



BOY SCOUT TROOP 509

H A N D B O O K

La Cañada Flintridge, CA

www.JPLTroop509.org

Revised March 2018

TABLE OF CONTENTS

INTRODUCTION	1
WHAT IS SCOUTING	2
TROOP 509	4
TROOP MEETINGS	8
JOINING THE TROOP	12
UNIFORM AND SUPPLIES	14
YOUTH PROTECTION AND SAFETY	18
ADVANCEMENT	19
MERIT BADGES	22
ACTIVITIES	26
BACKPACKING AND CAMPING	30
HOW PARENTS CAN HELP	36
FAQ	39
APPENDIX A – THE TROOP LEADERSHIP CORPS	42

INTRODUCTION

Welcome to the Boy Scouts of America and JPL Troop 509 in La Cañada Flintridge, California. We are excited to have you join us. This handbook was written to aid you in transitioning into our troop and into the Scouting program. What is it all about? What will you be expected to do? What does it cost? This guide will answer some of the basic questions, including the organization of our troop, the advancement pattern that Scouts follow, as well as how parents/caregivers may get involved.

By joining Boy Scouts, you are setting out on the grand adventure of Scouting. This is a tremendously important and rewarding endeavor to share as a family.

This handbook is not a replacement for the official *Boy Scout Handbook*, which is needed by all Scouts. It is meant to supplement the information in the *Boy Scout Handbook* by specifically outlining our troop's procedures, calendar and activities. And, of course, while it should answer many questions a new Scouting family may have, it will likely not address all. Please feel free to ask any adult leader in the troop if you have additional questions or need clarification.

We sincerely hope that the goals and aspirations of our Scouts are fulfilled as they begin their Scouting adventure. Our success is grounded in the outstanding character, leadership, and participation of Scouts and parents/caregivers alike.

Thank you for joining and welcome to the Troop 509 family.

WHAT IS SCOUTING?

The Boy Scouts of America (BSA) is the largest youth-oriented organization in the United States. Scouting emphasizes growth of strength and character, teaches citizenship, and promotes development of physical, mental and emotional fitness, all in the spirit of fun and adventure.

Unlike Cub Scouts, which is run by adults, Boy Scouts is a youth-led organization. The program is designed for the Scouts to learn how to organize and lead the troop. After training, and with oversight from the adult leaders, the Scouts run the meetings and outings.

Training is provided as Scouts work toward their First Class rank and then Eagle rank. As they travel the trail to Eagle they not only learn about leadership, but they actually lead other Scouts in a variety of different situations. Eagle Scouts proudly list their many Scouting accomplishments on their resumes and find that Scouting achievements are widely recognized and are valuable in gaining acceptance into college and the workforce.

The Boy Scouts of America provides youth with programs and activities that allow them to:

- Try new things
- Provide service to others
- Build self-confidence
- Reinforce ethical standards

For over 100 years, Scouting programs have instilled in youth the values found in the Scout Oath, Law, motto and slogan. Today, these values are just as relevant in helping youth grow to their full potential as they were in 1910. Scouting helps youth develop academic skills, leadership and citizenship skills that influence their adult lives. The goals are high, and as they reach for them they gain control over what they become. Scouting prepares youth to make ethical choices over a lifetime, and inspires them to achieve their full potential.

OATH	LAW	MOTTO	SLOGAN
On my honor I will do my best to do my duty to God and my country and to obey the Scout Law; To help other people at all times; To keep myself physically strong, mentally awake, and morally straight.	A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent	Be prepared.	Do a good turn daily.

Since 1910, these ideals have been taught in an atmosphere of recreation and fun. The results are impressive. The long list of famous Scouts includes:

- Hank Aaron, baseball legend
- Neil A. Armstrong, first person to walk on the moon - Eagle Scout
- Michael Bloomberg, Mayor of New York City; founder of Bloomberg News – Eagle Scout
- Guion Bluford, first African-American in space – Eagle Scout
- Walter Cronkite, journalist, television commentator - Eagle Scout
- Gerald Ford, 38th president of the United States - Eagle Scout
- Harrison Ford, actor
- Bill Gates, founder of Microsoft
- John F. Kennedy, 35th president of the United States ; first president who was a Boy Scout
- Rev. Martin Luther King, Jr., civil rights leader
- Michael Moore, author and filmmaker – Eagle Scout
- Steven Spielberg, movie producer - Eagle Scout
- Jim Whittaker, first American to summit Mt. Everest, - Eagle Scout

In a national study, compared to men who were never in Scouting, Eagle Scouts:

- Establish greater lifelong connections to family, friends, and neighbors
- Exhibit a higher sense of responsibility to give back through volunteering and donating
- Develop a greater connection and concern for their community
- Hold higher self-expectations
- Demonstrate greater appreciation and concern for the environment
- Display increased respect for religion and religious diversity

TROOP 509

Troop 509 is chartered by NASA's Jet Propulsion Laboratory (JPL). Established in 1952, the troop is known for its many outdoor activities and its many Scouts who have earned the Eagle rank – over 185. The number of Scouts in the troop is currently over 90, about half from La Canada and half from Pasadena, Glendale and other nearby communities. The troop is in the Greater Los Angeles Area Council (GLAAC), Rose Bowl District, of Boy Scouts of America, and regularly earns BSA's highest level, Gold, in Scouting's Journey to Excellence. At last count, the troop has Scouts representing over 25 countries. The troop does not discriminate. Indeed, the troop embraces diversity in all its shapes.

If you are coming from Cub Scouts, there is a big difference between how Cub Scout packs and Boy Scout troops are run. In Boy Scouts, the Scouts run the troop meetings and outings, not the adults. Troop 509 is a Scout-led troop. The Scouts choose their own level of participation in the troop, and their own rate of advancement in rank. There is no automatic advancement at the end of the year. Each rank is earned and advancement cannot take place until the work is put in.

As with other things in life, you get out of Scouting what you put into it. We encourage Scouts to be active in attending troop meetings and outings, and to be proactive in doing the requirements for advancing in rank and earning merit badges.

ORGANIZATION

The Boy Scouts of America is organized by regions, councils and districts. Troop 509 is in the Western Region in the Greater Los Angeles Area Council (GLAAC), which ranges from La Canada Flintridge to Pomona to the Palos Verdes peninsula to mid-Wilshire. GLAAC has 10 districts, and Troop 509 is in the Rose Bowl District, which covers Pasadena, Altadena and most of La Canada Flintridge (the troop based at La Canada's Mormon church is not in our council, but in the Verdugo Hills Council).

A troop's organization consists of a chartered organization, a troop committee, the troop, and troop parents.

Chartered Organization (Sponsor)

Every Boy Scout troop is sponsored by an organization. The chartered organization for Troop 509 is the Jet Propulsion Laboratory (JPL), a unit within the federal government's National Aeronautics and Space Administration (NASA). The Jet Propulsion Laboratory is a unique national research facility that carries out robotic space and Earth science missions. JPL is a federally funded research and development center managed for NASA by Caltech. Yearly, the troop petitions NASA for use of JPL facilities. Permission comes with many restrictions that we must abide by or risk losing the privilege of meeting at JPL. While JPL provides accommodations for troop meetings, it is unable to provide any storage space for troop equipment, and we cannot use JPL as a rendezvous location for outings. The troop has a chartered organization representative who acts as the liaison between the troop and JPL.

Troop Committee

The troop committee is made up of adult volunteers who provide administrative support for the troop. They act as a board of directors and support troop operations by taking care of things like troop finances, outing logistics support, advancement oversight and records, communications, council coordination, and procurement of troop equipment. There is no maximum limit on the number of

committee members. Positions are filled by adults ages 21 and older. The Troop 509 website (<http://www.jpltroop509.org>) lists the names of those adults who fill the various committee positions, under the tab Adult Leadership. The troop committee meets monthly – generally during the first troop meeting of the month. The meetings are open and all parents and interested adults are encouraged to attend.

Troop

The troop is run by its Scouts. The Scoutmaster is the adult leader responsible for the image and program of the troop. The Scoutmaster and the assistant Scoutmasters work directly with the Scouts.

The troop is headed by a senior patrol leader (SPL) and assistant senior patrol leader(s) (ASPL) who are elected by all the Scouts in the troop each January. Other positions of responsibility are listed in Appendix A. Together, these Scouts form the troop leadership corps (TLC). With the guidance of the Scoutmaster and the assistant Scoutmasters, the TLC meets once a month and plans the program, conducts troop meetings, and provides leadership to their peers. The Troop 509 website (<http://www.jpltroop509.org>), under the tab Youth Leadership, includes the names of those Scouts who fill the various TLC positions and the specific job requirements for each position, to aid new position holders in their responsibilities.

The troop is made up of small groups called patrols. A patrol consists of a patrol leader and somewhere between six to 12 Scouts. In our troop, patrols are reformed each year and new Scouts will be assigned to a patrol when they join. Younger Scouts, whether they are new to Scouting or bridging over from a Cub Scout pack, are initially included in a new scout patrol focused on answering initial Scouting questions and helping with beginning rank advancement requirements. If for some reason the Scout is not assigned to a patrol soon after they join, they should speak with the senior patrol leader.

We encourage Scouts to go to the youth leadership if they have questions, following the "chain of command" beginning with their patrol leader. This is a very important part of building self-confidence and teamwork. This may also be a difficult adjustment, as up to this point, the Scouts may have been used to parents coordinating all their activities, asking their questions and advocating for them. Now, parents are asked to step back and encourage their Scout to ask their own questions, make their own mistakes, and learn by doing. They have the support of their troop to guide them along the way.

Troop Parents/Guardians

The role of parents and caregivers within Troop 509 is to be supportive of the troop's efforts and to provide the atmosphere that Scouts need to learn and excel. There is more information on the role parents and guardians can play in the troop throughout this handbook.

WAYS WE COMMUNICATE

The troop uses several methods of communication to ensure Scouts and their parents/guardians are kept informed of troop happenings

Troop Website

The troop website, <http://www.jpltroop509.org>, provides extensive information to Scouting families. The troop calendar (including upcoming outings and web links to sign up), list of adult and youth leaders, information on merit badges, rank advancement, and much more is maintained on the pages. This handbook is also maintained as a PDF within the New Scout tab of the website

Email

The troop maintains an email group of all parent and, if known, Scout emails to distribute event announcements and information. The email comes from everyone@jpltroop509.org. Please add this to your email white list to ensure it does not go in to a spam folder. When registering with the troop, the email that new families include on their Boy Scout application is the one used for TroopMaster (discussed below) and the “everyone” email. If families wish for additional emails to receive notifications, reach out to Assistant Scoutmaster Gayle Hagegard for inclusion. Please make sure that any email changes or deletions are also communicated to Mrs. Hagegard.

