mind.

It is not a BSA or a Troop requirement that you become an Eagle Scout. The troop leadership is here to help you achieve Scouting's highest rank. We will guide you through the process, give you moral support, offer advice and recommendations, however, in the end it's all up to you.

Once you reach the rank of First Class, your responsibility level increases and you are expected to set a good example for other scouts to follow. Naturally, as you advance in rank and responsibility, expectations will increase.

While earning merit badges is a significant part for rank advancement to Star, Life and Eagle, the leadership and scout spirit requirements are extremely important and should not be taken for granted. Active participation in Troop meetings, outings, community service projects and fundraisers are all key elements of scout spirit.

To become an Eagle Scout in Troop 410 requires a level of responsibility, dedication and commitment to scouting. There will be times when it will be very hard to attend a troop meeting or activity because of a scheduling conflict. If this should occur, contact me as soon as possible to discuss a course of action.

I realize you have many different interests and it's great to have such a diverse group of talented and creative scouts in the troop. In order to be good at something, one usually needs to practice and demonstrate a sense of commitment. You would not expect to start in a big game if you did not attend practice. The same applies to getting good grades in school, participating in the band, working to save money for college, earning a black belt in karate or achieving the rank of Eagle. They all require a focused dedication and commitment. There will be times you will need to assess your commitment to scouting and make a decision to continue working on requirements, be satisfied with your current rank and or continue with extra-curricular activities. You and only you can determine the right balance of activities and the importance of becoming an Eagle Scout.

In addition to scout spirit and participation, a scout must hold and be active in a key leadership role. Simply showing up and helping out when asked is not leadership. My expectations are that you prepare for and carry out the plans for troop meetings, outings and activities. The effort you make in this area (while not the only area) is critical in meeting the leadership requirement. Planning is an area where I expect to see improvement. I expect each scout to take their assigned responsibility seriously. The responsibilities for the various troop positions are defined in this handbook. Scout spirit and the leadership requirements for Star, Life and Eagle ranks will not be signed off unless a scout has clearly demonstrated this commitment.

Remember, the Eagle award represents the highest honor in Boy Scouting. Only 5% of all scouts in the United States earn this award and are held in the highest esteem by colleges, employers, military and the general public.

TROOP 410 PARENT SCOUT CONTRACT

Troop 410 of the Boy Scouts of America provides a high quality, very active program of Scouting adventure and numerous wilderness trips. In order to accomplish the Troop's programs and goals in the best Scouting tradition, it is important that all Scouts understand and acknowledge certain Troop standards as an ongoing obligation.

By signing the Troop 410 Parent Scout Contract, you hereby acknowledge and agree to abide by the policies and rules of Troop 410 as listed below:

1. That he has read and understands the Troop 410 Handbook.
2. That he will abide by the Scout Law and Outdoor Code.
3. That he will support the program of leadership from his peers.
4. That he will do his best to comply with the policies of Troop 410.
5. That he understands the rules on using knives, axes and saws and will use them only if he has a Totin' Chip card with him.
6. That he will support the troop and patrol program in Troop 410 by actively participating in activities with his patrol.
7. If applicable, as a Scout leader, he must set and be an example by attending all troop activities possible.

Scouts Name:

Scout Signature:

Parent or Guardian Signature:

Date: