

Troop 503  
New Parent Orientation Handbook  
2014 -2015



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## **Welcome to Troop 503**

Dear New Parents,

We would like to welcome you to Troop 503. We are fortunate to have your son join our troop. Troop 503 is very active when it comes to helping your son succeed in Boy Scouts. There is nothing more rewarding than being able to help your son learn the skills and requirements needs as a boy scout.

We understand this is a new experience for you and your son. If you have questions, please feel free to ask one of the adult leaders. If they can't answer the question, they may be able to offer a suggestion of who to contact.

We would encourage you to become active in our troop. We are successful because of parent volunteers who help us on various committees, campouts and other activities. Whether you want to participate on a small or large scale, we will always welcome your help and fresh ideas. We are here to help you get acclimated into the Troop.



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## ADULT LEADER CONTACT INFORMATION

| Position  | Name             | Phone          | Email                    |
|---|------------------|----------------|--------------------------|
| Scoutmaster   | Charles Daniels  | (678) 699-7465 | scoutmaster@troop503.net |
| Assistant Scoutmaster- Program                            | Chris Fraley     | (678) 662-3190 | eagle618f@gmail.com      |
| Assistant Scoutmaster- Life to Eagle                      | Bob Doehling     | (770) 513-8162 | r70stang@mindspring.com  |
| Assistant Scoutmaster- Quartermaster                      | Greg Nurmi       | (770) 899-6844 | nurmifamily@gmail.com    |
| Assistant Scoutmaster- 1 <sup>st</sup> Year Scout Program | Kurt Phoel       | (856) 562-9111 | kurtmphoel@comcast.net   |
| Assistant Scoutmaster- 1 <sup>st</sup> Year Scouts        | Wayne Buchheit   |                |                          |
| Committee Chairman  | Alan Davis       | (678) 480-4320 | alandavis7@gmail.com     |
| Advancement Coordinator                                   | Padma Kotapoli   |                | mvpadmavathy@yahoo.com   |
| Treasurer   | Barbara Sweitzer | (831) 277-0320 | lorikemmer@comcast.net   |
| Secretary/Marketing                                       | Liz Kagansky     | (678) 200-3144 | ekagansky@gmail.com      |
| Activity Coordinator                                      | Chevis White     |                | cheviswhite@att.net      |
| Training Chairperson                                      | English          |                | menglish4747@gmail.com   |
| Merit Badge Coordinator                                   | Alan Davis       |                | alandavis7@gmail.com     |
| Fundraising Chair   | TBD              |                |                          |



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# WHAT DO I NEED TO KNOW?

## Boy Scout Handbook

Every Scout MUST have a Boy Scout Handbook which can be purchased at the Lawrenceville Scout store located at 203 Swanson Drive, Lawrenceville, GA 30043. The handbook should have their name clearly marked on the outside edge of the book's pages. All Advancement will be recorded in the book. A book cover is highly recommended for it. Every advancement requirement is resourced in this handbook. Scouts should bring their Scout handbook to every meeting and campout, however to reduce the risk of loss or damage, you may want to consider photocopying the signature pages periodically.

## Field Uniform (Class A Uniform)

All Scouts are expected to wear their full field uniform to all Troop meetings. Troop 503 requires that Scouts wear the uniform shirt, scout belt, Scout pants and Scout socks to be considered "in uniform". Merit badge sash and/or Order of the Arrow sash should be worn on more formal occasions such as Courts of Honor.

The Troop 503 uniform consists of:

- Scout shirt
- Scout belt
- Scout socks
- Scout pants/shorts or blue denim pants/shorts

See page 15 for badge and rank placement.

## Activity Uniform (Class B Uniform)

During physically active outdoor events and informal activities. Scouts may wear an activity uniform that is currently the Troop Red T-shirt, with Scout pants or shorts. The Troop T-shirt can be purchased from the Troop Treasurer for \$8.

## Medical Form

All Scouts are required to have a current Part A and Part B Medical form on file with the Troop at all times. These need to be updated every 12 months. Adults attending Troop campouts are required to have these same two forms on file with the Troop.



