

Troop Information Manual

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Chartered Organization

Troop 410 is chartered by Highland Park Baptist Church. Troop 410 uses the facilities of Highland Park Baptist Church to conduct the Scouting program. We are deeply grateful to Highland Park Baptist Church for the support and efforts that allow Troop 410 to operate.

Highland Park Baptist Church
5206 Balcones Drive
Austin, TX 78731

The Basics

The Scout Oath

On my honor, I will do my best
to do my duty, to God and my country;
To obey the Scout Law;
To help other people at all times;
To keep myself physically strong, mentally
awake, and morally straight.

The Scout Law

A Scout is Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful,
Thrifty, Brave, Clean, and Reverent.

The Scout Motto

Be Prepared!

The Scout Slogan

Do a Good Turn Daily.

Meetings, Special Events & Membership

Troop 410 Meetings

The Troop meets Tuesday evenings in Sapp Hall on the South side of Highland Park Baptist Church, 5206 Balcones Drive. Meeting times are 7:00—8:30 p.m. during the school year. Troop 410 meets only irregularly during the summer months. In addition to Troop meetings, there is a monthly outdoor activity generally from 6:00 p.m. Friday evening to 1:00 p.m. Sunday afternoon.

There will be three meetings a month during the school year for most Scouts. (Exceptions to this are December and March, when family and school holidays influence our schedule.) Monthly meetings will be the three Tuesday's preceding the monthly outdoor activity. The Tuesday following the outdoor activity is typically a meeting for the Patrol Leaders Council (PLC) Green Bar members only. The purpose of this meeting is to plan upcoming monthly meetings and the outdoor activity.

Parents should be prompt in picking up their son(s) after the Troop meeting. Troop and Boy Scouts of America policy dictates that no Scout will be left at the Church without two-deep adult leadership present. A late pickup means that two adults are delayed in getting home to their families. Parents and guests are always welcome at Troop 410 meetings.

Troop 410 Special Events

Troop 410 participates in special events, such as District Camporees, and Troop 410 special campouts and "High Adventure" camps. Scouts are responsible for understanding all instructions pertinent to the event, and for working together to earn their way to these events.

Troop 410 participates in a resident summer camp each year. This is a traditional camp, featuring cooked meals and advancement. This is available to every Scout in Troop 410. This camp is very important, particularly to new Scouts, in that they are able to earn advancement and Merit Badges here that are difficult to obtain at other times. Scouts also learn many basic outdoors skills at this camp. Parents are needed to attend summer camp. Troop scholarships are available for scouts who may need financial assistance to attend summer camp. Application can be made through the Troop Committee Chair.

"High Adventure" treks may be made to National BSA facilities such as Philmont Scout Ranch in New Mexico, or the Charles L. Sommers Boundary Waters Canoe Base in Minnesota. Eligibility to attend High Adventure camps is subject to minimum age and rank requirements and other rules set by the BSA and the Troop.

Summer camp and high adventure trips are normally handled on a "pay as you go" basis outside the troop's normal dues structure. However, a scholarship program has been established and partial, need-based scholarships can be awarded at the discretion of the Scoutmaster and Committee Chair.

How to Join Troop 410

It is recommended that the prospective Scout and parents visit a minimum of one Troop meeting and one outing. One of these meetings should be the meeting prior to the outing.

The Scout will fill out the application form, pay the applicable registration fee, and buy his uniform and official Boy Scout Handbook. He will then be integrated into a Patrol and begin to actively participate in and support the Troop. A packet of membership materials will be given to the Scout and his parents and will be reviewed.

Once a year Troop 410 will present a new parent/new scout orientation meeting to familiarize the new scouts and adults to the Troop's program. This meeting is typically in March of each year.

Participation and Responsibilities

Scout Participation and Responsibility

Scouting is built on teamwork. When a boy joins Troop 410, he is expected to participate in as many Troop events as possible. Attendance affects advancement. Each Scout will be a member of a Patrol. The program of the Troop is run by the Scouts for the benefit of all who wish to participate. Participation makes it work.