Signup Genius

The troop utilizes Signup Genius to track interest and sign up for events. Detailed information about the event is kept within the event signups and Scout families can easily see who is attending, contact information, and details about the outing. Links to the Signup Genius outing pages are found in the troop calendar listings as well as troop-wide emails.

Remind Text

The Troop Leadership Corps, for Scouts First Class and above, maintains a group text utilizing Remind. For eligible Scouts to be added to the list, reach out to the senior patrol leader. Adults may be added in future, and more information will be provided when and if that occurs.

TroopMaster and Roster

While not a communication mechanism at this time, the troop maintains all Scouts in TroopMaster, which is the basis for the troop roster. In TroopMaster, currently Scouts can check their rank advancement status and earned merit badges. As additional information in the system is included, more information will be available on the site. The troop roster tracks all contact information for all Scout families. Currently, the email and contact information entered on the BSA application is the information entered in to TroopMaster. New families will be provided a user name and temporary password soon after they register. If changes need to be made to contact information, families may correct the information themselves in TroopMaster. If they notice Scout rank or award errors, such as missing merit badges, families should contact the TroopMaster coordinator, Fred Serricchio.

Troop Book

The troop book is a picture book showing all Scouts and many adult leaders within the troop and lists names and positions for youth and adult leaders. New Scouts and adult leaders should ensure their photograph is taken for inclusion in updated versions of the troop book.

COMMUNICATION SAFETY

As a safety precaution to protect youth and leaders, all interactions between adults and Scouts, including texting, email, and instant messaging, should copy a parent or other registered leader. There should be no one-on-one online, electronic, or telephone contact. When speaking with a Scout via telephone, a parent should be present to monitor the conversation.

USEFUL WEBSITES

Boy Scouts of America

www.scouting.org

Troop 509

www.jpltroop509.org

My Scouting (Training, including Youth Protection)

my.scouting.org

Merit Badge Information

meritbadge.org

scouting.org

Greater Los Angeles Area Council/Rose Bowl District (Troop 509's council and district)

www.glaacbsa.org/rose_bowl

California Inland Empire Council

<http://www.bsa-ciec.org/>

Long Beach Area Council

<http://www.longbeachbsa.org/>

Orange County Council

<http://www.ocbsa.org/>

Ventura County Council

<http://www.vccbsa.org/>

Verdugo Hills Council

<https://vhcbsa.org/>

Western Los Angeles County Council

<http://bsa-la.org/>

TROOP MEETINGS

TROOP 509 WEEKLY MEETINGS

Monday evenings from 7:00 p.m. – 8:00 p.m.
von Karman Auditorium, Jet Propulsion Laboratory (JPL)
or in the summer at nearby Hahamongna Watershed Park

Street address for GPS directions:
4800 Oak Grove Drive
La Cañada Flintridge



Troop meetings are the core around which Troop 509 activities are held. At troop meetings, Scouts have the opportunity to bond with each other, develop new friendships, learn skills together, and grow as individuals in a safe environment. Scouts, parents and guardians also receive outing information, learn elements of Scouting, and connect as a group and family. By meeting weekly and regularly, Scouts and families have a consistent gathering opportunity to look forward to. We encourage Scouts to attend as many meetings as they can. Developing and maintaining the schedule of troop meetings and outings is a continuous process and sometimes minor adjustments need to be made. For the most up to date troop calendar and meeting schedule, view the troop website (www.jpltroop509.org.)

Troop meetings concentrate on skill development, patrol involvement, competition, games, and fun. The TLC plans each meeting around a specific theme. A typical agenda may include:

- Flag ceremony
- Opening announcements

- Designated activity or presentation (rank advancement, merit badges, campout planning)
- Closing announcements
- Scoutmaster minute
- Flag ceremony

The troop leadership corps, or TLC, generally meets the last meeting of the month from 7:00 p.m. – 8:00 p.m. Only Scouts First Class and above should attend the TLC meetings.

The troop committee, comprised of the adult leaders, or Scouters, within the troop, generally meets during the first meeting of the month.

Changes to the regular schedule are sometimes necessary to accommodate holidays, council events, school events, etc. Schedule changes will be announced at troop meetings. Troop 509 meets year-round with a few exceptions for holidays and a brief summer break, from mid-July to mid-August.

JPL FACILITY GUIDELINES

As Troop 509 meetings are generally held on the JPL campus, there are a few guidelines to follow when entering this government facility.

Guard Gate and Parking

When entering the JPL campus, you must drive through the first guard gate. Approach the gate slowly and be prepared to stop and identify yourselves as being with the Boy Scouts. The guards will wave you through on to the parking area.

Parking on campus is just down the road past the first guard gate. As you enter campus you will see a second guard gate straight ahead, blocking access to the main JPL campus. Before this gate, turn left and then make an immediate right into the parking lot. Parking is free.

The Scout meetings are typically held in von Karman Auditorium. This auditorium is on the right, through the iron gates, before the second guard gate. You do not need to show I.D. when entering von Karman Auditorium.

von Karman Auditorium and JPL Campus

The troop gets permission weekly to use the von Karman Auditorium. We are not authorized to be anywhere else other than walking between it and the parking lot. As we wish to be welcomed on the JPL campus, we ask Scouts, parents and guardians to respect the facilities. This includes not playing with the exhibits and, if chairs are moved, to please ensure they are once again lined up on the taped floor lines after the meeting. If the gates leading to the auditorium are not open, do not shake or touch them. Wait for a JPL guard to arrive to open the gate.

While von Karman Auditorium is outside the security perimeter of JPL, there are rare occasions when the troop meets within campus. When doing so, please abide by the following guidelines:

- Scouts should be in uniform.
- Persons attending must be U. S. citizens or legal permanent residents of the U. S.
- Persons 18 years of age or older must bring the ID described on the next page.
- Please arrive at least 20 minutes in advance of the usually scheduled start time for the meeting to allow for sign in and issuing of temporary badges.

- Arriving late at the meeting or departing early may not be possible as it requires escort by a JPL employee from the main gate to the meeting site.

Forms of ID accepted:

- If you are a U.S. citizen - a valid U.S. driver's license or a passport
- If you are a permanent resident - your permanent residency card
AND
A valid U.S. driver's license or a passport

Always respect JPL security rules and never bring anything to a meeting that could be used as a weapon (knives, hatchet / axe, etc.) or cause a fire (matches, lighter, stove fuel, etc.) unless you have specific permission and authorization. Always obey any request from a JPL guard.

COURTS OF HONOR

In addition to weekly meetings, Troop 509 conducts a court of honor three times a year, in September, January and May, in JPL's von Karman Auditorium, subject to availability. The court of honor is the occasion where the troop and community recognize each Scout's achievements and advancements since the last court of honor. Adult recognition may also be part of the court of honor. Designated members of the troop committee are responsible for planning and conducting the courts of honor. The court of honor is a public ceremony where Scouts gain a powerful sense of confidence and accomplishment by being publicly recognized for their achievements. Parents, family members, relatives and all other interested individuals are encouraged to attend and share the pride that all the Scouts feel in advancing forward on the Scouting trail. Scouts are expected, and their families encouraged, to attend every court of honor.

CODE OF CONDUCT

Our troop enjoys many privileges such as using JPL facilities, attending Scout camps, and hiking in state and national parks and forests. To ensure that we, and future generations of Scouts, continue to have these privileges we must conduct ourselves in a Scout-like manner. The code of conduct embodied in the Oath and Law are the standards of behavior expected of all Boy Scouts.

Additionally, our troop has some specific rules and guidelines:

- The troop gets permission to use von Karman Auditorium. We are not authorized to be anywhere else other than walking between it and the parking lot. Never go anywhere else.
- Always follow the instructions of a JPL security guard.
- A Class A uniform (BSA shirt, pants, belt, and socks) is required at all troop meetings.
- No electronic games, card games, homework, books not related to Scouting, or unauthorized side meetings, will be permitted during the troop meeting. Occasionally cell phones will be used for meeting purposes, as directed by the senior patrol leader. Senior Scouts can take phones or electronic devices from boys playing with them for the duration of the meeting.
- Scouts must be respectful and pay attention during meetings and not talk when others are talking. When Scouts see anyone holding a Scout sign up, they must immediately cease talking and pay attention.
- Scouts must earn the right to use or possess cutting tools such as knives, hatchet, axe and saw. Only after a Scout has demonstrated that they know how to safely handle sharp tools will they be granted a "Totin' Chip" card and be allowed to possess a knife. Knives are never permitted at regular troop meetings.

- Scouts must also earn the right to start fires or possess fire-starting materials such as matches, lighter and fuel. A scout can earn a “Firem’n Chit” card by demonstrating a clear understanding of the safety rules and procedures for building, maintaining and putting out camping and cooking fires. Scouts who do not follow safety rules will lose their privileges. No lighters or matches are permitted at regular troop meetings.

JOINING THE TROOP

There is no special start date for new Scouts. The troop hosts various welcome events in the fall for Cub Scout Webelos and youth interested in joining the troop. However, anyone can come to a troop meeting throughout the year to experience our troop. A uniform is not required for initial meetings. Ideally, it is good to check with the Scoutmaster or troop committee chair representative to make sure the meeting is taking place and to alert them of a new potential Scout's presence, so they may be welcomed.

MEMBERSHIP REQUIREMENTS

When a Scout is ready to join our troop, the following need to be turned in to either the troop's recruitment coordinator, Rhodora Maliksi, or the troop committee chair, Dale Walton:

- \$125 check payable to "Troop 509" for fees thru the end of the calendar year, Dec. 31
- BSA Youth Application - print & sign **both** copies, turn in originals (no email). This form is available from the recruitment coordinator or troop committee chair
- Medical Form Parts A& B and copy of current health insurance card. This form is available from the troop website (www.jpltroop509.org) under the Forms tab.

The \$125 fee is annual, as are all forms. For Scouts entering later in the year, the following prorated fees will apply:

- Pay before May 1 - \$125
- Pay before July 1 - \$100
- Pay before September 1 - \$70
- Pay before November 1 - \$40

We also recommend that at least one parent register, particularly if they intend to drive to outings or go camping. There are no fees required for parents to register, but they must fill out the BSA Adult Application, available from the troop committee chair, and provide the medical forms. In addition, they must take Youth Protection training, which is highlighted under the chapter Youth Protection and Safety.

Rechartering and Registration Fees

The process of rechartering the troop is the annual collection of registration fees and updated medical forms from the Scouts. The troop also makes a formal request to JPL, the chartering organization, to renew their support for the coming year. The process of rechartering the troop must be completed by the end of December of each calendar year. If payment and forms are not received by then, the Scout is dropped from the troop, is ineligible to attend outings, and needs to fill out a new application to rejoin.

How much does Boy Scouting cost? The \$125 per calendar year fees are set by the troop committee. These funds cover a range of Scout and troop expenses such as national BSA membership, insurance, subscription to *Boys Life* magazine, badges, patches, awards, troop gear and other expenses incurred by the troop as a whole. Some outings have additional costs.

