

Boy Scout Troop 714

Marietta, Georgia



Assistant Scoutmaster's

Handbook

Fourth Revision, March 2007

Troop 714 Assistant Scoutmaster Handbook

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INTRODUCTION

The Scouts and adult leaders of Troop 714 thank and congratulate you on your decision to serve as one of our assistant Scoutmasters. Your role is a critical one in that you will be directly involved in helping deliver the promise of fun and adventure to the boys of the troop. By becoming involved in the troop's program, you will help us to accomplish the three basic aims of boy scouting:

- To build moral strength and character
- To develop physical, mental and emotional fitness
- To foster citizenship.

These aims are accomplished through the eight methods of Boy Scouting:

Ideals. The personal behavior guides and standards to which a boy commits himself when he becomes a Boy Scout: The Scout Oath (Promise) and Law, the Motto ("Be Prepared") and Slogan ("Do a Good Turn Daily").

Patrols. Patrols are groupings of roughly eight to ten boys within the troop that work together as a team using the Patrol Method.

Outdoors. Almost anything Scouts do can (and should) be done outdoors. One of the biggest reasons boys join a Scout troop is to get involved in a vigorous outdoor program. As the bumper sticker says, "*Keep the Outing in Scouting.*"

Advancement. The advancement program allows a boy to develop skills that will prepare him for future challenges both in and out of Scouting. He develops in body and mind, grows in self-confidence and begins to help younger Scouts in their advancement efforts.

Personal Growth. While this could be interpreted as an aim rather than a method, by providing opportunities to allow personal growth at a self-paced rate, Scouting offers a continuum of challenges that build on each other and the opportunity to grow is almost unlimited.

Adult Association. Boys learn from the example set by their adult leaders. Be sure to set the right one. As Robert Baden-Powell said, "You are always being snapshotted by the boys."

Leadership Development. Making sure boys get leadership experiences is one of the most important things a Scoutmaster or one of his assistants can do. Remember that leadership development is not only for Scouts that are already leaders, but also for those who aren't. The more ways you use to plant leadership opportunities, the better the chance the seeds will grow.

Uniform. As the *Scoutmaster Handbook* states, the uniform is a tool with many edges. It is a source of identity, pride and spirit. It lets others know the wearer belongs to one of the most respected organizations in the world and that he stands for something special. Set an example by wearing your uniform correctly, and encourage your Scouts to do the same.

The purpose of this handbook is to serve as a resource to the new or less experienced assistant Scoutmaster in Troop 714. It contains specific information regarding the troop's policies and practices. It is not our intent to cover everything you might need to know. There is plenty more to be learned from your training opportunities and from *The Scoutmaster Handbook* other written resources referenced later in this manual. If you have any questions, just ask. The worst question is the one left unasked.

Great Scouting!

ASSISTANT SCOUTMASTER CORE RESPONSIBILITIES

Assistant Scoutmasters assigned to a new Scout patrol (Scouts with less than one year tenure) have an especially important task. In addition to the responsibilities listed in the job description, the following also apply:

- Have Scouts *immediately* formed into a patrol with a name and yell. A patrol flag is to be constructed (by the boys) as soon as possible. See Patrol Flag Requirements on page 36 for more information.
- Ensure *every* Scout completes his Joining Requirements within 2-3 *weeks* of joining the troop (see the Boy Scout Handbook).
- Teach and practice the patrol method (see THE PATROL METHOD on page 5 and also the Scoutmaster's Handbook for additional information on the patrol method).
- Provide a supplemental patrol-based program (outside core troop activities if necessary) that gives all first year Scouts the opportunity to earn the First Class rank during their first year of membership.
- Closely track each Scout's progress. Use troop resources as appropriate.
- Ensure that each Scout earns his Totin' Chip and Firem'n Chit before Summer Camp.
- Ensure that each new Scout has an opportunity to serve as patrol leader and/or assistant patrol leader within the first year of joining (typically a 4-6 week rotating assignment).
- Assign other Scouts positions of responsibility within the patrol or specific meaningful tasks when they are not serving as a patrol leader or assistant.
- Provide especially close coaching of the patrol leader during the first year.
- Train, coach and support the troop guide.
- Help teach basic scouting skills (through the troop guide).

The complete duties of an assistant Scoutmaster are shown in the appendix under the section entitled Troop 714 Assistant Scoutmaster Job Description on page 21.

THE PATROL METHOD

Troop 714 is committed to the patrol method. Patrols provide real experiences in the democratic way of getting things done. We as adult leaders will always be able to better and more efficiently do things than the boys in the patrols. We must however also remember:

"How can boys learn to lead if the adults do all the leading?"

A copy of the troop organization chart is provided in the appendix on page 22. Note that, with the exception of the Scoutmaster, the troop is totally boy-led. The senior patrol leader or, SPL, is the top junior leader in the troop. The Scouts elected him to this position because they felt he was most qualified to run the troop. Whenever the troop comes together for a meeting or activity, the SPL is in charge. He leads the patrol leaders' council (PLC) and, in consultation with the Scoutmaster, appoints other junior leaders and assigns specific responsibilities as needed. The SPL has an assistant, the assistant senior patrol leader (ASPL) who provides leadership and direction for the other troop leaders: scribe, quartermaster, historian, librarian, instructors, and chaplain aide. The SPL provides leadership to the patrol leaders and the ASPL.

You may often find that these young adults have one or two good ideas mixed among several less perfect ones. Our jobs as leaders is not to help them select the good from the bad, but to help them through a productive and fair decision making *process*. Your assistance in helping them through this process will allow them to reach a consensus decision (i.e., one they'll all support). They may surprise you by their ingenuity and ability to accomplish something in which they have ownership. Your guidance and coaching may also be needed to help them plan and implement those ideas they want to pursue. Let them decide on a plan and work through it.

Leadership

Every Scout in the patrol should have a position of responsibility so that they can learn leadership and develop a sense of accomplishment. The following key positions should be filled in each patrol:

Patrol Leader	Scribe
Assistant Patrol Leader	Quartermaster

Other patrol positions could include:

Librarian	Bugler
Historian	Instructor
Chaplain Aide	Grubmaster (rotates from one event
Cheerleader	to the next)

Please note that there is no value, or even negative value in assigning a job to a scout and then not letting him know what his responsibilities are or not explaining your expectations. Scouts want to take on responsibility, and it is our job to ensure they complete their jobs with a sense of accomplishment.

Baden-Powell said: "The Patrol Method: it's not just the best way, it's the ONLY way!"

AVOIDING AND DEALING WITH PROBLEMS

While the best way to deal with problems is to try to prevent them, some problems, such as Scout behavior or disciplinary problems, can't be avoided. You will need to respond because, with few exceptions, problem behavior should not be ignored. Ignoring problem behavior may send a signal that you accept it!

The Scoutmaster Handbook suggests the following six steps to responding to behavioral problems:

- Understand the problem first
- Respond reflectively rather than reactively
- If necessary, feel free to express disappointment with inappropriate behavior
- Never criticize or degrade a Scout's character or personality
- Don't discount a Scout's feelings
- Help him reflect on his problem behavior
- Help him reflect on how he would feel if others behaved the way he did.

Discipline is a difficult but very necessary thing. It is no one person's responsibility and needs to be handled by all leaders, adults *and* scouts. If you encounter a need to discipline one or more scouts, try to turn the unfavorable situation around into a *positive learning experience* for the Scout(s). Each little *moment of truth* will be a great opportunity to remind him of his Scout Oath and one or more points of the Scout Law and to have him reflect on his behavior relative to these Ideals and how he could have behaved differently. Take your time, and get as much out of the opportunity as you can.

Remember this rule of thumb: *"Praise in Public; Criticize in Private."*

Give Scouts the same respect you expect to receive. They are young adults and should be treated as such.

There is an important policy in Troop 714: *Do Not Discipline Your Own Child*. If you see your son doing anything wrong or inappropriate, point it out to another leader and let them handle it. This saves confrontation of son/dad and your son will respond much better to someone else. However, if there is ever a safety hazard involved, intervene immediately and stop the unsafe behavior right away. Remember SAFETY FIRST!

Another very important thing to remember not only when disciplining a Scout but whenever working with Scouts is the BSA *Two Deep Leadership* policy. This policy states that you should *never* be one-on-one with a Scout (other than your own son), even for car rides. This is for your own protection as much as for the Scout. The only exceptions to this is when an emergency arises, such as when someone becomes injured on a hike and one must stay with the injured party while the other goes for help. In cases such as Scoutmaster Conferences, these should be conducted in the corner of a room with other Scouts and leaders fully visible. *Never* hold a conference one-on-one behind closed doors! *Never* occupy a tent with a Scout (again, unless only your son is present).

MENTORING of NEW ASSISTANT SCOUTMASTER (ASM's)

Troop 714 has a long history of nurturing the development of new assistant Scoutmasters into some of the most dedicated and visionary leaders in the Atlanta Area Council. The biggest pitfall many new leaders fall into is to continue to operate as den leaders or assistant den leaders after crossing over to Boy Scouts. They often have trouble tempering their enthusiasm to get things done thereby circumventing the aims of the patrol method. Human nature dictates that parents should provide for their children and many find it extremely hard to let their child begin to be independent. Are we really *boy led* if mom and dad continue to lead? Allowing the boys to lead is one of the eight methods of Scouting discussed earlier and is required for Scouting to develop the next generation of leaders for our country..

Troop 714 understands that new ASM's are at the beginning of a learning curve on how the patrol method works and what it should look like in practice after crossing over from cub scouts. Our aim is to accelerate how quickly new ASM's climb this learning curve in an inclusive environment as they receive the proper mentoring needed to fully support the patrol method.

