

# Troop 148 Handbook



Boy Scouts of America  
Troop 148, Hudson, Wisconsin  
Chartered Partner: Knights of Columbus  
Serving Hudson's Youth Since March, 1996

## INTRODUCTION

In 1996, The Knights of Columbus, Chapter 1762, chartered a new Boy Scout Troop, #148, in Hudson, Wisconsin. This troop was organized to provide another alternative to the larger troops already established in Hudson.

This handbook will delineate the troop organization, purpose, and the scouts' and parents' responsibilities within the troop.

## AIMS OF SCOUTING

Character Development

Citizenship

Personal Fitness

## METHODS OF SCOUTING

Ideals

Patrols

Outdoor Programs

Advancement

Personal Growth

Leadership

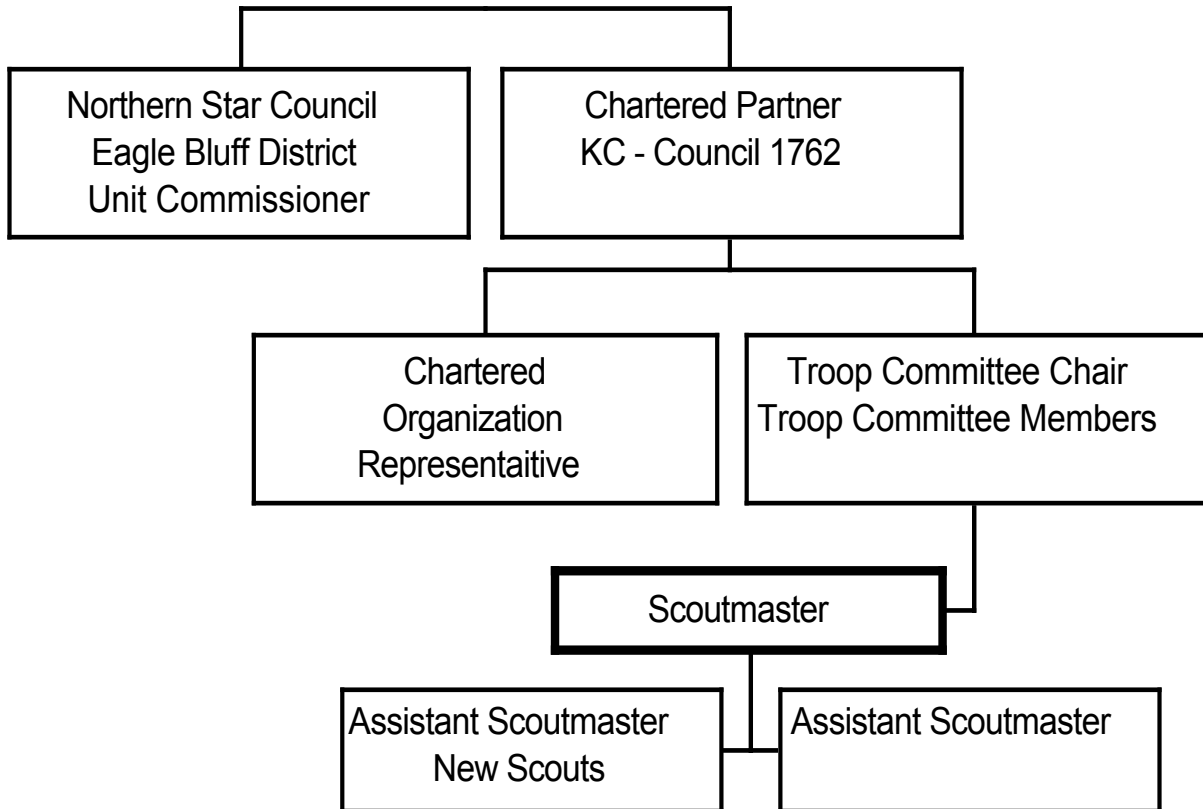
Uniform

## BOY SCOUTS OF AMERICA PROGRAMS

The Boy Scouts of America provide a number of different programs for youth. Each program area is designed at different age/skill levels.

