

Troop 321 Handbook

Guidelines, Policies, and
Procedures

Troop 321
San Carlos, California

BOY SCOUTS OF AMERICA
TROOP 321
SAN CARLOS, CA

We are proud of the many years of excellent Scouting experience provided to the hundreds of young men who have been members of Troop 321 since our chartering in 1992. Ours is a tradition of excellence and achievement and you will be proud to be an active part of our Troop.

The purpose of this Handbook is to introduce the Scout and his family to Troop 321. It includes a lot of information about Troop operations and schedules. Please take time to read it as it will make your Scouting experience more enjoyable and meaningful. In addition, the Troop's website <http://www.troop321.com> is the primary source of the most up-to-date information about the Troop, while many forms and training materials can be found on the BSA Pacific Skyline Council's site <http://www.pacsky.org>.

MISSION AND PURPOSE

It is the Mission of Troop 321 to follow the Vision and Mission of Boy Scouts of America by instilling the values of the Scout Oath and Law, through a strong outdoor program, trained boy and adult leadership, diversity, community service, and teamwork.

The purpose of the Boy Scouts of America is to provide an educational program for boys and young adults to build character, to train in the responsibilities of citizenship, and to develop personal fitness. Scouting promises you the great outdoors, friendship, opportunities to work toward the Eagle Scout rank, the tools to help you make the most of your family, your community and your nation, and experiences and duties that will help you mature into strong, wise adults. Boy Scout Troop 321 strives to deliver this promise of adventure, learning, challenge, and responsibility.

TROOP 321 BELIEF STATEMENTS

1. Scouting should be fun.

- Scouts learn better when they have fun.
- Leaders lead better when they enjoy what they are doing.
- Parents are more supportive of their son's Scouting experience if their son enjoys Scouting.

2. Troop 321 should have an active outdoor program.

- Campouts or other outdoor trips are scheduled every month..
- All Scouts should attend Summer Camp throughout their scouting career.
- All Scouts will become proficient and self-reliant in the outdoors.

3. *Troop 321 will provide a safe place for Scouts to have an exciting, fun-filled Scouting experience.*
4. *The Scout Oath and Law will be the primary code of conduct necessary for our Scouts and Leaders.*
5. *Parents are always welcome at Troop meetings and are invited to all Troop Committee meetings, but the Troop will always be “boy-led”.*
6. *All adult Leaders must take currently required Scout Leader Training and Youth Protection Training.*
7. *Leaders and Scouts will wear the full Scout Uniform at all Scout meetings, campouts and activities, unless directed otherwise by the Scoutmaster.*
8. *All Scout outings and meetings will have at least 2 adult Leaders present.*
9. *All Scouts in Troop 321 will have equal and ample access to full participation in the Scouting program.*
 - Equal opportunity for advancement
 - No insults or name-calling based on race or religious affiliation
 - No bullying, physical aggression, deliberately malicious behavior, or hazing
10. *Troop 321 will work cooperatively with the local Cub Scout Packs to provide Den Chiefs and encourage 2nd year Webelos to consider joining Troop 321. The Troop leaders will work cooperatively with the Pack leaders to maintain excellent relations.*
11. *Troop 321 is chartered to the San Carlos Rotary Club. The Troop will perform service projects as requested by the Rotary. In addition, the Troop will participate actively in service project opportunities at churches and other venues used by the Troop.*
12. *Scouting succeeds best when the Troop uses all 8 of the methods devised by BSA to deliver a quality program:*
 - Outdoor program
 - Personal growth
 - Ideals - Scout Oath and Law and Motto
 - Advancement
 - Uniform
 - Positive adult role models
 - Patrol method
 - Leadership development in Scouts.

When these methods are used correctly and in proper proportion they will produce a Scouting program that achieves Scouting’s aims of character development, citizenship training, and mental and physical fitness (*see “Methods” below*)

13. *Troop 321 will achieve the Quality Unit designation annually.*
14. *Our Troop will support the Council's annual fundraising effort by conducting a Friends of Scouting campaign.*

15. We believe that the practice of the Scout Oath, Law, Motto, and Slogan--commonly referred to as Scout Spirit--is of primary importance in evaluating the effectiveness of a Scout's commitment to the principles of Scouting.

METHODS

Focus on the Outdoors

The Boy Scout program is designed to take place outdoors. It is in the outdoors that Scouts share responsibilities and learn to live with each other. It is here that skills and activities practiced at Troop Meetings come alive with purpose. Being closer to nature helps Scouts gain appreciation for God's handiwork and mankind's place in it. It teaches them to be good stewards of their world. The outdoors is a laboratory for Scouts to learn ecology, practice conservation of nature's resources and develop self-sufficiency.

Foster Personal Growth

As Scouts plan their activities and make progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Scouting. Boys grow as they participate in community service projects and do Good Turns for others. There is probably no device so successful in developing a basis for personal growth as the daily Good Turn. The religious emblems program is also a large part of the personal growth method. Frequent personal conferences with his Scoutmaster and Patrol Advisor help each Scout to determine his growth toward Scouting's Aim.

Establish Clear Goals and Practice Scout Spirit

The ideals of Scouting are spelled out in the Scout Oath, Law, Motto, Slogan and the Outdoor Code. The Scout measures himself against these ideals and continually tries to improve. The goals are high and as he reaches for them he develops control over what he becomes.

Create Opportunities for Success through Advancement

Scouting provides a series of surmountable obstacles and the steps to overcome them throughout the advancement program. The Scout plans his advancement and progresses at his own pace as he overcomes each challenge. The Scout is rewarded for each achievement, which help him gain self-respect and self-confidence. The steps in the advancement system (Scout, Tenderfoot, Second Class, First Class, Star, Life and Eagle) help a boy grow in self-reliance and the ability to help others.

