



TROOP 51 BY-LAWS

**SCOUTING IS A GAME
WITH A PURPOSE**

FUN IS THE GAME

VALUES ARE THE PURPOSE

**LEARNING IS THE
PROCESS**

Approved by Troop 51 Committee
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TROOP 51 BY-LAWS

About Boy Scouts

You can find the information in this section on the Circle 10 Council website at www.Circle10.org

Vision Statement

The Boy Scouts of America (BSA) is the nation's foremost youth program of character development and values-based leadership training. In the future Scouting will continue to:

- Offer young people responsible fun and adventure;
- Instill in young people lifetime values and develop in them ethical character as expressed in the Scout Oath and Law;
- Train young people in citizenship, service, and leadership;
- Serve America's communities and families with its quality, values-based program.

Mission Statement

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

About Troop 51

Welcome to Troop 51 in Frisco, Texas. We're glad that you've decided to join our troop! We hope you find our program exciting, entertaining and educational!

Troop 51 started in 2001 with a group of 13 boys who had just completed Cub Scouts. Since that time, our membership has increased every year. The first boy in Troop 51 to earn his Eagle Scout rank did so in 2006, and we continue to add to the Eagle Honor Roll.

Boy Scouting works toward three aims:

Growth in moral strength and character - Character encompasses a boy's personal qualities, values, and outlook.

Participating citizenship. Used broadly, citizenship means the boy's relationship to others. He comes to learn of his obligations to other people; to the community he lives in, and to the government that presides over that society.

Development of physical, mental, and emotional fitness. Fitness includes the body (well-tuned and healthy), the mind (able to think and solve problems), and emotions (self control, courage and self-respect).

Troop 51 is a boy-led troop. Every boy will have an opportunity to participate in both shared and individual leadership roles. Understanding the concepts of leadership helps the boy accept the leadership of others and helps him to grow into a more responsible adult. Troop 51 runs an active program year round and Scouts can expect to master skills in the areas of camping, cooking, first aid, citizenship, pioneering, orienteering, physical fitness and many more.

The principles of Scouting in Troop 51 are embodied in the Scout Oath and Scout Law. They include:

- Duty to God and respect for the beliefs of others
- Loyalty to one's country
- Friendship and fair play
- Respect for the dignity of others and for the integrity of the natural world
- Responsibility for self
- Progressive self-education based on age-appropriate programs
- Learning by doing as a member of both large and small groups

Troop 51 is an “open” troop, which means that we accept boys regardless of race, nationality, handicaps or religious background. Our troop does not require boys to participate in any particular religious activities nor does it impose requirements above and beyond the requirements set by the Boy Scouts of America (BSA). Boys may join the BSA if they are 11 years old and have completed 5th grade, except for boys who have earned their Arrow of Light and may bridge from Cub Scouts to Boy Scouts while still in the 5th grade. Boys may participate in the program until age 18, at which time they may choose other options such as Venture groups, Explorer Posts, or Junior Assistant Scoutmaster to remain active in Scouting.

Troop 51 is in the Southern Sky District of the Circle 10 Council, which is one of 309 councils nationwide. Circle 10 Council is part of the Southern Region. The national office for the Boy Scouts of America is located in Irving, Texas and is a part of the World Federation of Boy Scouts.

Troop Organization

Troop 51 is chartered by The First United Methodist Church of Frisco, located at 7659 Preston Road.

In accordance with Boy Scout policy, Troop 51 is owned and operated by the chartered organization and led by volunteer leaders. This concept represents collaboration to benefit the youth in our community. All units are chartered for one year, renewable annually, to a chartered organization. This group selects its own volunteer leadership, provides a meeting place and gives overall supervision to plans, programs and policies through its troop committee.

Charter Organization:
First United Methodist → Troop Committee → Troop 51
Church of Frisco

The Troop Committee consists of registered adult leaders of Troop 51. The committee acts as the troop’s board of directors to set troop policies and to provide adult oversight of troop activities. Members of the committee share responsibility for attending the monthly Southern Sky District Roundtable meetings and providing the troop with information about district and council events.

How to Join Troop 51 - Boys

A boy may join Boy Scouts through a “crossing over” ceremony from Cub Scouts or by filling out an application and paying the appropriate fees.

Crossover ceremonies for Cub Scouts are usually held early in the calendar year, between late January and mid-March. To be eligible for crossover, a boy must be 11 years old and in the 5th grade. A boy who is not yet 11 at the time of the ceremony may still cross over if he has

completed his Arrow of Light. The ceremony is often conducted as part of the Cub Scout Pack Blue and Gold banquet, but the time is at the discretion of the Cub Scout Pack. The Cub Scout Pack is responsible for notifying Troop 51 if Cub Scouts wish to bridge to our troop. Troop 51 arranges to have both Boy Scouts and adult leaders present at the ceremony to welcome the new Boy Scouts. Troop 51 provides the new Scout with the red epaulets which replace the navy blue ones on the Cub Scout shirts and with other small tokens of welcome. These welcoming gifts may vary from year to year. If the boy's registration is still in effect with the Cub Scout Pack, the new Scout's family pays a \$1 transfer fee and the Spring Dues for Troop 51. If the registration with the Cub Scout Pack has expired or the Cub Scout Pack has not yet re-chartered for the year, the new Scout's family pays the Council registration fee, plus the Spring Dues for Troop 51. The Scout family will be told the amount due and the full amount is payable to the troop within 30 days. Financial assistance from Troop 51 may be requested through the Scoutmaster if paying the fees would present a hardship for the family.

If a boy is not joining by crossover from a Cub Scout Pack, he may join at any time of the year by filling out the Boy Scout application and paying the appropriate fees. If the Scout is transferring from another troop and is still actively registered, he is encouraged to bring a transfer form from his old troop and a copy of his troop history which provides information on his rank advancements and merit badges. The family will pay a transfer fee of \$1 and the appropriate dues for Troop 51. If a boy is not actively registered in a troop, he will fill out the Boy Scout application and pay the Council registration fee and the appropriate dues for Troop 51.

How to Join Troop 51 - Adults

Adults may register as members of Troop 51 by filling out an adult application, paying the initial year's registration fees and completing the Youth Protection Training and Fast Start Training. These 2 training classes are available on the Circle 10 Council website. The troop pays the on-going annual registration costs for active adult leaders after the first year.

Annual costs

Troop 51 re-charters in late January each year. At that time, each Scout pays the annual registration fee. Troop 51 collects dues from the Scouts twice a year. Spring dues are paid with the annual registration fee by January 31st and fall dues are paid by September 30th. Dues cover much of the costs associated with rank advancements, merit badges, Court of Honor expenses and general operating expenses. All registration fees and dues must be paid by the date requested, or a late fee will be added to the total amount due. If the dues and any outstanding late fees have not been paid within thirty days after the due date, the scout may be placed on inactive status until their dues are paid in full.

Costs for summer camp, winter camp, monthly activities and special events are provided to the Scouts and their families in writing prior to registration for the activity. These costs will vary depending on the event and location, and are not included in the annual dues. Fundraising activities are held during the year to help Scouts pay for activities and to provide funds for troop operating expenses.

Welcome packet

New Scouts and their families receive a Welcome Packet, which includes the Troop 51 By-laws, and a notebook that the Scout should bring to each meeting. The notebook contains sections for the troop calendar, rank advancement reports and cards, and merit badge cards. This is also a good place to keep copies of camping essentials, troop and patrol rosters and other information.

Patrol structure

The boys in Troop 51 are divided into patrols, averaging about 10 boys per patrol. Each patrol is led by a Patrol Leader (PL) and an Assistant Patrol Leader (APL). The Patrol Leaders are led by the Senior Patrol Leader (SPL) and an Assistant Senior Patrol Leader (ASPL) whose task is to provide leadership for the overall troop activities. They are assisted by Troop Guides. The SPL, ASPL, Troop Guides, and PLs make up the Patrol Leaders Council (PLC). APLs may attend the PLC meetings, but are not voting members of the PLC. Patrols have one or more adult advisors.

How are boys assigned to patrols?

Boys are assigned to patrols based on various criteria such as age, existing patrol size, personalities and friendships. Boys are encouraged to go into patrols with Scouts they may not know well, in order to encourage new friendships.

If a Scout wishes to change from his existing patrol to a new patrol, he is encouraged to discuss his reasons with his Adult Patrol Advisor and/or the Senior Patrol Leader. The Scout and the leader he talked to will take the request to the Scoutmaster for final approval.

Patrol Assignments

First-Year Scouts

If a Scout is crossing over from a Cub Scout Pack to Boy Scouts, he will be placed in a patrol of new scouts and assigned a Troop Guide from the Senior Patrol. The Troop Guide will guide the Scouts for a few months, typically until after summer camp, when they will be placed into existing patrols. If Scouts join at another time, they may be placed in a new Scout patrol or an existing patrol. Troop Guides are always available to help new Scouts learn Scout basics. The focus of this first year is to learn the Scout skills and work toward the First Class rank. It is also highly recommended that Scouts attend summer camp. During the first year at summer camp, it is recommended that Scouts earn the swimming merit badge and satisfy a number of rank requirements.

Second- and Third-Year Scouts

After achieving the First Class rank, the focus shifts to earning merit badges, assuming more responsibility within the troop, and service both inside and outside the troop. Campouts may be slanted towards Council or District events, or teaching skills to younger scouts.

Older Scouts

After completing the rank of Life, the scout focuses on the path to Eagle and Eagle bronze, gold and silver Palms. Additional merit badges are earned, responsibilities within the troop can increase, and the Eagle project may be completed. Additionally, the scout has the opportunity for age restricted (usually 14 and above) high adventure activities such as climbing or whitewater kayaking. There are also major scouting events like Jamboree, Philmont, Sea Base, and others where the scouting adventure exposes boys to Scouts outside their troop. Scouts enter the global scouting adventure. During this time, the scout is expected to “give back” to Scouting, which has been “giving” to him

Patrol activities

The Scouts in each patrol work together as a team during troop meetings and activities. Some of their activities together include creating a patrol flag and a patrol yell, bringing the flag to each meeting, working on Scout skills during meetings and campouts, and planning and conducting the troop activities for one or more months in the year. Each patrol is responsible for taking

attendance and conducting uniform inspections and book checks during troop events. In addition to troop activities, patrols are encouraged to meet outside troop meetings to work on projects, hike, camp, learn skills and work on rank advancements. Two-deep adult leadership is required for all patrol activities.

If a boy attends any event and the majority of his patrol does not attend, he may be temporarily assigned to another patrol for that event only.

Youth Leadership

Position	Requirements	Responsibilities
Senior Patrol Leader (SPL)	Elected, Star rank or above, National Youth Leadership Training (NYLT) required; have served as a Troop Guide and/or a Patrol Leader	Chairs PLC, leads troop meetings and activities, recommends boys for appointed positions (Scoutmaster must approve)
Assistant Senior Patrol Leader (ASPL)	Elected with the SPL, Star rank or above, NYLT required: have served as a Troop Guide and/or a Patrol Leader	Assists SPL in his responsibilities and acts for the SPL if the SPL is absent.
Troop Guides	Elected, Star rank or above, NYLT training required	Acts as the Patrol Leader for new boy patrols and assists all new Scouts in learning Scout Basics for rank advancement, checks Scout books and advises new Scouts when they need leader signatures for rank advancements.
Patrol leader	Elected, First class or above, Oak Leaf or NYLT required	Acts as leader for his patrol in all troop and patrol activities, including scheduling patrol activities outside regularly scheduled troop activities, represents the patrol on the PLC, is responsible for attendance, uniform inspections and book checks at meetings.
Assistant Patrol leader	Appointed by Patrol Leader, First Class or above	Assists the PL in his responsibilities and acts for the PL if the PL is absent. <i>Does not count as a leadership position for rank advancement purposes.</i>
Instructor (Not currently utilized)	Appointed, First Class or above, Oak Leaf and/or NYLT required; must be able to demonstrate skills required to earn advancements up through First Class	Teaches any and all Scout skills as needed to Scouts who are on the Trail to First Class, and assists the Troop Guides with new scout patrols
Scribe (Combined role with Librarian)	Appointed, First Class or above	Collects and maintains attendance records at meetings and activities, takes minutes at PLC meetings and provides copies to the PLC members, Scoutmaster and adult Secretary. Works with the adult Secretary and Historian to provide publicity and/or articles to local news media.
Librarian (Combined role with Scribe)	Appointed, First Class or above	Keeps troop's merit badge books, pamphlets, magazines, audiovisuals, and maintains an inventory of these items. Notifies Merit Badge Coordinator when books are no longer current.
Historian	Appointed, First Class or above	Collects and maintains troop memorabilia in a presentable format, including Courts of Honor programs, pictures and news articles.