The mentoring guideline below seeks to *blend* new ASM's with experienced ASM's resulting in a diverse leadership group where each leader is a valued member empowered to contribute to the success of their patrol and troop.

SCENARIO A (Typical but NOT Ideal): The new Scout patrol is solely comprised of new ASM's. In this scenario, a new ASM does not benefit from the shared experience of working with an experienced ASM. Over time the new ASM may develop the skills necessary to fully implement the patrol method.

SCENARIO B (Intermediate): New ASM's are teamed with an experienced ASM to guide the new Scout patrol, relying on the expertise of the seasoned ASM. The new ASM with develop the skills necessary to fully implement the patrol method much faster than in scenario A.

SCENARIO C (Ideal): New ASM's volunteer to assist experienced ASM's in existing patrols thereby freeing up experienced ASM's to work with the new Scout patrol.

All patrol advisement requests and assignments will be the sole responsibility of the Scoutmaster. The Scoutmaster is highly encouraged to solicit the advice and input of others.

TRAINING

By accepting the position of Assistant Scoutmaster, you will be expected to take advantage of the available training opportunities. Basic Leader Training is free and consists of five required parts:

- Complete Boy Scout Leader Fast Start as soon as possible (online or on VHS or DVD)
- Complete Youth Protection Training as soon as possible (online or instructor-led).
- Complete New Leader Essentials as soon as possible (90 minutes, instructor-led)
- Complete Leader Specific training for Scoutmasters and Assistants within one year of joining the troop.
- Complete Introduction to Outdoor Leader Skills within one year of joining the troop.

Your training is a requirement for our troop to earn the District Honor Award (Chicken Pin). Upon completion, you will receive a certificate and a "Trained" patch for your uniform shirt. Wear it proudly.

Boy Scout Leader Fast Start - <http://www.scouting.org/boyscouts/resources/18-813/faststart.html>

Fast Start provides an immediate comfort level for new leaders and enables them to say, "I can do this!" Fast Start training is the first step for any new volunteer and is to be delivered immediately after a new leader registers and before he or she meets with any youth member.

Youth Protection Training - <http://www.scouting.org/pubs/ypt/ypt.jsp>

This course explains BSA policies and procedures for recognizing, preventing, and responding to child abuse situations. This is required training for all adult volunteers in the Boy Scout program.

New Leader Essentials

New Leader Essentials is an introductory session that highlights the values, aims, history, funding, and methods of Scouting. It addresses how these aims and methods are reached in an age-appropriate style. Videos, discussions, and hands-on reinforcement are presented during the 90-minute training session.

Leader Specific Training for Scoutmaster and Assistants

This training provides the specialized knowledge a new leader needs to assume a leadership role and is offered by the Foothills District. The course consists of three 2.5 hour lecture sessions and is offered two to three times per year. The focus is on BSA policies and troop, Patrol and Committee organization and operation. Particular focus is placed on the Patrol Method. The sessions may be attended in any order at any time offered.

Introduction to Outdoor Leader Skills

Outdoor skills are critical to the success of the Scouting program, and Introduction to Outdoor Leader Skills provides leaders with the basic outdoor skills information needed to lead successful outdoor activities. This is required outdoor training for all assistant Scoutmasters. The skills taught are based on the outdoor skills found in *The Boy Scout Handbook*. The course focuses on skills that build confidence and competence in leaders conducting outdoor camping experiences.

Wood Badge for the 21st Century

Upon completion of Leader Specific Training, an adult is eligible to attend Wood Badge for the 21st Century. As the core leadership skills training course for the BSA, Wood Badge focuses on strengthening every volunteer's ability to work with groups of youth and adults and is less focused on outdoor skills, which are more effectively addressed in other training courses.

The task force that developed Wood Badge for the 21st Century was charged with developing an adult training course that was on the cutting edge of training for the 21st century. They created a highly user-friendly course that would encourage BSA local councils to offer more courses and, ultimately, train more Scouters. The Wood Badge course has made significant accomplishments in both areas.

Incorporating leadership concepts that are used in corporate America, the course teaches participants the basics of listening, communicating, valuing people, team development, situational leadership, problem solving, and managing conflict. Once the skill is learned, each member is given the opportunity to use the skill as a member of a successful working team. At the conclusion of the course, each participant develops a set of personal goals related to his or her Scouting role. Working toward these goals allows each participant to practice and demonstrate new skills. This new Wood Badge course focuses on strengthening every volunteer's ability to work with and lead groups of youth and adults and is less focused on outdoor skills, which are addressed in other courses.

Wood Badge is typically offered two to three times per year through the Atlanta Area Council. Wood Badge tuition is currently \$220 plus additional expenses for food, uniform shirt and incidentals. If the tuition cost is a barrier to participating, the troop has limited funds to help pay for a portion of the tuition. While Wood Badge is time consuming, you will find it to be one of the most rewarding activities you have ever participated in, in or out of Scouting.

TROOP MEETINGS

The Patrol Method means that *BOYS LEAD BOYS* and therefore the senior patrol leader and the patrols organize and conduct troop meetings. Troop meeting plans and responsibilities for activities are developed and assigned at the monthly patrol leaders' council (PLC) meetings.

Each month, one patrol will be assigned to be program patrol and another patrol will be the service patrol. Generally the previous month's program patrol becomes the following month's service patrol. Their responsibilities are as follows:

Program Patrol

Opening Ceremony
Meeting Program
Troop-Wide Game (if time permits)
Closing Ceremony

Service Patrol

Meeting Set-Up (facilities & equipment)
Meeting Break-Down & Clean-Up
Service Project for Mountain View Methodist Church
(*Important: report hours to service@troop714.org*)

The program patrols are expected to present to the patrol leaders council, two months in advance, their program concepts for their assigned troop meetings. A detailed outline is to be presented to the PLC one month in advance of their program.

Please assist your patrol in planning their program, but *do not* do all the work. This is a learning experience for the scouts. They will make some mistakes and this is all right. The Guidelines for Skill Sessions in the Appendix will help them in their planning. They can also find ideas in the *Troop Program Guide*. At the same time, we do not want them to fail, *so follow through* with the Scouts by phoning and consulting with the Patrol leadership often. Your job is to help them succeed, not to prevent them from making mistakes. Mistakes are only bad if we don't learn from them!

Typical Troop Meeting Agenda

The senior patrol leader is expected to develop a written agenda for each troop meeting with time frames for each activity. A typical agenda is as follows:

- Meeting set-up (service patrol)
- Pre-meeting activities (guest reception and registration, final planning, etc.)
- Opening (should begin at 7:00 sharp)
- Announcements
- Patrol corners (complete attendance and advancement reports, activity sign-ups, general planning)
- Program (e.g., skill session, guest speaker, etc.)
- Troop-wide "Game with a Purpose"
- Recognitions and additional announcements
- Closing (including Scoutmaster's Minute and closing prayer)
- Dismissal
- Clean-Up (service patrol)

In general, we want to encourage creativity from the program patrol. The same old opening and closing eventually begins to lack meaning and fails to hold scouts' interest. Also, a specific game should not be repeated more than once per year. There are only about 35 troop meetings per year and over a hundred different games for Scouts listed in the *Troop Program Guide* (formerly known as *Woods Wisdom*) alone! Various Scouting websites are easily found which contain good ideas as well.

VISITORS

Visitors will frequently be present at troop meetings. Any time you see someone you don't recognize, make an extra effort to *immediately* greet him or her and make him or her feel welcome. Have them sign the Visitor's Log. Introduce them to other troop members, both youth and adults. Show them our scrapbooks, etc.

Be especially on the alert for visiting Webelos Scouts and their parents. When you greet them, be positive and excited about their coming to visit us. **It is essential that someone from the troop should be with the Webelos and their parents the entire time they are present. Never leave them unattended!** Troop guides will generally be assigned to the Webelos, but it is mandatory that an adult leader be present with the Webelos at all times. First impressions can make a difference between joining our troop or another.

CAMPING

There are several camping policies that Troop 714 has adopted over the years. These include:

- Scouts camp in patrols using the patrol method. Patrol duty rosters are to be completed and posted by the patrol leader and followed by all.
- Scouts do not sleep alone unless it is their strong preference. Two or three to a tent is standard.
- An assistant Scoutmaster should approve menus no later than the meeting prior to the campout.
- Any Scout causing a safety hazard or exhibiting behavioral problem is subject to disciplinary action. For serious problems his parents may be called to pick him up and take him home, and they may be asked to accompany him at future campouts. For more information see AVOIDING AND DEALING WITH PROBLEMS on page **Error! Bookmark not defined.**
- No flames are allowed in or near tents - EVER!
- Liquid fuels are never to be used to start fires, *including charcoal* (use chimneys).
- Only adults are to light pressurized liquid fuel lanterns.
- A knife, lighters, matches, etc. that is used in an unsafe manner will be confiscated and returned to the offending Scout's parents.
- Anything that goes into a fire must stay in the fire (e.g., sticks).
- Medication of *any* type is to be given to the adult leader in charge or his/her designee for safekeeping and distribution as appropriate. (This is BSA policy.)
- Consumer electronic items (e.g., radios, CD players, games, etc.) are to be left at home or in the car. The only exception is a single band radio for receiving NOAA weather forecasts. Adults may want to carry cellular phones or portable GPS systems for use in case of emergencies.
- The policies in the *Guide to Safe Scouting* are to be followed at all times. Copies are available through the troop committee chairman or the Scoutmaster.

Heavy Camping

This is the type of camping that you can drive to, or near the campsite. It is called "heavy," "dump" or "drive and drop" camping since weight is not generally a consideration. There are many items (camp gadgets, Dutch ovens, etc.) that can make the whole experience more enjoyable for everyone.