Medical Forms

In addition, to filling out the Boy Scouts of America application, each Scout and registered adult leader must have on file current Medical Forms (Part A and B), due annually. The official BSA medical forms consist of three parts:

- Medical Form Parts A&B – Basic medical history/information. This form must be submitted by all Scouts and registered adults when joining the troop and each year at recharter. In addition, any other adult or youth (i.e. siblings) who wish to attend an outing must submit these forms.
- Medical Form Part C – Doctor’s approval for major outings. Required for any Scout/registered adult attending outings over 72 hours in duration. It is a good idea to have Part C filled out as part of the Scout or adult’s annual physical with their doctor.

The medical forms can be found on our web site (www.jpltroop509.org) under the Forms tab as well as the Council and National BSA web sites.

The medical information on the form will be kept in strict confidence. It lets the troop leadership know about any medical conditions or medications the Scout or adult may have (asthma, allergies, medical restrictions, etc.) and, in the event of an emergency, gives permission for a doctor to treat a Scout (or adult) if a parent or guardian cannot be reached. In addition, a copy of a current health insurance card (both front and back) must be on file with the troop.

UNIFORM AND SUPPLIES

UNIFORM

The Scout uniform helps to achieve the objectives of Scouting. The wearing of a uniform has been proven to improve both the Scout and the troop because it is a visible symbol of Scouting and unity. Each Scout is required to have and wear, within a reasonable amount of time after joining the troop, the following uniform items:

- Tan Boy Scout shirt
- Insignia
 - troop numerals 509
 - green shoulder loops
 - Greater Los Angeles Area Council shoulder patch
 - World Scout Crest patch
 - Rose Bowl District pocket patch (optional - available from the troop for \$3)
- Olive Boy Scout pants or shorts, or convertible pants/shorts
- Boy Scout belt with buckle
- Boy Scout socks (must be worn with shorts/optional for pants)
- Merit badge sash (worn for courts of honor and other formal events only)

For our troop, the Boy Scout cap is optional. Check out the interactive uniform builder at www.bsouniforms.org for visual aids in what the uniform looks like.

All of these items can be purchased at a local BSA Scout shop, or online. Local BSA Scout shops include:

- Smiser Scout Shop
3450 E. Sierra Madre Blvd.
Pasadena, CA
(626) 351-3638
- Cushman Watt Scout Shop
2333 Scout Way
Los Angeles, CA
(213) 353-9879
- Verdugo Hills Council Scout Shop
1325 Grandview Ave.
Glendale, CA
(818) 243-6282

Once you register with the troop, the troop will supply you with:

- Troop 509 neckerchief and slide
- Sew-on nametag patch (to be worn over the right pocket of the tan Boy Scout shirt)
- Troop t-shirt (additional t-shirts can be purchased for \$15)

Troop 509 knit beanies are also available for purchase.

If you bridged over from Cub Scouts, you may have been presented by us with a simple BSA neckerchief and slide. Once you have officially registered with us, you may trade the simple neckerchief in for a Troop 509 embroidered neckerchief.

UNIFORM DEFINITIONS

It can be confusing when joining a troop to hear of uniforms being referred to as “Class A” or “Class B”. They are easily distinguished:

“Class A” Uniform – Field Uniform

- Tan Boy Scout shirt with insignia
- Olive Boy Scout pants or shorts, or combination pants/shorts
- Boy Scout belt with buckle
- Boy Scout socks (must be worn with shorts/optional for pants)
- Hiking boots or tennis shoes – these are not Boy Scout-branded
AND SOMETIMES
- Troop 509 neckerchief
- Neckerchief slide
- Merit badge sash

“Class B” Uniform – Activity Uniform

- Troop 509 t-shirt (provided by the troop; extras may be purchased)
- Olive Boy Scout pants or shorts. or combination pants/shorts
- Boy Scout socks (must be worn with shorts/optional for pants)
- Hiking boots or tennis shoes

WHAT TO WEAR, WHEN

When you attend a Troop 509 meeting, Scouts need to wear their Scout uniform. Adult leaders are also encouraged to wear their uniform, if they have one. But, what uniform? “A” or “B”? For our troop activities:

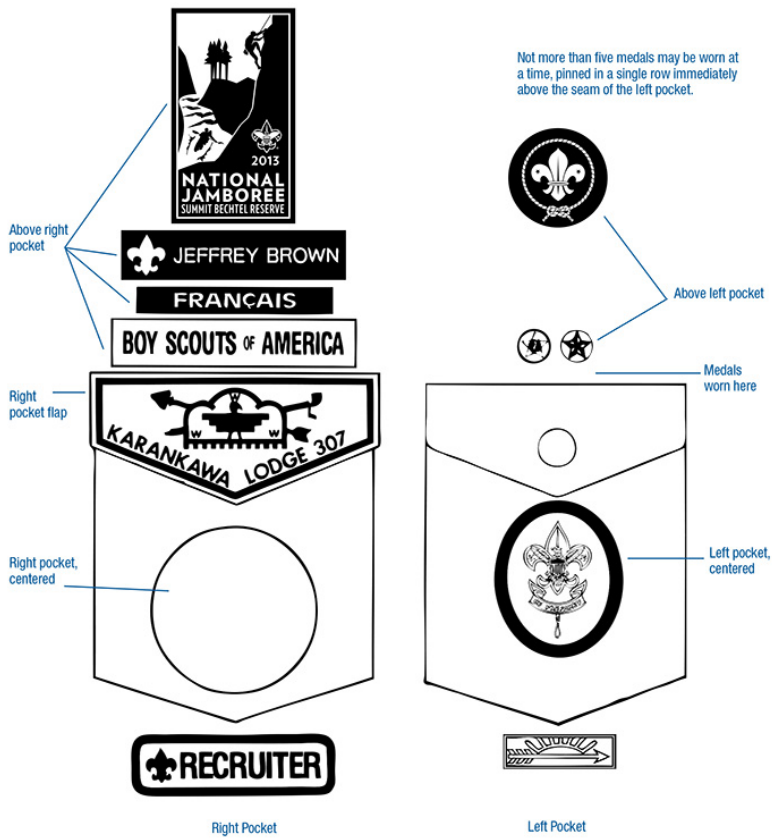
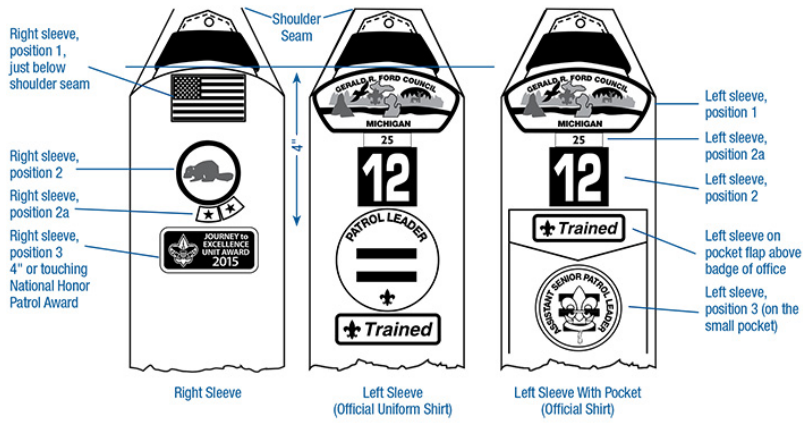
- Troop meetings or when traveling to/from weekend activities/campouts – Class “A” without neckerchief, slide or merit badge sash
- Outings or activities with the public – Class “A” with neckerchief, slide and sometimes merit badge sash (ask if the merit badge sash is required for a given outing)
- Outdoor outings or meetings, like hikes – “Class B”
- Courts of honor, boards of review, Scoutmaster conferences – Class “A”, with neckerchief, slide, AND merit badge sash

INSIGNIA PLACEMENT

Detailed information on where to affix the various insignia is available in the *Boy Scout Handbook* or at Scouting.org. In addition, any questions can be answered by the staff at the Scout shops or by the troop's adult leaders. The diagrams on the next page may assist with basic questions.

Some families use a product known as Badge Magic to affix insignia to their uniforms or merit badge sashes. This is an adhesive, like a double-sided sticker, that may be used in lieu of sewing on the patches. We recommend Badge Magic not be used for any rank advancement patches or patrol patches the Scout will eventually receive (the Scout will not have these when they first join the troop), as these patches are changed out as the Scout earns ranks or changes patrols and Badge Magic can leave a sticky residue. It is helpful, even if Badge Magic is used, to sew down the corners of the patches, as they sometimes lift.

SHOULDER EPAULETS AND LOOPS



OTHER SUPPLIES AND EQUIPMENT

Boy Scout Handbook

The *Boy Scout Handbook* is necessary and should be purchased when the uniform is purchased. The handbook not only includes important information that a Scout should know, but is also where outings, hikes, camping nights, service hours, rank advancement requirements, etc. will be recorded and signed off on by youth and adult leaders when completed. Both Scouts and parents should become familiar with the contents of the official *Boy Scout Handbook*, as it will provide answers to many questions. Descriptions of the requirements for each Scout rank are covered in the book. As the Scout advances in rank, Scout leaders will date and sign off on the completion of each requirement on the handbook. Scouts should take their handbook to all outings and weekly meetings. Over time this book will become a valuable record of achievements. Scouts may also have camping nights, service hours and hikes signed off on, as when the Scout advances in rank they may be required to show proof of their activity for merit badges or rank advancement, especially service hours, they will have the information in hand. Do not lose this book, as authorizations will need to be tracked down and signed off on again. The Scout should write their name in their book in case it is misplaced. In addition, Troop 509 recommends taking photos/photocopying the advancement pages regularly in case the book is lost. As a safety precaution, Scouts may purchase a handbook cover from their local Scout shop, in which they may also store pens/pencils and in-progress “blue” cards, to be discussed in the Merit Badges chapter of this handbook.

10 Essentials

You will often hear outing leaders say, bring your 10 essentials. There are 10 essential items that a Scout should have while hiking or camping outdoors. We often encourage Scouts to bring their 10 essentials to other activities as well, as most are good supplies to have on any outing. Before a Scout goes on their first outing, they may wish to begin gathering these supplies. The Boy Scout 10 essentials, which are outlined further in the *Boy Scout Handbook*, include:

- First aid kit
- Extra clothes
- Rain gear
- Water
- Food
- Light (flashlight or headlamp)
- Sun protection (sunscreen and hat)
- Map and compass
- (*)Pocket knife (must have Totin’ Chit)
- (*)Fire-starting materials (matches or lighter – must have Firem’n Chit)

The asterisked (*) items have safety requirements that must be met before these items may be brought by Scouts on outings. See this handbook’s chapter on Youth Protection and Safety to learn about Scout’s earning the Totin’ Chit and Firem’n Chit. If the Scout has not earned these chits, they will have eight essentials. There are some outings where even if a Scout has the required chits, they may be asked not to bring the items, due to safety concerns.