Position	Requirements	Responsibilities
Quartermaster	Appointed, First Class or above	Responsible for keeping an inventory of all troop equipment, keeping the equipment in good condition, handing out the equipment for all troop events, keeping the storage areas and trailers clean, and reporting gear needs to the PLC and adult Quartermaster. The Quartermaster coordinates Gear Days as needed to clean and check equipment.
Bugler	Appointed, First Class or above, know appropriate bugle calls and have earned, or be working on, the Bugling Merit Badge.	Plays the bugle at troop meetings, campouts, Courts of Honor, flag retirement ceremonies, and troop events when appropriate.
Chaplain's Aide	Appointed, First Class or above	Assists in troop religious services, vespers and Courts of Honor, promotes religious recognitions programs
Order of the Arrow Representative	Appointed, active OA member	Attends monthly OA meetings, provides troop OA members with information about events and encourages active participation
Den Chief	Appointed, Den Chief training required. Satisfactory annual evaluations from the Den Leaders are required to meet criteria for leadership position.	Den Chiefs are requested by the Cub Scout pack. They attend den meetings, as well as their own troop meetings, assist in den activities and help teach Scouting skills to Cub Scouts. Den Chiefs also assist in crossover ceremonies.

Elections

All positions in the table listed above, except Assistant Patrol Leader, are considered leadership positions by BSA. Assistant Patrol Leader is considered a position where a Scout is learning about leadership. Elections are held in August and February, with new leadership assuming their positions the beginning of the following month. If a position requires training, the training must be completed before a boy may be elected or appointed to that office. Boys wishing to hold leadership positions must fill out the Youth Leadership application, have their qualifications verified by the Scoutmaster and Advancement Coordinator and must meet the troop's active service standard for meetings and campouts. A Scout is limited to 2 consecutive terms in the same leadership position, whether elected or appointed. Role-applicable training is highly recommended for ALL leadership positions

Patrol Leader Council

The Patrol Leaders' Council (PLC), not the adult leaders, is responsible for planning and conducting the troop's activities. The PLC is composed of the following voting members: Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders and Troop Guides. Assistant Patrol Leaders (APLs) may attend the meetings, but may not vote. The PLC typically meets once a month. At its monthly meetings, the PLC organizes and assigns activity responsibilities for the yearly calendar. The Patrol Leaders are responsible for presenting ideas and requests from their patrol members to the PLC. The Troop Scribe is responsible for providing a copy of the PLC minutes to the adult Secretary of the Troop Committee. The Scoutmaster (or his designated representative) and one other adult leader also attend the meeting to provide the required two-deep adult leadership. The role of the Scoutmaster in the PLC is to provide adult guidance to ensure compliance with BSA policies for activities and to report requests or issues to the Troop Committee.

Adult Leadership

Adult leadership is required for ALL troop activities. Adults must have Fast Start and Youth Protection Training as a minimum, and be registered as adult leaders with Circle 10 Council before they assume leadership roles within the troop. All activities require a minimum of 2 adult leaders who are not in the same family. An adult mentor is assigned to every boy leadership position. Each patrol also has an adult advisor.

Uniforms

BSA and Troop 51 recognize 2 uniforms for Scouting functions: the Official Uniform and the Activity Uniform. **All of the uniform guidelines are equally applicable to Scouts and to Registered Adult Leaders. Scouts and Leaders who do not meet the uniform guidelines may be restricted from participating in troop events until they are appropriately dressed.**

Official uniform

The Official troop Uniform consists of the tan Boy Scout shirt with green or red epaulets, green Scout pants or Scout shorts, Scout socks, Scout belt and a Scout neckerchief.

NOTE: For regular Troop meetings and activities, and while traveling to or from an activity, clean, neat blue jeans (long pants or shorts) may be worn instead of official Scout pants or shorts, and a Scout neckerchief is not required.

Those Scouts who have earned their Eagle rank may wear the Eagle neckerchief. Shirrtails are to be tucked in. Once a boy earns his first merit badge, he should purchase a merit badge sash on which the merit badges are worn. Official BSA caps may be worn as part of the uniform.

The full Official Uniform, including Scout pants or shorts, and a neckerchief is required for a Scout's Board of Review, and whenever attending a Court of Honor. The merit badge sash must also be worn on these occasions, as well as at formal district or council events (recognition dinners, etc).

OA members may choose to wear their white OA sash in place of their merit badge sash, but cannot wear both the OA and merit badge sash at the same time. The Scout uniform may be purchased at the Scout shop in Allen, TX 816 W. McDermott, Twin Creek Village, Suite 336) or at the Circle 10 Scout Shop at 8605 Harry Hines Boulevard, Dallas. There are also Scout shops in Sherman, TX, Lewisville, TX and at the National Scouting Museum in Irving, TX.

Adult uniforms are the same as the boy's uniforms, except that adults have the option to wear a bolo type tie, need not wear a neckerchief, and adults do not wear a merit badge sash. Guidelines for when to wear the uniform are the same. Shirts with tails should be tucked in.

Uniform Insignia

Some insignia (flag, patrol patch, council patch, troop number and current rank) are worn as a part of every Scout uniform. Other insignia is added to the uniform only when earned. When a Scout changes patrols, ranks or leadership positions, his uniform insignia should be updated promptly (worst case, within 30 days) after receiving his new patches. These patches are provided by the troop. Refer to the Boy Scout Handbook for the proper placement for all insignia.

Adult insignia is the same as the boy's insignia except that adults do not wear rank advancement or Arrow of Light patches. Adults may wear award knots above the left pocket, in rows of 3. The latest service star pin may be worn above any knots that are worn.

What to do with patches and other insignia?

Once a new rank patch, leadership patch, quality unit patch, patrol patch or activity patch is awarded, many Scouts do not know what to do with previous patches. These previous patches are NOT worn on the uniform, and must be removed promptly. It is the option of the Scout and his family what to do with the patches. Some families maintain the patches in a scrapbook, on a red Scout vest or jacket or even on a wall hanging. Often these patches are displayed at an Eagle Court of Honor. Some Scouts may also choose to trade patches with other Scouts at events such as National Jamboree.

Activity uniform

The Activity Uniform consists of a Troop 51 T-shirt, Scout pants or Scout shorts, or clean, neat, blue jeans (long pants or shorts), Scout socks and Scout belt. T-shirts purchased at BSA camps or training classes may also be worn. An appropriate cap may be worn if desired. The Activity Uniform is worn for summer meetings (as identified by the Scoutmaster) as well as at camps and at any troop event after the destination is reached, unless official uniform has been specified for the event. It is acceptable to wear the Activity Uniform to patrol meetings and activities unless official uniform has been specified. Troop t-shirts are sold by Troop 51, and are normally available throughout the year.

The Adult Activity Uniform is the same as the boy's Activity Uniform and is worn at the same times.

Scout hats

Scout hats purchased at a Scout store or at a BSA camp may be worn with the Scout uniform. Other caps, hats and headgear are not considered part of the official Scout uniform. An official Scout hat may be worn with the official uniform or activity uniform. Hats should not be worn backwards or sideways. Official Scout hats may be left on during any Scout activity, except during religious services, prayers or meals. Headgear required by a Scout's religion may be worn as their custom dictates. Other hats should be removed when indoors, for flag ceremonies, for prayers or religious services and for meals.

Scout knives

Carrying a Scout approved knife is a privilege that must be earned. A Scout must earn his Totin' Chip before he may carry a knife for Scout activities. All knives must meet the requirements specified by BSA and the Troop 51 Code of Conduct. Misuse of knives may result in loss of the Totin' Chip (and the privilege of carrying a knife), or disciplinary action. If a Scout loses his Totin' Chip, regardless of the reason, he may not carry any knife until he has re-taken the Knife, Ax and Saw class and is issued a new card. If a Scout does not have his Totin' Chip with him, if he has an illegal knife (by BSA standards), or a knife in an unsafe condition, or if a Scout is observed misusing a knife during a Scout activity, an adult leader may confiscate the Scout's knife. The knife will be returned to the Scout's parent at the end of the activity, with an explanation of why the knife was confiscated.

Troop Activities

Troop 51 holds meetings on Sunday afternoons, with one weekend each month usually being designated for camping or other activities. Please refer to the calendar on the troop website and/or to e-mails (typically weekly from the Scoutmaster) for meeting and activity plans. An additional source of information is the announcements at each Scout meeting.

The troop publishes an annual planning calendar, which identifies the theme for the month, the patrols or individuals responsible for the programs, and the scheduled events.

The troop, Southern Sky district and Circle 10 Council all maintain websites. The Southern Sky District website is located at www.SouthernSkydistrict.org and the Circle 10 Council website is located at www.Circle10.org

Troop website

The troop website is located at <http://www.friscotroop51.org/>. No special password is required to access most of the information on the website. Updates to the website are the responsibility of the troop Webmaster. The troop attempts to maintain a current calendar, list of upcoming events, and general information on the website. This is also a great place to see pictures of troop events and activities. Access to pictures is password protected for privacy and security reasons.

Activity paperwork

In order to participate in troop meetings and troop activities, a Scout must be registered with Troop 51 and Circle 10 Council. Registration forms are available at troop meetings for initial registrations. Registration for active Scouts is updated each year when the troop is re-chartered, and no additional registration forms are required.

Special activities include any activity other than troop meetings. If these activities are held at another location and require transportation, a permission form will be required, even if no additional fees are required. If a permission form is required, it will be made available to the Scout family via e-mail. Copies will also be available at the troop meetings.

If a permission form is required, it MUST be signed by a parent or guardian and turned in prior to leaving for the event.

Some events may require permission forms to be turned in by specific dates, due to space limitations or other requirements. Scouts who fail to turn in permission forms on time may not be able to participate in that activity. Due dates will be noted on permission forms.

Medical forms

A medical form is required for all registered Scouts and for adult leaders. The medical forms must be turned in prior to participation in activities other than troop meetings. The Class 1 and Class 2 medical forms are combined in one document and are available on-line from the Troop 51 or the Circle 10 Council websites. The Class 1 information on medical history and emergency contacts must be updated **each year**. The Class 2 part of the medical requires an examination and a doctor's signature. This portion must be updated **every 36 months**. Some high adventure activities may require an additional medical form for participation. If required, the form must be completed and turned in as part of the registration for the event.

Medical forms are also required for adult leaders. Leaders age 40 or above must use the Class 3 medical form, leaders under 40 use the Class1/Class2 medical forms unless health restrictions

require the class 3 medical form. Class 3 medical forms must be updated annually. Medical forms are maintained by the adult troop Secretary and access is restricted to those with a “need to know”.

Troop Meetings

The troop meetings are held in the Family Life Center of the First United Methodist Church of Frisco, 7659 Preston Road, Frisco, TX. The meetings are held on Sunday afternoons, 3:00 – 4:30 p.m. Scouts should be in the meeting area, with their patrols, by the time the meeting is scheduled to start. Scouts are not permitted in other parts of the building without adult leader permission. Restrooms do not require adult permission, but some member of the troop or patrol should be notified by the boy in case of emergency or if an activity moves to a different location. The troop is expected to follow good Scouting principles and leave the meeting area in as good or better condition than when they arrived.

Two-deep Adult Leadership is required for ALL Scout meetings and activities.

Two-deep Leadership is defined by BSA standards as 2 registered leaders not of the same family, or 1 registered leader and 1 parent, not of the same family. Registered leaders in Troop 51 are required to have completed Fast Start and Youth Protection Training prior to being registered.

Meeting Format

The normal meeting format is as follows:

- Call to order
- Flag Ceremony – to post the colors
- Pledge of Allegiance
- Scout Oath and Law
- Attendance, uniform inspection and book checks
- Announcements
- Planned activity, conducted by the patrol responsible for the meeting
- Flag Ceremony – to retire the colors
- Rank advancement and merit badge requirement sign-off with adult leaders

Each patrol is responsible for their patrol’s attendance, uniform inspection, book checks and participation as a group in the planned activities. The Patrol Leader is responsible for communicating any announcements, requests or issues to the Senior Patrol Leader, Assistant Senior Patrol Leader or an adult leader, in that order. Each Scout is expected to participate in all parts of the meeting, keeping in mind the guiding principles of the Scout Oath and Scout Law. Disruptive Scouts may be asked to leave the meeting. At the end of each meeting, adult leaders will be available to review requirements for rank advancements with Scouts. Any registered leader may verify that a requirement has been met and sign the Scout’s book, except that parents may not sign books for their own sons. Merit badge counselors may also be present, but Scouts who want to meet with a specific merit badge counselor should verify that the counselor will be available in advance of the meeting date.