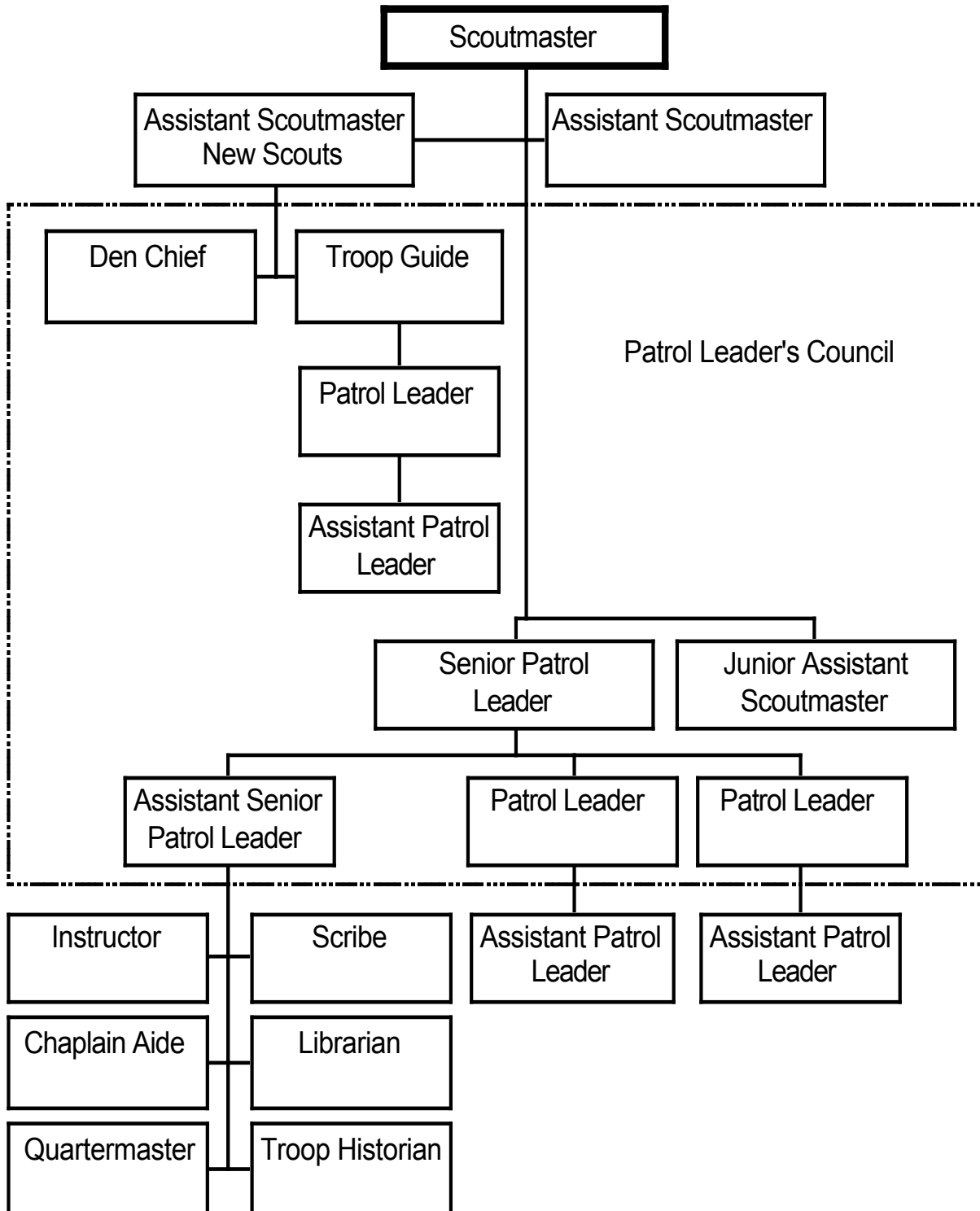
Cub Scouts	Pack	Tigers	First Grade	
	Pack	Wolf & Bear	Second & Third Grade	
	Pack	Webelos	Fourth & Fifth Grade	
Boy Scouts	Troop	New Scouts	10 1/2 & completed Fifth grade or 11	148
	Troop	Experienced Scouts	12 to 18 years old	148
Learning for Life	Team	Varsity Patrol	13 to 18 years old	
	Class	Elementary	First to Fifth Grade	
	Class	Jr. High School	Sixth to Eighth Grade	
	Class	High School	Ninth to Twelfth Grade	
Venture	Post	Career	14 to 21 years old	
	Crew	Adventure	14 to 21 years old	