On any outing a Scout attends, they will be required to fill out an Activity Consent Form. This form is required to be turned in to the outing coordinator before a Scout may participate in any outing. It is sometimes referred to as the 11th essential and is outlined further in the Activities chapter of this handbook.

YOUTH PROTECTION AND SAFETY

GENERAL GUIDELINES

There are many safety guidelines to follow within the Boy Scouts of America. It is important for parents, guardians and all adult leaders to review each year the current safety guidelines - *The Guide to Safe Scouting: A Guide for Current Policies and Procedures*, available at www.scouting.org/scoutsource/HealthandSafety.aspx. While many of the guidelines are more geared towards adult leaders, the information is beneficial for all involved in Scouting. Topics covered include Youth Protection and adult leadership, aquatics safety, camping, medical information and first aid, sports and activities, insurance, transportation, and other important information.

YOUTH PROTECTION

The troop supports and endorses the BSA Youth Protection program and follows the five-point BSA strategy to prevent child abuse. The program helps to:

- Educate Scouting volunteers, parents, and Scouts to aid in the detection and prevention of child abuse.
- Use leader-selection procedures to prevent offenders from entering the BSA leadership ranks.
- Establish policies that create barriers to child abuse within the program.
- Encourage Scouts to report improper behavior in order to identify offenders.
- Swift removal from Scout activities and reporting of confirmed offenders.

Every Scout parent/guardian should review with their Scout the Youth Protection section contained in the front of the *Boy Scout Handbook*, and are encouraged to take the online Youth Protection training (YPT) offered by BSA. All registered adult leaders within the troop are required to take YPT. See the troop's website (jpltroop509.org) under the Adult Leadership tab for more information and take the training available at my.scouting.org.

The mandatory YPT is online at my.scouting.org. It is in four modules and takes about 75 minutes to complete. There are instructions on how to navigate taking the online Youth Protection training available on the troop website on the Adult Leadership page when you click on Youth Protection. Youth Protection training is good for one year and then must be repeated. Registered adults leaders are responsible to keep their YPT training current. Any adult leader whose YPT is expired at rechartering will be dropped from the roster.

Once YPT is completed, print up the completion certificate and provide to the troop committee chair.

Even if an adult elects not to take Youth Protection training, all adults are required to abide by Youth Protection policies, such as no one-on-one contact between adults and youth members, including digital communication. For more information, read *The Guide to Safe Scouting: A Guide for Current Policies and Procedure*, *Cyber Chip*, and *How to Protect Your Children From Child Abuse: A Parent's Guide*, which is located in front of the *Boy Scout Handbook*. For more online help, visit <https://www.scouting.org/training/youth-protection/>.

SAFETY

Safety is always the first priority for Scouts and their families. Please refer to *The Guide to Safe Scouting: A Guide for Current Policies and Procedure* for thorough information on safe practices in Scouting.

ADVANCEMENT

ADVANCEMENT

The achievements of Scouts are recognized by awarding ranks. The ranks, in order, are Scout, Tenderfoot, Second Class, First Class, Star, Life and Eagle. Each rank has specific requirements, which are listed in the *Boy Scout Handbook*. You can also reference their requirements by visiting the Rank Advancement tab of the troop website (www.jpltroop509.org). The higher ranks have leadership requirements that are not required for the lower ranks.

Advancement Through First Class

The ranks to be earned leading to First Class are:

- Scout rank
- Tenderfoot rank
- Second Class rank
- First Class rank

The troop strives to teach the skills needed to advance in rank at every opportunity. From troop meetings, to outings, to service projects, Scouts will learn how to camp, hike, swim, cook, tie knots, administer first aid, learn the components of Leave No Trace, perform service, and other tasks in the outdoors. These first rank achievements teach the skills needed for Scouting.

Advancement from First Class to Eagle

The ranks to be earned leading to Eagle are:

- Star rank
- Life rank
- Eagle rank

While the earlier rank advancements were skills-based, these rank advancements are leadership-based. After completing of all the requirements for Star and Life the Scout is eligible to earn the Eagle rank. Details for advancement are contained in the *Boy Scout Handbook*, as well as on the troop website.

ADVANCEMENT PROCESS

Rank advancement is how Scouts make progress on the Scouting Trail. Each step along the way will challenge Scouts with new knowledge and skills. Scouts should not feel pressure to advance at a rapid pace. While some boys attain the rank of First Class within one to two years, some do not until high school. What is most important is that the Scout enjoys their Scouting experience. Scouts should progress at their own, independent pace and not judge their progress based upon how quickly, or slowly, their fellow Scouts are advancing. Nationally, the average age for Scouts to achieve the Eagle rank is approximately 17 years. If a Scout wishes to attain the rank of Eagle, they must do so before the day they turn 18. If either the Scout or family has any questions about the rank advancement process or timing, they may always speak to the rank advancement coordinators, noted in the Adult Leadership tab of the Troop 509 website.

There are four steps of advancement:

- The Scout Learns
- The Scout is Tested

- The Scout is Reviewed
- The Scout is Recognized

The Scout Learns

Read the *Boy Scout Handbook* to determine the requirements for each rank. They are listed in the back of the book. Participate in troop and patrol meetings and outings to complete these requirements. The Scout's patrol leader is a good source of information about rank requirements and troop operations.

The Scout is Tested

When a Scout has completed one or more rank requirements, the Scout must demonstrate they can do what is required. This can be at a troop meeting or on an outing. Have an authorized Scout, such as a patrol leader, approve the completion of the requirement. Only if that Scout signs and dates the appropriate box in the back of the *Boy Scout Handbook* is the Scout approved as having accomplished the rank requirement.

Within Troop 509, Scouts authorized to sign off on rank advancement requirements include any Scout First Class and above, for requirements leading to First Class. Often this senior Scout will be their patrol leader. Scouts signing off on rank advancement requirements should ensure they have seen and tested the Scout in the skill. Scouts should not sign off on requirements they have not reviewed as it does the younger Scout no favors if they do not have the skills necessary to be a Boy Scout. Safety is of paramount concern and Scouts unable to do the basic requirements of Scouting may be ill-prepared in a situation. If you have any problems, ask the senior patrol leader for help. Adult leaders can sign off on outings or service hours for activities they have led. Parents or guardians signing off on rank advancement requirements for their Scout is strongly discouraged.

Scouts do not have to work on the requirements for one rank at a time. For example, Tenderfoot Scouts can work on Second and First Class rank advancements at the same time.

The Scout is Reviewed

There are several steps to the rank advancement review process:

- The Scout fills out a Scoutmaster Conference - Board of Review form
- The Scout has the form signed by the senior or assistant senior patrol leader
- The Scout contacts the Scoutmaster to arrange a Scoutmaster conference
- The Scoutmaster conference is held, and the form is signed if it is passed
- The Scout contacts individuals and requests they be on a board of review
- The board of review is held, and the board members sign the form if it is passed
- The Scout returns the completely signed form to the Scoutmaster

When a Scout has accomplished all of the requirements for a rank, the Scout prints a Scoutmaster Conference/Board of Review form, available on the Troop 509 website under Rank Advancement, fills it out in pen or online, and has it signed by the senior or assistant senior patrol leader. They will affirm the Scout has fulfilled all of the requirements of the rank and review the authorizations in the handbook before signing the form.

After the form is signed by the SPL, the Scout next contacts the Scoutmaster, Dr. William Kast, via email (wmkast@aol.com) to arrange for a Scoutmaster conference. There are seven ranks in Scouting and a Scoutmaster conference is required for every rank. The Scoutmaster conference is not a test. It is an opportunity for the Scoutmaster to discuss with the Scout if they are ready to progress forward, what

they have experienced, if they have fulfilled all of the requirements for the rank, what merit badges they have earned, what outings they have been on to demonstrate their level of activity, and if they are prepared to advance. The Scout, not the parent, must contact the Scoutmaster in advance of when they would like a conference.

At the designated time and place, the Scout should come prepared with the SPL-signed Scoutmaster Conference - Board of Review form and the *Boy Scout Handbook* showing the signed authorizations for the rank. After passing the Scoutmaster conference, the Scout qualifies for a board of review.

A board of review makes sure the Scout has completed the requirements for the rank, and has attained a sufficient understanding of the knowledge and proficiency of the skills for that rank. Scouts will be asked questions by the board members, who will also assess the Scout's attitude and acceptance of Scouting's ideals, guide the Scout toward having good experiences in the troop, and encourage the Scout to keep working on advancement and progress further, as well as answer any questions the Scout may have. Additionally, the board of review provides "quality control" on advancement within the troop. Additional information about the troop's approach to boards of review can be found on the troop's website under the Rank Advancement tab.

The arrangements and process for a board of review are different depending on rank:

- | | |
|--|--|
| – Scout rank | Board of review is held with the Scoutmaster |
| – Tenderfoot, Second Class and First Class | Board of review is held with three Scouts First Class and above and one adult leader |
| – Star, Life, and Eagle | Board of review is held with three adult leaders |

For both the Scoutmaster conference and board of review, Scouts should wear the Class A uniform with sash and bring their *Boy Scout Handbook* and Scoutmaster Conference - Board of Review form, signed by both the senior patrol leader and the Scoutmaster. For the board of review, Scouts also need to bring any appropriate items to demonstrate the skills learned for that rank, such as a length of rope and a map and compass. Scouts or adults who are asked to serve on a board of review should read the Guide for Board of Review Members available on the website under Rank Advancement.

The Scout is Recognized

Three times a year the troop hosts a court of honor, during which all Scouts earning rank advancements, merit badges, or special awards are called forward to receive their patches. Families and Scouts are encouraged to attend, even if the Scout is not earning recognition at the court of honor.

NATIONAL YOUTH LEADERSHIP TRAINING (NYLT)

National Youth Leadership Training (NYLT) is an exciting, action-packed program designed for councils to provide youth members with leadership skills and experience they can use in their home troops and in other situations demanding leadership of self and others. NYLT is a six-day course, delivering content in a troop and patrol outdoor setting with an emphasis on immediate application of learning in a fun environment.

Information on available NYLT training courses is announced during Monday night meetings, as available, or check <https://www.glaacbsa.org/NYLT>. Scouts may also take NYLT with other Boy Scout councils as well, if it fits better with their schedule. Check Useful Websites under the Troop 509 chapter for other council websites.

MERIT BADGES

The merit badge program aims to expand a Scout's knowledge and skills and spark potential career interests. The Scout is encouraged to meet and work with adults on subjects interesting to the Scout. There are about 135 merit badges, and Scouts can start earning them as soon as the Scout joins the troop. For the Eagle rank a Scout must earn a minimum of 21 merit badges, 13 of which are required.