What does a Scout need to learn for meetings?

New Scouts should promptly be able to recite from memory the Scout Oath, Scout Law, Motto and Slogan, as well as the Outdoor Code. Refer to the Boy Scout Handbook for the wording.

Proper form when the troop is called to attention

When the troop is called to attention, Scouts should quietly stand straight with hands at their sides, Scouts should listen carefully to the boy or adult who is giving instructions, and should

follow those instructions. There should be no talking when the troop is at attention, except for the leader. Caps or headgear that are not part of the BSA official uniform should be removed, unless required for religious purposes.

The Scout sign

The correct way to present the Scout sign is with the right arm extended to the side at shoulder level, arm bent 90 degrees at the elbow and the 3 middle fingers of the right hand held straight up. The Scout sign is given when the Scout is reciting the Scout Oath and Scout Law. The Scout sign may also be given by a boy or adult leader to indicate that the troop members are to become quiet and listen for information. This may or may not be accompanied by the command “Signs up!” When a Scout notices that this signal is given, he should give the Scout sign and immediately stop talking or moving about. Lower the Scout sign when the leader has the attention of the group and has also lowered the Scout sign.



The Scout salute

The Scout salute is given with the right hand, and is similar to giving the Scout sign, except that the 3 fingers are touched at an angle to the right eyebrow, or to the brim of the BSA approved cap. Caps or headgear that are not part of the BSA official uniform or required for religious reasons should be removed before giving the Scout salute. The salute is given during the presentation of the flags and the Pledge of Allegiance. The Scout salute is also given if a troop or Scout is participating in a ceremony to welcome military personnel home.



Flag ceremony

If a Scout is an observer during a flag ceremony, he should stand at attention and give the Scout salute when directed to do so. He should not talk except to recite the Pledge of Allegiance. He may be seated again when the announcer for the flag ceremony announces “at ease”. Learning the correct way to care for flags is a requirement for Tenderfoot rank and participating in a flag ceremony is one of the skills a Scout learns as part of the Second Class rank advancement.

What does a Scout need to bring to meetings?

A Scout should bring his Scout Handbook, his Troop-supplied Scout notebook, a few sheets of blank paper and a pen or pencil for taking notes, along with any additional materials and/or forms that he has been instructed to bring. He should also come with a positive Scout attitude, ready to have fun and to learn!

Troop 51 provides scout notebooks promptly after joining the troop. They contain sections for the annual calendar, progress reports, advancement cards, merit badge cards, troop by-laws and rosters.

Scout Participation

Active Scouts

To be considered an active Scout, a boy is expected to attend at least 50% of the troop meetings and and 50% of the other troop activities. If a Scout does not meet these guidelines within any 6

month period, he will be placed on the troop's 'inactive status', unless it is determined that there are extenuating circumstances. Each case will be evaluated on an individual basis. Once a Scout is classified as inactive, he may not advance in rank until he has been active for a minimum of 2 months.

If a Scout is holding any leadership position other than Den Chief, he is expected to maintain a 75% troop meeting attendance and troop activity participation level in order to receive credit for the leadership time.

Scouts in a Den Chief role must maintain a 50% Troop Meeting attendance and troop activity participation, while also attending at least 75% of the activities with their Cub Scout Den.

If a Scout misses a meeting, he should contact his Patrol Leader or the Senior Patrol Leader to find out what occurred at the meeting. If a rank advancement skill or a merit badge requirement was covered in the meeting, the Scout is responsible for contacting a member of his patrol or the patrol responsible for conducting that meeting and make arrangements to learn what he has missed.

Active Adult Leaders

To be considered an active leader, an adult must have completed Youth Protection Training and Fast Start Training, be registered with the Circle 10 Council, and attend and participate in at least 1 troop meeting per month, as well as at least 1 additional external activity every 4 months. Adults may also hold leadership positions on the Troop Committee.

Code of Conduct

During all meetings and activities the Scout is expected to live by the Scout Oath and Law. In addition, Troop 51 has defined a Scout Code of Conduct for the troop, which defines unacceptable conduct and the troop disciplinary procedures. The Troop 51 Code of Conduct is found in Appendix A of this document. **A Scout and at least one parent or guardian is required to sign a copy of the Code of Conduct annually.**

Questions and Concerns

If a Scout has questions or concerns about any aspect of the Scout program, he has several options for resolving the issue. He may talk to his Patrol Leader, the Senior Patrol Leader or the Chaplain's Aide. If he prefers to talk to an adult, he may talk to his adult patrol advisor, the Troop Scoutmaster, Chaplain or to any available adult leader. Questions or concerns of a personal nature will be kept confidential within specific BSA issued guidelines, though a boy or adult leader may discuss the issue with others for guidance without revealing names, except when an issue requires action by the Disciplinary Committee.

Parent participation

Parents are encouraged to be an active part of the Scouting program with their sons. All parents, whether registered as leaders or not, are expected to support the troop for fundraising activities and special events, such as Courts of Honor. Parents are expected to obey the Troop 51 Code of Conduct at all times when with the troop or a patrol.

Limits for Non-registered Parents

Parents not registered as adult leaders may not attend campouts and other troop events except to provide transportation for their child only. Parents may participate as a second adult in patrol activities, provided that a registered adult leader is also participating.

Questions and Concerns

A parent who has questions or concerns about any aspect of the Scout program is encouraged to contact one of the following: their son's adult patrol advisor, the Scoutmaster, the Troop Committee Chair, the Troop Chaplain or the Charter Organization Representative. These adults are listed in the troop roster and on the troop website. Questions or concerns of a personal nature will be kept confidential within specific BSA issued guidelines, though a leader may discuss the issue with others for guidance without revealing names, except when an issue requires action by the Disciplinary Committee

Rank Advancements – Beginning up to Eagle Rank

What are the ranks in Scouts?

The ranks in Scouting are Scout, Tenderfoot, Second Class, First Class, Star, Life and Eagle. The requirements for each rank are found in the Scout Handbook, in two places. In the main part of the book, the requirements are listed by rank, with information about how to fulfill the requirements and places to make notes such as activities or service projects. Scouts are expected to fill in this part of the book to assist Scout leaders with verifying that requirements have been met. The requirements are also listed in the back of the Scout Handbook, with a space for the Scout leaders to sign and date when a requirement is completed.

Getting requirements signed off

We recommend that the Scout have the leader who witnessed an activity sign the book as soon as possible. However, some requirements involve explaining or demonstrating knowledge and any registered leader may verify and sign off the Scout's book. The Scout must take his book to a leader and ask for a requirement to be signed. The leader is responsible for verifying that the requirement has been met. Requirements must be signed off within **30 days** of completion to be acceptable for rank advancement. Requirements do NOT have to be completed in order and a Scout may complete some requirements for a higher rank before totally completing a lower rank, with the exception of service hours and leadership position requirements. Rank advancement requirements for service hours and leadership positions must be completed specifically as designated for each rank.

Scoutmaster Conference

Scheduling a conference

When a Scout completes all the requirements for a specific rank with the exception of the Scout Spirit, Scoutmaster Conference and Board of Review requirements, he should take his book, with signatures, to the Advancement Coordinator. The Scout (NOT HIS PARENTS) is responsible for contacting the Advancement Coordinator who will verify that the Scout is ready for the Scoutmaster Conference and will ensure that the Scout's record in TroopMaster (the troop database) is updated. The Advancement Coordinator will tell the Scout when the next Scoutmaster Conference and Board of Review opportunity will be. These 2 events are normally scheduled on the fourth Thursday of the month and are typically done on the same evening. (The Scoutmaster may, at his discretion, conduct a Scoutmaster Conference on occasions other than the monthly pre-scheduled time (ie, Campouts, Troop Meetings, etc). The Advancement

Coordinator will schedule the Scout and will send him and his family confirmation of the Scout's reserved appointment at the specific time and location.

A Scout must notify the Advancement Coordinator at least 1 week before the scheduled Scoutmaster Conference and Board of Review if he wishes to participate in these events. Failure to notify the Advancement Coordinator in advance will result in Rank Advancement review being delayed until the following month.

The Scoutmaster Conference

The Scout must come to the Scoutmaster Conference in full official Scout uniform with his Scout Handbook. If the Scout is not in full official uniform and/or does not have his Scout Handbook, the Scoutmaster may refuse to conduct the Scoutmaster conference. The Advancement Coordinator will give the Scout a copy of his advancement report to present to the Scoutmaster. Only the Scoutmaster and Scout participate in the Scoutmaster conference, though it is held in an area where others can easily observe to maintain Youth Protection and two-deep leadership requirements. The Scoutmaster will talk to the Scout about his experience in Scouting, his goals and plans, and any concerns the Scout may have. The Scoutmaster may ask questions that help him verify that the Scout is living by the Scout Oath and Scout Law, thus meeting the requirement for Scout Spirit.

The Scoutmaster Conference usually lasts about 10-15 minutes. If the Scoutmaster is satisfied that the Scout is ready for rank advancement, he will sign the Scout's Handbook for Scout Spirit and Scoutmaster Conference requirements. In some cases, the Scoutmaster may not be available to conduct all the needed Scoutmaster reviews. When this occurs, the Scoutmaster or Advancement Coordinator will ask a qualified Assistant Scoutmaster to conduct the conference and provide appropriate sign-off.

Board of Review

A Board of Review is typically held the fourth Thursday evening of each month for Scouts who are ready for rank advancement. (The Scoutmaster Conference is normally held the same evening.) When a Scout completes his Scoutmaster Conference, he will take his signed Scout Handbook and advancement report back to the Advancement Coordinator, who will assign him to a Board of Review. The troop may conduct one or more Boards of Review simultaneously. If, for any reason, the Scout has a Board of Review that is held separately from his Scoutmaster conference, the Advancement Coordinator will still schedule him, as though the events were occurring consecutively. The Scout will appear before the Board of Review in full official uniform, with his Scout Handbook and the advancement report provided by the advancement coordinator. If a Scout is not wearing his official Scout uniform and/or does not have his Scout Handbook, the Advancement Coordinator may refuse to permit the Board of Review.

The Board of Review consists of 3-4 registered adult leaders who interview the Scout about his experiences, goals, plans and concerns. The leaders will try to ensure that the Scout is enjoying his Scouting experience, provide him with opportunities to express his opinion as to how the troop is operating and listen to any suggestions or concerns he may have. The Board of Review is NOT a test of whether the Scout has met the requirements. It is intended to be conversational in nature and to encourage the Scout. It also helps the adult leadership gauge how well the troop is doing and determine if any changes need to be made in any area of the program. The Board of Review typically lasts 15-20 minutes. At the end of the session, the leaders will ask the Scout to step outside the room for a few moments. They will discuss briefly what they have heard, and determine if the boy will be advanced in rank. The Scout will be invited back into the room, and

told whether or not he has satisfactorily completed his rank advancement. The leaders will also inform the Scout of anything he may need to correct, such as completing a section in his book or the appearance of his uniform.

If the Board of Review has been satisfactory, the leaders will sign the Scout's Handbook and his rank advancement report. At the end of the Board of Review, the Scout returns the completed rank advancement report to the Advancement Coordinator.

Rank Advancement

The new rank becomes official as of the Board of Review event when the adult leaders have signed the advancement report. The Advancement Coordinator will update the Scout's records in TroopMaster. Note that some ranks require a Scout to hold a rank for a specific amount of time before the next rank advancement. This time starts immediately upon the successful completion of the Board of Review.

The new rank advancement patches are presented at the Court of Honor, which is normally held once a quarter. It is possible for a Scout to earn more than one rank advancement between Courts of Honor for the beginning ranks. (A Scout may work on requirements for more than one rank at a time, except for service projects and leadership positions.)

The highest earned rank patch is worn on the center of the left pocket of the official Scout shirt. It should be attached to the shirt promptly (worst case, within 30 days) after it is presented to the Scout. Sewing or adhesive attachment is preferred to pins. The rank advancement pin is the Mother's Pin and should not be used to attach the rank patch to the uniform shirt. Once presented, the rank advancement patch must be on the uniform before the Scout attends his next Scoutmaster Conference and Board of Review.