Heavy camp setup is done by patrols. Troop leadership (SPL, ASPL, and PL's) should select Patrol campsites with the approval of the adult activity leader. The entire troop should be kept within hearing distance while keeping Patrols grouped in smaller areas. Patrol cooking areas should be centralized with a dining fly over both the cooking area and eating area. It should be safe, orderly, functional and clean.

Adequate safety precautions must be observed anywhere a fire is to be enjoyed. At minimum, a fire ring should be established, with combustibles removed at least five feet around the periphery. At least two fire buckets filled with water should be on standby. A wood yard should also be set aside and properly marked. Fires can be by troop only or by patrol as accommodated by the site. Younger Scouts, below First Class, must have an adult leader nearby the fire at all times. This will present an opportunity to teach fire building, or allow someone to earn a Firem'n Chit. Older Scouts having a fire should be checked on every so often and should always be within hearing distance.

Meals

Meals should be enjoyable, nutritional and present a learning opportunity where skills are developed. Given a choice, many Scouts would prepare and eat nothing but hot dogs, beans, donuts, potato chips and candy. Heavy camping, especially summer camp, gives them many ideas and practical experiences in

preparing a variety of meals. This can be added to through experimentation and imagination. There are several books available from the Scout Shop or adults within the troop. Try not to be limited just because you are in the woods. Pot pies, shish-ka-bobs, casseroles, brownies, cookies, pizza, cakes, cobblers, and farmer's breakfast are just a few that come to mind. Be creative and experiment. Almost anything that can be cooked at home can also be cooked at camp!

Finally, patrols are to prepare, eat and clean-up from their meals *as a patrol* according to the duty roster. Grace is to be said as a patrol before *every* meal.

Equipment

The troop has a considerable amount of camping equipment, including tents, stoves, LP tanks and hoses, tarps, charcoal starters, chuck boxes, cook kits, Dutch ovens, backpacks, etc. These are available for all troop or patrol outings and are to be checked out and in with the troop quartermaster. Scouts are to be instructed in the proper use of this equipment before they are permitted to use it.

Please ensure that all equipment is returned complete, clean and in good condition. Any equipment in need of repair should either be repaired prior to its return, or the defect brought to the attention of the quartermaster upon its return. An equipment list for personal and group use is included in the Appendix starting on page 29.

Backpacking

Backpacking is a special type of camping and hiking. You must carry on your back everything that will be needed for the duration of the trip. This presents unique problems and solutions. In order to simplify logistics, Scouts are generally organized into groups of two or three for tenting and cooking purposes. This way they can share the load while making the planning effort as simple as possible.

Backpacking is one activity where we allow meals that are "ready to eat." This is because time and weight reduction are generally at a premium. Freeze-dried dinners, packaged soups and pastas, oatmeal, "Power Bars" and the like all serve to facilitate an enjoyable backpacking experience. At the same time, Scouts (and adults) are encouraged to be creative in preparing meals that require cooking. If some forethought is put in, some gourmet meals can be partially prepared in advance at home which can be a snap to prepare on the trail.

In order to participate on a troop-backpacking trip, Scouts must successfully pass a backpacking check-out hike. This hike is a minimum of five miles in length over varied terrain with a fully-loaded backpack weighing 20-25% of a Scout's body weight, but not less than 20 pounds. Scouts that successfully complete this hike without significantly delaying the group, requiring significant assistance or experiencing major physical problems become qualified to go on a 2-3 day backpacking trip.

Paperwork

Adult activity leaders must ensure that the appropriate Tour Permit had been filed with the Council office and that an approved receipt is on hand. Local permits are used for activities that involve traveling less than 500 miles. For any overnight activity, the activity leader should also have in possession copies of the participating scouts' medical forms.

Be sure a copy of your itinerary and participation roster is left with an adult leader back home.

A copy of the participation roster is to be forwarded to the troop's advancement committee so that the Scouts can earn credit toward advancement and Order of the Arrow eligibility.

You must have permission forms signed by each Scout's parent/guardian for each activity before departure. The blank forms are available on the Events section of the troop web site.

Be sure to check-out the participant's health/medical forms from the troop medical officer. Please allow him/her at least a week to pull these for you, particularly for a large trip. After the activity, return the medical forms to the troop health officer along with the permission forms signed by the parents and the approved tour permit. The troop retains the permission forms and tour permit for a period as part of our records in case a health or other issue is discovered at a later time.

Scout's Own Service

The Scout Oath begins with a promise of "Duty to God" and ends with the phrase "keep myself ... morally straight." In addition to a prayer before every meal and to end every meeting, the troop chaplain's aide is responsible for preparing and conducting a short worship service on every campout. This interfaith service is typically held on Sunday morning and contains common elements found in many religious services such as songs, prayer, responsive readings, and a short message to encourage the scouts. The troop chaplain works with the chaplain's aide to ensure that the service is appropriate for all in attendance.

SUMMER CAMP

Why We Go

Summer camp is without a doubt the troop's single most important event each year as it is our only long-term camping activity in which every Scout participates. Summer camp gives each Scout an opportunity to fully experience everything that Scouting's outdoor program has to offer and provides the troop an excellent opportunity to bond into a cohesive unit. For many Scouts, a large portion of their skill development and rank advancement during the year is accomplished at summer camp.

The Patrol Method is fully practiced at summer camp. This means that both meals and tenting are organized and run by the patrols. In addition, each patrol will have the opportunity to serve as program patrol (Flags) and as service patrol (latrine duty) at least one time during the week.

All participants at summer camp must have submitted a current and complete Personal Health and Medical Record (i.e., physical form). Youth and adults under 40 years old complete the Class 1 and 2 form while adults over 40 complete the Class 3 form. The Class 1 and 2 form is valid for 3 years from the date of completion. Adults over 40 must submit new Class 3 medical forms each year.

First Year Scouts

It is especially critical that all first year Scouts attend summer camp. First year Scouts are expected to take a specially designed course for these inexperienced Scouts (e.g. "Mountain Man" at Woodruff) along with (in order of preference) the First Aid, Pioneering and Swimming merit badges. These activities expose new Scouts to all the basic scoutcraft skills and mark a significant milestone towards self-sufficiency. Studies have shown (and experience has borne out) that if a new Scout does not attend Summer Camp; he is *ten times* more likely to drop out of Scouting within his first year of joining than those that do attend camp. A major reason for this is that, by attending camp, they will complete at least 80% of their requirements for the Tenderfoot, Second Class and First Class rank advancements. Those that don't attend fall behind their peers, and feel somewhat left out.

Equipment

The equipment required for summer camp differs slightly from the general camping and backpacking equipment lists. This list is provided in the Appendix. It is especially important that all clothing be packed in water-tight bags (the two gallon freezer zip-lock bags are ideal) and stored in footlockers or tote-bins in order to keep clothing fresh.

Scouts sleep on cots in camp-provided canvas tents along with a tent mate. Tents are grouped by patrol. Elevated platforms are provided in order to help keep them and their gear clean and dry. It is strongly recommended to bring along an 8' x 12' (minimum) polyethylene tarp (with grommets) to throw over these tents, as they are not waterproof.

Meals

Troop meal policy for summer camp is that we cook breakfast and dinner in camp using the Patrol Method (whenever it is permitted by the camp program). Although many other troops eat meals prepared by the camp staff in a central dining hall, the troop leadership strongly believes such a practice deprives the Scouts of critical camping skills and the opportunity for team building within their patrols. Duty rosters are used so that the work is shared evenly among all patrol members. This work includes meal pickup, preparation, serving and cleanup.

Activities

Every Scout will register for activities so that the entire time available to him is fully booked. While the specific activities available at summer camp will vary from year-to-year and camp-to-camp, in general everyone will participate in a combination of merit badge classes and a variety of other activities offered just for fun. Some of these fun activities can include swimming, archery, rifle and shotgun shooting, whitewater rafting, rock climbing and/or repelling, mountain biking, and so on. With few exceptions, new scouts are expected to participate in a first year camper program for the reasons discussed above.

Swimming is a major activity at every summer camp. There are a variety of swimming programs available ranging from lessons for non-swimmers to BSA Lifeguard and the Mile Swim. Everyone (except the non-swimmers) will participate in a "swim check" the first day of camp. Those that successfully complete the swim check will receive a "buddy tag" which enables them to use the waterfront facilities for swimming, canoeing, sailing, etc. Non-swimmers will be enrolled in a special class to develop their swimming skills.

Merit Badge classes. All Scouts will take a number of merit badge classes. As discussed above, the First Aid, Pioneering and Swimming merit badges are to be taken first. Otherwise, at least one Eagle required merit badge course is to be taken. The troop's summer camp leader must approve each Scout's list of activities.

By the time a Scout has completed his third summer camp, he may have advanced to the stage that the "standard" camp program has become less challenging to him. For this reason, most camps offer a variety of High Adventure programs tailored to the older, experienced Scout. Programs such as a 50-mile backpacking trip, rock climbing, and whitewater kayaking are typically offered.

Costs

Summer camp registration fees range from around \$200 to \$275 per week, depending on the camp. Payment is due well in advance. For those Scouts under financial hardship who have difficulty affording the registration fees, Campership awards are available. Contact the troop Committee Chairperson for details.

Please note that some of the merit badge courses and other activities, especially the High Adventure activities, do require additional costs ranging from a few dollars to \$30 or more. Otherwise, experience has shown that \$25.00 in spending money amply covers a Scout's needs for the week.