# Troop Organizational Chart Adult Leadership



# Troop Organizational Chart

## Troop Leadership



## CHARTERED PARTNER

In the Boy Scouts of America (BSA), an organization such as a church or service club makes an agreement with the national office of the Boy Scouts of America to bring the Scouting program to their communities. The national office of BSA grants a “Charter” to the organization to run a BSA program, they become the Chartered Partner, and the organization then “owns” the Scouting program they are chartered to run.

The Chartered Partner for Troop 148 is the St. Croix Council 1762 Knights of Columbus. Therefore, they own everything of the troop: trailer, tents, canoes, bank accounts, and the 148 number. They also have a number of responsibilities with this ownership, including providing a place for the unit to meet, adult leaders, financial support, and a representative from the organization to represent the organization. This representative is the Chartered Partner Representative (CR).

The Scouting units also do service projects with and for their Chartered Partner. These service projects may include annual events and helping others in need. It is through Service Projects that the community can see the Scouting program at work.

## TROOP COMMITTEE

The Troop Committee is the governing body of the troop. Here, registered adult members and troop parents meet to determine the planning needs for the boy-planned activities. The boys’ voice to the Troop Committee is the Scoutmaster, Senior Patrol Leader, and Assistant Senior Patrol Leader.

To provide the planned program, the Troop Committee arranges for the following functions to be performed: annual program planning by youth leadership, reviewing and approving advancements, keeping activity records, running troop fund raisers, taking care of troop finances, arranging transportation, providing required adult leadership, maintaining BSA standards, and working with the district and council representatives. The Committee has the responsibility to provide the resources necessary for the Scoutmaster to carryout the approved planned program, through the boy leadership.

The Parents & Troop Committee meet once a month, on the Monday following the first Thursday of the month. Currently, the committee meets at St. Patrick’s Catholic Church lower level at 6:30 PM. All troop parents are welcome and encouraged to participate.

## SCOUTMASTER STAFF

The adult leaders that work directly with the boys are the Scoutmaster Staff. Led by the Scoutmaster, these adults help the boys learn the basic scout skills through the **Methods of Scouting**. With these skills they strive to meet the goals set by the **Aims of Scouting**. The Scoutmaster works with the Patrol Leaders’ Council on leadership skills and planning the details of troop meetings and campouts. The Scoutmaster’s role is that of training boy

leaders to run a “boy led” troop. The Scoutmaster makes the assignments of the Assistant Scoutmasters as needed.

One Assistant Scoutmaster or designated adult is assigned to oversee new scouts as they work on their advancement. With the help of the Troop Guide (an older scout), the two work to make sure that the boys feel like welcome members of the troop, to help them learn the needed basic scout skills, and to advance to the First Class rank within one year.

The remaining Assistant Scoutmasters and Junior Assistant Scoutmasters (scouts ages 16-17) work on assigned tasks to help make the total program work.

## **LEADER POSITIONS AVAILABLE**

### **YOUTH LEADERSHIP**

Leadership can be defined in many ways. Leadership in Scouting can be best defined as assuming responsibility using ones skills and knowledge to serve, guided by the principles of the Scout Oath, Law, Motto, Slogan and Outdoor Code.