Merit Badges

Merit badges allow a Scout to explore many different fields of interest, learn new skills and be introduced to subjects that may become lifelong interests or careers. Any Scout is eligible to work on the requirements for a merit badge at any time, starting with the day he joined the troop. Activities that meet a requirement but which occur before the Scout joins the troop and formally initiates the merit badge with the Merit Badge counselor may NOT be counted toward the merit badge requirement. Most Scouts enjoy earning a variety of merit badges, but occasionally a Scout is more interested in activities than merit badges. The activities of the troop may enable a Scout to meet most, or even all, the requirements for a badge without a boy consciously deciding to earn that merit badge. However, until he reaches First Class rank, a Scout is not required to earn merit badges. Ranks of Star, Life and Eagle require a boy to earn a number of merit badges at each level, including a quantity of merit badges that are specifically required for Eagle rank. The merit badge requirements for each rank can be found in the Scout Handbook.

A Scout can earn as many merit badges as he chooses during his time in Scouts. A list of the Eagle required merit badges and the elective merit badges can be found in the merit badge chapter of the Scout Handbook.

Where can a Scout find the requirements for a merit badge?

There are multiple sources for finding the requirements for a specific merit badge. Merit badges are reviewed on a regular basis by BSA, and requirements may be updated. When earning a merit badge, take care to ensure that you are using the current requirements. The requirements in effect at the time the badge was started are the requirements you must meet. However, you can always use the most current requirements. No Scout can use old requirements to complete a merit badge if they have not previously received a blue card. A blue card is exactly that – a blue

colored card that is used to track completion of requirements for a merit badge. The Merit Badge Coordinator issues a blue card when notified by the Scout that he wishes to begin a merit badge.

Hard copies of requirements

The troop maintains copies of merit badge booklets for some of the most popular merit badges. These can be checked out from the troop Librarian. Merit badge booklets not available from the troop library may be purchased at any of the Scout stores. If a Scout purchases a booklet he is encouraged to donate it to the troop librarian when he completes the merit badge. The individual merit badge booklets provide information and suggestions for helping a Scout meet the requirements of the merit badge. A book titled Boy Scout Requirements, updated annually, is also available. This book lists the current requirements for ALL the merit badges available as of the time the book was issued.

On-line resources

The best-supported on-line resource for merit badge requirements is located at <http://www.usscouts.org/usscouts/meritbadges.asp> . This site lists all available merit badges and the current requirements, though it does not provide information on meeting the requirements like the merit badge booklets do. However, all the merit badge links will have another link at the end of the requirements for merit badge worksheets that will enable a Scout to access and print a merit badge workbook, which lists the requirements and provides space for a Scout to write information. This can be a valuable tool in helping a Scout prove that he has met the requirements and is highly recommended for all merit badges. Many merit badge classes require that a Scout print out the applicable merit badge workbook in order to receive credit for work done on that badge. The on-line site is updated regularly and attempts to stay current with changing requirements. However, occasionally there is a lag time between the update of a merit badge booklet and the on-line resource. If this occurs, the requirements of the latest published booklet shall be the requirements that a Scout must meet.

What is the procedure for earning a merit badge?

Getting started

First of all, a Scout decides on a badge he would like to explore and perhaps earn. He may look at booklets, look at on-line requirements or talk to other Scouts to help him make this decision. Once he decides on a merit badge, the Scout notifies the Merit Badge Coordinator that he wants to start the badge. If the Scout does not know who the Merit Badge Counselor is for his chosen badge, the Merit Badge Coordinator will tell him who the available counselors are. In the event that Troop 51 does not have a Merit Badge Counselor for that badge, the Scout will not be able to start work on that badge unless a qualified Merit Badge Counselor can be located. If a Scout starts a merit badge at any BSA camp or merit badge college, and does not finish that badge, he may complete the requirements with the appropriate troop Merit Badge Counselor. If there is no troop counselor available, the Scout may finish work on that badge with the Scoutmaster.

Merit Badge Counselors must fill out a Merit Badge Counselor Information form and be a registered adult leader in Boy Scouts. An adult may not assume the responsibilities of a Merit Badge Counselor until their adult leadership application has been processed. As is true for rank advancement, parents will not perform as a merit badge counselor for their son, without express approval from the Merit Badge Coordinator.

When an individual Scout requests to start work on a merit badge, the Merit Badge Coordinator will issue the Scout a “blue card” which shows the date he officially started the badge. The Scout is responsible for keeping the blue card until the merit badge is completed.

Meeting the requirements

After receiving his blue card, the Scout should contact his Merit Badge Counselor to set up a meeting. The counselor should go over the requirements, and may suggest ways in which the Scout can meet them, including outside events or activities. For example, if a Scout is working on the Citizenship in the Community merit badge, the counselor may advise him when city council or town hall meetings are scheduled, and persons the Scout can contact to meet other requirements. The Merit Badge Counselor’s job is to guide and, in some instances, teach Scout new skills, but not to do the work for him or take responsibility for the Scout’s efforts. Each Scout is expected to do his own work.

Only efforts completed AFTER the Scout has officially started the merit badge may be counted towards meeting the badge requirements.

The Scout should begin work on the requirements as time and interest permit. The Scout and Merit Badge Counselor should communicate regularly about the status of the merit badge effort. The Merit Badge Counselor is the contact person if a Scout is having difficulty meeting a requirement or does not know where to find resources.

As he completes a requirement, the Scout should take the blue card to his counselor for signature.

The Scout is expected to meet the requirements for all merit badges as they are stated—no more and no less. “Telling about” is not sufficient if the requirement specifies a different action.

Each completed requirement must be signed by the Merit Badge Counselor within 30 days of completion, even if the entire merit badge is not yet complete.

There is no time limit to complete a merit badge once it is started, other than the rule that all badges must be completed by the time a scout turns 18. If a Merit Badge Counselor is unavailable for an extended period of time, or leaves the troop, the Scout may request permission from the Merit Badge Coordinator for another merit badge counselor or the Scoutmaster to sign off the card. However, the original Merit Badge Counselor is expected to sign the card unless permission has been given by the Merit Badge Coordinator.

The final steps

When a Scout has completed all the requirements for a merit badge, and the Merit Badge Counselor has signed the blue card, the final step is to document and get credit for the effort. The Merit Badge Counselor may notify the Merit Badge Coordinator that a Scout has completed a requirement or the complete merit badge. However, it is the responsibility of the SCOUT to turn the blue card in to the Merit Badge Coordinator. This should be done as soon as possible, but definitely within 30 days of completion of the badge. The Merit Badge Coordinator will verify the signatures and enter the information into TroopMaster. The signed blue card is the only documentation that must be turned in.

The merit badge and card are presented to the Scout at the next Court of Honor. Once received, the Scout should file his merit badge card in his Scout notebook. The merit badge(s) are attached to the Boy Scout merit badge sash, normally in the order received, though this is not required. Merit badge sashes, displaying all the earned badges, are worn for all ceremonial occasions,

including Courts of Honor, but are not required as part of the official uniform for regular troop meetings.

Other Merit Badge Information

The Merit Badge Coordinator tracks merit badges in the Troop 51 TroopMaster database. TroopMaster and the blue cards are the only official records for a merit badge. Only the Merit Badge Coordinator may update the TroopMaster merit badge records. If a blue card is lost, the Merit Badge Coordinator may issue a new one, and can provide the Scout with information on completed requirements to the extent that the Scout and Merit Badge Counselor have reported the information. If the information was not reported to the Merit Badge Coordinator and there is no record of the completed requirements in the troop database, the Scout will have to complete those requirements again.

There are 12 badges that are required for the Eagle Scout rank, listed in the Scout Handbook in the merit badge chapter. Many badges require a first aid component, though the First Aid badge itself does not have to be completed to earn these badges. Tenderfoot, Second Class and First Class also require first aid components. Completing the First Aid merit badge does not give a Scout credit for the first aid components for another merit badge or for rank advancements. First aid components must be demonstrated regardless of similar credit received on a previous merit badge.

In the event that there are special circumstances that prevent a boy from being able to meet a requirement for a badge, the BSA has developed alternative requirements that can be used. However, use of alternative requirements should not be requested lightly, since this requires additional documentation to BSA headquarters and permission from headquarters before alternative requirements can be accepted.

Merit Badge classes, colleges and camps

Throughout the year Scouts have opportunities to earn merit badges in a group or class type setting. These opportunities include merit badge colleges, merit badge classes and earning badges at established camps. These events usually have a cost associated with them, and may involve travel as well. The Merit Badge Coordinator notifies the troop when such opportunities are scheduled, and in some instances, makes the necessary reservations for interested Scouts. Blue cards may be provided for the Scouts prior to the event or a summary report may be issued by the organization hosting the event, after the class concludes. The Merit Badge Coordinator will determine the necessary documentation and advise those Scouts attending the event.

For summer camp and winter camp at an established BSA camp, the Merit Badge Coordinator may schedule the Scout for classes based upon the Scout's expressed wishes and the classes that are available. Every effort is made to schedule the Scout for the desired classes, but due to space limitations or age/rank restrictions, this may not be possible. If a Scout cannot be scheduled for a desired class, he will be notified by the Merit Badge Coordinator and asked to pick an alternative class. Blue cards are typically not issued in advance for established camps and many merit badge colleges. The camps provide reports to the troop that list the requirements met and verify the Scout's attendance in the class. Troop leaders should verify the accuracy of the reports before leaving camp, and are responsible to help monitor activity while at camp, in order to insure requirement-completed summaries are accurate. It is often impossible to get corrections made later and could cause a Scout to be required to repeat a requirement.

Court of Honor

A Court of Honor is a formal ceremony conducted by the Scout troop to publicly acknowledge rank advancements, earned merit badges and special recognitions. Troop 51 normally holds a Court of Honor once each quarter, at the First United Methodist Church. The Court of Honor is usually held during the regular troop meeting time.

All Scouts and their families, whether being recognized in the ceremony or not, are expected to attend the Court of Honor and to help celebrate the achievements of all the Scouts in the troop. The full, official uniform, including the merit badge sash for boys, is to be worn by both boys and adults.

Frequently, a slide show will be shown before the Court of Honor. This is a great way to see pictures of previous events. The format for the Court of Honor includes an invocation, flag ceremony, presentation of new ranks and earned merit badges, any special recognitions and a Scoutmaster's moment. Refreshments may be served afterwards. A printed program is always prepared for the Court of Honor, with members of the troop frequently generating the cover art and program. Some families keep the programs as a visual record of their Scout's advancement, and display them at a Scout's Eagle Court of Honor.

Earning the Eagle Rank

Requirements for the Eagle rank

When a Scout reaches Life rank and is ready to begin work on this Eagle rank, he should contact the troop Eagle Rank Coordinator. The Eagle Rank Coordinator will review with the Scout the activities and their proper order and the documentation required for successful completion of the Eagle rank. The Scout should obtain a copy of the Eagle application and Eagle Scout Leadership Service Project Workbook from the Scout office or on-line and should begin setting up his Eagle notebook. It is recommended, but not mandatory, that all required merit badges be completed before the Scout begins his Eagle service project.

The Eagle project

The Eagle Scout Leadership Service Project Workbook covers in depth the requirements for the Eagle service project. ***This process must be followed for a successful Eagle service project!*** The workbook discusses various types of acceptable projects, the approval process, fundraising, implementing the project and the documentation required at each step. Many projects require some fundraising, but an Eagle service project cannot solely be a fundraiser. All projects require that the Scout demonstrate leadership skills. The Scout alone cannot do an Eagle service project. Troop 51 recommends that the Scout create a timeline at the beginning of the project. Scouts must understand that any slip in the timeline may move all other target dates by the amount of the slip, so every effort should be made to ensure that goals are realistic. Care should also be taken that the actual project date does not conflict with other major troop events, to help the Scout ensure that he has good support from troop members to accomplish his project.

The Scout must obtain approval in his workbook for his project from the organization receiving the service, various leaders in the troop, as well as district representatives before beginning fundraising or work on the project. Fundraising should be completed before the actual project date, and materials should be available at the start of the project. Pictures of the work in process are recommended to help document the effort, and approval of the completed project is required and documented in the workbook.