## **The Aims Of Boy Scouting**

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

### **Character Development**

- Moral strength in decision making and personal values

### **Citizenship Training**

- How a Scout relates to others
- His obligation to others and the society he lives in and the government which presides over that society

### **Personal Fitness**

- Healthy mind – Thinking and solving problems
- Healthy body
- Healthy emotional state – Self control, courage and self respect

## **The Methods of Scouting – which accomplishes the aims**

### **Ideals**

The ideals of Boy Scouting are spelled out in the Scout Oath, Scout Law, Scout motto and the Scout slogan. The Boy Scout measures himself against these ideals and continually tries to improve. The goals are high, and as he reaches for them, he has some control over what and who he becomes.

### **Patrol Method**

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

### **Outdoor Programs**

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



## **The Aims and Methods of Boy Scouting, Cont.**

### **Advancement**

Boy scouting provides a series of surmountable obstacles and steps in overcoming them through the advancement method. The Boy Scout plans his advancement and progresses at his own pace as he meets each challenge. The Boy Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help a Boy Scout grow in self-reliance and in the ability to help others.

### **Personal Growth**

As Boy Scouts plan their activities and progress toward their goals, they experience personal growth. The 'Good Turn' or doing something helpful for someone else is a major part of personal growth methods of Boy Scouting. As Boy Scouts participate in community service projects and doing Good Turns for others their personal growth increases. Probably no device is so successful in developing a basis for personal growth as the daily Good Turn. The religious emblems program also is a large part of the personal growth method. Frequent personal conferences with his Scoutmaster help each Boy Scout to determine his growth toward Scouting Aims.

### **Leadership Development**

The Boy Scout program encourages boys to learn and practice leadership skills. Every Boy Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership role of others and guides him toward the citizenship Aim of Scouting.

### **Uniform**

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 Scouts commitment to the aims and purposes of Scouting. The uniform gives the Boy Scout identity in the world brotherhood of youth who believe 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.

### **Association with Adults**

Boys learn a great deal by watching how adults conduct themselves. Scout leaders can be positive role models for the members of their Troops. In many cases a Scoutmaster who is willing to listen to boys, encourages them, and take a sincere interest in them can make a profound difference in their lives.



## Troop 503 Outdoors Program

Troop 503 camps each month, usually leaving on a Friday evening and returning around 1pm on Sunday.

Parents are welcome to attend, but will need to camp with the adult leaders, as the boys camp with their patrols and function autonomously.

In June, the Troop attends summer camp for a full week at Camp Rainey Mountain in Clayton, GA.

Scouts (and parents planning to attend) MUST sign up for these outings in advance so we can plan accordingly. Sign up takes place at the Troop meetings or directly with the Campmaster.

All Scouts are to be responsible for themselves and “be prepared” for these outings. Appropriate clothing and personal gear are to be planned for and brought to each campout. A list is available in the Boy Scout handbook (pages 290 – 297) or ask any leader.

An email will be sent out prior to each trip/campout with a detailed gear list for that event. This email will also contain all the specifics for this event. Please go over this email carefully with your son.



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## Advancement

The requirements for each rank can be found in the Boy Scout Handbook.

The Scout completes the requirements for advancement in rank and has them each signed off by a Youth or Adult Leader in the Troop. Scouts work on requirements at their own pace. Requirements may be learned and practiced at home or during Troop outings. Registered leaders or other Scouts may test requirements as designated by the Scoutmaster. Leaders / Parents may not sign-off on requirements for their own Scouts. Scouts are encouraged to attempt to be ready to test for at least one requirement per week. Scouts will have many opportunities to practice each skill, and will be thoroughly tested on each requirement before it is "signed off". In addition, scouts are expected to practice each skill repeatedly, even after it has been signed off. As they progress, they will also have opportunities to teach these skills to less experienced Scouts, which will further reinforce their knowledge and skill.