SCOUT ADVANCEMENT

One of the Assistant Scoutmaster duties is to encourage and coach scouts to advance and earn the Eagle Award. Our short-term goal is for each new Scout to complete his Joining Requirements within two to three weeks of joining the troop and to earn his First Class rank within his first year.

There are four steps that a Scout passes through in his advancement effort:

Step 1 - The Boy Learns. He learns by taking an active, hands-on part in troop and patrol meetings and the outdoor programs. This learning should be a natural outgrowth of his regular Scouting activities.

Step 2 - He Is Tested. When you see that a Scout has *mastered* a given skill and satisfied a given requirement, then tell him so - and record his achievement in his book or merit badge blue card. It is not sufficient that a boy *merely participate* in a skill learning session - he must *demonstrate* individual *proficiency* up to their capability. The performance standard for all boys is that they *do their best*.

Step 3 - He Is Reviewed. When a Scout completes all his requirements for a rank, he appears before a "Board of Review" consisting of three troop committee members selected by the troop advancement chairman. The purpose of the review is not to retest the Scout. Rather, it is a time for the Scout to build a relationship with other adults, to reflect on his accomplishments, and to look ahead to his Scouting goals for the next rank. Constructive feedback from these reviews should be provided to the Scoutmaster and his assistants.

Step 4 - He Is Recognized. After successfully completing his Board of Review, a Scout is awarded his new badge of rank as soon as possible, preferably no later than the next troop meeting. He should be recognized again at the troop's next Court of Honor.

As assistant Scoutmaster, your primary role is with the first two steps - helping the Scouts learn, testing them for proficiency and recording their achievements. Not only will you support their advancement, but it is especially important that you keep track of the *rate* of advancement for each Scout assigned to you. To aid you in this effort, a Scout Individual Advancement Plan is included in the Appendix. Use this form to track progress of each Scout in your assigned patrol so that they obtain their ranks as quickly as possible.

Included in the Appendix are two other important advancement-related documents: Steps to Advancing in Rank on page 23 and Steps to Earning a Boy Scout Merit Badge on page 25. Both of these were developed specifically for our troop and are distributed to each Scout.

Please note these policies and procedures specific to Troop 714 advancement:

- Avoid signing-off your own son. We want them to develop association with other adults.
- There are two common requirements for advancement across all ranks: to demonstrate "Scout Spirit" and to participate in a "Scoutmaster Conference." In Troop 714 an ASM assigned to the Scout's patrol should ensure that all other requirements for rank advancement have been met before signing off on his "Scout Spirit" requirement. This requirement specifically requires a Scout to demonstrate that he is living the Scout Oath (Promise) and Scout Law in his everyday life. Take time to discuss the meaning of this and be comfortable he has really *earned* this requirement. It should not be taken lightly. After the Scout has been signed off on Scout Spirit he may then schedule a Scoutmaster conference.
- Only the Scoutmaster (or his designee for specific positions) will sign off all leadership position-of-responsibility requirements for Star, Life and Eagle. Requirements for these positions are defined in the Scoutmaster's Junior Leader Training Kit and require serving *actively* in the position.

- Only the Scoutmaster will sign off the “Be *active* in your troop and patrol ...” requirements for Star, Life and Eagle. While this may sound easy, you should note the key word “active”. This goes beyond being registered. It means the Scout is an active and contributing member of the unit. If the Scout is not being a participating member, leader and example in the troop, the Scoutmaster may not accept his performance for this requirement. Encourage your Scouts who may have difficulty with this requirement to discuss their concerns with the Scoutmaster before rather than after the proposed period of active participation. [Atlanta Area Council Advancement Committee Guidance]
- Be sure the Scout knows to arrange for his Scoutmaster Conference with the Scoutmaster using the Scoutmaster Conference/Board of Review request form (see Request for Scoutmaster Conference in the appendix). If the Scoutmaster is not readily available for this conference, he may designate an ASM conduct it. However, the Scoutmaster will conduct as many conferences as possible.

THE ORDER OF THE ARROW

The Order of the Arrow or, "OA," is a BSA national honor organization of Scouts and Scouters. It is based on the principles of campership, brotherhood and cheerful service to others. The OA plays a primary role in promoting and delivering the council and district camping program. The OA also has an extensive program of its own which provides a wealth of opportunities and experiences for its members. Information beyond the following can be obtained from the troop OA advisor or Scoutmaster.

Eligibility

Scout eligibility requirements for election into the OA are as follows:

- Registered Boy Scout
- Minimum rank of First Class
- Camped at least 15 days and nights, including no more than 6 consecutive days and nights of long-term camping (summer camp) within two years immediately prior to election
- Scoutmaster approval (primarily based on participation and Scout Spirit).

Adult requirements are the same as for the Scout except for the rank requirement.

The assistant Scoutmaster has a role in preparing his Scouts to become eligible for election into the OA. In particular, this role includes his Scouts' advancement, encouraging them to participate in the troop's camping program (especially summer camp) and the Scouts' development of Scout Spirit.

Elections

OA candidate elections are held once per year (generally in February) and are run by the troop's OA members under the guidance of the troop OA advisor. All registered youth may vote in elections whether a member or non-member of the OA. Votes may be cast for any number of eligible Scouts or Scouters. To become a candidate for membership, a youth must receive votes totaling at least 50% of all youth ballots that are submitted (again, round up if odd number of candidates).

One registered adult leader for each 50 registered Scouts (or fraction thereof) per unit per year may also be nominated for induction. The troop committee makes these selections. Strong consideration should be given to nominating the Scoutmaster if he is not already a member.

Scouts and Scouters receive notification of their OA candidacy at the district's Spring Camporee by being "called or tapped out" during the Saturday evening campfire. While being present at the call-out ceremony is not a prerequisite for OA membership, all youth and adults are strongly encouraged to participate. Being selected for the OA is a lifelong memory that hopefully won't be missed.

Induction

Once elected, candidates must successfully complete their "Ordeal," a 24-hour test of physical and emotional fortitude, and make a personal commitment to the OA during a special ceremony. The Ordeal is generally conducted in late May. Only after the successful completion of the Ordeal do candidates become OA members.

Troop 714 OA members are part of the Kenesaw Chapter of the Egwa Tawa Dee Lodge. Chapter meetings are held on the same night and location as the District Roundtables. Annual dues currently run \$10.00 and must be kept current to retain membership.