The Eagle application, workbook and all appropriate documentation should be completed and filed neatly in a notebook before the Scout requests a Scoutmaster Conference. The Scoutmaster Conference is held at a time mutually acceptable to the Scout and Scoutmaster. It is not held during the monthly Scoutmaster Conference time and typically lasts longer than the previous conferences. The Scout should also meet with the Eagle Coordinator to verify that the Scout and all documentation are ready for the Eagle Board of Review.

Eagle Board of Review

The Eagle Board of Review is scheduled by the Scout and the Eagle Rank Coordinator. It is conducted by a Council representative and at least 3 other persons. These persons may include Scout leaders and other adults of the Scout's choosing. The Eagle Rank Coordinator should attend the Board of Review, but is a member of the panel only if the Scout requests this. The Scoutmaster typically attends the Board of Review as an observer, but may not be a member of the panel. As in other Boards of Review, only the Scout and the Board members attend. Family members who wish to celebrate with the Scout may be in another room during the actual review. The review is held in a place and at a time that is mutually agreeable to all participants. The review is more extensive than any previous review and may cover any aspect of the Scout's experience from joining to the present. The review typically lasts 1-1½ hours. At the end of the Board of Review, the Scout is advised whether he has successfully completed the requirements for Eagle rank. The Eagle rank does NOT become official at the Board of Review, as it does in previous ranks. Completed documentation of the Eagle Board of Review is taken to the Council office by the Eagle Rank Coordinator. The Council verifies the documentation and forwards the Eagle packet to the National Boy Scout Office. When the National Office completes their verification and returns the packet to the Council office, the rank becomes official. However, if the approval is given for the Eagle rank, the effective date is always the date of the Board of Review. The Council office notifies the Eagle Rank Coordinator when the Eagle packet is available to be picked up. The Eagle Scout packet includes the Eagle Scout patch and pin, certificate, ID card, the mother and father Eagle pins, the mentor pin and letters of recognition.

Eagle Court of Honor

The Eagle Court of Honor is held at the discretion of the new Eagle Scout's family, and some families choose not to hold a Court of Honor. If held, it is typically separate from the troop Court of Honor, and focuses only on the Eagle Scout. If they desire, several Eagles may join together in a Court of Honor. The format of the Eagle Court of Honor is also at the discretion of the Eagle Scout's family. Typically, invitations are sent out to guests, and a written program is prepared. The Court of Honor may cover the Scout's progress through the Scouting program, how his experiences may change now that he is an Eagle and may include a time for the Eagle Scout to recognize those persons that he feels have been noteworthy in his path to Eagle. Troop 51 maintains some decorations, provides support with the actual Court of Honor program and provides some funds to help the family celebrate an Eagle Court of Honor, but most of the arrangements and expenses are the responsibility of the family. The Eagle pin may be worn above the seam of the left pocket and Eagle neckerchief is worn instead of the troop neckerchief. The Council notifies the Eagle Scout of events that are held for, or of particular interest to Eagle Scouts.

Special Recognitions

Religious recognitions

The First United Methodist Church of Frisco (our charter organization) and Troop 51 encourage, but do not require Scouts to earn their religious recognitions. Any Scout may earn the religious

recognition for the faith that his family practices. There are booklets available at the Scout office for various faiths that provide the requirements for earning the religious recognition. For some faiths, one award may be earned by a Scout in grades 6-8 and another award may be earned by scouts in grades 9-12. The requirements vary according to the faith the Scout practices. The booklets provide space for documenting work on the requirements, which includes a signature by a church leader when the effort is complete.

The award is recognized either at a troop Court of Honor or at a church service on Scout Sunday. The award is worn just above the left pocket seam. If a Scout earns more than one religious recognition, only the most recent one is worn.

Boy Scout Honorary Recognitions

There are other honorary recognitions, including Scout knots, conservation awards, service awards and lifesaving awards that may be earned by Scouts. These recognitions and their requirements are defined in the Boy Scout Book. Once earned, the recognition is worn as prescribed in the Boy Scout Handbook.

Adult Honorary Recognitions

Adult honorary recognitions are usually earned for service at the district level or above. Service star pins are awarded at the troop level for years of service, but only the most recent should be worn. Most of the adult recognitions are in the form of a “knot” patch. These are worn in rows of 3 above the seam of the left shirt pocket.

TroopMaster

TroopMaster is a BSA originated database that Troop 51 uses to maintain records of the troop. It is a shared database, in that multiple leaders may access the file that is maintained on a server and downloaded for updates. The database is password restricted to those registered leaders who have been given the responsibility and authorization to access certain parts of the data. The leaders update their sections of the database on an “as-needed” basis.

TroopMaster includes personal information such as address and phone number, advancement, merit badge (partial and completed), activity, medical and training information. Troop rosters and a variety of reports are available from the database. Most reports can be customized, but reports requested from the database may restrict or not print information such as social security numbers or other sensitive information.

The information in the database may be used only by Troop 51 and only in support of Scout activities.

BSA recognizes reports from TroopMaster as official documentation for advancement, merit badge and training. If a Scout transfers to another troop, a copy of his Scout history from TroopMaster can be provided to assist the Scout’s new troop in updating his information. Periodically, a leader will provide reports for the Scouts for specific purposes. These include history and progress reports which inform a Scout of his progress on rank advancements and merit badges and what requirements still need to be met. A Scout or his parents may contact a leader when they have questions about the data or when a report on the Scout is desired. Most reports can be sent as e-mails or provided in hard copy.

Reports on adult leaders are also available, including training and medical information. Medical information may be restricted to a “need to know” basis.

Scout Roster and Adult Leader Roster

Rosters are updated in the system as data is inputted or updated. These reports may be printed for the entire troop, or by patrols. The reports may be customized to determine the information

presented. Typically the rosters include name, address, phone number, e-mail and patrol information. Leadership positions may also be included. Parents may contact the Scoutmaster, Troop Committee Chairman or the appropriate adult leader if they wish to have certain information about their Scout restricted from publication. Rosters may be published on an as-needed basis, but should be updated, printed and distributed within 2 weeks after elections are held, so that current leadership and patrol information is available. Scouts should keep the latest rosters in their Scout notebooks.

Rosters are for Troop 51 use only and are not to be used for non-troop purposes.

Training

Scout training

The first leadership training that a Scout takes should be the Troop Leadership Training (TLT). This training is designed to teach Scouts the basics of leading a patrol and the roles of boy leadership in the troop. This training should be provided by the troop for all boy leaders within the first month after elections. Mentors for the various leadership positions should also attend the TLT and meet with their boy counterparts. Scouts who have been in leadership positions should also attend the TLT as a refresher and to provide their leadership and ideas to newly elected leaders. The leadership class for Scouts above the troop level is Oak Leaf, which is a weekend course in the Southern Sky District. Oak Leaf was a pre-requisite for Golden Acorn, which has been replaced by the National Youth Leadership Training (NYLT) as the primary leadership training class for boy leaders. However, Oak Leaf is no longer a required class. The NYLT course is 5½ days and is held at several times each year at the various Circle 10 Council sites. A Scout must register through Council to attend. Scouts must be 13 or older and at least First Class to be eligible to attend. The troop training coordinator is responsible for notifying Scouts when they are eligible to attend and the dates of the training sessions. Troop 51 pays the registration costs for the training, but the Scout must arrange his own transportation to and from the training. At the advanced level, a Scout may take the National Advanced Youth Leadership Experience (NAYLE). NYLT is required before a Scout may register for NAYLE, which is usually held at Philmont Training Center. The Scout is responsible for the cost of attending NAYLE. First Aid training is recommended for all Scouts, regardless of rank or age. Some first aid is learned as part of rank advancements or merit badges, and the First Aid merit badge is an Eagle required badge. However, Scouts are encouraged to take additional first aid training and CPR through the American Red Cross, American Heart Association or classes at the local fire station. For some high adventure activities, this additional training may be required. Troop 51 may arrange for troop training sessions from time to time or a Scout may take the training on his own. The Scout is responsible for the cost of additional first aid training.

Adult Leader training

Adult leaders are encouraged to take the 6 classes required to earn the TRAINED patch. These classes include Youth Protection Training, Fast Start, This Is Scouting (formerly known as New Leader Essentials), Scout Leader Specific, Introduction to Outdoor Leader Skills (IOLS) and Committee Challenge. Youth Protection Training, Fast Start, This Is Scouting and Committee Challenge are available on-line at the Circle 10 website. Once completed, a certificate of completion should be printed and a copy given to the troop Training Coordinator so the training record can be maintained in TroopMaster.

Troop 51 requires Fast Start and Youth Protection Training for any adult who wishes to be a registered leader. Training must be completed before the adult is considered eligible to participate in troop activities.

Troop 51 encourages adult leaders acting as patrol advisors or mentors for a boy leadership position to attend the Troop Leader Training (TLT) with the boys. TLT is held within a month after each election. Other training is available through classes held at the monthly district Roundtable meeting, at the University of Scouting, at Wood Badge training, at the Philmont Leadership Challenge, or at other classes which may be found in the Council newsletter and Council website. Roundtable classes are informal and no registration is required. The University of Scouting is held annually and offers a wide variety of classes at all levels of Scouting. Leaders may register for Wood Badge after they have completed Leader Specific training. Wood Badge is a pre-requisite for registration in the Philmont Leadership Challenge. First Aid training, including CPR, from the American Red Cross, The American Heart Association or the local fire department is recommended for all leaders, and may be required for leaders participating in some high adventure activities. The cost of the classes varies. Troop 51 will reimburse some classes upon request. When a training class is completed, a copy of the training certificate should be sent to the Training Coordinator, who will update TroopMaster records. The Training Coordinator will audit the training records on an annual basis, prior to the re-charter and will notify leaders the month before their Youth Protection Training expires.

Order of the Arrow (OA)

The Order of the Arrow is Scouting's National Honor Society. The purpose of OA is to promote camping, cheerful service and leadership among its members. To be eligible for OA, a Scout must be First Class rank or above, have a minimum of 15 nights camping within the previous 2 years and be elected by his fellow Scouts on the basis of his cheerful service to the troop. OA is unique in that it is the only organization where non-members elect the members. The OA leaders within the troop may select adult leaders to OA membership. Elections are held once a year, usually in February. The election is conducted by an OA elections team, and the results are initially known only to the elections team, the Scoutmaster and the adult OA representative for the troop. Scouts are notified that they have been elected to membership by being "Called Out" by an OA ceremonial team, usually at a campfire ceremony. Once a Scout has been called out, he receives information on the requirements to activate his membership, which includes participation in an OA ordeal. This is a weekend of camping and service and OA holds ordeals several times a year. A Scout has 1 year from the time of his Call Out to activate his membership. If he does not do so, he must be re-elected by his troop in order to remain eligible for membership.

The OA chapter meets each month at the same time as Roundtable. This is when members find out information about future events and learn the OA ceremonies. OA is governed by the by-laws of the district chapter. Participation in some OA activities may count as service hours for a Scout's advancement, and may count as troop participation to maintain active troop status. OA members are expected to continue to serve at the troop or district level and this counts as part of Scout Spirit for advancement. OA insignia are awarded to a member when he completes his Ordeal. The chapter insignia should be worn on the right pocket flap. The OA sash should be worn for all OA activities, when participating in a service role at any event, and may be worn for other ceremonial occasions such as a Court of Honor. However, the OA sash is not worn when the Merit Badge sash is worn.

Special Activities

Troop 51 participates in a wide variety of activities outside the troop meetings. These activities include:

Scout Sunday	Gear Day
Scouting for Food	Weekend campouts
Summer camp	Winter Camp
District Camporee	Webelos Outdoor Weekend (WOW)
High Adventure treks	Troop events related to monthly themes
Service Projects	Individual patrol activities

Information about these activities is provided to the Scouts through announcements at meetings and e-mails. Details about cost, times and what to bring will depend upon the activity, and will always be announced in advance. Registration deadlines will also be announced in advance, and are generally the last regular troop meeting prior to the event (since food and transportation has to be finalized in order to complete the planning process). If, after registering and paying for an event, a Scout is unable to participate, the last day they may withdraw and receive a fee refund is the Sunday prior to the event, though occasionally this cut-off may be sooner (if pre-payment by the troop causes the refund deadline to be earlier, this will be communicated)

Where the troop goes on an outing varies, depending on the purpose of the outing. Weekend campouts are usually held within a 3-hour drive of Frisco. Summer and Winter camps are at BSA established camps, and may be within or outside the state of Texas. The adult leadership typically makes several suggestions to the PLC and troop, who then decide on their camp preference. The Activities Coordinator contacts the chosen camp(s) to determine how many Scouts the camp can accommodate and the available dates. District Camporee is held in the Southern Sky District in the spring, and the district sets the date and location. District also sets the date and location for the Webelos Outdoor Weekend in the fall, which Troop 51 attends as a “host” unit. High adventure activities may be set by an established BSA unit, or the troop may plan their own within BSA guidelines. Other activities may be scheduled by a patrol in connection with a monthly theme.