Parent Participation and Responsibility

Parents join the Troop when their son joins. Your assistance is needed in making the Scouting program a success. Troop 410 requires four adults at all events and generally prefer to have a minimum of six adults on all campouts but especially summer camps. It is BSA policy that there be two adults present at all times. Four adults allows for any emergencies that may arise. Six allows for some down time for the other adults as well. A partial list of areas for parent participation include:

- Volunteer to lead or participate in any one of the following committee's: Camping, Summer Camp, High Adventure Treks, Equipment, Advancement, Ceremonies, Merit Badges, Eagle Scout Candidates, Leadership Training, Service Projects, Fundraising, Newsletter, and Treasurer to name a few.
- Teach some skill at which you are an "expert" (Knots, First Aid, etc.)
- Serve as a Merit Badge Counselor
- Help with equipment repair.
- Help serve refreshments at various Troop functions.
- Attend Courts of Honor, Parent meetings, Family campouts, etc.
- Committee members must be registered with the counsel. Adult members must complete the required forms in the membership packet and turn them in as soon as possible.

Parental support is critical to the success of the scout and the troop 410 programs. Be aware of your son's fundraising activities and encourage him to help support the Troop

parents should make it a point to attend each Court of Honor. Parents should check the calendar of events issued by Troop 410 so that they will know what events call for their attendance. Parents are encouraged to visit campsites and to attend a regular meeting occasionally, even for a brief visit, just to allow the boys to demonstrate the Scouting program in action.

The Troop schedules one activity each year that allows for family participation, and parents are welcome to come to any other camping and hiking events to “observe.” Troop 410 prides itself on being strictly “boy run” by the Patrol Method. Parents should keep in mind that they are visitors and they should not interrupt the Troop’s tasks such as cooking, fire building, and other duty roster responsibilities. As each Patrol member shows respect for other Patrol members and campsites, parents are expected to do likewise. For example, you may not enter a Patrol campsite without specific permission from that Patrol and the Scoutmaster.

Troop Youth Protection Policy

For the safety and protection of scouts and adults the following BSA Guidelines must be followed.

Two (2) Deep Leadership. This is fundamental to the BSA guidelines. On all non-camping activities there must be a minimum of two (2) adults. On camp outs there must be four (4) adults. Long-term camps require more adults to allow for down time.

No one-on- one contact. Scouting activities, including travel, coaching, training or conferences, must never be one-on-one between the scout and another adult. (The only exception can be between scout and parent.) While traveling to/from a scouting activity it is permissible for an adult to drive with several scouts in the vehicle. One adult should avoid any travel with a single scout. If a private meeting must be conducted, that meeting must be in full view, but out of ear shop, of other adults. Preferably a coaching session will involve the Scoutmaster and one (1) additional adult. Scoutmaster conferences are conducted in full view of others.

Separate Accommodations for scouts and adults. Scouts and adults must camp in separate campsites. Scouts need to camp with their patrol. This is important for advancement and to develop individual leadership skills. Adults are to form their own “patrol” and camp together nearby but in a distinctly separate camping area. Siblings of Scouts are only permitted to attend and participate in any Boy Scout activity with their parents. Siblings may camp with only the parent. Visiting Webelo Cub Scouts will camp with their parents in accordance with BSA Cub Scout rules. If possible the visiting Webelos should form a separate patrol with their parents and camp in a separate campsite from the troop patrols. If unavoidable, it is permissible for the Boy Scout to share a tent with their parent in the adult campsite, but only the scout’s immediate family members are permitted to share a tent in this situation. This has only happened in the past in cases of sever homesickness and torn/useless tents that forced the scouts to seek other accommodations.

Respect for Privacy Scouts and adults will respect each other's privacy. BSA guidelines are for separate restroom and shower facilities for scouts and adults, male and female. Where this is not possible a sign designating current use (scout, adult male and female) will be posted.

Additionally Scouters need to be mindful of the scouting experience and the purpose for our participation. As such please:

- Sign up for the activities in advance so the "Grubmaster" can plan the food to buy.
- Indicate, when you sign up, the number of seat belts you will have available to scouts.
- Try to car pool whenever possible. Marking may be at a premium and many pay camping site charge by the vehicle.
- Trip plans need to be followed to avoid lost Scouts or Scouters.
- Bring only your personal clothes/tents/sleeping gear. The troop will supply all necessary cooking and remaining camping gear (tarps, water etc.) Where possible consider sharing tents to minimize camping impact. Be sure to mark all items with your name.
- BSA policy expressly prohibits alcohol on scouting activities. Tobacco, while not prohibited is discouraged and discretion needs to be exercised. We set the example.
- Remain with the other adults during any down time. Inform the scoutmasters if you are leaving the camp: to depart, to have some private time, or join other adults in and adult activity.
- Expect to be available to assist in the scouting activities as needed.