Senior Patrol Leader (SPL)	Top boy leadership position. Runs all troop activities and meetings. Is elected by the scouts. Leads the Patrol Leaders Council (PLC).
Assistant Senior Patrol Leader (ASPL)	Assists the SPL in running the troop. Fills in when the SPL is gone.
Troop Guide (TG)	Helps the New Scout patrol. Works with the New Scout Assistant Scoutmaster to teach the New Scouts the basic skills needed for advancement in Tenderfoot, Second Class, and First Class.
Patrol Leader (PL)	Top boy leader of a patrol. Is elected by the patrol members.
Assistant Patrol Leader (APL)	Assists the Patrol Leader in running the patrol. Fills in for the Patrol Leader if the Patrol Leader is not available.
Den Chief	Assists a Den Leader in a Cub Pack in leading the Den. Sets the example of what Boy Scouts is like to the Cub Scouts. Attends Den Meetings and Pack Meetings.
Bugler	Provides bugle music as needed on troop campouts and troop ceremonies.
Chaplain Aide	Assists religious leaders in religious services as needed. Provides grace at troop meals. Helps promote the earning of Religious Awards. Works with the Troop Committee Chaplain.
Instructor	Provides special instructions in Scouting skills to the troop as needed in the troop’s program. Helps with passing of advancement requirements.
Librarian	Maintains the Troop’s library of Merit Badge books and checks them out to Troop members. Works with the Troop

	Committee Advancement Coordinator.
Quartermaster	Helps the Troop Committee Outdoors/Activities Coordinator with the troop's equipment. Checks out equipment to troop members.
Scribe	Works with the Troop Committee Treasurer in collecting unit fees and dues, as well as camp fees as needed. Works with the Troop Committee Secretary in writing articles as needed for local media.
Troop Historian	Maintains a scrapbook of troop activities. Has this book available at Troop Courts of Honor and other special events for the public and Troop members to view. Works with the Troop Committee Secretary.
Junior Assistant Scoutmaster	Works with the Scoutmaster Staff on adult level functions like an Assistant Scoutmaster. Reports to the Scoutmaster. Must be age 16 or older.
OA Representative	An Order of the Arrow (OA) member from the troop that provides the communication link between the troop and the OA Chapter, assists in arranging and conducting OA elections in the troop and similar activities

#### **ADULT LEADERSHIP**

Committee Chair	Top adult leadership position. Heads the Troop Committee and runs the Troop Committee meetings. Helps secure the other adult positions.
Committee Member - Treasure	Maintains the Troop's finances. Works with the Troop Scribe.
Committee Member - Secretary	Maintains minutes of the Troop Committee meetings. Works with the Troop Scribe and Historian.
Committee Member - Advancement	Maintains all advancement records. Organizes and runs all Board of Reviews for all ranks except Eagle. Works with the Librarian.
Committee Member - Outdoor/Activities	Maintains all Troop equipment in good working order and make sure that needed equipment is available for a troop activity. Works to insure that the troop meets the camping requirements of the Quality Unit Award and the BSA safety requirements. Works with the Quartermaster.
Committee Member - Chaplain	Provides religious opportunities as needed by the Troop. Works to insure that some form of religious service is available to members when on Troop activities that take members away from their normal religious activities. Works with the Chaplain Aid.
Scoutmaster	Primary adult leader to the boys in the Troop. Appointed by the Troop Committee. Help boy leaders plan Troop activities and meetings. Provides the Scoutmaster Conference for rank advancements.
Assistant Scoutmaster -	Works with the New Scout patrol in teaching new scouts the

New Scouts	basic Scout. Works with the Troop Guide.
Assistant Scoutmaster - Venture	Assists the Venture Patrol Chief in planning and carrying out the Venture Adventure outings. Works with the Venture Patrol Chief.
Assistant Scoutmaster	Helps the Scoutmaster in assigned tasks as needed. Fills in for the Scoutmaster when the Scoutmaster is not available. It is ideal to have more than one person in this capacity.