When a Scout has all requirements signed off, the Scout will contact the Scoutmaster to arrange a Scoutmaster Conference. He will then schedule a subsequent Board of Review once the Scoutmaster Conference is completed. After the Board of Review meets with the Scout and approves his advancement in rank, the Scout holds that rank as soon as he reports to the Advancement Coordinator and has it recorded. This and all other ranks and awards are presented at the Troop Court of Honor Ceremony. Courts of Honor are held Four times a year, and are a ceremony that publicly recognizes a Scout's achievements in his Scouting endeavors.

The Troop uses a computer to track and record Scout Advancement. The contact person for this is our Advancement Chair. It is every Scout's responsibility to have his rank advancement and other awards entered into the computer for them to be presented. Your son must meet with the Advancement Chair prior to or after Scout meetings to ensure this is completed.

## Scout Spirit

Scout Spirit is the final rank requirement to be signed off prior to the Scoutmaster Conference and Board of Review. The Scout will schedule a meeting with one of the Assistant Scout Masters to discuss whether or not the Scout has met the requirement for Scout Spirit. Once the Scout Spirit requirement has been signed off, the Scout will then schedule a Scoutmaster conference.

### Subjective criteria of Scout Spirit

Troop 503 has set the following guidelines for measuring these criteria, for both past and present. Scouts are taught that they are Scouts 24 hours a day: the values of Scouting are not something to be turned off at the end of the Scout meetings. Because of this, Scouts will be evaluated based on:

- Living the Scout Oath and Law
- Contributing to the Troop
- Contributing to the Community
- Helping younger Scouts grow and learn
- Showing maturity and respect for others



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## Scoutmaster's Conference

The Scoutmaster Conference is a One-on-One review of the Scout's progress. With few exceptions, the Scoutmaster's Conference is held during the regular scout meeting and should in most cases be pre-arranged with the Scoutmaster. It is this time where the Scout and the Leader openly discuss and help develop the Scout's ability to do things for himself and for others. These include: patriotism, courage, self-motivation, perseverance, self-reliance, kindred virtues and outdoor skills. The Scoutmaster conference allows the Scoutmaster to review the Scout's growth including:

- The Scout's growth in his understanding of the Scouting ideals
- How the Scout applies these ideals in his daily life and in the troop
- The Scout's involvement, leadership style and how he is interacting with other scouts.
- The Scout's opportunities for leading and training other scouts (successes and failures)
- If the Scout has found an Adult Leader / Mentor within the Troop who the Scout can relate to or assist the Scout in finding a mentor
- The Scout's general perception of the Troop and the Scouting program
- The requirements of the Scout's next rank so that he can be properly encouraged

There will not be any further "testing" at the Scoutmaster conference or at the Board of Review level. However there may be some review of requirements as it relates to the Scout's overall Leadership and Scout Spirit.

After the Scout successfully completes his Scoutmaster Conference, the Scout should request a Board of Review. A Board of Review is made up of three adults, one of which must be a registered adult leader of the Troop.

## Boards of Review

Boards of Review are performed by a group of adults. One of these adults must be a registered leader with Troop 503. Parents who have no formal role with the Troop are often requested and always encouraged to participate in this process. This Board will not be for the purposes of testing Scouts on Scout Skills. This is the opportunity for the Scout to review his advancement and progress in the Troop as well as the community and for him to review the performance of the Troop and its leaders.

The Scout should plan to have their Scoutmaster's Conference at a Troop meeting prior to their scheduled Board of Review. Boards of Review are usually scheduled for the 2<sup>nd</sup> Monday of each month. Scoutmaster's Conferences and Boards of Review may be done at Campouts.



## Boards of Review, Cont.

The ranks of Star, Life, and Eagle require that a Scout earn a certain number of merit badges. Merit badges are awarded to Scouts for fulfilling requirements in specific fields of interest. A Scout works closely with a council-approved merit badge counselor to complete the requirements for the merit badge. When a Scout feels that he is ready to earn a merit badge, he is to obtain a blue merit badge card from the Scoutmaster or the Advancement chairperson. The Scoutmaster or the Advancement Chairperson signs the card giving his approval for the Scout to work on the badge. A Scout can earn merit badges at summer camp, at District Merit Badge Events, at a Troop conducted merit badge class, or on his own by contacting an approved merit badge counselor.