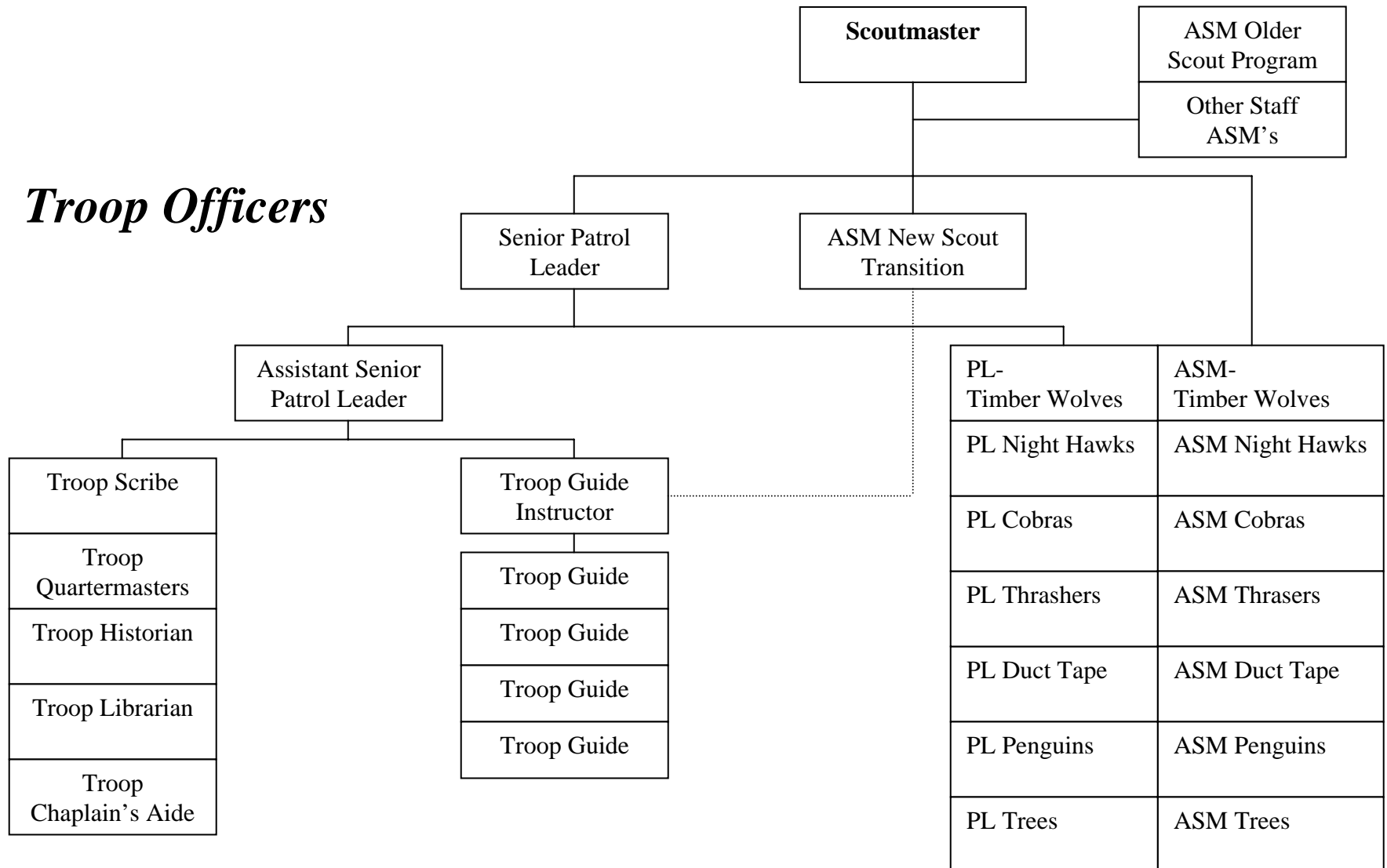
Appendix



Troop 714 Assistant Scoutmaster Job Description

- Set an example as a role model by living the Boy Scout Oath and Law, correctly wearing the Scout uniform, and encouraging Scouts to do the same
- Complete *Boy Scout Leader Fast Start*, *Youth Protection* and *New Leader Essentials Training* as soon as possible upon joining Troop 714
- Complete Leader Specific Training for Scoutmasters and assistants, and Introduction to Outdoor Leader Skills within one year of joining the troop.
- Ensure that the patrol method is used within the patrols and the troop.
- Assist and guide your assigned patrol to earn the National Honor Patrol Award (formerly called Baden-Powell Patrol Award)
- Guide the Scouts in planning their program and provide logistical support for execution
- Encourage and coach scouts to advance and earn the rank of Eagle Scout, to earn their religious awards, and to achieve other recognition commensurate with their desires and interests
- Keep track of advancement within the assigned patrol and sign off on the Scout Spirit requirement when it has been earned
- Ensure Scouts receive timely recognition for their accomplishments
- Help Scouts grow while encouraging them to learn for themselves
- Facilitate the Scouts' use of democratic and participatory methods of problem solving and decision making within the patrol and troop
- Help to train both boys and adult leaders to include key Scouting skills and the patrol method
- Train, coach and support the troop guides
- Help recruit new Scouts and Scout leaders to join the troop
- Conduct Scoutmaster conferences in place of the Scoutmaster when requested
- Register with the advancement chair as a merit badge counselor in areas of expertise. Serve as a merit badge counselor when needed
- Lead or perform special projects at the request of the Scoutmaster
- Serve as the Scoutmaster in the event of the Scoutmaster's absence
- Represent the troop at district and council events
- Aspire to complete Wood Badge training

Troop 714 – Leadership Organization



Steps to Advancing in Rank

As a scout progresses through the Boy Scout program, he will be recognized as he obtains major goals called ranks. In order to reach the rank of Eagle, the Scout must first earn ranks of Scout, Tenderfoot, Second Class, First Class, Star, and Life, in this order. Advancement along the Eagle trail is not a competition among the individual scouts, but is an expression of the scout's interest and participation in the Scouting program. The scout's goal should not be to earn the badge, but rather to learn the skills necessary to be able to wear the rank on your uniform. The Scout should want to steadily learn; however, it is up to the Scout to establish his own advancement goals. The Scouting program teaches the Scout how to "Be Prepared" for any eventuality, take care of himself, contribute to the community, help others, be a leader, and "Do His Best." These are skills that will help the scout throughout his entire life.

The requirements for each rank are set forth in the *Boy Scout Handbook* and must be followed exactly. No council, district, troop, or individual has the authority to add, or subtract, from these requirements.

While each rank must be earned in order, the requirements for Tenderfoot, Second Class and First Class may be worked on simultaneously. In other words, a scout may pass off requirements for any of these three ranks in any order. Nonetheless, the Scout must earn Tenderfoot before he can be awarded his Second Class rank, and Second Class must be earned before the First Class rank can be awarded. The Scout must work on the requirements for Star, Life and Eagle consecutively and in that order. However, merit badges required for rank advancement can be earned at any time and can be applied to any rank.

There are eleven basic steps for the scout to follow in order to accomplish all ranks.

Step One: Obtain a copy of the Boy Scout Handbook. This is the scout's primary guide and reference manual. It lists all of the requirements for each rank and also provides the information and knowledge needed to pass off the requirements. The Scout should write his name in his Boy Scout Handbook and across the outside of the pages with a marker. This book is the Scout's personal record throughout his scouting experience.

Step Two: The scout should review the requirements for the rank toward which he is working. Some of the requirements are related and can be accomplished at the same time at a troop meeting, a patrol meeting, on a hike, or at a campout. Others must be earned and accomplished individually. Some can be accomplished very quickly and others require time. Look for those that require time and try to start those at the earliest possible time. A good example of this is requirement nine for the rank of Tenderfoot. This requirement is for the scout to perform certain physical tests and then show improvement upon those results after a 30 day time period. Therefore, there is a minimum of thirty days required for a scout to achieve the rank of Tenderfoot.

Step Three: The Scout should decide which requirements he would like to accomplish. The Scout should refer to the Scout Handbook, which lists the Handbook pages where the information for each requirement can be found. The Handbook will explain and provide the information needed for the Scout to understand and learn the skills necessary to accomplish, and pass off on, the requirements.

Step Four: The ASM should provide coaching and assistance as needed for Scouts in mastering these requirements. However, it is important to note that the ASM should not be the resource of first resort to teach the skills required. This is especially true for the Tenderfoot, Second Class and First Class ranks. A scout teaching other scouts is a key part of the Scouting program. Having a higher-ranking scout demonstrate the skills is one way to teach the skills. If a large group of scouts (for example a patrol) is working on the same requirements, these requirements can be divided up among pairs of scouts. These scout pairs will study the skills and requirements, turning to scout and/or adult leadership as needed, and learn them well enough to return to the patrol and teach each of the remaining scouts the skills. This is a good method to use in teaching teamwork, and demonstrating how dividing a large "load" among many makes the "going" easier for all.

Step Five: Once the Scout feels the he has mastered the specific requirement, he should contact his ASM(s) to set a time to discuss and demonstrate the knowledge of the requirement he would like to pass off. Each patrol has one or more leaders / ASM's assigned to specifically counsel and help the members of the patrol. Other adult leaders within the troop are also available to sign off on the requirements if a patrol ASM is unavailable. Parents should avoid signing off on their own son's requirements.

Step Six: The Scout should meet with his leader, being certain to bring his Scout Handbook to the meeting. The scout must demonstrate that he has learned the skills and can demonstrate that knowledge in the manner required in the Boy Scout handbook. Generally speaking, the scout cannot just attend a lecture or presentation to meet the requirements as set forth for rank advancement. The scout must demonstrate working knowledge of the subject. The adult leader must follow the guidelines exactly, requiring no more, and accepting no less, than the requirements listed in the *Boy Scout Handbook*. The adult leader will then sign off on the requirement in the scout's handbook.

Step Seven: When the Scout has completed all of the skill requirements for rank advancement he is ready for a Scoutmaster conference. The scout must contact the Scoutmaster turning in a request for a Scoutmaster conference. This can be done by completing the Scoutmaster Conference / Board of Review Request form as found on the troop website (www.troop714.com) and giving it to the Scoutmaster. Alternatively, a Scout may email the Scoutmaster with a request for the Scoutmaster conference. The Scoutmaster may decide, due to time constraints, to delegate the Scoutmaster conference to an assistant Scoutmaster. A brief instruction for conducting a Scoutmaster Conference is contained in this appendix. In short, this is a friendly meeting to review the scout's experience to date, answer any of the scout's questions, review the requirements for the next rank the scout will work on, and to decide on the next goals the scout will pursue. After the conclusion of the conference, the Scoutmaster will sign and date the Scout's handbook. The Scout should therefore be certain to bring his *Boy Scout Handbook* with him to the conference and equally important he should be dressed in full Field Uniform (Class A)

Step Eight: Upon completion of the Scoutmaster conference, the scout must then request a Board of Review. If the Scout has used the Troop 714 Scoutmaster Conference / Board of Review Request form to schedule his Scoutmaster Conference he will already have a copy of the Board of Review Request form. The scout should complete this form and turn it into the troop advancement chair. The advancement chair will then schedule a Board of Review. Boards of Review are generally held during troop meetings, and are conducted by Troop 714 committee members. The purpose of the board of review is not to retest the scout in the skills he has learned. Rather, the board will want to review the scout's progress in scouting, discuss any concerns the scout may have and to ensure that the scout has completed the requirements to progress to the next scout rank. They may also be able to suggest ways that the scout may be able to get more out of the scouting program.

Step Nine: Participate in the Board of Review. The Scout must be wearing a full Field Uniform (Class A) for the Board of Review. Scouts are to be encouraged to speak up during these Review Boards to give open honest feedback to the committee members conducting the review. At the successful completion of the Board of Review, each member of the board will sign and date the scout's *Boy Scout Handbook*. At this time, the Scout has achieved the rank. The board should provide relevant feedback to the Scoutmaster if appropriate.

Step Ten: The troop committee advancement chairperson will record the Scout's rank advancement in the official troop database and file the necessary documents with the council to obtain the Scout's rank patch.

Step Eleven: The Scout will be presented with his rank badge at the next troop meeting during the Scoutmaster's Minute at the meetings close. Further, the Scout will be recognized at the next Troop 714 Court of Honor.

Steps to Earning a Boy Scout Merit Badge

There are more than 100 merit badges (*120 as of January 1, 2004*). Any Boy Scout may earn any merit badge at any time. You don't need to have had rank advancement to be eligible. A scout must earn 21 merit badges in order to obtain the rank of Eagle Scout. Of those 21, 11 are required and 10 are elective. However, the Scout may earn more than the 21 required for Eagle and should be encouraged to pursue merit badges in any area that interests him. Here are the steps to follow for earning a merit badge:

Step One: Pick a subject. The Scout should talk to his Scoutmaster / ASM about his interests. The Scout should read the requirements of any merit badge in which he has an interest and select one to earn.