### **CHARTERED PARTNER LEADERSHIP**

Institutional Head	The head of the Chartering Institution.
Chartered Partner Representative	The Chartered Institution's representative to the Scouting unit. Is the key go-between for the unit and the institution. Is a voting member of the local BSA council.

### **DISTRICT LEADERSHIP**

District Committee Chair	The head of the district. Runs the District Committee. One of the district's Key Three.
District Commissioner	The head of the Commissioner Staff. Works to provide Unit Commissioners of each Scouting unit in the district and Roundtable Commissioners to operate the monthly Roundtable. Another one of the Key Three
District Committee Member	Chairs of district subcommittees on Training, Activities, Finance, Advancement, Camping, Promotions, and Growth.
District Executive	The Paid Professional from the council. The District Executive is the only council representative in the district operations. The DE is the third member of the Key Three.
Assistant District Commissioner	Works with an assigned group of Unit Commissioners to bring Commissioner Service to the units.
Roundtable Commissioner	Works in some area of the operations of the monthly District Roundtable. Plans and provides a program to help unit leaders learn how to operate a successful Scouting unit.
Unit Commissioner	A unit's key link to the district and council.

## **TROOP 148 POLICIES AND RULES**

In Scouting, we live by the Scout Oath and the Scout Law. The Parent and Troop Committee has established policies to better define the Scout Oath. These policies are in addition to the rules and policies set forth by the Boy Scouts of America.

### **ADULT LEADERSHIP IN CAMP**

- The troop will pay the costs for up to three (3) adult leaders going to summer camp with the troop. All other expenses of the adults are the responsibility of the adult individual.
- On all campouts, there will be at least two adults.
- “Two-deep leadership” is required for all scout activities, including merit badge workshops.
- Any parent is welcome come along with the troop to any campout or troop function.
- Troop 148 will follow the BSA policy about women on campouts. Sleeping arrangements will conform to the BSA policy, i.e., mothers are allowed to share a tent with their son, sleep in their own tent, or sleep with their spouse in the same tent. On cabin camping trips, separate facilities will be provided (room or cabin).
- A cell phone will be available at each campout for adult use.

### **ADVANCEMENT**

An important part of the Boy Scout program is the Advancement program. Advancement opportunities are provided at troop functions. Missing troop functions will result in missing advancement opportunities. As a group, new scouts (Scouts coming from Webelos or in the 6<sup>th</sup> Grade) work on the advancement requirements for Tenderfoot, Second Class, and First Class. All three should be earned within the first year in the troop. Once a scout earns his First Class, he leaves the New Scouts patrol and joins one of the regular scout patrols. If after one year the scout has not earned his First Class, he also moves to the regular scout patrols.

Northern Star Council approved Merit Badge Counselors. Before starting a Merit Badge, the scout sees the Scoutmaster for a list of approved counselors and a signed Merit Badge card. Visits to a counselor will require a minimum of two scouts, or the scout and one of his parents. Arrange a meeting with the counselor so that they can go over the requirements with you and tell you what they expect from you to pass the requirements. A second and maybe a third meeting will be needed to show the counselor your completed work. Once all the requirements are done, the counselor will sign off the card and return to you two of the three parts of the card. Return one of these parts to the Advancement Coordinator for advancement processing.

When a scout completes all the requirements for a rank, a Scoutmaster Conference is held. Once completing the conference, the Scout is eligible for Board of Review. The Advancement Coordinator and registered members of the Troop Committee run the Board of Review. The Board of Review is not a re-testing of the requirements. Instead, basic scouting ideas and attitudes are addressed as they relate to the requirements. A Board of

Review is required for rank advancement, not Merit Badges. Scoutmaster Conferences and Boards of Review should occur even without rank advancement.

Advancement awards will be purchased for those scouts passing the Board of Review and completing merit badges, to be awarded as soon as possible; holding the advancement cards for recognition at the next Court of Honor. The advancement is effective immediately, except for the Eagle rank and recognition awarded at the earliest Court of Honor.