If a Scout has special needs in order for them to advance and grow in Scouting, those needs will be addressed on an individual basis. If you feel your son has special needs, please discuss them with the Scoutmaster.

For the Scoutmaster Conference and Boards of Review, the Scout presents himself in as much of his Field Uniform as he owns.

## Merit Badges

Earning merit badges allows a Scout to explore many fields, rounding out his skills and introducing him to subjects that will perhaps become lifelong interests or a rewarding career. There are more than 132 merit badges to choose from and counting. Scouts may earn any merit badge at any time, with Scoutmaster approval. Scouts shouldn't wait for someone to tell him when and which merit badge to work on. They don't need to reach a certain rank in order to be eligible. However, focus should be giving to achieving the rank of first class before devoting a lot of time to working on merit badges. Summer camp will help the Scout prepare for the rank of star, while he focuses on earning First Class. Scouts will be encouraged to earn 3 eagle required badges for every 12 months in the troop, to keep them on track for Eagle around age 14 – 15.

## Attendance Requirements

We track attendance at meetings, campouts and all other Troop activities and use this towards Rank Advancement. To advance, a Scout must have attendance of at least 50% in the following areas: Troop Campouts, Troop meetings, and Court of honors. Scouts are responsible to make sure their attendance is properly recorded.

### Activities that count are:

- Campouts
- Eagle Scout Courts of Honor
- Helping other Troop 503 Scouts with Eagle projects
- Adopt-A-highway Cleanup
- Other special events

**Troop meetings do not count as activities.**



## Scout Leadership Positions

If your son is eligible for a leadership position, there are many opportunities within the troop in which he can illustrate his leadership skills.

A requirement for advancement to ranks of Star, Life and Eagle is to serve actively in one or more of the following positions of responsibilities. At least 4 months are required for Star and a minimum of 6 months are required for Life and Eagle. Scouts may volunteer, be elected or be appointed by the Scoutmaster for a position. When your Scout reaches 1<sup>st</sup> Class, he should apply for a position with the Senior Patrol Leader (SPL). The Scoutmaster then approves these positions.

Elections are held every six months (February & August). These elected positions are for that six month term. Scouts may also volunteer or be appointed to a leadership position at any time between the Troop Elections. Your Scout will need to attend Leadership Training for his position on designated nights throughout the year.

### **Your Scout will be required to attend the Introduction to Leadership Skills (ILST) program held twice a year:**

- The ILST in August for the August through January leadership period
- The ILST in February for the February through July leadership period

The purpose of ILST is to equip the boys with leadership skills that will serve them well in the scouts and in life. During the ISLT the Scouts are exposed to different principles of leadership development and are briefed on the duties of their individual positions. The Scoutmaster and Senior Patrol Leader conduct ILST with assistance from youth leadership.

No two ILST are the same. New topics are explored in each ILST allowing Scouts to build on their leadership skills furthering their scouting career.

**IMPORTANT:** If your son decides to continue the same leadership position from rank to ranks (for example, Star to Life), he must still attend the ILST session for the current leadership period in which he holds the position. Even if he has attended the ILST in the past, he must attend again in order for his time to count in that leadership position.

### **Positions available within Troop 503:**

- Senior Patrol Leader – SPL
- Junior Assistant Scoutmaster – JASM
- Bugler
- Den Chief
- Instructor
- Quartermaster – Troop
- Scribe
- Order of the Arrow Troop Rep - OATR
- Assistant Senior Patrol Leader – ASPL
- Patrol Leader – PL
- Chaplain's Aide
- Historian / Webmaster
- Librarian
- Quartermaster – Patrol
- Troop Guide



## Troop Committee Meetings

Every month, the Troop Committee Volunteers have a meeting to discuss important matters pertaining to Troop functions and operations. These meetings are open to ALL parents who are interested in learning more about the events taking place in Troop 503. They are usually the last Monday of each month at 7 pm. Our meetings will be held at the same location as the Troop meeting that evening.