Step Two: Pick a buddy. A Scout must have another person with him at each meeting with the merit badge counselor. Since we use the buddy system it is best that the Scout finds another Scout also interested in the same merit badge. The Scout can also have this person be his parents or guardian, a brother or sister, a relative, or a friend. The Merit Badge Counselor should also take care to ensure that there is two-deep leadership during merit badge counseling sessions.

Step Three: The Scout should select a merit badge counselor from the list found on the Troop 714 website (<http://www.troop714.com/>). These counselors have special knowledge in their merit badge subjects and are interested in helping the Scout.

Step Four: Call The counselor. Get a *signed* merit badge application from your Scoutmaster / ASM. Get in touch with the merit badge counselor and tell him or her that you want to earn the merit badge. The counselor may ask you to come and see him so he can explain what he expects and start helping you meet the requirements. If there is no merit badge counselor available the Scout can contact Mr. John McFarland, Troop 714 Advancement Chair, and he will attempt to make arrangements for a counselor.

Step Five: Obtain a copy of the merit badge pamphlet. This can often be borrowed from the Troop 714 library, or the Scout may purchase a copy from the Scout Shop located at 1800 Circle 75 Parkway SE, in Atlanta. The Scout shop is located just south of the I-75 Windy Hill Exit and can be reached via telephone at (770) 988-9912.

Step Six: Complete the requirements. The Scout should work with his buddy and the merit badge counselor to complete all the work required by the merit badge pamphlet. As the Scout meets the requirements; the counselor will fill in the second part of the blue merit badge application. When all requirements have been met he, or she, will sign the application. Note that the Scout is expected to meet the requirements as they are stated --- no more and no less. The Scout is expected to do exactly what is stated in the requirements. If it says, "Show or demonstrate", that is what he must do. Just telling about it isn't enough. The same thing holds true for such words as "make," "list," "in the field," and "collect," "identify," "label," etc.

Step Seven: The scout must now submit in the merit badge application to the troop advancement chairman. The advancement chair will ensure the Scout's achievement is recorded in the permanent Troop 714 records and with the council.

Step Eight: Get the badge. The Scout will be awarded the merit badge at the next troop meeting and will also be recognized at the next Court of Honor

Note: There is NO DEADLINE for earning Merit Badges, *except* the Scout's 18th Birthday. Once a Scout has started working on a Merit Badge (i.e. obtained a signed "Blue Card" Application for Merit Badge from his Scoutmaster, had an initial discussion with a merit badge Counselor, and started working on the requirements), he may continue using those requirements until he completes the badge or turns 18.

THERE IS NO ONE YEAR, OR OTHER, LIMIT ON SO-CALLED "PARTIALS".

In contrast to the rule for rank advancements, which imposes a specific deadline for using the old requirements, the rule for Merit Badges is as follows:

If the requirements change while a Scout is working on the badge, he may continue to use the OLD requirements until he completes the work, or he may use the new requirements if he wishes. It is HIS choice, and his alone.

If a Merit Badge is discontinued, Scouts working on the badge when it is removed from the Boy Scout Requirements booklet may continue to work toward completing the badge, and get credit for earning the badge, until they turn 18. However, it may not be possible to obtain an actual merit badge patch, once the local council's supply is exhausted.

If a discontinued Merit Badge is replaced with one or more other Merit Badges covering the same or similar topics (such as Rifle and Shotgun Shooting MB which was replaced by Rifle Shooting MB and Shotgun Shooting MB), a Scout that has earned the discontinued badge may also earn the new badge or badges. If the badge is simply renamed, (such as Firemanship MB which was changed to Fire Safety MB) Scouts may NOT earn the badge again.

BOY SCOUTS OF AMERICA CAMP DUTIES ROSTER

Patrol: _____

Patrol Leader: _____

[illegible]

Suggestion: Rotate patrol member duties each day at 9 a.m. The head cook becomes the tent cleaner-upper, the assistant cook becomes the head cook, and the remainder shifts to the left. Note that only seven jobs are listed. The patrol leader is not given a specific job but must lead and supervise all members of the patrol stepping in if necessary.

Backpacking Checklist

Common/Shared Gear

- Compass and Map Case
- Guide book
- Maps of hike area
- Notebook and pencil/pen (in plastic bag)
- Dish soap
- First Aid Kit
- Emergency 'space' blanket
- Food (non-perishable), snacks, drink-mix (hot/cold), cooking oil, spices, etc.
- Food (perishable) from the refrigerator (et al)
- Lantern (Butane/fuel, Candle/spare candle?)
- Large pot (2 qt)
- Paper towels
- Repair kit (stove, pads, tent, flashlight bulbs/spare flashlight, duct tape, etc.)
- Rope for 'bear bag' (etc.) 25'
- SOS or plastic cleaning pads
- Stove (camp, portable, etc.)
- Stove fuel (gas cylinder or propane)
- Tarp (small)
- Tent, poles, pegs, ropes, case, etc.
- Ground cloth for tent
- Tools/utensils (pliers, spatula, kitchen knife, can opener, etc.)
- Trash bags (2/day)
- Water bottle (collapsible) or empty 1 gal. Milk jug
- Water purification (Potable Aqua, Water pump/filter, etc.)
- Waterproof Matches
- Fire starters (Super Match, and, other)

Personal Gear

- Boots (hiking!)
- Socks and liners (non-cotton, 1 pair per day + 1 extra)
- Hat (sun and/or rain), visor and/or bandana
- Balaclava, facemask, headband, etc.
- Jacket, fleece, sweater, over shirt, etc. (layers, seasonal)
- Shirts (long/short sleeve, non-cotton)
- Long pants (non-cotton), and/or insulated and/or wind pants
- Shorts (non-cotton, in season)
- Underwear (spare pair)

- Rain-suit (poncho, summer only)
- Gaiters/Leggings for rain/snow protection
- Backpack plus waterproof pack cover (or heavy garbage bags)
- Canteen or water bottles (2 qts. minimum)
- Comb/brush
- Cook kit (check contents! Mug, Plate, cup, bowl, etc.)
- Utensil kit (knife, fork, spoon, etc.)
- Face cloths (2)
- Flashlight with FRESH batteries
- Insect Repellent (in season)
- Knife
- Soap (bar, bio-suds or water-free lotion)
- Sleeping bag and stuff-sack (trash bag inside stuff-sack to ensure waterproof)
- Sleeping pad (insulating)
- Sunscreen (SPF 30+)
- Toilet paper
- Toiletries and medicines
- Toothpaste & Toothbrush
- Whistle

Extras/Special

- Bathing Suit
- "Bear Bag" (for food)
- Binoculars
- Camera, film, batteries
- Chair, table, etc.
- Chap Stick, Lip Balm (with sunscreen)
- Day pack/knapsack (for side trips)
- Field guide or plant/animal id book
- Fishing rod/tackle
- Games, cards, book, etc.
- Gloves, liners, shell
- Hand/Foot warmers
- Hiking staff
- Pack towel and/or washcloth
- Pillow
- Sun shower
- Sunglasses
- Tent brush or broom
- Thermal underwear
- Thermometer
- Trowel/Shovel
- Wading shoes/sandals (strap-on)
- Zip-lock bags (large)
- Zip-lock bags (small)

Personal Camping Equipment List

Personal Essentials

- | | |
|---|---|
| <input type="checkbox"/> Water bottle (1 qt.) | <input type="checkbox"/> Pocketknife |
| <input type="checkbox"/> Rain gear/Poncho | <input type="checkbox"/> Trail food |
| <input type="checkbox"/> Flashlight or candle lantern | <input type="checkbox"/> Extra clothing |
| <input type="checkbox"/> Set of extra batteries/candles | <input type="checkbox"/> First Aid/Survival kit containing: |
| <input type="checkbox"/> Spare flashlight bulb | <input type="checkbox"/> Band aids (various sizes) |
| <input type="checkbox"/> Matches (waterproofed) | <input type="checkbox"/> Sterile gauze pads (2-3) |
| <input type="checkbox"/> Sunscreen - 15+ SPF | <input type="checkbox"/> Adhesive tape (small roll) |
| <input type="checkbox"/> Lip protection - 15+ SPF | <input type="checkbox"/> Moleskin (2"x3" sheet) |
| <input type="checkbox"/> Bandana | <input type="checkbox"/> A quarter |
| <input type="checkbox"/> Compass | <input type="checkbox"/> Signal mirror |
| <input type="checkbox"/> Map | <input type="checkbox"/> Toilet paper (small roll) |
| <input type="checkbox"/> Ballpoint pen/paper | <input type="checkbox"/> Identification |

Other Personal Gear

- | | |
|--|---|
| <input type="checkbox"/> Backpack | <input type="checkbox"/> Mess kit, including: |
| <input type="checkbox"/> Sleeping bag in waterproof bag | <input type="checkbox"/> Insulated mug |
| <input type="checkbox"/> Sleeping pad (closed cell foam) | <input type="checkbox"/> Plate |
| <input type="checkbox"/> Tent or Shelter | <input type="checkbox"/> Spoon, fork and knife |
| <input type="checkbox"/> 30 ft nylon cord (1/8") | <input type="checkbox"/> Toiletries, including |
| <input type="checkbox"/> Garbage bags (1 small, 1 med.) | <input type="checkbox"/> Toothpaste & brush |
| <input type="checkbox"/> Money | <input type="checkbox"/> Comb |
| <input type="checkbox"/> Repair Kit | <input type="checkbox"/> Soap |
| <input type="checkbox"/> Backpack parts | <input type="checkbox"/> Razor |
| <input type="checkbox"/> Sewing kit/Safety pins | <input type="checkbox"/> Deodorant |
| <input type="checkbox"/> Repair tape | <input type="checkbox"/> Small towel |
| <input type="checkbox"/> Stove parts | <input type="checkbox"/> Sunglasses |
| <input type="checkbox"/> Insect repellent (in season) | <input type="checkbox"/> Fanny or day pack |
| <input type="checkbox"/> Backpack stove and fuel | <input type="checkbox"/> Other (fishing tackle, camera) |