The activities are typically coordinated by the troop Activities Coordinator, with assistance from other adult leaders. Leaders must be available to supervise the activity according to BSA safety guidelines, but in all cases at least 2 adult leaders are required. It is recommended that there be at least 4 leaders for most troop activities, so that in the event of an emergency the troop is able to maintain two-deep leadership.

What does the Scout need to supply?

For any activity, a Scout must supply his own personal gear. Exactly what he needs to bring will depend upon the activity. Appendix B is a recommended supply list for most weekend campouts, and for most established camps. Other items may be required for some events, and these items will be specified in the information supplied about the event.

What does the troop supply?

The troop supplies tents, chuck boxes containing cooking gear and small stove, cooking fly, and the trailer(s) to transport both troop and personal gear. The troop may bring the U.S. and troop flags, a fire pit or other items belonging to the troop that may be applicable to the activity. The troop maintains a troop first aid kit, but each Scout is expected to have a personal first aid kit also.

Food for Outings

If food will be prepared during an outing, the troop may purchase the food, or patrols may be directed to purchase their own food for the event. The cost of food is included in any fee for the event. Scouts may bring snacks, but these should be limited in quantity and healthy snacks are preferred. Water is recommended. Juice or other drinks are available within the troop. Sodas are NOT recommended. On some activities, snacks and drinks other than water may not be permitted. If so, this will be stated in the information for the event. At some events and camps, snacks and drinks may be available for purchase.

Transportation and transportation cost

Transportation is normally provided by the registered adults who are attending the event. For local events, there normally is not a transportation fee. For non-local events, a transportation cost may be included in the activity fee to help reimburse drivers for travel expenses.

Paperwork required

All activities that are held at sites other than the First United Methodist Church of Frisco require a permission form signed by the Scout's parent(s) or guardian(s). Some events, such as summer and winter camp, require that a current medical form be on file with the troop. One of the adult leaders attending the event will be responsible for taking the file of medical forms. The troop is responsible for obtaining the proper travel (tour) permit for the activity.

Medications

If a Scout is participating in an activity and may require medication during that time the Scout is responsible for bringing his medication. ***A Scout who may need an inhaler or epi-pen must keep that item with him at all times.*** All other medications, with directions and times to be taken, must be turned in to a designated adult leader before the troop leaves for the activity. The designated adult will make sure the medications are properly secured and will make them available to the Scout at the designated time(s). However, Scouts are expected to be pro-active and find the leader at the proper time to take their medications. Un-used medications will be returned to parents at the end of the activity.

All medications and allergies must be listed on the permission form for each event that a Scout attends.

Insurance

When traveling with the troop for an event that requires a BSA tour permit, the Scouts and registered adult leaders are covered by BSA insurance. Drivers for activities must provide proof of insurance. However, if a Scout travels to or from an event at a time that is different from the troop travel time, or is transported by a non-registered adult, he is NOT covered by the BSA insurance during travel.

Fundraising

Troop 51 participates in various fundraising activities throughout the year. Some of these fundraisers originate at the Council level and help support Council sponsored camps and activities, with Council and Troop 51 each receiving part of the profits. Troop 51 holds other fundraisers alone, and Troop 51 retains all profits. Scouts are encouraged and expected to participate in all troop-supported fundraisers.

Council supported fundraisers include the annual popcorn sale in October, the Scout Show in May and Friends of Scouting events.

Troop 51 fundraisers include an annual garage sale and annual Christmas tree lot. Other fundraisers may be held at the discretion of the Troop Committee and the Charter Organization. Patrol fundraisers must be approved by the Troop Committee prior to being held.

Eagle Project fundraising is the responsibility of the individual Scout, with guidance from the Scoutmaster and mentors. Eagle Project fundraising during troop activities requires advance approval from the Scoutmaster.

Tree Lot

Troop 51's major fundraiser each year is the annual Christmas tree lot. The lot is set up in November and staffed on a daily basis until shortly before Christmas. ***All Scouts and their parent(s) are expected to assist in setting up and taking down the sales lot and in staffing the lot.*** A question and answer sheet is provided in early November to answer the most commonly asked questions. A sub-committee of adults takes care of ordering the trees, arranging transportation of trees, scheduling shifts, obtaining supplies, obtaining the city permit and opening/closing the lot.

Garage Sale

The garage sale is normally held on a Saturday in early May on the First United Methodist Church parking lot. Scouts are encouraged to obtain donations of items from their families, friends and neighbors. Drop off times for donations are announced a few weeks prior to the sale. Troop 51 will arrange for pick-up of larger items. ***Scouts and their families are expected to help set up the sale the night before, to help staff the event during the sale and to help clean up at the end.*** Boys may participate in a sleepover at the church after the Friday night set-up. A sub-committee of adults helps coordinate and schedule the work shifts, price the items and arrange pick-up/delivery of large items.

How do the boys benefit from participating in fundraising?

Boys benefit directly and indirectly from all fundraising activities. For Council sponsored fundraisers, a part of the money raised helps pay for Council sponsored camps and activities. A portion of the funds raised is also given to the troop, with the exception of Friends of Scouting, which goes entirely to Council. For troop-sponsored fundraisers, part of the money is used for the general budget of the troop, while a percentage of the funds raised is allocated to each Scout who works at the fundraiser. The Scout may use the money allocated to his efforts for any Troop 51 activity of his choosing. This may be for dues, for troop activities, for camps or for high adventure activities. Funds are never given directly to a Scout, though he and his family can specify how his allocation is used. A voucher system is in place to help a boy manage his account. If a boy leaves the troop and still has money in his account, the funds revert to the troop general budget. The Scout must use all Scout funds within the Scout activity year they are earned unless the money has been designated for payments to a specific high adventure activity. At the end of the Scout activity year, unused/undesigned funds revert to the general budget.

Troop Budget

The troop budget year is from October 1st through September 30th. This allows our budget year to align with our planning and activities year. The troop gets its funds from dues and fundraisers. These funds are used to pay for rank advancements, merit badges, Court of Honor expenses, maintenance and/or replacement of troop gear, maintenance on troop trailers, training classes and miscellaneous operating expenses associated with monthly meetings. When the troop requests additional funds for an activity, the fee is calculated to pay the costs of that event only, so that

there is little or no impact on the budget. However, the income and expense for each event is documented to provide information for future events and budgets. A summary report of troop financial activity and pending obligations is presented to the Troop Committee for review each month and is available to interested parents upon request.

How is the budget set and who approves it?

The Troop Committee Chairperson appoints a finance subcommittee to review the previous year's expenses and future year's plans and to propose a budget for each year. The proposed budget is submitted to the full Troop Committee for approval. The finance subcommittee consists of the treasurer and at least 2 other members of the Troop Committee.

Expenditures of troop funds are approved by the Troop Committee. Some expenses are approved as general line items, such as purchase of rank advancement patches and merit badges. Other expenditures such as the purchase of new equipment are approved on a case-by-case basis when the need is identified. Adult patrol advisors may make purchases within the limits of the budget line item to support troop activities when their patrol is responsible for the monthly meetings. Leaders or parents may not obligate the troop for expenditures without the consent of the Troop Committee.

Tax exemptions for Scout related activities

Troop 51 is a registered non-profit group, under the umbrella of BSA, and has a tax exempt ID number which should be used for purchases whenever possible. The number may be obtained from the treasurer for use when making approved purchases for the troop. If a large purchase is made and the tax exempt ID is not used, the troop may refuse to reimburse sales tax, at the discretion of the Troop Committee.

If a leader or parent wishes to claim a tax credit for mileage or donations to the troop, it is their responsibility to do so within IRS guidelines. The troop does not issue receipts for donations except for garage sale items or in unusual circumstances when the Troop Committee feels a receipt is appropriate.

Troop Committee

The governing adult leadership for Troop 51 is the Troop Committee. All registered leaders may be considered for a role on the troop committee. The Troop Committee is responsible for recruiting adult leaders, setting policies for the troop, managing troop finances, maintaining troop property, ensuring balanced troop activities, including an active outdoor program, supporting Boards of Review and Courts of Honor and assisting with disciplinary problems if needed. The following table lists possible positions and their responsibilities. The membership of the Troop Committee may vary from time to time, but the positions identified by an * are required at all times.

Troop Committee

Position	Description	Qualifications
*Troop Committee Chairperson	Organize the committee to see that all functions are delegated, coordinated, and completed and conduct regular committee meetings. Maintain a close relationship with the chartered organizations representative and the Scoutmaster. Ensure troop representation at monthly roundtables.	Excellent meeting and facilitation skills. Thorough knowledge of the workings of the troop. Attend appropriate training for Executive Committee Chair.

Position	Description	Qualifications
Committee Vice Chairperson	Supports the Troop Committee Chairperson in all responsibilities and acts for the Chairperson as needed.	Excellent meeting and facilitation skills. Thorough knowledge of the workings of the troop. Attend appropriate training for Executive Committee Chair.
*Scoutmaster	The Scoutmaster works directly with the Scouts and the PLC to plan and to carry out the annual Troop program. The Scoutmaster is the adult advisor to Senior Patrol Leader and the PLC. The Scoutmaster is responsible for ensuring that Troop Leadership Training (TLT) is provided to youth leaders. The Scoutmaster is the primary liaison between the troop and the Troop Committee. The Scoutmaster conducts the Scoutmaster conferences for rank advancements.	The Scoutmaster can be male or female, but must be at least 21 years old. Participate in a Troop training sessions. Woodbadge desired but not required.
*Secretary	Keep minutes of meetings and publishes them in a timely manner, acts as the mentor to the troop Scribe. May assist in publicity or other troop record keeping as requested by the Troop Committee	Excellent written communication skills
*Treasurer	Handle all troop funds and maintain checking account. Pay bills on the authorization of the troop committee. Lead in the preparation of the annual troop budget. Report to the troop at each meeting. Keep adequate records of expenses.	Excellent financial and accounting skills, detail oriented. Strong planning ability is helpful.
*Activities Coordinator	Ensure a monthly outdoor program and promote the goal of one outing per month. Secure tour permits for all troop activities. Serve as transportation coordinator and recruit adult leaders for activities as needed. Report to the troop committee at each meeting.	Organized and detail oriented. Completed Introduction to Outdoor Leader Skills (IOLS)
*Advancement Coordinator	Encourage Scouts to advance in rank and maintains all Scout advancement records. Arrange monthly troop Boards of Review and quarterly Courts of Honor. Obtain and present rank advancements. Prepare and distribute progress reports quarterly, or as needed.	Organized and detail oriented, knowledgeable in TroopMaster.

Position	Description	Qualifications
*Merit Badge Coordinator	Develop and maintain a merit badge counselor list. Maintain merit badge progress and completion in TroopMaster. Prepare and distribute progress reports as needed. Obtain and present earned merit badges. Notify troop members about available merit badge classes and colleges. Help the Scoutmaster with merit badge class registration for BSA established camps. Works with the troop Librarian to build and maintain a troop library of merit badge pamphlets.	Organized and detail oriented, knowledgeable in TroopMaster and in the merit badge process.
*Chaplain	Provide a spiritual tone for troop meetings and activities. Give guidance to the Chaplain Aide and assist in troop religious services. Encourage Boy Scouts to earn their appropriate religious emblems.	Belief in a supreme being and willing to serve.
*Chartered Organization Representative	Serve as liaison between the Troop Committee and our church sponsor on all aspects of the Scouting program. Coordinates the annual re-chartering.	Membership in the chartered organization.
*Adult Quartermaster	Supervise and help the troop procure camping equipment. Work with the youth Quartermaster on inventory, proper storage and maintenance of all troop equipment. Assist the youth Quartermaster in conducting gear days as needed.	Knowledge of safe equipment maintenance and operation.
Health Coordinator	Keep troop leaders informed on the current policies and procedures related to Health. Maintain adult and youth health forms. Keeps youth medications on outings, or nominates an adult leader for that purpose.	First Aid and CPR training recommended, but not required.
Safety Coordinator	Keep unit leaders informed to the current policies and procedures related to Safety, Accident Prevention, and Preparedness. Works with the Scouts to ensure that they have earned the Fireman's Chit and Totin' Chit. Works with troop leaders to ensure the Scout environment is safe at all times	Knowledge of Youth Protection Training, Guide to Safe Scouting, Safety Afloat, Climb On Safely, Safe Swim, Fireman's Chit, and Totin' Chit requirements.
Grubmaster	To work with the boys to improve the quality of meals and enhance the fun of cooking. Provide food for adults and Senior Patrol on troop campouts. Demonstrate safe fire management food preparation methods. Teach care and use of troop cooking utensils.	Ability to cook.
* Membership Coordinator	Active and creative recruitment of new Scouts, leaders and Troop Committee members. Liaison with local Cub Scout packs and local school system. Encourages and acts as mentor to the Den Chief program. Coordinate "School Night" open house and crossovers from Cub Packs.	Excellent people person. Good salesmanship skills.