Boy Scout advancement is different from Cub Scout advancement. In Boy Scouting, the Scoutmaster, Assistant Scoutmasters or designated older Scouts sign-off on the required skills for the rank. There will be opportunities for the Scout to pass these tasks at Troop meetings, on weekend campouts, and at summer camp. Merit badges are earned when the Scout takes the initiative to contact a Merit Badge counselor, studies, and then successfully completes the requirements to pass the merit badge.

Emphasize the Practical and Symbolic Aspects of Wearing the Scout Uniform

The uniform makes the Scout Troop visible as a force for good and creates a positive youth image in the community. The Boy Scout program is an action program, and wearing the Scout uniform is an action that shows each Scout's commitment to the aims and goals of Scouting. The uniform gives the Scout identity with a world brotherhood of youth that believe the same ideals. The uniform is also practical attire for Scout activities and provides a way for Scouts to wear the badges that show what they have accomplished. Troop 321's Scout uniform requirements are discussed later in this manual.

Provide a Positive Role Model

A boy learns from the example of his adult leaders. In his quest for personal growth, every boy needs contact with adults he can copy. The Scoutmaster and his assistants provide the positive role model espoused by the Boy Scout program.

Organize by Patrols

One of the primary founding principles of Boy Scouting is the "Patrol Method". Like all Scout Troops, "T321" is divided into Patrols of about 6 to 10 boys each, with a Patrol Leader elected from within each Patrol. New, younger Scouts are also assigned to a special group under the leadership of the Troop Guide, an older, senior Scout who will help the newer ones get a good start in the Troop. A Patrol functions as a team and does many activities together. Competitive events between Patrols are a way of building Patrol spirit and keeping the Troop strong.

Troop 321 is a boy-run troop from the Senior Patrol Leader through his staff and the Patrol Leaders. The adult leaders are mainly there to guide and advise the boy leaders. One of Scouting's main purposes is to develop youth leadership, and we feel strongly that this can be done best by making as many opportunities as possible for the boys to do the leading and to learn by experience.

Encourage Leadership Development

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

PARENTAL SUPPORT

A key element in maintaining and improving the quality of Troop 321 is by having active parental support. To be successful, Scouting must be a family activity. Parental support does not consist only of driving your son to a Troop meeting and picking him up. **Each Patrol must have a minimum of 2 trained and registered Adult leaders.** This is in order to ensure the ongoing success of our high-quality outdoor program over time. Good parental support consists of the following:

1. *Encourage your son and his Patrol to attend all Troop activities and prepare for them.*
2. *Assist your Scout in obtaining his uniform and basic equipment.*
3. *Encourage your son and other boys in their Scout advancement. Help them to prepare for merit badge sessions and boards of review.*
4. *Take an active interest in Scouting activities.*
5. *Share with the adult leaders any important information about your son that could affect his participation (i.e.-medical problems, school problems, personal problems etc)*
6. *Work through the exercise in “How to Protect Your Children from Child Abuse” in the front of the Boy Scout Handbook. You should do this soon after your boy has joined the Troop.*
7. *Support the fundraising projects. This is how we earn money for Troop equipment and activities.*
8. *Parents are welcome to attend our weekly Troop meetings.*
9. *Attend parent meetings, courts of honor and other family activities.*
10. *Stay informed concerning upcoming activities. We will send the monthly committee meeting notes to you.*
11. *Assist the Troop organization by:*
 - *Becoming a Troop committee member*
 - *Helping with transportation*
 - *Helping with food at a Court of Honor*
 - *Help your Scout if he is responsible for purchasing food for his patrol.*
12. *Sign up to lead outdoor trips or other Troop activities. Ask the Scoutmaster how you can help with Troop activities. If he did not need your help this time, ask again.**
13. *Become a Merit Badge Counselor for the Troop in an area you are proficient in by vocation or avocation. There are 120 merit badges, yet some have no counselors.*

Here are sites that you and your son should explore:

<http://www.troop321.com>

<http://www.pacsky.org>

<http://www.meritbadge.com>

This site will give you guidance on how to be a merit badge counselor.

www.macscouter.com/Scoutmaster/MBC_trn.html

Our goal is to have every parent involved in some aspect of the Troop. If you need help finding your niche, give the Scoutmaster a call!

JOINING POLICY AND PROCEDURES

We are happy to consider new Scouts at any time throughout the year

who are eager to participate fully in the weekly and outdoor programs;
who are interested and motivated to advance in rank;
who are willing to accept responsibility and leadership roles as they gain in age, rank, and experience;
whose parents will actively help the Troop in some of its many needed areas;
whose parents will help and support their son as he progresses in the program.

To become a Boy Scout, a youth must have completed fifth grade, or be 11 years old, or have earned the Arrow of Light Award as a Webelos Scout. The youth must not have reached age 18.

Below are the joining steps for those interested in Troop 321:

1. Parent or prospective Scout contact the Scoutmaster in advance of a visit to discuss the prospective Scout's interest in joining and to prearrange a visit to a regular Troop meeting.
2. Parent and prospective Scout read this document. It is full of necessary and helpful information about the Troop. In addition, the Troop website <http://www.troop321.com> can be accessed, although a password is required for some documents. The Scoutmaster and other adult leaders are available to answer questions.
3. Parent complete and sign the Boy Scout Application form and turn it in to the Scoutmaster. Pay the fees and dues applicable at the time of joining. Make check payable to BSA Troop 321 for the appropriate amount and turn it in to the Scoutmaster with Application.
4. Parents complete the Troop Resource Survey form and turn it in to the Scoutmaster.
5. Parents discuss with the Scoutmaster or Troop Committee Chairman his/her willingness to register as a member of the Troop Committee and to complete an Adult Registration Application form.
6. Purchase the Boy Scout Handbook for the new Scout so he can study and learn the joining requirements and pass them off at a regular meeting as soon as possible. He should bring his Scout Handbook, notepad, and pencil to every meeting.
7. Purchase the Official Scout Uniform for the Scout, including patches and insignia, from the retailer immediately after joining. Also be prepared to purchase/obtain needed camping equipment. Very soon after joining, a boy is assigned to a Patrol of 6 to 10 boys. A Scout's Patrol will be his team for games and contests, his closest buddies in camp, and his teachers as he works on advancement.