Personal Camping Clothing List

All Seasons

- | | |
|---|---|
| <input type="checkbox"/> Class A scout uniform | <input type="checkbox"/> 2 thin pairs of non-cotton socks (wool, polypro, acrylic) |
| <input type="checkbox"/> Good Hiking boots | <input type="checkbox"/> 2 pairs of undershorts |
| <input type="checkbox"/> Raincoat, poncho or waterproof parka | <input type="checkbox"/> Change of clothing for return trip |

Warm Weather

- | | |
|---|--|
| <input type="checkbox"/> Baseball style cap | <input type="checkbox"/> Hiking shorts |
| <input type="checkbox"/> 2 pair acrylic or wool blend socks (no cotton !!!) | <input type="checkbox"/> 1 pair of jeans or equivalent |
| <input type="checkbox"/> 2 T-shirts | |

Cold Weather

- | | |
|--|--|
| <input type="checkbox"/> Warm jacket or shell & liner | <input type="checkbox"/> Thermal undershirt or turtleneck (such as Polarfleece or Thermax) |
| <input type="checkbox"/> Pile jacket or sweater | <input type="checkbox"/> Thermal underpants (such as Polarfleece or Thermax) |
| <input type="checkbox"/> Wool/fleece cap with ear protection | <input type="checkbox"/> Pile or wool pants |
| <input type="checkbox"/> 3 pairs of thick wool socks | <input type="checkbox"/> Waterproof pants or gaiters |
| <input type="checkbox"/> Gloves or mittens | <input type="checkbox"/> Face mask or balaclava |

Note:

1. Multiple layering is preferable to single garments (example: shell plus liner as opposed to an insulated parka).
2. Cotton clothing should be avoided, with the exception of T-shirts and shorts in warm weather. Jeans are OK in cool weather, but a backup should be available. Wool and synthetics are best. Cotton socks should be avoided at all times.
3. The quantities above include clothing you are wearing.

11/14/93

Summer Camp Equipment Checklist

Troop 714

(High Adventure Campers Have Additional Requirements)

- | | |
|--|--|
| <input type="checkbox"/> Complete BSA Field Uniform (Class A) | <input type="checkbox"/> Compass (orienteeing style with rectangular base plate and liquid filled housing) |
| <input type="checkbox"/> Clothes hanger (for uniform) | <input type="checkbox"/> Flashlight, small (with 2 sets of fresh batteries and extra bulb) |
| <input type="checkbox"/> Order of the Arrow sash (if earned) | <input type="checkbox"/> Matches in waterproof container |
| <input type="checkbox"/> Boy Scout Handbook | <input type="checkbox"/> Nylon cord, 1/8" (50 feet) |
| <input type="checkbox"/> Medicine (as required)** | <input type="checkbox"/> Whistle |
| <input type="checkbox"/> Rain suit or poncho (sturdy) | <input type="checkbox"/> Frame backpack with hip belt (1 st year Scouts) |
| <input type="checkbox"/> Jacket (it gets cool in the evenings) | <input type="checkbox"/> Foam sleeping pad, closed cell (1 st year Scouts) |
| <input type="checkbox"/> Sweatshirts (2) | <input type="checkbox"/> Day pack/knapsack |
| <input type="checkbox"/> Hat (Troop, patrol or BSA) | <input type="checkbox"/> Sleeping bag (in waterproof, durable stuff bag) |
| <input type="checkbox"/> Shorts (3 pair) | <input type="checkbox"/> Pillow |
| <input type="checkbox"/> Long pants (2 pair) | <input type="checkbox"/> Polyethylene tar with grommets (8' x 14' min.) |
| <input type="checkbox"/> T-shirts, including Class B (5-6) | <input type="checkbox"/> Spiral-bound notebook (pack in zip-lock) |
| <input type="checkbox"/> Under shorts (6) | <input type="checkbox"/> Ball point pens (2) |
| <input type="checkbox"/> Socks, wool or synthetic (5 pair) | <input type="checkbox"/> Garbage bags (4) |
| <input type="checkbox"/> Hiking boots or heavy tennis shoes (1 pair) | <input type="checkbox"/> Foot Locker or tote bin (fits under cot) |
| <input type="checkbox"/> Rafting/canoeing/camp shoes (1 pair) | <input type="checkbox"/> Combination Lock*** |
| <input type="checkbox"/> Bathing suits (2) | <input type="checkbox"/> Money**** |
| <input type="checkbox"/> Grooming kit with: | <u>OPTIONAL</u> |
| <input type="checkbox"/> Soap, deodorant and shampoo | <input type="checkbox"/> Camera |
| <input type="checkbox"/> Toothbrush and toothpaste | <input type="checkbox"/> Fishing gear (bass, crappie) |
| <input type="checkbox"/> Towels (2) | <input type="checkbox"/> Sunglasses |
| <input type="checkbox"/> Comb or Brush | <input type="checkbox"/> <u>Nutritional</u> snacks (not just candy) |
| <input type="checkbox"/> Small roll of toilet paper | <input type="checkbox"/> Unique items for special camp programs |
| <input type="checkbox"/> Water bottle (1 qt.) | |
| <input type="checkbox"/> Plastic mug (hot drinks) | |
| <input type="checkbox"/> First Aid kit (simple – see Scout Handbook) | |
| <input type="checkbox"/> Insect repellent | |
| <input type="checkbox"/> Sunscreen (SPF 30+) | |
| <input type="checkbox"/> Lip Balm (with sunscreen) | |
| <input type="checkbox"/> Pocket Knife with Totin' Chip | |
| <input type="checkbox"/> Watch (waterproof) | |

*A complete Field Uniform (Class A) includes shirt, shorts, belt and socks. At least 2 pairs of Scout socks are strongly recommended.

SCOUTS MUST BE IN FULL UNIFORM TO BE ALLOWED TO DEPART FOR CAMP

**MEDICINE must be turned over to the Troop Health and Safety Officer. Label all medicine. Put all medicine in a plastic bag that is also labeled. Original medicine containers are strongly recommended.

EVERY scout and camping adult must have two copies of a complete and current Class 2 or 3 PHYSICAL FORM on file with the Troop in order to be allowed to participate in camp. A Scout's form must be signed in the presence of a Notary.

***The lock's combination needs to be written on a 3 x 5 index card with the Scout's name. This will be handed in before departure to camp.

****MONEY will be needed for:

- Meals during the trip to and from camp.
- Additional fees may be required for merit badge courses and other activities.
- Scouts will be able to purchase snacks and souvenirs while at camp. (\$25 is quite sufficient)

EVERYTHING (clothes and food) should be packed in PLASTIC ZIP-LOCK BAGS to keep them fresh and dry (2 gal bags are ideal.) LABEL everything with Scout's name.

STORE everything in a FOOT LOCKER or TOTE BIN (maximum 32" x 19" x 13") to keep everything clean, dry and organized. The sleeping bag and foam sleeping pad can be the exception, BUT put them in a waterproof, durable stuff bag.

Summer Camp General Policies

Troop 714

These general rules will be in effect the week of summer camp for the enjoyment, health and safety of all campers:

1. The appropriate current and complete medical form must be on file for all overnight campers.
2. Medication for all Scouts and Scouters will be kept in the campsite and administered by the Troop's adult leaders.
3. Mental or physical harassment of Scouts is strictly forbidden. Violators will be subject to immediate dismissal from camp and longer term disciplinary action.
4. No fireworks of any kind are permitted on camp property.
5. Troops must have two-deep leadership at all times while at camp. No exceptions.
6. All motorized vehicles must be parked in the camp parking lot. No vehicles are allowed in campsites or along roads, except during day of arrival and departure.
7. No alcoholic beverages or illegal substances are allowed on camp property.
8. Personal firearms and bows are not permitted.
9. Shoes must be worn at all times at camp. Shoes must not be open at the toe or sides. Sandals are allowed only at the showers and waterfront areas.
10. Bicycles are permitted only in specifically designated areas.
11. No flames, fires or fuels of any kind are permitted inside tents.
12. Throwing rocks is strictly forbidden.
13. No underage youth allowed in camp.
14. Pets are not allowed in camp, except for those aiding the disabled. No exceptions.
15. Scouts will camp and cook as patrols separately from adult leaders and parents.
16. All campers will sleep in tents provided, unless otherwise required as part of a camp program.
17. Recreational consumer electronic items, such as radios, portable music players, games, etc. are not permitted. Cameras are allowed.
18. Campers are not to enter another campsite without permission from its occupants.
19. First year campers should have a buddy at all times when traveling within camp.
20. Adult leaders are not to use tobacco products in any form in the presence of Scouts.

Additional policies as described in the BSA Guide to Safe Scouting shall apply.

CAMPOUT MENU PLANNER

DATE: _____

Saturday breakfast	Drink	
	Entrée	
	Side Dish	

Saturday lunch	Drink	
	Entrée	

Saturday snack		
----------------	--	--

Saturday dinner	Drink	
	Entrée	
	Side Dish #1	
	Side Dish #2	
	Dessert	

Sunday breakfast	Drink	
	Entrée	
	Side Dish	

ITEMS TO BUY

Saturday breakfast	Saturday lunch and snack	Saturday dinner	Sunday breakfast	Patrol box staples

Instructions for a Scoutmasters Conference

The purpose of the Scoutmaster's Conference (SMC) is to allow the scout and scoutmaster to get to know each other a little better. It is not intended to be a review, and should not be in any way confrontational. It is actually a chance for the adult to give the boy some psychological air by listening to him. The adult should listen much more than he talks. The questions are intended primarily to prompt the boy to speak, but also provide some interesting information about what the boy is thinking.