Merit badges can be earned any time after the Scout is registered with the Boy Scout of America and has the rank of Scout. The *Boy Scout Handbook* provides information about merit badges and a list of the ones needed for rank advancement, plus a long list of elective merit badges that can be earned. For each merit badge there is a booklet that explains the activities involved and the requirements that must be completed to earn the merit badge. The troop has a library of merit badge booklets that can be borrowed by checking them out from the troop librarian. The booklets are also available for purchase (about \$5 each) from the local Scout shops or online. Each merit badge also has a worksheet that merit badge counselors often require Scouts to fill out, and these can be printed from meritbadge.org.

Once earned, merit badges are worn on an olive green sash from the right shoulder. The sash, and an optional pin that helps to secure the sash to the uniform shoulder, is available at any Scout shop.

EARNING MERIT BADGES

There are three different ways to earn merit badges:

- Attend a troop-sponsored merit badge class. Some classes are held during troop meetings or outings - others meet elsewhere. The schedule for these classes varies depending on the needs of the Scouts in the troop and the availability of merit badge counselors. Watch for announcements of these classes.
- Attend BSA-sponsored merit badge classes elsewhere. Camp Trask and Arcadia Wilderness Park both offer merit badge opportunities. Some troops host weekend merit badge days. Many merit badges are also offered at camps, such as Camp Cherry Valley. Find the calendar of upcoming merit badge opportunities on the website under the Merit Badges tab.
- Do the requirements on your own under the guidance of a council-registered merit badge counselor. The troop and the Rose Bowl district maintain a list of merit badge counselors to contact. Scouts need to always contact their counselor prior to beginning any requirements and receive consultation before proceeding on any prerequisites.

Merit Badge Process

To earn a merit badge:

- Sign up for the merit badge class
- Get an Application for Merit Badge (blue card) from the Scoutmaster or merit badge coordinator. Blue cards are the record of merit badge progress and are turned in to receive the merit badge after all the requirements have been met and the counselor has signed off on the card. Make sure the blue card is initially signed on the Application for Merit Badge portion of the blue card by the Scoutmaster or merit badge coordinator before pursuing the merit badge.
- Fill it out the blue card with the name of the merit badge and the Scout's name and troop. Follow the diagram on page 24 of this handbook.
- Read the merit badge book. Check the publication date of the book. Sometimes the books are updated and the Scout may not be viewing the most current version. The front of the book lists

the requirements for the merit badge. Double-check these requirements against the requirements found under the merit badge listings on scouting.org or in the worksheets at meritbadge.org to ensure the Scout is meeting current requirements.

- Print out the merit badge worksheet, available from meritbadge.org.
- Check the merit badge class description for any prerequisites the Scout must do on their own prior to class. Scouts not performing the required prerequisites will not have their blue card signed off on, as there is not always time in class to complete these unfinished prerequisites.
- Attend the required merit badge classes or outings and complete all required work, including filling out the worksheet as instructed.
- Scouts should come to class with their merit badge book, merit badge worksheet, activity consent form, and pen or pencil.
- The merit badge counselor will sign the blue card after all the requirements are completed. The counselor will keep the portion titled "Counselor's Record," returning the other two parts to the Scout.
- The Scout should give the other two parts of the blue card to the Scoutmaster or merit badge coordinator, John Klapmust. They will sign the blue card and provide the "Applicant's Record" portion back to the Scout for their records.
- At the troop's next court of honor the Scout will receive the merit badge for their sash.

For the self-study approach to merit badges, the merit badge counselor must always ensure that a Scout has a "buddy" present at all instruction sessions. The BSA makes the buddy system a part of the merit badge program. Together the two meet with the merit badge counselor and plan projects. The Scout's buddy could be another Scout, a parent or guardian, brother or sister, relative, or friend. The Scout should bring a buddy to all their appointments with the merit badge counselor.

For the self-study approach:

- Recruit a buddy to pursue the merit badge with.
- Ask the Scoutmaster or merit badge coordinator for a list of merit badge counselors.
- Contact the merit badge counselor before pursuing any merit badge work to see if they have any specific guidance or requirements for the merit badge.
- Instead of attending classes, the merit badge counselor may require meetings with the Scouts to review completed requirements and test the Scouts on their knowledge.
- The rest of the process follows largely as noted under the merit badge bulleted list above.

It is wise to remember that a Scout may come from a merit badge class without all of the requirements completed. They may complete the requirements on their own. The merit badge counselor can sign off on their blue card once all requirements are fulfilled.

Additional information on merit badges can be found in the *Boy Scout Handbook*, at scouting.org or meritbadge.org.

PARENTS/GUARDIANS: Consider becoming a merit badge counselor. Your special talents can help our Scouts earn merit badges. All parents of Troop 509 Scouts are encouraged to become merit badge counselors. Please talk with the Scoutmaster, troop committee chair, or merit badge coordinator about how to help.

Parents or guardians signing off on merit badge requirements for their Scout is strongly discouraged. The exception for this is if the parent or guardian is teaching a merit badge class. If a parent becomes an approved merit badge counselor and holds a class open to other Scouts, the counselor can sign off if their Scout is in class.

Filling out Blue Cards

Before pursuing a merit badge, a Scout must obtain an Application for Merit Badge (blue card) from the Scoutmaster or merit badge coordinator. That person must have signed the blue card prior to the Scout pursuing the merit badge. Once obtained, the Scout should fill out the blue card according to the graphic below.


Information for Applicant

- A merit badge application can be approved **only** by a registered merit badge counselor.
- You **must** have a buddy with you (Scout buddy system) at each meeting with the merit badge counselor.
- Turn in your approved application to your unit leader. You will be awarded the merit badge emblem and certificate at a suitable occasion.

Information for Counselor

- Merit badge applications **must** be signed in advance by the applicant's unit leader.
- The Scout **must** have his buddy (Scout buddy system) in attendance at all instructional sessions.
- You may not change any requirement, but you may share your knowledge or experience that will make the counseling more interesting and valuable.

SKU 34124



7 30176 34528 4
34124 2012 Printing
©2012 Boy Scouts of America

Counselor initial									
Date of approval									
Requirement No. and letter									
Counselor initial									
Date of approval									
Requirement No. and letter									

APPLICATION FOR MERIT BADGE

Name Scouts Name and

Address _____

City Address Here

is a registered
 Boy Scout Varsity Scout Venturer
of Troop Troop, team, crew, ship No. 509


District Rose Bowl

Council GLAAC

I have discussed this merit badge with this Scout and recommended at least one merit badge counselor.

(Adult Leader signs here)

Date _____ Signature of unit leader _____

 BOY SCOUTS OF AMERICA®

34124

The applicant has personally appeared before me and demonstrated to my satisfaction that he has met all requirements for the (please print)

Name of Merit Badge

Merit badge _____

Name of counselor _____

(Merit Badge Counselor provides info to fill out this section)

Address of counselor _____

City _____ Zip code _____

Telephone number of counselor _____

Signature of counselor _____ Date _____

Checked and recorded:

Date _____ Initials _____

Certificate and badge presented _____ Date _____

Applicant will turn in this portion to his unit leader for record posting.

APPLICANT'S RECORD

Name Scouts Name

has given me his completed application for the

Name of Merit Badge

Merit badge _____

Completed on ____/____/____ by _____

Signature of counselor _____

Signature of unit leader _____

NOTE TO BOY SCOUT, VARSITY SCOUT, OR VENTURER: Retain this copy for your permanent records.

COUNSELOR'S RECORD

Applicant Scouts Name

Troop Team Unit number 509

Crew

Name of Merit Badge

Merit badge _____

Date completed ____/____/____

Remarks: _____

It is suggested that the counselor keep this record in case any question is raised later in regard to this award.

Upon completion of all merit badge requirements, as per the process guidelines noted on pages 22 and 23, the Scout is provided with the Applicant Record portion of the blue card. Do not lose the Applicant Record. It may be needed as proof of the Scout having achieved the merit badge. After the court of honor at which the Scout is awarded the merit badge, they may double-check the merit badge is listed on TroopMaster.

EAGLE REQUIRED MERIT BADGES

There are 13 required merit badges for the rank of Eagle. It is strongly encouraged that the Scout takes any opportunity they can to accomplish these merit badges in a timely manner. It would be

disappointing to not achieve the rank of Eagle because the Scout could not finish their merit badges in time. Scouts pursuing the rank of Eagle must do so before their 18th birthday.

The 13 required merit badges are:

- Camping
- Cycling **or** Hiking **or** Swimming
- Citizenship in the Community
- Citizenship in the Nation
- Citizenship in the World
- Communications
- Cooking
- Emergency Preparedness **or** Lifesaving
- Environmental Science **or** Sustainability
- Family Life
- First Aid
- Personal Fitness
- Personal Management

ACTIVITIES

TROOP OUTINGS

Outings are where the activities and skills practiced at troop meetings come alive with purpose. Outings are designed to teach Scouts how to share responsibilities and learn to live and work together. Outings are also a laboratory for Scouts to learn ecology and practice conservation of nature's resources.

Our troop prides itself on having a rich assortment of experiences for Scouts and their families. We have a tremendous outdoor program thanks to the many active parents that provide support (reservations, transportation, etc.) Every parent is encouraged to help organize, lead and assist with outings.

Information about upcoming outings is normally given at troop meetings and via email a few weeks ahead. Complex outings such as summer camp, Philmont, etc., require troop reservations as much as 2 years in advance, so sign-ups are done many months ahead. Each outing is self-financed by collecting any necessary fees in advance from participants.

Other regular outings include backpacking, whitewater rafting, Joshua Tree camping, ocean kayaking, Camp Trask Camporee, new Scout hike, rock climbing, Camp Iron Chef, ocean fishing, night hike, and bicycling. In addition, the troop often participates in merit badge outings. While some of the outings are exclusively for Scouts, several are family outings for parents/guardians and siblings to join in the adventure.

Summer Camp

Summer camp is on Catalina Island at Camp Cherry Valley. The troop generally picks a week in July to attend, to be back in time for area schools. Summer camp has averaged \$650, which includes the week at camp and transportation over to Catalina. Signups are taken in winter. Summer camp is for Scouts only, under the supervision of a few adult leaders.

High Adventure

High Adventure outings are the most physically challenging in Scouting, and are therefore limited to older Scouts. These outings can be troop-organized, like climbing Mt. Whitney, or they can be programs run by BSA, such as the four national High Adventure programs:

- Philmont Scout Ranch - two weeks backpacking in the Rocky Mountains of northeastern New Mexico (since 1942)
- Northern Tier - one week canoeing in the Boundary Waters Canoe Area Wilderness of northeastern Minnesota (since 1923)
- Sea Base - one week sailing and snorkeling in the Florida Keys (since 1980)
- Summit Bechtel Reserve - one-week rock climbing, or whitewater kayaking & rafting, or shooting & archery, or mountain biking, or BMX biking, or skateboarding, in southern West Virginia (since 2014)

Troop 509 has historically been a regular participant in high adventure outings. To attend national high adventure programs Scouts must be at least 14 at the time of the outing, or 13 and have completed 8th grade. After they turn 18 Scouts can still attend, but as an adult leader. Sisters of Scouts can go if they are a Venture Scout and we have a female adult in the crew.