### **CAMPING ACCOUNTS**

- A Scout's camping account accumulates from two sources: fundraising and/or donations.
- Account funds are to be used for long-term summer camp or any other Troop Committee approved campout or activity.
- Should a Scout leave the troop, all earned funds will be transferred to the troop's general operating account after one year.
- Should a Scout leave the troop and has a brother in the troop or that will be joining the troop, all funds will be held in the account for the brother's camping account.
- No camping account funds may be used to register or reregister a Scout's parent in a troop leadership position.
- A Scout's camping account funds may be used to pay for any campout fees with parent's approval.
- A Scout's camping account funds may be used to purchase camping items from the Scout Shop, United Stores, EMS, REI, or other troop committee approved camping stores.
- Troop committee must approve the expense prior to relinquishing the funds.
- Instead of transferring the funds of a scout that has left the troop into the troop's general operations account; the funds will be held in a former Scout's account for one year. If the scout returns to the troop within that year, his camping account funds will be restored. If he does not return within the year, the funds are transferred into the troop's *Campership* fund.

### **CAMPING COSTS**

- The troop covers the costs of rentals or equipment on campouts.
- The Scout pays for the food, program and transportation costs.
- The troop will pick up the cost for three (3) adult leaders for going to summer camp with the troop. All other expenses of the adults are his/her responsibility.

### **CAMPOUT MENUS**

- A member of the Scoutmaster Staff will review all boy-planned menus before the purchasing of any food is done.
- Weekend campout menus will normally be planned within a \$7.00 per scout and adult budget. Payment will be made to the Troop treasurer who will issue a check for the patrol to buy the food for the planned menus.
- Quartermaster will delegate an assistant in each patrol to assist with Patrol Box.

- All Patrols will submit job duties to be rotated throughout event. A copy will be provided to the Scoutmaster staff prior to departure for posting.

### **DISCIPLINE AND BEHAVIOR**

All members of the troop are expected to live by the Scout Oath, Law, Motto, Slogan and Outdoor Code. The boys will treat each other and all adult leaders with respect. If any problems are noted among the boys, leaders attempt to resolve the situation immediately. If there is an ongoing problem, parents will be contacted. Scouts can and will be sent home from outings for unacceptable behavior at parent's expense.

### **FUND RAISING**

The troop provides fundraising opportunities to help defray costs for planned troop activities, personal camping supplies, and other troop committee approved outings. There are two types of fund-raisers: product (sales) and service (community service). All funds earned from the fundraising activities are turned in to the Troop Committee Treasure.

- Participation in a fundraising activity is optional. However, the more Scouts involved, the more successful any fund-raiser will be.
- While engaged in Council fundraising activities, Scouts will dress in "Class A" uniforms.

The Troop Committee will determine whether to accept a Service fund-raiser, but only after hearing the monetary rate per hour earned for the troop. Any money earned in this type of fund-raiser will go into the general troop account.

For Product fund-raisers (Wreath, popcorn, and pop), individual Scout camping accounts will be credited for product sold on a per-unit basis. Predetermined selling periods and deadlines will be strictly adhered to.

### **HEALTH FORMS**

- Completed health forms are required for all outings.
- If a scout needs to take medication(s) while on a troop outing, the medications are to be stored with a responsible adult and given to the scout as prescribed on the medication label.
- The scout for their emergency usage in the field may carry bee sting kits, inhalers, and other like medications. A second bee sting kit, inhaler and other like medicines can be given to the adult in charge.

### **KNIVES, SAWS, AND AXES**

- No Scout may use a knife, saw, or ax at a troop activity without having earned the Totem Chip Award. Should a Scout be observed exhibiting unsafe usage, a corner of the Totem Chip award card will be removed. If a Scout loses all four corners, the Scout must re-earn the Totem Chip Award.

### **PARENT AVAILABILITY**

- Each Scout's parents will supply a telephone number where they may be reached in case of an emergency during a Scouting event.
- If a scout should have to be returned home due to inappropriate behavior it will be the parent's responsibility to pick up and return the Scout home t their expense.
- Should the troop or Scout have to return home earlier than planned, a Scout will not be returned home without adult supervision available. They will be returned to a parent or other parent assigned adult.
- All Scouts returning from a troop activity will be returned to the designated parking lot. A parent is required to be available to pick up his or her son.