HOW THE TROOP WORKS

This Troop is sponsored by the chartering organization, the San Carlos Rotary Club. It arranges for our regular Troop meeting place and approves the adult leaders who administer the Troop's affairs. The adult leaders are the Scoutmaster and his assistants and members of the Troop Committee. All are unpaid volunteers; most are parents of boys in the Troop.

Our regular meetings occur on the first three Tuesdays of the month, from 7:00 to 8:30 p.m. with the 7:00 to 7:30 period utilized by the Patrol Leader's Council (PLC) to make final preparations for the meeting. Troop 321 does not completely suspend operations in the summer -- we are busy all year, although the regular meetings are held from September through June. The Troop Committee meets regularly on the 3rd Wednesday of each month. Troop meetings are planned and conducted by boy leaders under the guidance of the Scoutmaster. A typical Troop meeting includes work on outdoor skills, first aid, fitness, citizenship, or some other aspect of Scouting; a brief patrol meeting for advancement progress or planning a future patrol event; a game, competition, or other recreational activity; and ceremonies highlighting Scouting's ideals.

The Troop conducts an outing or special event every month. It is usually an overnight camping trip and/or a visit to some location of special interest or significance.

As discussed above, Scouting requires family involvement. In order to encourage this involvement, there is usually a Family Picnic held at the end of August, just before the school year commences. This Family Picnic is generally a pot-luck meal followed by a "meet and greet" session. It is also a time for families to get to know each other and to share information about important Troop activities.

At Troop meetings, during Troop outings, and on his own, a boy will have a chance to earn many badges and awards. His goal is advancement through the ranks of Tenderfoot, 2nd Class, 1st Class, Star, Life and, finally, to earn the most distinctive of all – the Eagle Scout Award.

Troop 321 does have attendance requirements that Scouts attend two-thirds of the regular meetings and 30 percent of outdoor trips/activities.

TROOP LEADERSHIP

Troop 321 is committed to the philosophy of maintaining a Scout-led Troop, and as such, youth Scout leaders are an integral part of managing the Troop, while we rely on adult leadership to implement and oversee our programs. Below we have outlined the general responsibilities of various leadership positions.

Senior Patrol Leader (SPL)/Asst. Senior Patrol Leader (ASPL)

1. Preside at all Troop meetings, events, and activities.
2. Chair the Patrol Leaders Council (PLC) and plan the Troop program and activities.

3. Serve as the leader of the Troop's Leadership corps.
4. Appoint Scout leaders, with the advice and consent of the Scoutmaster.
5. Assign/delegate duties and responsibilities to other leaders.
6. Be responsible for Troop discipline.
7. Set the example.

Scoutmaster

1. Be responsible for the program and actions of the Troop.
2. Act as an advisor to the Patrol Leaders Council.
3. Develop junior leaders.
4. Appoint Assistant Scoutmasters with the advice and consent of the Troop Committee.
5. Represent the Troop at council or district planning functions.
6. Keep the Troop Committee informed and obtain assistance and support for the Troop from the Committee.
7. Attend Boy Scout Leader training.

Troop Committee

The purpose of a Troop Committee is to assist the Scoutmaster, as requested, and to provide overall guidance and direction for the Troop. In Troop 321, every parent is encouraged to participate in the Troop Committee meetings and to register as an adult Scouter. In order for the adult leaders to have the time for the week-to-week activities of the Troop, the Committee assumes the following specific responsibilities:

1. Set overall Troop policies and the direction the Troop is taking. Approve the annual calendar of events, and assist the Scouts and adult leaders in the planning and preparation of the annual schedule. Assist as needed to procure special programs requested or required by the schedule.
2. Provide Committee members to serve on Advancement Boards of Review.
3. Schedule adult trip leaders to be responsible for Troop outings such as monthly camping trips, summer camp, and other Troop activities.
4. Direct the Troop fundraising projects, including selection of the project chairman and obtaining parental participation and support.
5. Keep Troop 321 families informed about Troop activities.
6. Assist adult Scouters with the BSA registration process and training.
7. Review and approve the annual Troop budget.
8. Select and approve, in consultation with the Scoutmaster and Chartered Organization Representative as appropriate, other Troop adult leaders such as the Committee

Chairman, Scoutmaster, Advancement Chairman, Adult Quartermaster, and other necessary positions.

9. Prepare for the annual Troop re-registration with the Scout Office.

TROOP COMMUNICATIONS

Communication to Troop members about planned events and other information is handled by several means:

- This Handbook
- Periodic e-mails to Scouts and parents
- Any printed information flyers for events handed out at regular weekly meetings
- Announcements made during regular weekly meetings, typically during the opening and closing formations and at our Court of Honor programs
- Internet Web Site: **www.troop321.org**

Though we try very hard to have a well-planned schedule and to get all the information out to everyone in a timely fashion, the process is never perfect. If a Scout does not attend meetings regularly he may be missing key information about upcoming events. A Scout should assume some responsibility in initiating communications with his Patrol Leader, the Senior Patrol Leader and with appropriate Adult Leaders when needed.