Parents/guardians, male and female, can go to the national high adventure programs. Every crew is required to have a minimum of two adults, who must be registered with BSA and have completed Youth Protection training, plus get the same doctor clearance and meet the same height/weight requirements as the Scouts. Several of the adults attending high adventure outings must also be certified in wilderness first aid.

The troop typically takes sign-ups for national high adventure programs a year and a half before the outing, because that is when these programs distribute their available dates through a lottery: Philmont in November, Northern Tier in January and Sea Base in February.

The estimated cost for Philmont and Northern Tier is \$1,400, and for Sea Base is \$1,600. These sums cover all expenses including transportation to and from the high adventure program, but not the participant's personal gear like backpack, boots and dry-bag. Financial aid is available from the programs, but is generally limited to about \$300. The programs collect a \$100 per person deposit when the troop makes its reservation, then the balance is paid to the programs in two equal installments in the fall and winter, followed by a payment to the troop in the spring for transportation and miscellaneous expenses.

Service

Boy Scout ranks and some merit badges within Scouting have a service component. This requires Scouts to put in a certain number of hours working for non-profit organizations to perform community service. These outings are a prime opportunity for Scouts to, in the words of the Boy Scout Oath, "help other people at all times." From helping with Eagle Rank projects, assisting with conservation efforts, helping to improve Boy Scout camps, or helping at events, these service opportunities are often offered and Scouts should take advantage of them when notified. Scouts may also participate in service projects independently with other organizations if approved by the Scoutmaster.

Swim Tests

Due to the nature of the activities at summer camp, campouts and high adventure camps, some outings require that Scouts and adults participating in the activity pass a swim test. This swim test must be administered annually. Check with the outing coordinator if a swim test is required.

ACTIVITY CONSENT FORM

Before going on any outing outside of Monday troop meetings or courts of honor, Scouts must fill out an Activity Consent Form. This form is required to be turned in to the outing coordinator/leader before a Scout may participate in any outing. The blank form will usually be sent along in an email announcing the outing. The form should be filled out, printed, and provided to the outing coordinator/leader before the outing. The outing coordinator does not have forms on site for the Scout to fill out. Scouts without the form will not be allowed to participate. Blank forms are also available on the troop website under Forms.

CANCELLATIONS

Scouts and any family participants must cancel activity participation before the stated deadline. Cancelling after the deadline may forfeit any fees, both paid and unpaid, unless replacement participants may be found and no penalties are assessed against the troop. As the troop advances money to pay for activity spaces, travel, food, etc. based upon the number of sign ups, anyone canceling without paying causes the troop to lose money. It also prevents any Scouts who were on a wait list from attending, as many cannot scramble to attend at the last minute.

ANNUAL TROOP CALENDAR

The most up to date calendar for the troop is found on the homepage of the troop website, (www.jpltroop509.org). Events are constantly being added, so check the website regularly for activity opportunities.

ADULT LEADERSHIP

The first priority in Scouting is safety. At least two registered adult leaders, who must be at least 21 years of age, are required for all Troop 509 meetings, activities or outings. Depending on the type of outing, adult leaders must have certain training (i.e. to engage in water activities of any kind, at least one adult leader must be trained in Safety Afloat, Safe Swim Defense, and CPR). For every outing, the adult leaders must have completed BSA's online Youth Protection training. A wide range of adult training classes are offered by the Council to help parents become familiar with the aims and goals of Safe Scouting.

There are many opportunities for parents and guardians to accompany or assist the troop with outings. Not all outings allow families, so please check the outing details for more information.

Adults attending an outing are often confused as to their proper role. There are certain elements common to all troop outings which adults should be aware. Adults may offer Scouts advice and guidance, but should not actively assist the Scouts in performing their tasks. Adults attending outings also help to assure that Scouts are safe. If an adult observes any dangerous or inappropriate behavior they should immediately put a stop to it, and inform the adult leader in charge of the outing or the Scoutmaster/assistant Scoutmasters at the first opportunity.

Transportation to and from outings is often a problem and the troop needs as much help as possible in transporting Scouts. Please contact the adult leader in charge of the outing with offers of assistance.

OUTING PROCEDURES/ETIQUETTE

- Generally Scouts sign up for outings using Signup Genius. This may require a parent or guardian's assistance if the Scout does not have a personal email account. Notifications of outings will be announced in Monday night meetings and a subsequent email with the Signup Genius link will be sent.
- High adventure outings are managed directly with the adult high adventure coordinator. Check emails for notifications on how to sign up for high adventure outings.
- Scouts should come prepared for the outing with their ten essentials, activity consent form, proper clothing for the outing, and any materials requested, such as merit badge booklets/worksheets, pens and pencils, food money, etc.
- Often, before leaving for outings, our troop gathers to carpool to the campsite/outing. The usual gathering place is in the parking lot of Ralphs, on Foothill and Gould.
- Scouts need to be at Ralphs or the designated departure location on time. Drivers will not wait until the Scout arrives. If the Scout is unable to be on time, they must call the outing coordinator to let them know they will be late and arrange for alternate transportation.
- Parents and guardians who are picking up Scouts at the conclusion of an outing should be on time. Scouts should plan to call their parent/guardian en route to let them know of their expected arrival time. Do not make drivers wait – they are volunteering their time and energy to transport the Scouts and we should be mindful to be respectful of their efforts.

- Scouts should always check in at Ralphs/onsite with the outing coordinator to let the coordinator know they have arrived, or inform the outing coordinator if they have made alternate transportation arrangements.
- For campouts, no one leaves until the campsite is completely cleaned up. Do not plan to leave early without approval.
- Parents/guardians may not pick up their Scout at the site unless prearranged with the outing leader. Departure time from the outing can be earlier or later than expected and the group cannot wait for parents who are not expected.
- At the conclusion of the trip, the Scout should also let the outing coordinator know they are leaving. Do not leave without informing the adult in charge.

FUNDRAISING

While some Scout troops actively fundraise to make activities more affordable, Troop 509 has chosen to not require Scouts to participate in fundraising activities. However, if families are interested in fundraising, there are opportunities for Scouts to earn funds toward activities. The troop has participated in selling camp cards, Sees candy, and wreaths. Participation is up to the individual family. If there are other fundraising opportunities a family may wish to pursue, they are welcome to discuss with the Scoutmaster or troop committee chair. As many high adventure camps are booked two years in advance, it also provides time for Scouts to earn money on their own for their Scouting adventures. If any parent or guardian wishes to lead fundraising efforts for the troop, please discuss with the Scoutmaster or troop committee chair.

BACKPACKING AND CAMPING

With preparation and planning, backpacking and camping can be a great adventure to share with Scout friends.

PLANNING

Before any major campout or backpacking trip, the troop has a meeting with those that are attending to make arrangements. Often this meeting takes place at the conclusion of the regular troop meeting before the trip. The senior patrol leader and adult leaders for the trip usually together appoint the patrol leaders for larger trips. The Scouts are then divided into patrols for the outing. These patrols may or may not be the same patrols they participate in throughout the year. The patrol decides amongst themselves who will bring the supplies needed, including tents, food, and cooking gear. They will also discuss who will share tents.

Patrols should be prepared to divide responsibilities, so not all work is done by one Scout. The patrol should prepare a duty roster, assigning who is cooking, washing up dishes, carrying water for each meal/day of the campout, etc. A sample duty roster, along with a patrol menu planning sheet, overnight outing preparation sheet, and packing list is in this chapter of the handbook.

If the outing is a backpacking expedition, all patrol members should plan on helping carry any food, cooking gear, tents, fuel or equipment the patrol will need.

Cooking and Meal Planning

Meals are planned within the patrols attending the outing. All Scouts will be expected to play a role in cooking, meal planning, and/or cleanup. Outing patrols should fill out a patrol menu planning sheet and a duty roster to ensure all Scouts understand what they are responsible for in terms of supplies and duties. Scouts should prepare to eat meals with their patrol and not rely on adults in attendance to feed them.

Sometimes one Scout will be in charge of buying the food for the whole patrol, who then reimburses the Scout. This is sometimes necessary as some rank advancement and merit badge requirements include one Scout being responsible for menu planning, purchasing and food storage for the patrol. Sometimes each Scout contributes ingredients to prepare the group meals. If a Scout is responsible for bringing food, they should also plan on providing proper food storage, such as coolers and ice, if needed. If Scouts do not remember to bring the food they are responsible for, it means the entire patrol suffers the consequences. Adults do not come to the rescue of patrols who forgot ingredients.

If Scouts need to fulfill a rank advancement or merit badge requirement entailing cooking, they should speak with their patrol leader to voice their desire.

If it is a car camping expedition, one Scout will be asked to be responsible for the patrol box, which includes the stove and any cooking utensils the patrol may need. This troop-owned patrol box is stored by and coordinated through the troop quartermaster. After the trip, a Scout will be assigned cleanup of the patrol box. The assigned Scout should, at home, wash all the contents, wipe down the stove inside and out, wipe down the inside and outside of the patrol box, reassemble all supplies, and return to the quartermaster at the next troop meeting. Make sure to let the quartermaster know if any supplies are

missing or broken. Should the assigned Scout not clean the contents before bringing the patrol box back to the meeting, the Scout will be asked to take the box back and complete cleanup.

Any adults attending the outing will form their own patrols and make the same arrangements Scout patrols make. All adults attending a campout should plan on contributing, either via shopping, cooking, cleanup and/or bringing supplies and equipment.

Tent and Sleeping Arrangements

Outing patrols will work out amongst themselves what Scouts will sleep with whom and who will provide the required tents. Scouts should ensure they understand their sleeping arrangements before leaving any outing meeting. If they are unsure, they should speak with their outing patrol leader. All Scouts should plan on helping erect any tents the patrol is sleeping in, even if they are not bringing the tent.

Scouts should never enter anyone else's tent without permission. Scouts should also never bring any food into tents. All camps have ants, rodents and other animals that are attracted to "smellable" items. Scouts should be prepared to store smellable toiletries and food, including any snacks or candy, in storage, cars, or bear boxes/canisters.

At family campouts, the Scout must sleep with the members of their patrol. They are not allowed to sleep with their family members or other adults in attendance.