We urge you to get involved with the Troop. We are successful because of parents and volunteers who give their time to help our boys. All adults are required to complete an application form and take on-line courses called Youth Protection and Scouting Fast Start.

## Where do I pay my Fees for Scouting?

Any fees can be paid to the Treasurer who is at most Troop meetings.

When your son decides to attend a trip / campout, you will be expected to pay in full before the said event. An email will be sent out before the event detailing the cost. If you sign up to attend an event, and do not attend, your Troop Account will be charged.

Annual dues for Troop 503 are \$100 per child, with a \$25 discount for any additional children. Annual dues can be paid all at once at the beginning of the calendar year or on a quarterly basis throughout the year. If you have any issues with making dues payments, please speak with the Treasurer or the Troop Committee Chair.

## Committee Positions

- **Committee Chair**
- **Advancement Coordinator**
- **Treasurer**
- **Secretary/Marketing**
- **Committee Member**
- **Activity Coordinator**
- **Training Chairperson**
- **Merit Badge Coordinator**
- **Fundraising Chair**



## Order of the Arrow (OA)

The purpose of the Order of the Arrow is fourfold:

- To recognize these Scout campers who best exemplify the Scout Oath and Law in their daily lives
- To develop and maintain camping traditions and spirit
- To promote Scout camping
- To crystalize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others

Scouts are elected to the Order by their fellow Scout members, following approval by the Scoutmaster. To become a member, a youth must be a registered member of a Boy Scout troop and hold First Class rank. The youth must have experienced fifteen days and nights of Boy Scout camping. The fifteen days and nights must include one, no more than one, long-term camp consisting of 6 consecutive days and five nights of resident camping, approved under the auspices and standards of the Boy Scouts of America. The balance of the camping must be overnight, weekend, or other short-term camps. These fifteen nights must be in a two-year period prior to Troop OA elections.

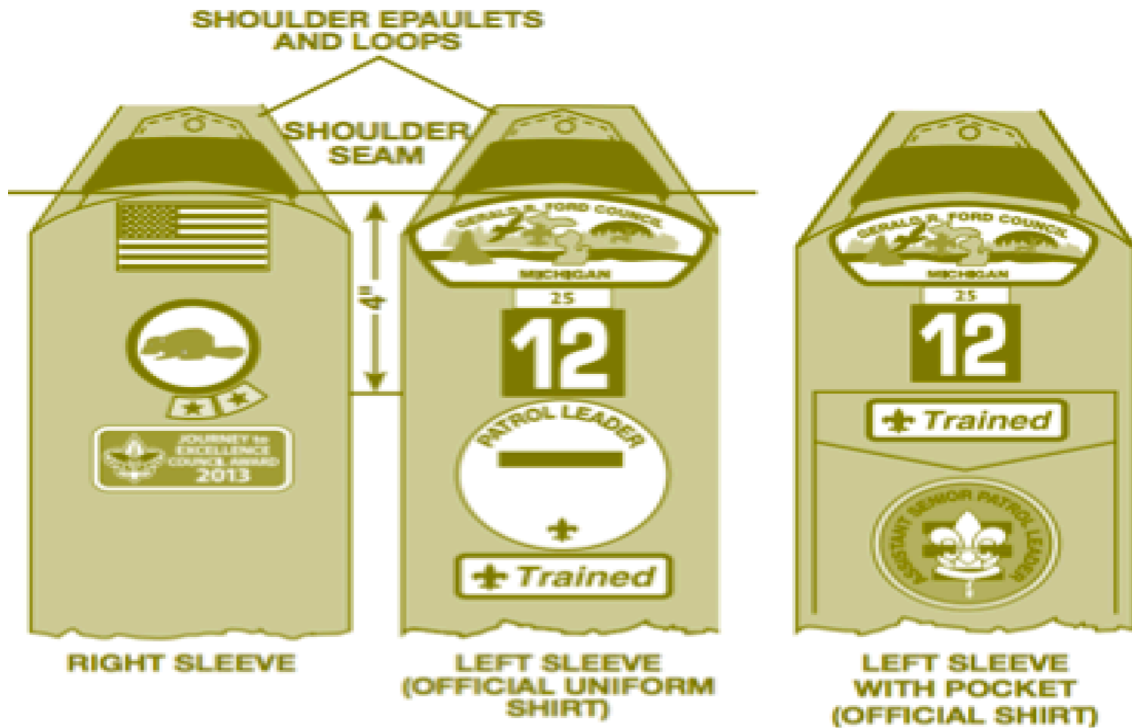
Adult selection is based on their ability to perform the necessary functions to help the Order fulfill its purpose, and is not for recognition. Selected adult Scouters must be an asset to the Order because of demonstrated abilities, and provide a positive role model for the youth members lodge.