The Troop Web Site is maintained to provide information about the Troop for those interested in our program. As a privacy and youth protection policy, we typically do not publish in the Web pages available to the general public last names of Scouts, contact information and specific locations of Troop outings.

A Troop Member Section, protected by a user name and password, is maintained to provide helpful, detailed, and specific information to the Scouts, their parents, and the Adult Leaders of the Troop. Information about Troop outings and special events are regularly posted. This section is intended for the exclusive use of Troop members. Troop 321 members and parents can obtain the website password from the Scoutmaster.

Information in the Troop Web Site, such as trip information, forms, checklists, calendars, and patrol rosters, are also maintained on the website.

<p>Troop 321 Internet Website: www.troop321.org</p>
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COSTS OF SCOUTING AND FUNDRAISING PROGRAMS

Below are costs that each Scout family should be aware of:

1. The Troop collects annual dues of \$100 each year in September which cover the following expenses:
 - Most Troop operating costs such as BSA supplies (badges, advancements, awards, etc.), camping equipment, and leadership training and development.
 - BSA national registration and charter renewal fee. The Troop must renew its charter annually, as required by BSA.
 - Boys Life magazine (Scout only).
 - Scouting magazine & council newsletter (Adult leaders only).
 - Accident & liability insurance.
 - Troop 321 T-shirt (new Scouts).
2. Troop 321 desires all Scouts to participate in Summer Camp and High Adventure opportunities. We recognize that the costs of these activities may be prohibitive to some families. If you would like your son to be considered for Troop financial assistance to attend a camp or other activity, please speak to the Scoutmaster.
3. Uniform and equipment costs can be significant.. The Troop does have a uniform/equipment recycling program in effect. Please consider donating any uniform parts or other Scout gear your son may no longer need, and consider volunteering to help manage this program to support the Troop.
4. Certain trips require recovery of part or all of the expenses based on the plans of the adult trip leader. These fees are determined in advance. They typically cover cost of food, transportation, and special fees that may be charged by a camping area, outfitter, resort, etc. The Troop defrays some trip costs based on proceeds from our fund-raising activities and each Scout family's participation in them.

The Troop organizes fundraising activities to pay for Troop activities. Each fall, we participate in the Pacific Skyline Council's Popcorn Sale campaign. We may also conduct periodic fundraising projects, as required. Profits from our fundraising activities are budgeted to supplement the cost of certain major trips, which has provided many opportunities to plan exciting High Adventure trips, while keeping the individual cost for such trips at a more affordable level. In addition, Troop 321 is proud to participate actively in our Pacific Skyline Council's "Friends of Scouting" program, which is a primary source of funds for the regional camps we use and other Council activities. Parental assistance has been a key ingredient to the success of these programs and we are extremely grateful to the parents who have made such significant contributions of time and energy in these efforts.

ADVANCEMENT

Advancement is an integral part of the Scouting program which provides recognition for individual effort and accomplishment, as well as a measure of acquired proficiency in basic skills.

Advancement is a three-part obligation of:

The Scout--to take the initiative and to work

The parents--to encourage excellence

The Adult leaders of the Troop--to provide guidance and opportunity

Requirements for advancement are described in the Boy Scout Handbook and other Scout literature. Both Scout and parent should be thoroughly familiar with the requirements. The Scoutmaster, Advancement Chairman, and other adult leaders as well as the Scout leadership can answer questions about getting started on the "Eagle Trail."

Merit Badges:

Merit badges are a critical part of advancement for ranks above First Class. Merit badges are important for the Scout to learn new skills, to work outside the normal Troop meeting with an adult counselor, and to present what he has done.

Prior and outside preparation is required. Requirements for earning merit badges include the following steps to be taken by the Scout:

- 1. Get approval from the Scoutmaster or ASM prior to beginning work on a merit badge. This is done by obtaining a merit badge "blue card" and asking the Scoutmaster to sign it.** He will advise you about possible merit badge counselors who are registered for the desired badge or direct you to the Adult leader who maintains this list.
2. Obtain the desired merit badge book and become familiar with the requirements of the badge. The Troop has a limited supply of merit badge books which may be checked out from the Troop Librarian. Some are old and out-of-date. Be sure to check the book date to ensure it is the current version.
3. With the advice and assistance of the Scoutmaster, find a merit badge counselor who is registered for the desired badge. A parent may not sign a merit badge card as counselor for his own son.
4. **Before beginning any requirements for the badge**, contact the assigned merit badge counselor to get his agreement to be your counselor and to get any instructions he may have for completion of requirements to his satisfaction.
5. Successfully complete all the requirements to the satisfaction of the designated counselor and have him or her sign and date the merit badge card. Prior to presenting the merit badge card to

the counselor for signature, the Scout should enter **in ink** his name & address, troop, district, council, counselor name & address, and name of merit badge into the appropriate spaces on the card. The Scout should leave all dates blank. Dates are entered by the Scoutmaster or counselor when signing.

6. Present the completed merit badge card to the Scoutmaster or ASM for processing.

Rank Advancement:

A Scout coming before an Advancement Board of Review should be thoroughly familiar with what was done for the rank applied for, including merit badge work completed for the rank. He must be in proper and complete formal Official Scout Uniform. Scouts who are ready to advance and want to schedule a Board of Review should do the following:

1. Ensure that all requirements have been completed.
2. Ask the Scoutmaster or Assistant Scoutmaster (ASM) for a "Scoutmaster Conference." It is advisable to give at least a week's notice.
- 3 Ask an ASM to schedule a Board of Review for you. He or she will also need at least a week's notice.