### **PROGRAM TRAINING**

- The troop will pick up the course fees for a troop adult leader going to Scoutmastership Fundamentals and Troop Committee training.
- The troop will help pay for the cost of sending boy leaders to Council run Junior Leader Training. The amount of help is determined on a case by case basis.
- The Troop Committee will assist the Scoutmaster in running Junior Leader training as needed.

### **RADIOS AND ELECTRONIC DEVICES**

- Radios, tape players and other electronic devices are allowed only within tents campouts. This includes hand-held electronic games or watches containing games. The sounds from radios or other devices cannot be heard outside the tents.
- Adult leaders may have a radio for the purpose of checking weather reports.
- Radios and electronic devices are not allowed at any troop activity or meeting. If any such item is present, the adult leadership will remove it, and returned to the Scout's parent(s).

### **RELIGIOUS OBSERVANCE**

Troop 148 scouts and adults will be required to attend worship services when available.

### **SERVICE WORK/HOURS**

The Scouts need service work in order to get rank advancement. Service work includes work for the community, local churches, and schools. Service hours will not be given for activities that are for the troop's benefit.

### **SPECIAL NEEDS**

Please advise the Scoutmaster or the Committee Chair of any special needs and/or medical concerns that your Scout has. An attempt to accommodate any such needs will be made. Parents need to discuss these needs with the Scoutmaster and staff prior to an event.

## **TROOP DUES**

The troop committee will determine annual troop dues for each scout registered in Troop 148.

The troop dues cover the following costs:

- An embroidered neckerchief
- Rank & Merit Badges earned by each Scout
- Troop meeting skill instruction materials
- Troop operating costs, i.e. troop registration
- Troop camping equipment
- Miscellaneous expenses, i.e. postage, envelopes

## **TROOP EQUIPMENT**

- When the troop returns from a troop activity, the Quartermaster will assign scouts troop equipment that needs to be cleaned and/or dried. The equipment is to be cleaned and/or dried as soon as the Scout gets home and returned to the troop at the next troop meeting.
- All Scouts and adult leaders are responsible for the troop equipment's proper usage and care. All damaged equipment must be reported to the Quartermaster, then to Scoutmaster staff, so that it can be fixed. Damage to equipment beyond normal wear and tear or emergency usage will be repaired or replaced by the person(s) responsible for damaging the equipment.
- Damage to personal or private property will be the responsibility of the person(s) causing the damage.

## **TRANSPORTATION**

When transporting Scouts to a scouting event, the following must be followed (The Guide to Safe Scouting):

- Seat belts are required for all occupants.
- All vehicles must be covered by automobile liability insurance with limits that meet or exceed requirements of the state in which the vehicle is licensed. It is recommended that coverage limits are at least \$50,000/\$100,000/\$50,000. Any vehicle designed to carry ten or more passengers is required to have limits of \$100,000/\$500,000/\$100,000.
- Do not exceed the speed limit.
- Youth members may not drive to events until age of 18. No passengers under the age of 18 are allowed in the vehicle.
- A Scout less than 18 years old with a clean driving record & license for 6 months may drive to an event, however, an adult, over 21 years of age, holding a valid driver's license must be sitting next to him the entire trip, with no additional passengers.

A more complete listing of transportation rules can be found in "The Guide to Safe Scouting."

## **TROOP MEETING**

Troop 148's program of activities is designed, planned, and run by the youth members of the troop, with adult guidance. The Patrol Leaders Council (PLC) is made up of all the patrol leaders, the Senior Patrol Leader, the Assistant Senior Patrol Leader, the Troop Guide. The Scoutmaster is present to provide advice and training. Parental involvement is encouraged.

The Senior Patrol Leader is the top Scout leadership position in the troop. He "quarterbacks" the program, and delegates responsibility to the Assistant Senior Patrol Leader and Patrol Leaders.