Begin by getting out the form from the boy's previous conference. Allow him to look at what he said the last time as he talks about how he feels now.

I. ACTIVITIES AND INTERESTS

Find out about sports, clubs, hobbies, church groups etc. Learn what kinds of things the boy likes.

II. PLACE OF WORSHIP

Helps us to know what mix of religious beliefs we have, and may help us in planning camp worship.

III. SCOUT ACTIVITIES

This section will help us gain some insights on how the boys like the program it also gives them a little chance to vent if they have experienced problems in the troop.

IV. ADVANCEMENT

The objective of this section is to make sure the scouts (especially younger ones) know how the advancement program works. Do they know what they need to do next? Do they understand leadership? Do they know about the OA? There may be a chance for some gentle coaching here.

V. GOALS

Try to get the scout thinking about the future. Does he know where he's going and how to get there? How did he do against the short-term goals he set last time? Short-term goals should be definite and measurable. "I'm going to lose 10 pounds, by the end of the year," not, "I'm going to lose some weight". Long-term goals can be vaguer. Jot down the previous long term goals on the form for future reference. It's fun to see how boys' goals change from wanting to be an Astronaut, to a Police Officer, to an Accountant, as they mature.

Patrol Flag Requirements

Troop 714's policy is that every patrol shall have a patrol "flag." A patrol flag should be source of patrol pride and spirit, thereby supporting the Patrol method. In addition, Scouts must have a patrol flag as part of the Tenderfoot rank requirements.

The basic requirements for the construction of a patrol flag are as follows:

1. Hand-made with participation from every scout in the patrol
2. Preferably constructed of natural materials
3. The minimum content is to include the following:
 - a. The words "Boy Scouts of America" or "BSA", and the Scout Fleur-de-lis.
 - b. The words "Atlanta Area Council," or "AAC"
 - c. The words "Troop 714," and "Marietta, Georgia"
 - d. The name and/or symbol of the patrol
 - e. The name of each patrol member
4. The flag should have provision upon which to hang totems, awards, etc.

Comments and Suggestions

The best patrol flags are in actuality more like a sign than a flag. They can be viewed in their entirety at all times. If a flag is to be made of cloth, leather, etc. be certain it is well supported from the top and sides. When choosing materials for the flag, be certain to consider that the flag may get rained on from time to time when in the field.

Flags should generally be attached to a stout, yet portable, pole between six and eight feet high.

It is also a good idea to provide a means for the flag to stand freely.

Troop Officer Eligibility Criteria

Senior Patrol Leader & Assistant Senior Patrol Leader:

- Must be Star rank or higher at time of election
- Must have served for 6 months as patrol leader OR must have served 12 months in another troop leadership position
- Must have completed an approved Junior Leader Training (JLT) course (troop, District or Council) within 2-1/2 years preceding election date.

“Tickets”, on a 3x5 index card, of a paired SPL and ASPL who are running together for office are to be submitted to the Scoutmaster no later than the start of PLC prior to elections. A “Ticket” must receive a majority vote to be elected. If no ticket receives a majority, there is a run-off between the top two tickets. A candidate can appear on multiple tickets but this may divide the vote in an undesirable manner.

Patrol Leader

- Elected by a majority vote within the patrol
- Must be present to be elected, or, must have indicated to Scoutmaster prior to election that he is willing to serve
- Must be First Class rank or higher at time of election, unless 50% or more Scouts in patrol have less than one year of service in the BSA
- Must have completed an approved JLT course within 2-1/2 years preceding election date.

Troop Guide

- Must be First Class rank or higher at time of appointment
- Must have completed an approved JLT course within 2-1/2 years preceding appointment date.

All Other Troop Leadership Positions (except Den Chiefs)

- Must have completed an approved JLT course within 2-1/2 years preceding appointment date.

General Note: Completion of an approved JLT course as well as fulfillment of duties outlined in the BSA Junior Leader Handbook is required in order to receive advancement credit for leadership service.

Den Chief / Webelos Den Chief Leadership Positions

- Must coordinate position with den chief liaison ASM
- Must attend district Den Chief Training before accepting position or at the earliest time it is offered during the term of Den Chief service.
- Den Chief Liaison ASM and Den Leader will consult regarding expectations, participation and credit for service.

Scout Individual Advancement Plan

Troop 714

Scout Name: _____	Date of 18th Birthday ___/___/___
Current Rank: _____	Board of Review Date: ___/___/___
Next Rank Goal Date	___/___/___
Date of Plan	___/___/___

Goal:
Action Plan:
Key Resource
Planned Completion Date:

Goal:
Action Plan:
Key Resource
Planned Completion Date:

Goal:
Action Plan:
Key Resource
Planned Completion Date:

Request for Scoutmaster Conference

(This form must be given to the Scoutmaster)

Name _____ Rank _____

Phone Number _____ email _____

Date/Time conference requested _____ Date/Time conference scheduled _____
(filled out by Scout) (filled out by SM/ASM)

Date/Time scheduled conference confirmed _____ by phone _____ by e-mail _____ in person _____
(filled out by SM/ASM)

Date/Time conference held _____
(filled out by SM/ASM)

Scoutmaster/Assistant Scoutmaster Name _____
Please print Signature

Request for Board of Review

(This form must go to the Advancement Chairman after SM/ASM signature)

Name _____ Rank _____

Phone Number _____ email _____

Date/Time board requested _____ Date/Time board scheduled _____
(filled out by Scout) (filled out by Adv. Chr)

Scout notified of board date Yes___No___ by phone___by e-mail___in person___

Board Members notified of board date Yes___No___ by phone___by e-mail___in person___

Date/Time board held _____

Board Members: 1. _____
Please print Signature
2. _____
Please print Signature
3. _____
Please print Signature

**REMEMBER FULL FIELD UNIFORM (CLASS A) AND SCOUT HANDBOOK ARE REQUIRED
FOR BOTH CONFERENCES AND BOARDS OF REVIEW!**

Eagle Scout Coaching

Troop 714 has a long history of Scouts completing their journey along the Eagle Trail. As of August 2004, we have over 50 Scouts who have earned the Eagle rank, about one-half of those in the last ten years. By the time a Scout has reached the level of Life rank, he is well versed in the aspects of Scouting and Scout leadership. Taking on the final stage of the Eagle quest involves a period of intense demonstration of the leadership skills the Scout has learned. While this final stage is up to the Scout to accomplish, Troop 714 does provide every resource possible to assist the Scout along the path. As such, Troop 714 provides a resource to the Scout in the way of an Eagle Coach.

An Eagle Coach acts as an advisor to the Life Scout providing feedback and support, often more moral support than physical, to the Scout as he comes up with his idea for an Eagle project, develops a project plan and receives plan approval, and finally carries out that plan. Each of the Eagle Scout Coaches within the troop have either personally achieved the rank of Eagle when themselves a Scout, or has had a son accomplish this goal.

See the Scoutmaster for an approved list of Eagle Scout coaches.

Discipline and Behavioral Issues – Policy Guidelines

Note: This policy statement is on the troop web site under Resources / Discipline and Behavior Guidelines. For more on how to avoid and positively handle discipline issues as an ASM, see AVOIDING AND DEALING WITH PROBLEMS earlier in this handbook.

While the best way to deal with problems is to try to prevent them, some problems, such as Scout behavior or disciplinary problems, can't be avoided. As adults, we need to respond because, with few exceptions, problem behavior should not be ignored. Ignoring problem behavior may send a signal that we accept it! Specific procedures for positively dealing with these issues are in the Troop 714 ASM Handbook on page 6. See the last link on the Troop Info page on the troop web site (<http://www.troop714.org>).

The “Three Simple Rules” apply at all times:

1. No unkind words;
2. No unkind touches;
3. Hands off other people's stuff.

Normal behavioral issues should be handled by the Patrol Leader/Troop Guide, with resort to Senior Patrol Leader. If not resolved at this level, they can escalate to the adult level (ASM or SM/CC). **Safety issues should automatically escalate to the adult level.**

- Showing Scout Spirit is a requirement for rank advancement and should not be an automatic check-off by the patrol ASM, especially when issues such as this are outstanding.
- Conflict resolution is a skill we teach as part of Junior Leader Training. We need to help them learn/practice this.

Consequences

1. Hazing, bullying, threats to physical/mental safety require incident report to district and council. We may have no choice in handling, including dismissal from Scouting.
2. Most issues can be handled with counseling and attempted reconciliation between parties. The Scoutmaster and Committee Chair will be involved if a satisfactory resolution is not obtained.
3. Repeated, severe, willful, or flagrant violations will require a conference with Scoutmaster, Committee Chair and parents.
4. In specific cases, a parent may be required to attend every activity and/or meeting in order for the Scout to attend;
5. In severe or repeated cases, suspension from the troop for a period will be required; previous practice has been from several weeks to several months depending on details of event. The Scout must demonstrate understanding of why he was suspended and agreement to not repeat behavior to be readmitted to troop activities after suspension.

Adult communication is important; ASMs and other adults need to talk to each other if there are issues among the Scouts. Many times the same issue occurs multiple times involving the same Scout but different adults. Make sure that SM/CC know what is going on so we can coordinate responses and integrate multiple events to properly gauge the depth of the issue.