Requirements for a Scout appearing before a Board of Review are as follows:

1. Be in proper and complete Official Scout Uniform with merit badge sash.
2. Bring your Boy Scout Handbook.
3. Bring your merit badge "blue cards" for merit badges earned and required for the rank being applied for.
4. Ensure any equipment (e.g. rope and poles suitable for tying the required knots and lashings) are provided.
6. Bring any merit badge books and/or written work or project documentation that is applicable.

Rank advancements, merit badges, and most other awards will be presented as soon as practicable after being earned, approved, certified, and registered, typically at the next Court of Honor.

Eagle Scouts

Boy Scout Troop 321 is proud of its members who have earned the highest rank in Scouting. Please see the Troop website for the current list of Troop 321 members who have earned the Eagle Scout Award since the Troop was chartered in 1992. Please contact the Scoutmaster for more information on the Troop's "Road to Eagle" program.

Appendix

TROOP 321 RULES

Troop 321 uses the following rules to implement the guidelines set forth by the Boy Scouts of America and the Pacific Skyline Council. These rules apply when a Scout is under our responsibility - that is any time he is with the Troop, either at the weekly meetings or on a camping trip or other Troop-sponsored activity. Any questions concerning these rules should be discussed with the Scoutmaster.

1. All Scouts must adhere to the Scout Oath and Law at all times during troop activities. This is one of the ways a Scout demonstrated Scout spirit for rank advancement.
2. The Scout uniform (official Class A) must be worn to all troop meetings. The Scout shirt (official class A) must be worn while traveling to and from camp activities. Wearing the Scout uniform is a sign of Scout spirit.

The Scout uniform includes the following official Scout items: Scout shirt, T321 neckerchief (provided by Troop), neckerchief slide, Scout pants or Scout shorts, Scout belt, and Scout socks. The Scout hat is optional.

No combat fatigues, or clothing with obscene or evil language/symbols, are allowed on any troop activity or at troop meetings. Jeans, shirts, and T-shirts are allowed during camping activities, unless other regulations apply (e.g. at summer camp).

3. Obscene language and other profanity is not tolerated during any Troop activity.
4. A Scout must earn the rank of Star before becoming eligible to hold the office of Senior Patrol Leader.
5. A Scout must earn the rank of Life before becoming eligible to hold the office of Junior Assistant Scoutmaster.
6. Troop 321 believes that leadership skills are best taught and learned through a strong outdoor program. The troop plans and carries out ten to twelve camping trips a year. In addition, the troop has weekly meetings and one-day activities. As one indicator of Scout spirit, every Scout is expected to attend at least two-thirds of the weekly meetings and at least 30 percent of the monthly outdoor activities each Scouting year (September through August).
7. On camping trips, Scouts and adults should follow the "Outdoor Trip Guidelines" (below), as well as adhere to effective safety, hygiene, and nutritional standards. These standards are being developed. Safety Guidelines will include items like: having a safe area when using axes, staying on trails, stopping at trail heads, stopping at creek/river

crossing, etc. Hygiene Guidelines will include items like: washing hands before meals, cleaning dishes, filtering water, etc.

8. No lighters at summer camps
9. On camping trips, the SPL (or the designated SPL for the trip) is responsible for coordinating the location of tents (by patrol), cooking area, washing area, and latrine area.
10. During inter-troop camp activities (summer camp, Camporee, etc), Scouts are not allowed within another troops campsite without permission from that troop. Official Scout business is exempt.
11. Ipods, cassette/CD players, gameboys, and other electronic devices may be used, with headphones, during travel, as long as they do not interfere with the user's participation when required and they are not disruptive to drivers or other passengers. They should not be used during outdoor trips or any planned activity. On camping trips, Scouts are expected to participate in the activities. If a Scout does not put away an electronic device when asked by the adult in charge of the trip or the Scoutmaster, then the electronic device will be confiscated for the remainder of the trip.
12. Other people's equipment (tents, sleeping bags, knives, etc) should not be tampered with or used unless permission is given by the owner of the equipment. Scouts are expected to respect people's property and to make restitution if they damage personal or Troop property intentionally or through negligence.
13. Each patrol leader is responsible for keeping the patrol box clean and orderly. The Quartermaster should be notified of any lost or damaged items.
14. Use or possession of following items are not permitted:
 - Fireworks
 - Tobacco
 - Alcohol
 - Illegal Drugs
 - Pornography
 - Firearms (unless part of the Scout activity and supervised by trained Adult leaders)
 - Knives with folding blades over 3.5" in length, or switchblades

Failure to adhere to these rules will result in an escalation of disciplinary action that could culminate in the Scout's suspension or expulsion from activities, or from the Troop as a whole (see also "Discipline" in "Outdoor Trip Guidelines" section in Appendix). Such suspension or expulsion, as well as the terms of reinstatement of a suspended Scout, will be determined by the Scoutmaster with the concurrence of the Troop Committee.

OFFICIAL SCOUT UNIFORM USED BY TROOP 321

The Troop will provide the first Troop T-shirt and any other custom Troop patches to a Scout when he joins. Other uniform patches should be purchased by the Scout with his uniform. The Official Scout Uniform can be purchased at the Foster City Scout Office or ordered through the BSA catalog of Scouting merchandise. Catalogs are available at the Scout Office. Also, the BSA National Supply Division maintains an Internet Web Site at www.scoutstuff.org where all merchandise is displayed. In addition to wearing a proper uniform, the Scout must bring his Scout Handbook, note pad and pencil to each meeting.