Part of what we all like about scouting is to be able to be with nature and soak some of it in. All participants (Scout, Scouters, and Scoutmasters) would like some down time especially on longer activities such as Summer Camps. Be prepared to step in when you can to allow everyone to have some time to relax and take a break.

Discipline

Scout discipline is an area of parental partnership with troop leadership. Because Scouts are expected to exercise self-discipline, formal discipline should not be a large concern in a scout troop. Each scout's participation is voluntary, and it is reasonable to assume that he wants to be a good scout and will willingly and enthusiastically participate in scouting activities and service projects. A Scout's behavior is expected to conform to the Scout Oath and Scout Law, which every Scout should know from memory.

The leadership of Troop 410 asks that parents work closely with their scouts and leadership to avoid behavior that detracts from scouting goals, troop's objectives or endangers other scouts. Unacceptable behavior of a few should not be allowed to undermine the experience of the whole troop.

Primarily the Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders and Troop Guides address routine discipline issues. These Scout leaders will be trained and responsible for initially addressing minor incidents of scout misbehavior, disrupting scout activities, or any other behavior not in keeping with the Scout Oath and Law.

The vast majority of general behavior issues can be addressed by the scout leadership. Scout leaders will inform adult leadership as these issues develop. Adult leadership will be responsible for addressing more egregious discipline issues through a progressive disciplinary process outlined in this policy.

The process will be as follows:

1. Counseling will be required if the scout repeatedly ignores scout or adult leadership by continuing to behave inappropriately or disrupt scouting activities. These circumstances include, but are not limited to blatantly disobeying leaders, fighting, foul language, stealing, vandalism, violating safety procedures (fire, fuel etc) or possession of clearly inappropriate items.
2. Counseling needs to be timely and consistent with the BSA guidelines for Youth protection. Counseling will always be completed in the company of another adult leader and in a location apart from the main group yet still in plain sight of others. Troop leadership will make every effort to enforce discipline in a fair, respectful, and impartial manner.
3. In the counseling session the adult leaders will discuss specific behavior issues and set expectations for behavior in accordance with the Scout Oath and Scout Law. The scout will be informed that continued inappropriate behavior would result in being removed from the scout activity (camp out, meeting etc.).
4. The adult leaders will document the counseling session in a brief written counseling report. Whenever possible, the report will be prepared during the counseling session and signed by the adult leaders and the scout.
5. The scout's behavior and counseling session will be verbally reported to their parents upon return from scout outing. A copy will be provided to the parents and filed with the scout's records as soon as possible after the outing.
6. Every effort will be made by the troop leadership to obtain voluntary compliance from each scout before any further disciplinary actions is taken. However, if a scout continues to behave inappropriately after the counseling session, the Scoutmaster in charge of the activity or campout and a second adult leader may agree that it is in the best interest of the troop to remove the scout from the activity.
7. At this point, the parents will be called and asked to pick up their scout immediately regardless of the time of day or night. Upon arrival at the outing,

parents will be given details of the situation and the counseling received. Parents are asked to also counsel with their scout concerning his behavior, the Scout Oath and Law and his continued participation in the Troop.

8. Continued disruptive behavior or any behavior that endangers others will lead to further counseling by the Scoutmaster and the Committee Chair in the presence of the scout and his parents.
 - a. Disciplinary action can include requiring parents to attend future scouting activities with their scout until leadership feels that the scout's behavior has been rectified, postponement of rank advancement until the scout demonstrates his ability to abide by the Scout Oath and Law or the recommendation that the scout leave the troop.
 - b. A Board of Review (consisting the three member of the parents committee) will be convened for disciplinary action resulting from a recommendation for dismissal of the scout from the troop. The scoutmaster, scout and scout's parents will also be requested to be present. The recommendation, approved, by the BOR must be reviewed and approved by the Troop Committee Chair, Chartered Organization Representative and the Chartered Organization Leader. This action will be in conference with the Capitol Area Council Scout Executive for the troop.