The induction ceremony, called the Ordeal, is the first step toward full membership. During the experience, candidates maintain silence, receive small amounts of food, work on camp improvement projects, and are required to sleep alone, apart from other campers. The entire experience is designed to teach significant values.

After 10 months of service and fulfilling certain requirements, a member may take part in the Brotherhood ceremony, which places further emphasis on the ideals of Scouting and the Order. Completion of this ceremony signifies full membership in the OA. After two years of service as a Brotherhood member, and with the approval of the National Order of the Arrow Committee, a Scout may be recognized with Vigil Honor for outstanding service Scouting, his lodge, and the community. This honor is bestowed by special selection and is limited to one person for every 50 members registered with the lodge each year.



# Official Badge Placement



**Shoulder Epaulets:** Red or Green Shoulder loops identify Boy Scouting (all members of a troop). Epaulets should be the same color as the Troop numbers located on the left sleeve.

**Left Sleeve:** Council patches, unit numeral, and badge of office are worn as shown snug up, and touching each other. Badge of office is centered below and touches unit numeral. The veteran unit bare (25, 50, 55, 60, 65, 70, 75 and 80 years) is positioned above and touching troop numeral and in turn touching council patch. Den chief cord is worn over the left shulder and under epaulet.

**Left Pocket:** Service stars above the pocket. If a medal or embroidered knot for youth members is worn, service stars are raised. Embroidered square knots are worn centered above the pocket in rows of three. Not more than five medals may be worn, pinned centered immediately above the pocket (extending over knots or medlas is at the wearers discretion and lead color is to the wearer's right. Badges of rank are worn centered on the pocket avove the Arrow of Light Award. Flap buttoned. The World Crest is worn centered horizontantly over the left shoulder seam and the top of the pocket.

**Right Sleeve:** U.S. flag. Onlu the most recently earned Quality Init Award may be worn below the patrol emblem or below Baden-Powel Patrol Star. Musician badge, if in band or drum corps, is worn ½ inch below patrol emblem. Up to six merit badges may be worn on the long-sleeve shirt in two columns of three starting 3 inches abobe the bottom edge of the cuff.

**Right Pocket:** Jamboree insignia (only one) worn above BSA or interpreter strip. Order of the Arrow lodge insgnia worn on pocket flap. Temporary insignia worn centered on the pocket. Flap buttoned. The Varsity or Venture strip is worn avove the BSA strip or above the interpreter strip. Nameplate, if worn, is centered above the BSA strip, interpreter strip and Venture or Varsity strip.

### Where to put merit badges

You have two options for where to sew merit badges.

**Right sleeve:** The first, less common option, is to sew up to six merit badges onto the right sleeve of a long-sleeved uniform shirt. Long-sleeved uniforms aren't seen very often these days, but if a Scout owns one, he may put up to six patches, in rows of two, above his right cuff (see below). Long-sleeved uniforms were much more common in past generations.

**Merit badge sash:** Most Scouts will choose this option. The *Guide to Awards and Insignia* says you're limited to a "maximum of three per row as shown, no limit." You couldn't fit more than three in a row anyway. As for the badges' order on the sash, there's nothing specified. Most Scouts will simply add them as they earn them. Others like to separate the Eagle-required ones (those with a silver border) in some way.

**Only one merit badge sash:** Cannot wear 2 sashes.

**No minimum number of patches:** Put one patch on your sash and wear it proudly.



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