- Short sleeve Official Scout Uniform shirt with - red shoulder loops
- World Crest (centered above left pocket about 2" or more)
- Left pocket patches: Rank / Arrow of Light (if earned)
- Left sleeve patches: Pacific Skyline Council strip / Troop 321 numbers
- Leadership position (if applicable) /
- Trained emblem (if earned)
- Right sleeve patches: American flag / Patrol emblem or Leadership Corps
- Quality Unit for current year (if earned by Troop)
- Merit badge sash (for Courts of Honor & Boards of Review)
- Scout web or leather belt with Scout buckle
- Long Official Scout Uniform pants (for formal occasions and cool weather)
- Short Official Scout Uniform pants (for summer uniform and warm weather)
- Official Scout Uniform socks with red top
- Regular shoes or hiking boots

(See BSA handbook or illustrations of proper patch placement)

CAMPING AND OUTDOOR ACTIVITIES

Outdoor Trips

The Troop organizes these trips monthly and it is our goal that all boys have the opportunity to participate fully. Typically, siblings or other guests (including pets) are not welcome on backpacking or other High Adventure trips. However, we have one or two designated “car-camping” trips to which siblings are invited. Please ask the Trip Leader before planning on attending with younger children. They can cause distractions to the planned program and create many other issues.

If a Scout or adult has signed up for a trip and needs to drop out, he should inform the Trip Leader immediately, as it can have an impact on transportation and other trip plans, and should inform the Patrol Leader, as appropriate. He may be responsible for funds committed in his behalf for trip activities/food.

Parents remaining at home should be organized in a “phone tree” and be given itineraries and any available contact information. Best attempts will be made to notify parents if the return time varies significantly from the schedule. Parents should be prompt picking up their returning sons. If parents cannot pick up their sons, the Trip Leader should be notified of alternate pickup arrangements ahead of time.

Hiking:

When hiking, it is our policy (unless specified otherwise) that the group stays together with a designated “point” in front and “sweep” in the rear. At no time should hikers be out of voice-range of each other. All hikers will stop at trail or road intersections until everyone agrees on the route.

Adult Leader Responsibilities:

Adult trip leaders are essential to the overall planning and successful execution of Troop outings such as monthly camping trips, summer camp, and other events. All families are expected to volunteer to lead a trip (or other activity) throughout the year. A minimum of two adults is required by BSA policy on all outings. Further more, an adult should never be alone with a non-related youth outside regular camping and meeting areas. Conferences, hikes, and instruction should always take place in plain view, or together with another adult or youth.

Adults on camping trips with their son should consider themselves responsible to the whole Troop, not just their son, and should exemplify role-model behavior. In addition, Scouts are expected to treat Adults with respect. Adults on a trip should avoid intervening to help boys with Scout skills, campsite and tent setup, cooking, etc. Also, adults are encouraged not to tent with their son so their son will better integrate with his patrol and improve his self-reliance skills.

The Scoutmaster, Assistant Scoutmasters, Senior Patrol Leader, and other leadership Scouts assist and are actively involved in trip planning and trip activities, but specifically-assigned

Adult trip leaders are necessary to carry out certain steps and to support the regular Troop leaders. Please note that it is not always necessary for the parent volunteer leader to actually attend the trip that he or she is organizing, depending on circumstances.

The following describes some general responsibilities of Adult Trip leaders:

1. Research and investigate information about the proposed destination.
2. Make reservations and arrangements with the Ranger, outfitter, resort, etc.
3. For trip costs: (a) Prepare an estimated budget and, if Troop funds are to be used, obtain appropriate approval; (b) Collect and record money (other than routine Patrol food expense); (c) Keep a record of and obtain receipts for expenses incurred; (d) Turn in to the Troop Treasurer all collections, receipts or documentation for expense payments, and a final summary report accounting for the money collected and expenses paid. Any driver on a Troop trip may request full or partial reimbursement for gasoline expenses if desired. The receipts and request should be given to the Trip Leader who will submit it to the Troop Treasurer for reimbursement.
4. Prepare an informational handout or email. Include sign-up dead-line, dates and times to meet for departure and for return pickup; food, money, and special equipment requirements; planned activities; merit badge preparation work; other pertinent information. This handout should typically be distributed a month prior to the weekend of the trip, earlier in some cases.
5. Determine and record planned Scout participation. Shortly after the sign-up deadline), provide a list of Scouts and adults signed up to the Scoutmaster and Assistant Scoutmaster - Outdoor Program so that they can review any special planning needs.
6. Plan and arrange for pick-up, testing, and distribution of necessary Troop gear. Stoves, water filters, and water jugs in particular should be tested.
7. For certain special trips, plan and purchase food for all participants. (On most routine weekend camping trips, Scout patrols carry out their own menu planning, food purchasing, and meal cooking and preparation.)
8. Obtain and prepare a BSA Tour Permit with all required information and signatures. Typically there is a Troop parent who has volunteered for this important job for our trips. Make a copy for the Scoutmaster to turn in to the church, and then turn it in at the Scout Office. This should be done a week in advance. However for trips greater than 500 miles from San Carlos, a National BSA Tour Permit is required and must be turned in 6 weeks in advance. This permit needs to be taken on the trip with the group.
9. Ensure needed adult participation is available, including any special skill requirements and certifications.
10. Organize drivers and transportation and collect Medical Forms for participants. Review medical forms to determine if any participants have special health issues or require medications. Remind participants to bring required medications.
11. Assist in planning trip activities, merit badge work, etc.

12. Organize and hold “pack-check” meeting prior to departure for wilderness trips.
13. For Troop “Campfire” events
 - Parents should also have at least one skit
 - Parent leader should help create the setting by bringing ashes from previous outing and/or flag to retire, etc.
 - Ensure that SPL selects an Emcee (can be the SPL)
 - Ensure that each Patrol does 2 skits
 - Enforce fire safety guidelines (See “Campfires” below).