Troop Organization

Troop 410 is organized into several operating units, including the Patrols, the Green Bar (Patrol Leader's Council), the Adult Leadership, and the Troop Committee.

Patrols

Patrols are groups of 6 to 8 Scouts (slightly larger for New Scout Patrols) that are the smallest democratic unit of the Troop. Patrols are selected so that, as nearly as possible, boys that enjoy being together are in the same Patrol. If there is a problem, the Scout will need to confer with the Patrol Leader and the Scoutmaster. The Patrols operate using the "Patrol Method" which is described later in this guide.

Scout Leadership

The following are qualifications for those Scouts in leadership positions:

- Senior Patrol Leader (SPL)
 - Active in Troop,
 - Understands obligations and is prepared to meet them,
 - At least Star rank,
 - Has either attended Silver Pines or been an ASPL or SPL,
 - Scoutmaster approval,
 - Election by Troop,
 - Leads Green Bar meetings/Patrol Leaders Council.
- Assistant Senior Patrol Leader (ASPL)
 - Active in Troop,

- Understands obligations and is prepared to meet them
- Selected by SPL,
- Scoutmaster approval,
- Assists in leading Green Bar meetings/Patrol Leaders Council.

Other Leadership Corps

Junior Assistant Scoutmaster

Patrol Leaders

Troop Guides

Scribe, Historian

Librarian

Quartermaster

OA Representative

Troop Instructors

All leadership positions have a 30-day probation period. It is the Scoutmaster's option to dissolve a position if needed. The Scoutmaster will have a conference with the Scout first.

Patrol Leaders Council/Green Bar

The Patrol Leaders Council (Green Bar as designated on the scout leadership patch) is comprised of the Senior Patrol Leader, Assistant Senior Patrol Leader, and the Patrol Leaders. It is their job to plan and run the programs of the Troop, under guidance of the adult leadership. The Green Bar meets periodically, generally the Tuesday following outdoor weekend activities, to plan the Troop meetings and the upcoming outdoor activities.

The role of the Leadership Corps is to set an example for the Troop, plus provide role models for other Scouts, giving other Scouts something to shoot for and providing:

Scouting skill instructors

Temporary patrol leadership

Advisors to new patrol leaders

Troop leader training staff to assist Scoutmaster

Service corps for campouts, Camporee's, and special events

Organization and preparation for special activities.

Adult Leadership:

Troop Committee

The Troop Committee (registered adults other than scoutmasters) acts as the "ways and means" committee of the Troop. The Troop Committee is under the leadership of the Committee Chair. It is the committee's responsibility to provide the resources to run the Troop's Scout program, including identifying leadership, activities, funding, equipment, facilities and sites, training and communications. All parents are urged to register and attend committee meetings. All parents are also welcome to observe Troop meetings. Parents need to follow and support the scouts in their leadership roles.

Scoutmaster and Assistant Scoutmasters

The adult leadership is comprised of registered adults 18 years of age or older, whose function is to guide the Scouts in the execution of the program, especially with regard to the aims of Scouting (Character Building, Citizenship, and Physical Fitness). We strongly recommend that all Scout parents try to be part of our adult leadership team. The more involved parents are, the better their son's do in scouting and the farther they advance. The Scoutmaster is the senior adult in charge of the scouting program. Assistant Scoutmasters support the scouting program in various capacities.

Communications

The "Chain of Command" revolves around the Senior Patrol Leader who leads the Green Bar in conducting the program. He serves as the channel of communication between the patrols and the adult leaders. Scouts with questions or needing assistance or guidance should go first to their patrol leader, who in turn should go to the Senior Patrol Leader, who will then go to one of the Assistant Scoutmasters or Scoutmaster, if it is needed.

It is important that everyone be informed of news and events concerning the Troop. Information flows through several channels in Troop 410. Scouts are responsible for listening to instructions at meetings, and understanding and remembering them. A pocket or spiral notebook will help. Scouts are responsible for transmitting messages, newsletters, and calendars to parents. Parents should ask their son if there is any information that they need to know when he returns home from a meeting. Patrol Leaders are responsible for informing their members about Troop events and special requirements, instructions, or equipment needs. The Senior Patrol Leader is responsible for informing the Patrol Leaders and Patrol's Assist Scoutmaster. The Scoutmaster is responsible for informing the Senior Patrol Leader and the Adult leadership. The Scoutmaster, Troop Committee Chairperson and officers of the Troop Committee are responsible for information to the Scouts.