Transportation

Often, before leaving for outings, our troop gathers to carpool to the campsite/outing. The usual gathering place is in the parking lot of Ralphs, on Foothill and Gould. The troop always needs parents and caregivers to provide transportation, sometimes even if the parent is not camping. Please be generous with offers of assistance to transport Scouts. Scouts should always be on time for departure and parents should always be on time for pickup. Please be respectful of those adults who have volunteered their time and gas to transport Scouts.

Scouts should always check in at Ralphs with the outing coordinator or SPL to let them know they have arrived. Scouts, prior to arrival, should inform the outing coordinator if they have made alternate transportation arrangements or if plans/attendance have changed. At the conclusion of the trip, the Scout should also let the outing coordinator know they are leaving and not leave without informing the adult in charge.

Packing List

When preparing for a trip, it is helpful to use a checklist to ensure all supplies are remembered. Parents and guardians should allow their Scouts to use the checklist to assemble their gear and refrain, as hard as it may be, from packing the gear for them. While it may seem helpful, Scouts will not learn self-reliance and may not know what has been packed for them. Adults can show the Scout one time how to pack a pack, how to set up a tent, etc. After that, the Scout should try on their own. If a Scout has never set up their tent, they should practice at home so they know all of the components and procedures before the campout. Rest assured that your Scout will survive if they forget something. Other Scouts will help them and it will be a learning experience.

SAMPLE PACKING LIST (customize as needed for the activity)

- Backpack or duffel, as appropriate, with rain cover (large garbage bag ok)
- 10 essentials
 - Pocket knife (must have Totin' Chit)
 - Fire-starting materials (matches or lighter – must have Firem'n Chit)
 - Individual first aid kit
 - Extra clothing and warm clothing
 - Rain gear
 - Flashlight or headlamp, extra batteries
 - Trail/snack food
 - Sun protection (hat, sunscreen, lip protection)
 - Water bottle and water
 - Map & Compass, Whistle
- Sleeping bag in stuff sack
- Sleeping pad
- Tent, with ground cloth (coordinate with other Scouts; Scouts should not plan to sleep alone)
- Water bottle(s) (1-2 liters)
- Mess kit (including eating bowl/plate, cup, spoon/fork/spork)
- Insect repellent
- Small day pack if you will be taking day hikes
- Clothing
 - Broken in hiking boots or shoes
 - Hiking socks (not cotton)
 - Extra shoes
 - Wicking shirt (avoid cotton)
 - Fleece jacket or pullover
 - Hat or cap for sun protection
 - Beanie for warmth
 - Clothes for sleeping
 - Long pants/shorts (convertible, e.g. Scout pants, are great)
 - Swimsuit and towel
 - Underwear
 - Jacket
 - Sunglasses
- Toiletry bag (keep “smellables” together in a bag)
 - Biodegradable soap, camp towel
 - Toothbrush & toothpaste
 - Comb
 - Toilet paper (in ziplock bag)
- Personal prescription medicines (give to outing coordinator)
- Food for patrol meals (if needed)
- Ice chest and ice (if needed)

Consider packing items (clothes, sleeping bag, flashlights) in plastic if there will be water on your trip. If this is car camping you can pack more than you need, but always have the ten essentials. If backpacking, make sure the pack only weighs 25% of the Scout's weight.

OVERNIGHT OUTING PREPARATION SHEET

OUTING:	DATE:
OUTING SENIOR PATROL LEADER:	EMAIL:
OUTING ADULT LEADER:	EMAIL:
PATROL LEADER:	EMAIL:
PATROL NAME:	

ROLE	SCOUT	EMAIL
Food Leader(s)		
Bringing Patrol Box		
Taking Patrol Box Home/Clean		
Bring Other Equipment/Food		
Bring Other Equipment/Food		
Bring Other Equipment/Food		
Bring Other Equipment/Food		
Bring Other Equipment/Food		

TENT PARTNERS	BRINGING TENT
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

DUTY ROSTER (WEEKEND)

OUTING:

DATE:

PATROL LEADER:

RESPONSIBILITIES

Cook	Assistant Cook	Cleanup #1	Cleanup #2
Prepare meals and clean stove	Assist cook as needed and boil water for washing dishes and supervise clean-up	Wash dishes and clean up patrol box	Clean up patrol area, dispose of trash and refill water container

FRIDAY CAMPSITE SETUP: All Patrol Members

FRIDAY MEALS: Generally on your own, bring prepared food

SATURDAY BREAKFAST

Cook	Assistant Cook	Cleanup #1	Cleanup #2
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SATURDAY LUNCH

Cook	Assistant Cook	Cleanup #1	Cleanup #2
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SATURDAY DINNER

Cook	Assistant Cook	Cleanup #1	Cleanup #2
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SUNDAY BREAKFAST

Cook	Assistant Cook	Cleanup #1	Cleanup #2
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SUNDAY LUNCH (IF NEEDED)

Cook	Assistant Cook	Cleanup #1	Cleanup #2
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SUNDAY CAMPSITE BREAKDOWN AND CAMPSITE CLEANUP SWEEP: All Patrol Members

PATROL MENU PLANNING SHEET FOR OVERNIGHT OUTING (WEEKEND)

OUTING: _____

DATE: _____

PATROL LEADER: _____

FRIDAY DINNER - On Your Own - Scouts to bring their own prepared food/sandwich

SATURDAY BREAKFAST

Entree _____
 Side(s) _____

 Drink _____
 Other _____

SHOPPING LIST	SCOUT BUYING
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SATURDAY LUNCH

Entree _____
 Side(s) _____

 Drink _____
 Other _____

SHOPPING LIST	SCOUT BUYING
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SATURDAY DINNER

Entree _____
 Side(s) _____

 Drink _____
 Other _____

SHOPPING LIST	SCOUT BUYING
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUNDAY BREAKFAST

Entree _____
 Side(s) _____

 Drink _____
 Other _____

SHOPPING LIST	SCOUT BUYING
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUNDAY LUNCH

Entree _____
 Side(s) _____

 Drink _____
 Other _____

SHOPPING LIST	SCOUT BUYING
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

HOW PARENTS CAN HELP

Parents and guardians are an integral part of supporting the troop and can help in many ways. We want our new parents to feel at home with the troop from the very beginning. Parents and guardians are cordially invited to participate either as an adult leader or as an active parent. Parents are not required to participate in the troop. It is perfectly acceptable to drop Scouts off at troop meetings, and to send them on outings alone. However, Scouters, or registered adult members of the Boy Scouts of America who serve in a volunteer or professional capacity, such as the troop committee, are encouraged to provide any assistance they are willing to give.

Parents should read their Scout's *Boy Scout Handbook* and understand the purpose and methods of Scouting. They should actively follow their Scout's progress (or lack thereof) and offer encouragement and a push when needed. They may show support to both the individual Scout and the troop. Adult participation is essential to provide the range of experiences and quality program Scouts need to advance.

For those wishing to take up an active role in the troop, there are four leadership roles for adults, all of which require that the adult:

- Register with Boy Scouts of America (BSA)
- Complete Youth Protection Training

See the Scoutmaster or troop committee chair on how to sign up and participate.

BE A MEMBER OF THE TROOP COMMITTEE

The troop committee is the troop's board of directors, and generally meets the first Monday of each month during the troop meeting. The committee sets policy, approves outings and expenditures, approves Eagle Scout service projects, and provides adults for boards of review. Parents of Scouts may sit in on committee meetings even if they are not active adult leaders. There are many positions that need assistance. Review the troop website, www.jpltroop509.org under Adult Leadership. Some of the positions are listed on the right side of the page.

LEAD OUTINGS

Two adult leaders, minimum, are required for all outings. The outing coordinators are not actually the leaders on the outing (the Scouts are), but the adults make the logistical arrangements before the outing, and during the outing they provide support to the Scouts and make sure the outing is conducted safely. The outing coordinators collect an activity consent form from each person attending the outing, as well as any other forms, fees or information required. Outing coordinators also take BSA online training in topics appropriate for the outing, such as Hazardous Weather. Some types of outings require at least one adult certified in first aid/CPR, or wilderness first aid, so we encourage all adult leaders to become certified. To qualify to lead outings, register with BSA and take the online Youth Protection training at <https://my.scouting.org>.

BE A MERIT BADGE COUNSELOR

Merit badge counselors work with Scouts on merit badges. Take a look at the 135 or so merit badges and their requirements. Counselors don't need to be the world's leading authority in the subject, just be sufficiently knowledgeable. The more counselors the troop has, the easier it is for our Scouts to earn

merit badges. To become a merit badge counselor turn in a merit badge counselor application form to the troop's merit badge coordinator or the troop committee chair, in addition to registering with BSA and taking the online Youth Protection training.

SERVE AS SCOUTMASTER OR ASSISTANT SCOUTMASTER

The Scoutmaster and assistant Scoutmasters work directly with the Scouts, helping the Scouts run the troop. They are appointed to those positions by the Scoutmaster and they have to complete special training given by Council, in addition to being registered with BSA and taking the online Youth Protection training.

TAKE WOOD BADGE TRAINING

Adult leaders in the troop are encouraged to take Wood Badge training. This advanced, national leadership course is open only to Scouting volunteers and professionals. Scouters from Cub Scouting, Boy Scouting, Varsity Scouting, Venturing, Sea Scouts, and Explorers, and district and council Scouters all are welcome. Adult leaders who participate in a Wood Badge course benefit from:

- **Stronger units.** You will make your Scouting unit — and your Scouts' units — stronger.
- **What and why of Scouting.** You will have a deeper understanding of what Scouting is and why we do it.
- **Experience.** You will learn and experience things that will stay with you in Scouting and the rest of your life.
- **Fun.** You will have fun and you will meet interesting people.

Wood Badge is not a one-time training, but involves two weekend camping outings, plus the completion of a "Ticket", a group of five goals you set for yourself to do after training course, to improve your unit. Wood Badge is offered once or twice a year by local Boy Scout councils. Notification of upcoming trainings is announced often in Monday meetings.

EXPECTATIONS OF A SCOUT PARENT/GUARDIAN

The parent of a Scout should:

- Enjoy the Boy Scout experience alongside your Scout!
- Provide the necessary uniform, equipment and transportation for your Scout so that they are properly clothed and equipped to participate in troop and patrol activities.
- Provide encouragement to your Scout and help them set and abide by priorities, which will help further the Scouting experience. The success and enjoyment of the Boy Scout increases as the Scout's participation increases.
- Help your Scout to find the time to study advancement requirements, and if possible, coach them on those requirements to ensure their knowledge. In accordance with Boy Scout policy, parents are not authorized to sign-off Boy Scout requirements for their Scout. Sign offs must be signed by Scouts First Class and above and, in the case of older Scouts, by assistant Scoutmasters.
- Provide information to the Scoutmaster or one of the assistant Scoutmasters regarding problems or concerns you or your Scout may have (medical conditions, learning disabilities, home life situations, etc.).
- Allow your Scout to "learn by doing". Scouts will make mistakes when trying to accomplish tasks on their own, but this builds character. Remember, there are many older Scout and adult

leaders present to ensure that new Scouts and their patrols don't do anything that jeopardizes safety or other basic requirements.