Outdoor Trip Guidelines: A Checklist

Prior to Departure Date:

- Identify SPL/Patrols
- Plan for, acquire, and test necessary Troop gear
- Establish Duty Roster, distribution of Troop gear, cooking, water purification etc.
- Pack check meeting as required (Review trip-specific safety issues: water, heat, bears etc.)
- Lead parent to arrange transportation/assemble Medical Forms
- Obtain BSA Trip Permit & other required permits/reservations
- Establish “Phone Tree” to ensure communication with families at home

Travel:

- Wear Class A uniforms for travel in cars

Parking Lot Prior to Loading Cars:

- SPL for the trip does role call; confirms patrol leaders
- Review guidelines for the trip (maps, directions, etc.) exchange cell phone numbers
- Review behavioral expectations (Code of Conduct: Scout Oath/Promise) and trip-specific safety issues
- Make sure tent assignments and food sufficient (last minute changes/ no-shows)
- Distribute Troop Gear for backpacking (stoves, water jugs etc.)
- Final backpack- or bag-check
- Review car assignments
- Adult leader checks medical forms and distributes by car

Arrive at Site:

- SPL assigns areas for kitchen, sleeping areas and campfire area
- SPL reconfirms Duty Roster
- Kitchen away from sleeping areas if possible
- Parents should sleep away from scouts (separate area)
- SPLs make sure assigned Scouts set up kitchen areas FIRST (including rain tarp)
- Parents stay out of the way and let Scouts lead. If there is an issue, it should be reported to the SPL.

Activity planning:

- Should not have more than 1-2 hours of unassigned time.
- Activities should always be planned for an outing -- if possible a skills-based activity: hikes, orienteering course, lashing
- Scouts should not leave camp without adult supervision

Meals:

- Meals time should be sufficient to allow cooking and cleanup while it is still light out
- Scouts cook and clean up by patrol
- Should not share patrol boxes unless okayed by adult leader (Adult leader should not approve sharing unless it is really critical (patrol needs to learn to take care of their patrol boxes)
- Adults plan, prepare and eat separate from scouts
- Adults may monitor scout execution but not interfere (talk to SPL if there is a problem)
- Clean up immediately after meal and store food/garbage appropriately
- In Bear Country ensure that no edibles, toiletries, or other scented items are left unattended--*ever*

Campfires:

- SPL should appoint a Scout fire marshal
- What goes in the fire, stays in the fire. Water bucket next to fire.
- No running or horseplay near fire
- At least one adult should sit at/near campfire Adult leaders make sure fire is out at curfew time and that Scouts go to their tents at reasonable hour to sleep¹⁹. Between the established taps and reveille times, quiet time should be observed.

Departure/End of Trip:

- “Leave No Trace” (SPLs organize camp-sweep for trash/forgotten items)
- SPL leads “Scouts’ Own”
- Every attempt should be made to collect and consolidate Troop Gear for return to Quartermaster; identify any missing items and make arrangements to collect them
- Prepare or delegate “Trip Report”

Discipline:

- Any issues to be brought to the attention of the SPL.
- If the SPL is the issue, Adult leader must step in and address
- Escalation process
 - Scout
 - Patrol leader
 - SPL
 - Parent
 - Trained parent leader
 - Scoutmaster for the trip
 - Scout's parents by phone
 - Scout's parents come pick up scout
- Any misconduct issue should be brought to the attention of adult leaders present for immediate action
- A Scout accused of misconduct should have an opportunity to defend himself before discipline occurs

Camping Equipment

You will find a whole new interest in camping and outdoor equipment. Good equipment will be used for a lifetime. Please feel free to ask any of the adult leaders for advice on the equipment, type, cost, size, best places to buy, etc. Some stores offer discounts to registered Scouts. It is not necessary to purchase some Troop-supplied items. Troop 321 is fortunate to be able to provide excellent camping equipment for Scouts' use, including patrol cooking gear, saws, and axes. The Troop utilizes an Adult and Scout Quartermaster to ensure that the equipment is kept in good repair and is available in sufficient numbers for all troop activities.

Every Scout should own the “10 Essentials” and have them in his possession at all times when away from camp in wilderness situations:

The “Ten Essentials”

1. Water bottle/canteen (add water)
2. Rain gear
3. Change of clothes in plastic bag
4. Compass /map
5. Trail food
6. Fire starter/matches (waterproof or in waterproof case)
7. Knife
8. First aid kit (Band-Aids, wipes, antiseptic) *
9. Flashlight with working batteries
10. Sun protection (hat, sunscreen, sunglasses)

Other items useful for hiking and overnights

- Whistle
- Toilet paper
- Plastic bag to carry out personal trash

In addition, below is a complete checklist of camping equipment that every camper needs. (If used as a packing list, items worn would be included.) Note that some of these items (Dishwashing items, cooking items, etc. would be shared and included in the Patrol's gear, while others are season- or activity-specific.