Position	Description	Qualifications
*OA Troop Rep Advisor	Assist OA Representative in attending OA lodge meetings.	Must be active OA Member.
*Assistant Scoutmasters	Assistant Scoutmasters support the Scoutmaster in his responsibilities and work directly with the Scouts to plan and to carry out the annual troop program. May serve as mentor for one of the patrols.	Assistant Scoutmasters can be male or female, but must be at least 21 years old. Participate in a Troop training sessions Woodbadge desired but not required.
Publicity Coordinator	Advise local media about troop awards, activities, and pending events. Arrange for media coverage for individual or troop service projects.	Good communication skills
Fund Raising Coordinator <i>Examples:</i> Tree Sales Popcorn Garage Sale	Devise fund-raising projects. Recruit adult support. Acquire needed licenses and permits. Manage scheduling for shifts if needed for an event.	
Service Project Coordinator	Coordinate and promote annual service projects. These include: <ul style="list-style-type: none"> • Scouting for Food • Friends of Scouting • Operation Clean Sweep • Annual Tree Planting Coordinate Charter Organization and other community service projects. Promote attendance at service projects and generate a sign-up list. Report attendance and service hours to Advancement Coordinator.	
* Eagle Rank Advancement Coordinator	Assist Eagle candidates in completing Eagle requirements. Checks all forms and records for accuracy and completeness prior to submission. Reviews Eagle Project. Coordinates Eagle Board of Review.	Eagle Scout or thorough knowledge of Eagle requirements.
*Training Coordinator	Ensures registered leaders have completed required troop training. Informs leaders and Scouts about opportunities for training and assists with registration if needed. Maintain training records. Conducts Troop Level Training (TLT)	

Any registered adult who meets the requirements may request appointment to a Troop Committee position. Appointments are made by the Troop Committee Chairperson and are subject to the consent of the Charter Organization. There are currently no term limits for any Troop Committee position.

The Troop Committee usually meets on the second Thursday of each month at 7:00 p.m. at the First United Methodist Church of Frisco. Meetings typically last 1½ - 2 hours. The Committee

Chairperson sends a reminder notice and requests agenda items a week before the meeting, and prepares the agenda. The secretary creates and distributes minutes via e-mail promptly following the meeting; Action item reminders are communicated by the Chairperson as needed. The current members of the Troop Committee are listed in Appendix C.

Adult Leadership

The general responsibilities of registered leaders include providing two-deep leadership for all activities, encouraging participation in all aspects of the Scouting program, providing guidance as needed and ensuring a safe and fun environment. Leaders may act as merit badge counselors, patrol advisors, mentors or assume Troop Committee positions. In all cases, the adult leaders are expected to act in accordance with and encourage BSA principles, Troop 51 By-laws and the Troop 51 Code of Conduct.

Patrol Advisors

Patrol advisors are registered adult leaders assigned to work with a specific patrol. The advisors observe the functioning of the patrol, act as a resource for the patrol members and provide guidance when needed. The patrol advisors work in the background to ensure that the patrol remains boy-led and operates within BSA objectives.

Merit Badge Counselors

Merit Badge Counselors are registered leaders who provide support and direction to Scouts working on a merit badge. An adult may be a counselor for multiple merit badges. The merit badges should be topics in which the adult has interest, knowledge and experience. The Merit Badge Counselor is responsible for keeping track of the latest requirements for the badge(s) and provides suggestions to Scouts when needed, ensuring that the Scout meets the stated requirements. The Merit Badge Counselor signs the merit badge blue card as requirements are successfully completed. If there are extenuating reasons why a Scout cannot complete the requirements as stated, the counselor works with the Merit Badge Coordinator and Council to determine appropriate alternate requirements.

Junior Assistant Scoutmasters

Junior Assistant Scoutmasters are Scouts between the ages of 16-21 who want to work in a leadership role within the troop to supervise and support the boy leadership. There is no specific rank required, but approval of the Scoutmaster is required. Junior Assistant Scoutmasters are required to take the same training as other registered adult leaders.

What costs does an adult leader pay?

Adult leaders pay the fees for troop activities that they attend. These costs typically pay for camping fees and food for the event. Troop 51 pays the annual registration fee for active adult leaders after the first year, and may pay registration fees for established Scout camps. Adult leaders may request reimbursement from the troop for approved training classes, subject to budget availability.

Mentor Program

The Mentor program is designed for Life Scouts and Scouts in high school. The purpose of the program is to provide an adult, other than parents, who can help guide and encourage a Scout through his last requirements before his Eagle rank. The program is voluntary. Adult leaders volunteer to be mentors and Scouts indicate their top 3 preferences from among available adult volunteers. The Troop Committee Chairperson or Scoutmaster matches the Scout with a mentor

and notifies both persons. The Scout remains primarily responsible for his own advancement. The mentor may contact the Scout periodically to assess interest and progress. A Scout may contact his mentor with any questions of issues he has.

Leave No Trace

When members of Troop 51 are participating in activities, especially outdoors, their goal is to Leave No Trace. In simple terms this means to leave an area as clean as they found it and as close as possible to its original condition. For camping, especially in wilderness areas, particular care must be taken to meet this requirement. The Leave No Trace principles are

- Plan ahead and prepare
- Travel and camp on durable surfaces
- Dispose of waste properly (pack it in, pack it out)
- Leave what you find
- Minimize campfire impacts
- Respect wildlife
- Be considerate of other visitors

As part of planning events and living by the Outdoor Code, Scouts will learn what is required to meet the Leave No Trace principles.

Campouts - troop

The camping checklist for most troop campouts is found in Appendix B. If other items are required or prohibited, Scouts will be notified prior to signing up for the event.

During campouts, a Scout is expected to pitch his tent, cook, eat, clean up and participate in activities with other members of his patrol. When only a few members of a patrol are attending a campout, two or more patrols may be combined for that event only, and the Scout becomes a temporary member of a different patrol. For safety reasons, Scouts are required to use the buddy system while on outings. A Scout should **ALWAYS** be within close proximity to his buddy. If his "regular" buddy is unavailable for some activity, he may team with another person or group, but must make sure his "regular" buddy knows where he is and that his buddy is not left on his own. Scouts are expected to participate in all activities during a campout, unless excused by an adult leader. All activities during a campout require two-deep leadership. For example, 2-3 Scouts may not decide to go on a hike by themselves without permission and without 2 leaders.

Scouts may share tents with other Scouts and each patrol will have their own chuck box for outings. Each Scout should have his own gear and not plan to share gear unless approved by an adult leader. For example, it would be useful for each Scout participating in an orienteering exercise to have his own compass, but a leader may authorize a group to share a compass. Additional costs for food, transportation or other items may be required for a campout. These costs will always be defined in writing for a Scout during the planning and sign-up for an event.

Established Camps

Summer camp and winter camp requirements are similar to troop campouts in terms of what a Scout should or should not bring. Clothing should be appropriate to the weather and planned activities, and taken in sufficient quantities to last the Scout through the time at camp. The checklist is found in Appendix B. Depending on the camp, a cot may be allowed and/or required. The Activities Coordinator or Scoutmaster will advise the Scout whether or not to bring a cot. The troop may provide tents, or tents may be provided by the camp. The troop will provide dining flies, portable stoves, chuck boxes, flags, troop water containers and other gear appropriate for the camp.

The cost of attending an established camp is set by the camp. The cost normally includes the registration fee, most meals and the costs associated with activities and merit badge classes. If classes or activities at camp require extra costs, the costs will be specified in the camp information given to the Scouts before registration. The cost of camp does NOT include transportation costs, meals while traveling to and from camp or optional spending money.

Service Projects

Part of being a Boy Scout is learning responsibility and giving back to the troop and community. One of the primary ways a Scout does this is through participation in service projects. Hours spent on service projects are required for Second Class, Star, Life and Eagle ranks. Service projects are not required for Scout, Tenderfoot or First Class ranks.

What counts as a Service Project?

Service Projects are efforts that benefit others and for which neither the Scout nor Troop receives pay or other tangible benefits. Some examples of service projects are trash clean-ups, conservation projects, assisting with programs that benefit others at church, school or neighborhoods, assisting with a Cub Scout CrossOver event, working on another Scout's Eagle project or in an Order of the Arrow service event. The primary requirement is that someone else, other than the Scout or Troop, benefits from the effort. It is highly recommended that a service project be performed for the community, church or school, and not for an individual or business. **All Service Projects require approval in advance by the Scoutmaster or the Advancement Coordinator.** Service projects do not have to be troop activities or related to Scout events.

What does NOT count as a service project?

Any activity for which a Scout or the troop receives pay or other tangible benefits does not count as a service project. This means that a troop or Council fundraiser cannot be counted as a service project. An effort such as patrol leader, instructor or den chief that is being used to fulfill leadership requirements does not count as a service project.

Getting credit for service hours

If a Scout wishes to get credit for a service project that is not a troop or patrol effort, **the service project must be approved in advance by the Scoutmaster or Advancement Coordinator.**

The same project cannot be counted for both a merit badge requirements and rank advancement service hours requirements. . The service project needs to be documented by listing the date, place, amount of time spent, recipient of the project benefits and a brief description of the project. The documentation must be signed by a representative of the benefiting organization, other than the Scout's parents, who can verify that the project was completed. An example might be:

4/10/07 FUMC 2 hours painted church fence Rev. John Doe

ALL service hours must be documented in writing and given to the Advancement Coordinator in order for the Scout to receive credit. Service hours for rank advancement are also tracked in the Scout's Handbook.

Service projects for Eagle Scouts must benefit a community, school or church and must meet the requirements specified in the Eagle Scout Leadership Service Project Workbook.

Process for Leaving Troop 51

If a Scout decides to leave Troop 51, whatever the reason, he should notify the Scoutmaster in writing of his intent. If a Scout is transferring to another troop, he may request a copy of his personal records from TroopMaster to take to his new troop. When a Scout leaves the Scouting program his records are archived, but are not destroyed. If the Scout returns to Troop 51 at a later date, his records are re-activated and he resumes his rank from the time he left.

If a Scout owes the troop any money, he is expected to clear this account before he leaves. If a Scout has money allocated to his Scout account, he may use this to “pay” any money owed the troop. If he does not owe the troop any money, the funds in his Scout account revert to the troop general budget. In no case will the funds in the Scout account be given to the Scout as cash or a check.

APPENDIX A

Troop 51 Code of Conduct

Section 1:

Troop 51 strives to teach Scouts to live by the principles exemplified in the Scout Oath and Law. Scouting should be fun and challenging while providing a safe and supportive environment in which Scouts can learn and grow without unnecessary roughness, physical or verbal intimidation, foul or offensive language or disrespectful behavior. Physical discipline is not permitted by youths or adults under any circumstances. Any youth or adult leader involved in such discipline shall be immediately suspended until the issue is brought to the attention of the Troop Committee. For serious offenses, the troop may use probation, suspension, and expulsion.