- Encourage your Scout to attend summer camp. Experience proves that new Scouts are much more likely to stay in Scouting, enjoy Scouting more, and advance more quickly by attending summer camp.
- Attend and/or support courts of honor, campouts, fund-raisers and other Troop 509 activities as your time allows. We welcome your participation.
- Parents and guardians are encouraged to show support for their Scout as an adult leader with the troop.
- It is important to remember that Boy Scouts is a Scout-run program, not an adult-led program. If a parent or guardian participates in an activity, it is very important that s/he do their best to be adult Scout leaders, not parents/guardians. In order for the Scout program to succeed, the Scouts have to be free to make decisions, succeed, fail, and learn by running their own troop. Failure is sometimes the best teacher.
- Parents/guardians should not be offended if the Scoutmaster or assistant Scoutmaster/adult leader asks them not to make suggestions or to help in certain situations, and should not worry when the Scout leader appears to be letting the Scouts make a bad decision. Adult leaders are there to guide and maintain safety, and will never allow a Scout to make a mistake that would seriously compromise their safety.
- All adult leaders serving an active role with the troop must make arrangements for the BSA training class appropriate for their position. This training is offered several times a year, and many are offered online through <https://my.scouting.org>.

AND FINALLY

You are joining a great organization that includes tens of thousands of adult leaders, supportive parents and guardians, and the BSA professional staff. Scouting is much more than enjoying the outdoors. Scouting teaches leadership and practices citizenship. Scouting also shows Scouts how they can keep themselves strong and healthy and make the most of school. With hard work and dedication, your Scout will be able to serve as a leader in the troop and climb the trail to the highest rank in Scouting, and the most prestigious of all Scouting awards, the rank of Eagle. Above and beyond anything else said in this guide, the Scouts and we "big kids" are in Scouting to have fun! Again, welcome to the Troop 509 family of Scouting.

FAQ

Can I visit a meeting?

Absolutely! Boys are encouraged to visit a meeting before joining a troop. You are welcome to attend any meeting on Monday at 7:00 p.m.

Can anyone join the Boy Scouts?

The Boy Scout program is for youth who are 11 years old, are at least ten years old and have finished the fifth grade, or are at least ten years old and have earned the Arrow of Light rank as a Cub Scout.

By 2019, the Boy Scouts will offer a program for girls to earn the Eagle Scout Award. The details of this implementation are still being determined. This decision expands the programs that the Boy Scouts of America offers for both boys and girls. Although known for its programs for boys, the BSA has offered co-ed programs since 1971 through Exploring and the Venturing program. The STEM Scout pilot program is also available for both boys and girls.

Who should be contacted if help is needed?

A Scout's patrol leader is the first resource if there are any questions. The senior patrol leader is the next source of information, followed by the Scoutmaster. Parents with questions may reach out to the troop committee chair, or other registered adult leader.

How much does it cost to be a Boy Scout?

The annual registration fee for our troop is \$125. The \$125 per calendar year fees are set by the troop committee. These funds cover a range of Scout and troop expenses such as national BSA membership, insurance, subscription to *Boys Life* magazine, badges, patches, awards, troop gear and other expenses incurred by the troop as a whole. Outings and activities are often an additional cost, which the families will be notified of if they wish to participate.

How often does a troop meet?

Boy Scouts meet once each week at their troop meeting. Beyond that, it depends on the patrol and troop. The last Monday of the month is usually reserved for troop leadership corps (TLC) meetings.

What is a patrol?

A scout patrol is a small team of normally six to 12 Scouts where boys learn skills together, share responsibilities and take on leadership roles.

Who runs the troop?

The senior patrol leader, who is elected by the Scouts. He is supported by several assistant senior patrol leaders, who are also elected.

Who plans the meetings and activities?

The troop leadership corps made up of the senior patrol leader, who presides over the meetings, the assistant senior patrol leaders, all patrol leaders, and any scout First Class and above.

If I need to pay for an activity, how do I do so?

Write a check payable to Boy Scout Troop 509 (not JPL Troop 509), including a note on the bottom left indicating what Scout the activity is for as well as the activity name. Provide it to either the outing coordinator or treasurer.

What supplies and equipment does a Boy Scout need?

The single most important piece of equipment a Boy Scout needs is the Boy Scout Handbook. A local Scout shop is the best place to buy a handbook.

The uniform is also very important as it plays an essential role in creating a sense of belonging, and it's where a Scout gets to display their awards and rank achievements. Check out the interactive uniform builder at www.bsauniforms.org. Uniforms can be ordered online or purchased in person at the local Scout shop. Check out the Uniform and Supplies section of this handbook.

Do Scouts have to wear a uniform?

The uniform plays an essential role in creating a sense of belonging, and it's where a Scout gets to display their awards and rank achievements. The Scouts are required to wear the Class A uniform to meetings. Their shirts need to be tucked in, they need to wear closed toed shoes, etc. Check out the interactive uniform builder at www.bsauniforms.org. Uniforms can be ordered online or purchased in person at the local Scout shop. Check out the Uniform and Supplies section of this handbook for more information.

Does the troop provide tents and other equipment?

The troop maintains patrol boxes, which includes cooking equipment, for Scouts to use. The troop does not have an inventory of tents or other equipment. After outings, the Scouts take turns cleaning the camping gear. It is important that all gear is returned clean and in good shape, for the next outing. Scouts should coordinate within their outing patrol who will bring personal camping equipment for their patrol to use, such as tents. Those that do not have tents may share with other Scouts. Families are responsible for providing their Scout with the personal equipment the Scout will need, such as backpacks and sleeping bags, in addition to the standard personal equipment noted in the Uniform and Supplies section and the Camping and Backpacking section of this handbook.

How fast will Scouts advance and how involved should parents/guardians be in the Scout's advancement?

Scouts are encouraged to learn skills and to achieve rank advancements at their own pace, not simply because they have been pushed to do so. A key benefit of Scouting is a Scout learning that they have to take responsibility for their success. When this occurs, the Scouting movement has achieved its first aim - to build character. The skills and lessons learned will help them mature to be successful, good citizens.

In order for a Scout to advance in rank, Boy Scout policy requires him to be active in the troop. Although specific attendance requirements are not required for advancement, Troop 509 encourages Scouts to participate in at least 50% of the Troop meetings and events.

If at any time a parent is concerned about their Scout's advancement, they can contact the advancement coordinator for the rank the Scout is working on. Scouts are encouraged to meet and check in with these coordinators with questions.

When will Scouts be recognized for their achievements?

Generally, Scouts are awarded rank advancements and merit badges at courts of honor that are held three times a year. The court of honor is a ceremony where the advancement and accomplishments made by the Scouts can be recognized. All members and families are invited to attend.

Where should rank advancements, camping nights, service hours, etc. be recorded?

Scouts should record all rank advancement activities in the advancement section in the back of the *Boy Scout Handbook*. The handbook and signed-off requirements will be used for Scoutmaster conferences and boards of review. The troop also maintains most of this info in the TroopMaster database, but it is recommended Scouts personally keep track of their own records as a backup.

What records should a Scout keep?

A Scout should keep copies of completed merit badge blue cards, rank advancement cards, and their *Boy Scout Handbook* with sign-offs maintained and updated. The sign-offs a Scout should track in their handbook includes rank advancements, outings, camping nights, hike miles, and service hours. Scouts will need to track all of their activities, service hours and merit badges earned, as this information will be recorded on the Scoutmaster Conference - Board of Review form for each rank advancement and, ultimately, used for Eagle reviews. It may be beneficial to periodically photograph the sign-off pages and logs in case the handbook is lost. If a Scout has earned an award or rank advancement at a court of honor, that information is kept in troop records and on TroopMaster. However, sometimes errors occur, so it is important for Scouts to be able to provide proof of their achievements.

How do adults get involved?

See the How Parents Can Help section of this handbook.

Can parents/guardians attend the troop committee meetings?

Parents and guardians are welcome to attend the monthly troop committee meetings.

APPENDIX A

THE TROOP LEADERSHIP CORPS

The troop is run by its boy leaders. With guidance from the Scoutmaster and assistant Scoutmasters, Scouts plan the program, conduct troop meetings, and provide leadership to their peers.

All the Scouts First Class and above are members of the troop leadership corps (TLC). It is the TLC, not the adult leaders, that is responsible for planning and running the troop's activities. The TLC meets monthly to plan and coordinate troop meetings, activities and outings.

On the troop website, there are specific job requirements for each position noted below. See the tab for Youth Leadership and click on the patch graphics for specific job requirements for the positions.

Position	Primary Duties
Senior Patrol Leader	<ul style="list-style-type: none">- The top Scout leader(s) in the troop.- Leads the troop leadership corps and, in consultation with the Scoutmaster, assigns specific responsibilities to troop members as needed.
Assistant Senior Patrol Leader(s)	<ul style="list-style-type: none">- Assist the senior patrol leader with running troop activities, and are in charge when the SPL is absent.
Patrol Leader	<ul style="list-style-type: none">- Provides leadership to members of his patrol and represents them on the TLC.
Assistant Patrol Leader	<ul style="list-style-type: none">- Assists the patrol leader and is in charge when the patrol leader is absent.
Troop Guide	<ul style="list-style-type: none">- Advisor and guide to Scouts advancing to Scout, Tenderfoot, Second Class and First Class ranks. Troop guides are assigned to specific patrols.
Instructor	<ul style="list-style-type: none">- Teaches Scouting and outdoor skills to troop members.
Quartermaster	<ul style="list-style-type: none">- Responsible for troop equipment and supplies.
Troop Historian	<ul style="list-style-type: none">- Collects and maintains troop memorabilia and information on troop outings.
Librarian	<ul style="list-style-type: none">- Keeps troop books, pamphlets, and merit badge books available for use by Scouts.
Webmaster	<ul style="list-style-type: none">- Maintains the troop's website, making sure the information posted is

	correct and up to date.
Order of the Arrow Representative	- Serves as a communications link between the troop and the local Order of the Arrow lodge, promotes Order of the Arrow, and assists with troop leadership training.
Leave No Trace Trainer	- Teaches Leave No Trace principles to Scouts, ensures the troop follows the principles on outings, and helps Scouts earn the Leave No Trace award.
Den Chief	- Supports a Cub Scout den to help them learn about Boy Scouts.
Scribe	- Keeps records and minutes of troop activities such as troop and TLC meetings.
Chaplain Aide	- Assists in troop religious services and promotes the religious emblems program.
Bugler	- Sounds bugle calls at troop events
Junior Assistant Scoutmaster	- Older Scouts who support the troop as assigned by the Scoutmaster.