CAMPING EQUIPMENT LIST

A. Eating Gear - Items, except for canteen, packed in ditty/stuff bag(s)

1. Water bottle -1 quart size (2 suggested or sometimes required)*
2. Plastic bowl or Scout cook kit *
3. Plastic cup with ounce measuring marks *
4. Knife, fork, spoon set *
5. Paper towels (12 sheets)
6. Waterproof matches
7. Biodegradable liquid soap
8. SOS pad (in small zip-lock bag)
9. Can opener
10. Water purification tablets or solution
11. Emergency food: 2 pkgs. each of instant soup, cereal, & hot chocolate packed in zip-lock bags

B. Personal Items - Packed in ditty/stuff bag(s)

1. Soap
2. Face towel or Pack Towel
3. Toilet paper (in waterproof zip-lock bag)
4. Toothbrush & paste plus personal toiletries
5. Insect repellent (non-aerosol)
6. Moleskin *
7. Personal first aid kit with band-aids *
8. Flashlight with spare batteries and bulb
9. Large safety pins (4)
10. \$2.00 in change (for emergency use)
11. Whistle
12. Chapstick & sun screen
13. Extra boot laces
14. Needle and thread

C. Sleeping Gear

1. Sleeping bag *
2. Waterproof stuff bag for sleeping bag *
3. Foam pad to put under sleeping bag (closed cell type) *
4. Ground cloth *

D. Clothing - Adjust weight as needed for season and specific trip

1. Hiking boots *
2. 3 pairs wool socks
3. 3 pairs liner socks
4. 2 pairs of pants or shorts (Heavy in winter - wool or synthetic fabric, not denim jeans)
5. 2 shirts (includes Troop 321 T-shirt)
(2nd shirt wool or polypro in winter)

6. Wind-proof shell jacket with hood
7. Swim trunks
8. Cap/hat for sun protection
9. Bandanna

Extra items needed for winter:

10. Wool or fleece sweater/shirt
11. Wool mittens or gloves
12. Wool stocking cap
13. Heavy jacket

E. Miscellaneous Equipment

1. Rain jacket/suit (easily accessible) *
2. Compass (Silva preferred)
3. Stuff bags & zip-lock bags *
4. Plastic trash bags (2)
5. 50 feet of c-inch nylon cord
6. Backpack trowel
7. Tent (can be provided by Troop Quartermaster)
8. 6 tent stakes (in addition to any with Troop tent)
9. 2 to 4 cinch straps (36" or longer, for fastening things onto pack frame) - No bungee cords
10. Pocket knife (less than 3-inch blade) - No sheath knives or switchblades
11. Backpack cooking stove (optional and only if Scout is certified)
12. Day pack
13. Back pack *
14. Identification on back flap of pack
15. Pack cover *
16. Duffel bag (substitute for back pack on some trips)
17. Boy Scout Handbook
18. Watch
19. camp seat (optional)
20. Camera (optional)

*Equipment Descriptions:

Back Pack: The pack must have a padded, snug-fitting, full hip belt and padded shoulder straps. The pack should fit the Scout; don't buy one he will grow into. Prices range from \$85 to well over \$150. Rentals are available at REI and Redwood Trading Post.

Boots: Boots are required on all of Troop 321 camping trips. Properly fitted, sturdy, waterproof hiking boots that are 6 to 8 inches high are recommended. Sneakers (which don't have sturdy soles nor have adequate ankle support nor are waterproof) are not appropriate for hiking and backpacking and should be used for in-camp use only. All boots must be treated for wet weather and broken in prior to wearing on the trail.

Rain Gear: Rain gear is always required. A water-proof rain jacket/suit is best. Also, a rain-proof pack cover is needed. A large plastic garbage bag can be used only as a temporary pack cover.

Tent and Ground Cloth: A lightweight and weatherproof 3-season tent with a rain-fly and ground cloth is necessary. Many Scouts share tents especially on backpacking trips.

Mess Kit: Mess kit includes: (1) Plastic bowl or Scout cook kit and a plastic cup with ounce measuring marks - plastic cup is preferred for extreme cold weather, as metal can stick/freeze to your skin and lips; (2) Water Bottle (1 quart Lexan preferred) - two are suggested or sometimes required; (3) Knife, fork, and spoon set.

Sleeping Bag and closed cell pad: A mummy-type sleeping bag good to +15°F is sufficient. Must have a waterproof stuff bag. Should not be bulky or heavy. Must have a pad to put under the sleeping bag.

First Aid Kit: A small personal first aid kit should include a few band-aids, antibiotic ointment, and moleskin. (Any medication a Scout may need should be brought to the attention of the adult leader.)

Stuff Bags: Small stuff bags and zip-lock freezer bags, gallon and various smaller sizes, are useful for a number of needs. Clothes and other items should be packed in them to be kept organized and waterproof. Zip-lock bags can also be used to pack out trash. Several spares are handy.

REMEMBER: COTTON CLOTHING SHOULD NOT BE WORN ON OUTDOOR TRIPS. (Cotton will not keep you warm when wet and it is heavy and takes up a lot of space.) Try to use clothing made of the numerous fast-drying synthetic fabrics available, and wool.

TROOP 321 CODE OF CONDUCT

TRUSTWORTHY

- Follow through with commitments
- Tell the truth

LOYAL

- Be committed to your leadership position
- Do what you are asked to do

HELPFUL

- Always try to help out
- Do what you are asked to do
- Volunteer to help
- Doing things without being asked

FRIENDLY

- Be nice to fellow Scouts, parents, and leaders
- Do good things
- Try to help people

COURTEOUS

- Be polite
- Respect each other
- Respect SPL & ASPL, and patrol leaders
- Do not be disruptive during troop meetings or activities

KIND

- Treat people the way you would want to be treated

OBEDIENT

- Know when to be quiet
- Follow orders
- Know when to stop doing something

CHEERFUL

- Want to be at Scouts and in a good mood
- Be optimistic

THRIFTY

- Know how to spend money wisely
- Be resourceful with your time

BRAVE

- Don't be afraid to take up a leadership position
- Stand up to the wrong-doers

CLEAN

- Keep clean thoughts
- No swearing
- Keep physically clean

REVERENT

- Respect your religion and others' as well

Scouts Signature and Date: _____

Parents Signature and Date: _____