Section 2:

Examples of unacceptable behavior include:

1. Failure to follow reasonable directives from an adult or junior leader
2. Unnecessary or inappropriate physical roughness
3. Threatening, hazing, or harassing another person by word or action
4. Stealing from another Scout;
5. Foul language, as well as negative or derogatory banter
6. Offensive behavior or language regarding race, religion, ethnicity or sexual orientation
7. Behavior that displays disrespect for other persons, personal property or the environment
8. Smoking
9. Possession or use of fireworks
10. Unauthorized use or possession of firearms or other weapons
11. Use or possession of alcoholic beverages or controlled substances (except medication of which the adult leadership is aware).
12. Use or possession of axes, hatchets or sheath knives or any knife except a folding pocket knife (maximum blade length 3") without permission of the Scoutmaster or other adult leader.
13. Illegal conduct, in or out of Scouting;
14. Misbehavior or refusal to abide by troop policies which is seriously detrimental to the welfare of the troop;
15. Willful disregard of the Scout Law or Scout Promise, especially by a scout or an adult in a position of trust.

Section 3:

When discipline problems occur that need more than a friendly reminder from a Scout's peers or supervising adults, the following steps are taken:

1. A Patrol Leader, Senior Patrol Leader, Assistant Senior Patrol Leader, or Troop Guide formally asks the Scout to stop the inappropriate behavior. The youth leader makes sure the Scout understands the nature of the offense, discusses appropriate behaviors, and, with the Scout, seeks ways to correct damage that resulted from the Scouts action.
2. A Scoutmaster, Assistant Scoutmaster, or other designated adult asks the Scout to stop the

inappropriate behavior. The adult makes sure the Scout understands the nature of the offense, discusses appropriate behaviors, and, with the Scout, seeks ways to correct damage that resulted from the Scouts action.

3. If the problem persists, or is of a serious nature where additional intervention is needed, the Scout may be required to appear before a Disciplinary Committee. The Disciplinary Committee investigates the incident(s), talking to all involved parties and witnesses. The Disciplinary Committee will recommend the appropriate penalties.
4. The Disciplinary Committee will meet with the Scout and his parents to discuss their investigation and the proposed penalties. This session is intended to be a dialogue with all parties and to make sure all questions and concerns are addressed.
5. The Disciplinary Committee will inform the Scout and his family in writing of any penalty that is imposed, and the actions that the Scout is expected to take. When appropriate, dates for completion of an action will be given. The Scout, at least 1 parent and the Chairman of the Disciplinary Committee will sign and date this document.
6. At the completion of all required actions, the Disciplinary Committee will meet again with the Scout and his family to verify that all penalties are complete, that the Scout has learned the desired lessons and has an acceptable attitude, to close the incident and welcome the Scout back to full activities and good standing. The Scout, his parent and the Chairman of the Disciplinary Committee will sign and date the penalty document to verify that all conditions have been met.
7. The Scoutmaster will retain a permanent file of the event. This file may be referenced to determine appropriate actions for similar offenses or to determine the level of response needed for repeat or multiple offenses. It will not be made public to anyone not involved in the Discipline Committee or used for any other purposes. Once closed, the information may not be used to determine whether a Scout may advance in rank or hold a leadership position.
8. A repeat offense is defined as a Scout committing the same offense and requiring action by a Scout leader or Disciplinary Committee more than once. Multiple offenses are defined as a Scout being involved in more than one violation of the Code of Conduct.

Section 4:

The Disciplinary Committee will consist of the Troop Committee Chairperson, the Scoutmaster, the Chaplain and up to 2 other registered adult leaders. An adult whose son is appearing before the Disciplinary Committee may not be a part of the committee. The Disciplinary Committee is appointed when the need arises, and is not a standing committee. Discussions and meetings of the committee members among themselves and with the Scout and his family are expected to remain confidential. The Troop Committee Chairperson will be the Chair of the Disciplinary Committee unless he is not available or has reasons for declining to do so. In that case, Disciplinary Committee members determine who will act as the Chairman. If the Troop Committee Chairman or Scoutmaster are not available when an incident requiring intervention occurs, the senior most adult leader present should investigate and report findings to the Troop Committee Chairperson or Scoutmaster as soon as possible.

Investigations and actions by the Disciplinary Committee are expected to be prompt, and committee decisions announced within 2 weeks of the incident.

Fortunately, serious problems rarely arise due to the good character of our Scouts. When there are problems, cooperation among Scouts, Scoutmasters and parents often turn problems into opportunities for growth and character development.

Section 5:

Discipline needs to be positive rather than negative whenever possible, and it must be applied using common sense and fairness. Where it is appropriate, the best disciplinary approach is to warn the scout and review the elements of the Scout Law that applies to the situation. The Disciplinary Committee may impose actions such as apologies, essays, loss of leadership positions or community service, as they deem appropriate. Where that fails or seems insufficient, the remedial actions may include:

Probation - a period of evaluation both by the troop and by the Scout under probation to determine fitness or desire to remain in the troop. A Scout under probation may not normally hold any troop leadership position, is generally barred from certain "special" troop activities, and may be required to perform other tasks at the discretion of the Disciplinary Committee.

Suspension - the temporary loss of all membership privileges in the troop, typically for 3 or 6 months. A Scout is not eligible for any advancement during the suspension period. A suspended Scout may be readmitted at the conclusion of the suspension period only after he has met the conditions specified by the Disciplinary Committee at the beginning of his suspension.

Expulsion - the permanent loss of all membership privileges in the troop. The Disciplinary Committee must have the approval of the Troop Committee before they may permanently expel any member.

Section 6:

Due to their serious nature and negative impact on Scouts and the Scouting program, the following acts require action by the Disciplinary Committee when they occur. Probation is the minimum penalty that may be imposed.

- No Scout and no adult may possess or consume alcoholic beverages at any time during any Scouting activity. Violators will be dismissed from the activity and suspended from the troop until they appear at a Disciplinary Committee meeting (with a parent, if a Scout). The committee will determine any further actions, including the possibility of permanent expulsion from the troop.
- Use of tobacco products is not consistent with the Scout Law and Promise. No Scout may possess or use tobacco products at any time on any Scouting activity, regardless of parental consent. Adults who smoke/chew must do so completely away from the Scouts. Violators will be dismissed from the activity and suspended from the troop until they appear at a Disciplinary Committee meeting (with a parent, if a Scout). The committee will determine any further actions, including the possibility of permanent expulsion from the troop.
- Troop 51 bans the possession or use of illegal drugs (marijuana, etc), other abusable substances (glue, prescription drugs, etc, except when used for their intended purpose), and drug paraphernalia (roach clips, pipes, etc). Prescription medication will be managed by the Troop Health Coordinator or duly appointed adult. Adult violators (age 18 and up) will be turned over to the police. Police involvement for Scout violators will be at the discretion of the Disciplinary Committee based on individual circumstances. All violators will be dismissed from the activity and suspended from the troop until they appear at a Disciplinary Committee meeting (with a parent, if a Scout). The committee will determine any further actions, including the possibility of permanent expulsion from the troop.

If a Scout is suspended from an activity, his parents will be contacted to come and pick him up, regardless of location. His actions until he is picked up will be restricted as deemed appropriate by the leader in charge of the event. If an adult is suspended from an activity, he/she will be asked to leave immediately. To the extent possible, other transportation arrangements will be made for any individuals who were traveling in the same vehicle with the adult.

Section 7:

The troop discourages but does not ban the consumption of caffeine-containing beverages (coffee, tea, caffeinated pop) by Scouts. If necessary, the adult leaders may limit consumption by Scouts who drink excessive amounts, or have medications that might cause an unfavorable interaction.

Section 8:

Scouting is based on trust, and we prefer to trust our Scouts. Unfortunately, a very few dishonest boys have abused this trust to bring contraband or to steal from other Scouts. It is sad that the honest majority must pay the price for the unethical few. In view of our obligation to protect our Scouts from harmful influences, and recognizing the difficulty of learning about such influences in a timely manner, we must reluctantly reserve the right to ask a Scout to show the contents of his pockets, pack, or tent, or to call in the police to assist. We especially want those few who may be goaded by the temptations of dishonor to know that they may be checked at any time. At the same time, we want to maintain an environment based on trust where we are not tempted to search anyone. Only the Scoutmaster, or another adult leader in charge, is empowered to conduct a search of a Scout, his pack, or his tent, upon reasonable suspicion. A minimum of two adults and the Scout must be present during any search. The adult leader in charge has the responsibility to determine if police involvement is required.

Last Update – January 17, 2008
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APPENDIX B Camping Essentials

Boy Scout Essentials:

- Mess kit (self contained plate, bowl, cup, fork, knife & spoon)
- Clean-up kit (soap, toothbrush, toothpaste, comb, washcloth, towel & shampoo)
- Flashlight
- Pocketknife (must meet BSA guidelines) and Totin' Chip
- Canteen or water bottle
- Rain gear, poncho or large trash bag
- Hat & sunscreen (warm weather)
- Wool cap & gloves (cool weather)
- Weather appropriate clothing (1 set per day)
- Jacket (cool weather)
- Swimming suit (warm weather)
- Matches or approved fire starters
- Backpack – a rain cover for the pack is also recommended
- Sleeping bag
- Pillow (smaller is better - a pillow case filled with clothing works great)
- Sleeping pad
- Ground cloth
- Personal first aid kit
- Boy Scout Handbook
- Troop Notebook
- Small spiral bound notebook & pen
- Compass
- Reading material (book or Bible) for quiet time
- NO portable game devices or music players

Personal extras - not mandatory:

- Watch
- Camera
- Sunglasses
- Snacks
- Small musical instruments
- Small amount of spending money, depending on the activity and location

A Scout's **Personal First Aid Kit** should contain the following:

- Adhesive bandages, assorted sizes
- Gauze pads, assorted sizes
- Adhesive tape
- Roller bandage, 2 inches by 5 yards
- Butterfly bandages (for closing cuts)
- Molefoam or moleskin (to protect hot spots and blisters)
- Elastic bandage at least 4 inches wide (for supporting sprains and pulled muscles)
- Tweezers

- Needles (to open blisters and help remove splinters)
- Small scissors (to cut bandages and tape)
- Liquid antibacterial soap (to clean wounds)
- Safety pins (for securing slings and large wounds)
- Triangular bandages (for splints, slings and large wounds) *Scout neckerchief works well!*
- Sunburn cream
- Aspirin (to relieve pain and reduce fever)
- Antacid tablets (for upset stomach and altitude sickness)
- Oral thermometer
- Snakebite kit (in areas where needed)
- Poison ivy lotion (where needed)
- Coins (for emergency telephone calls)
- Pencil and paper (for writing down emergency information)
- Mouthpiece for CPR
- Lightweight plastic gloves

APPENDIX C – Troop Committee Membership

Listing below is membership as of April 9, 2009. Updated roster, including roles and contact information, is maintained on the Troop website: <http://www.friscotroop51.org>

Position	Name	E-mail Address	Telephone
Committee Chair	Doug Dodson	Doug.Dodson@ge.com	972-668-3832
Scoutmaster	Scott Kubasta	sakcrk@swbell.net	972-335-8225
Secretary	Jenny Sheehan	jendantx@tx.rr.com	972-377-9240
Treasurer	Richard Terrell	Richard.Terrell@jpmorgan.com	972-335-2429
Activities Coordinator	Jim Mason	Jim.Mason@eds.com	972-335-0417
Advancement Coordinator	Elizabeth Brady	HermitLB@aol.com	972-377-2319
Merit Badge Coordinator	Jenny Sheehan	jendantx@tx.rr.com	972-377-9240
Chaplain	Ken Finley	kfinley38@sprintpcs.com	972-712-1474
Chartered Organization Rep	Dorothy Finley	kfinley38@sprintpcs.com	972-712-1474
Quartermaster	Bobby Hysmith Chad Morgan	ddhysmith@sbcglobal.com genrevman@hotmail.com	972-529-5061
OA Adult Rep.	Ken Finley	kfinley38@sprintpcs.com	972-712-1474
Membership Coordinator	Miguel Lee	miguelllee@sbcglobal.com	972-712-1422
Webmaster	Larry Garcia	nicaciogar@hotmail.com	214-636-8602
Eagle Rank Coordinator	Ken Finley	kfinley38@sprintpcs.com	972-712-1474
Training Coordinator	Dorothy Finley	kfinley38@sprintpcs.com	972-712-1474

Youth Leadership

A hard copy of the current Youth Leadership, including roles and contact information, will be made available to each Scout Family, and updated as necessary.

Troop 51 By-Laws Acknowledgement

I acknowledge that I have received a copy of the Troop 51 by-laws, dated May, 2009.

I agree that as a member of Troop 51 I will abide by these by-laws.

Scout name (printed)	Scout's signature	Date
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I agree that I will encourage and expect my son to abide by the by-laws of Troop 51.

Parent name (printed)	Parent's signature	Date
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