Troop meetings are posted on a calendar available through the Scoutmaster, Committee Secretary, or newsletter. Troop meetings are from 6:30 p.m. to 8:00 p.m. at St. Patrick's Catholic Church, lower level. Troop parents are welcome and encouraged to come to all troop meetings.

## UNIFORMS

The official Boy Scouts of America is the uniform of Troop 148. Uniforms and accessories can be purchased through the Northern Star Council Office on Marshall Avenue, St. Paul, or the BSA Boy Scout Catalog. Selected items (bold type) are also available at Art Doyle's Spokes and Pedals in downtown Hudson.

Within the uniform classification are two uniform types; Class A Uniform and Class B Uniform. Class A uniforms are worn at all meetings, to and from camps, and to all worship services. Class B uniforms consist of a Troop T-shirt or BSA T-shirt and may be worn during campouts and merit badge workshops. Both uniforms are to be worn "tucked in" with neat pants or shorts.

### **Class A:**

- BSA Shirt: Long-Sleeve Shirt #S588 or Short-Sleeve Shirt #S5988
- **Shoulder Loops Red** #S00676
- **Unit Numbers, 148**
- **Council Strip Patch**, Northern Star Council
- World Scout Crest #S00143
- **US Flag**, #S00103
- Neckerchief Black with Red Insignia
- Neckerchief Slide #S00601
- BSA Pants: Trousers Regular #S588 or Shorts Regular #S598
- Boy Scout Socks #S566
- Twill Cap #S555
- Boy Scout Web Belt #S52992

### **Class B:**

- Troop 148 T-shirt (special order)
- Troop 148 Sweatshirt (special order)

## Scouting Books

<b>The Boy Scout Handbook</b> <b>(Required at all meetings)</b>	Contains the information and the requirements for all the rank advancements. Basic Scout Skills information, a must for all members. An important 34-page parent/youth section is in the front of every handbook. <b>Y, L, A</b>
<b>Boy Scout Requirements</b> <b>(Recommended)</b>	Includes all the award requirements for Ranks, Merit Badges, and Special Awards. Special information about the Eagle Scout Service Project and Award. <b>Y, L, A</b>
<b>Junior Leader Handbook</b>	Discusses leadership skills for all youth leaders from Scribe to Senior Patrol Leader. <b>L, A</b>
<b>Merit Badge pamphlets</b>	There are pamphlets available for all 120+ Merit Badges. Each contains the badge requirements and skills for the specific merit badge. <b>Y, L, A.</b>
<b>Fieldbook</b>	Covers advanced Scouting Skills. Very helpful in planning High Adventure treks. <b>Y, L, A</b>
<b>Program Features</b>	A three part series (formerly the <i>Woods Wisdom</i> ) that provides 36 monthly themes with activities and suggested agendas. Also includes ceremonies (court of honor and flag) and games. Used by the PLC and supervising adults for planning activities. <b>L,A</b>
<b>Venture/Varsity pamphlets</b>	There are different pamphlets available for many different areas of Venture and Varsity activities. They contain complete Venture outlines and requirements for earning Venture Pins. <b>Y, L, A</b>
<b>Scoutmaster Handbook</b>	This is the basic guide for an adult Boy Scout Leader. All areas of the program are covered. Beneficial to any leader. <b>A</b>
<b>Troop Committee Handbook</b>	Designed for the members of the Troop Committee. All job responsibilities and descriptions are provided along with important BSA policies and rules. <b>A</b>
<b>Boy Scout Advancement Guidelines</b>	Contains the complete rules to the BSA Advancement programs at all levels. <b>A</b>
<b>The Guide to Safe Scouting</b>	Contains official guidelines to follow during Scouting activities to ensure a safe outing for all involved. <b>A</b>

**Y = Youth L = Youth Leader A = Adult**

All books are available through local Scout Distributors, Council Office, Scout Shops, and through the BSA Boy Scout Catalog.