The Troop Scribe issues a newsletter approximately once a month throughout the year. Generally, this newsletter will provide information regarding the upcoming activities. The newsletter is intended to inform the Scouts, parents, and friends of the Troop about events, instructions, achievements, needs and news of the Troop and Troop membership. Please read these newsletters and keep them handy. From time to time, a calendar and directory of Troop members will be issued.

Troop 410 Uniforms

Scouts should wear their Class A uniform to every Troop 410 event, unless otherwise instructed. The Class A uniform is always required when traveling with the Troop.

Class A Uniform

The Class A uniform is the troop uniform for all troop meetings and activities unless otherwise noted by the Scoutmaster. The Class A uniform, along with the Scouts Merit Badge and Order of the Arrow Sashes, is required for all formal troop, district, and

council events such as Boards of Review, Courts of Honor, Flag Ceremonies, Gathering of Eagles meetings, training sessions, etc.

The full Class A uniform as listed below is required.

- Scout shirt (long or short sleeve)*
- Scout slacks or shorts (See note)
- Scout cloth or leather belt with Scout buckle
- Scout socks (with shorts)*
- Closed toe shoes (no sandals)

Note: Scouts are permitted by direction of the parents committee to wear “blue jeans” during the winter months. This would be generally defined as from November until April.

Additionally:

- Troop 410 Neckerchief and slide (Scout Court of Honor and Special occasions)
- Proper Insignia

The inside front and back pages of the Boy Scout Handbook show the proper location for the various insignia that are used on the uniform and earned by the Scouts. You may also consult the Official Scout Insignia Guide for proper position of the insignia if there are any questions.

Troop 410 encourages every boy to wear his uniform proudly and correctly. It is a symbol that marks him as belonging to a select group of young men. The uniform tells the world what the Scout believes in and what he lives by. We strongly endorse the wearing of the uniform. It is considered part of Scout Spirit, which is a requirement for rank advancement.

Only Scouts having a full Class A uniform will be permitted to represent the Troop in any District or Council event that needs Scouts or Color Guards.

At Summer Camp, troops are “graded”. Part of the criteria for achieving the Honor Troop award is proper uniform. This is judged by the troop wearing a complete Class A uniform for flag ceremonies and dinner meals. This includes Scout shorts and socks.

Class B Uniform

A more casual uniform (“Class B”) is suitable for wear in informal settings and activities where the scout’s Class A could be damaged or would be deemed inappropriate by the Scoutmaster. These settings may include at campsite, hikes, service projects, and similar occasions. The Class B uniform is:

- Troop 410 Tee shirt.
- Solid color pants or shorts (black, blue, tan, or BSA issue).
- Closed toe shoes (no sandals)
- Headgear: Caps are optional for all uniform wear.

The only approved caps for Class A will be the BSA approved cap. When a Scout is wearing a Class B uniform, any cap (with Scoutmaster's discretion) will be permissible.

Troop 410 Camping Program

Troop 410 conducts a full program of camping activities year round. Campouts are held approximately 10 times each year. Consult the current calendar for dates. Except for special campouts, such as the Family Campout, all activities are conducted using the "Patrol Method", as outlined later in this manual.

Campouts feature competitive events in Scouting skills, campfires, camp wide games, advancement, worship services, special activities and tours, and lots of fun. Part of the camping program is designed to teach young men how to deal with adversity such as bad weather. This requires participation. Campouts are held rain or shine. A Scout should be prepared to protect himself adequately from the elements. He receives instructions in these methods by regularly attending Scout meetings. Campouts are only canceled in the event of unsafe conditions.

Adult coordinators are assigned to each campout. They are responsible for insuring that all permission slips and other required forms are turned in, all fees are paid, and that there are adequate vehicles and seat belts to transport the Scouts to and from the campout.

The Patrol Method

Campouts are organized via the Patrol Method where possible and appropriate. In general, this means that the patrols will set up their tents together, separate from other patrols, and that patrols will be assigned specific duties for specific times.

The Patrol Method with respect to cooking consists of the following:

1. The Patrol meets in the weeks prior to the campout and all members participate in setting the duty roster and in planning the menu using a balanced menu plan. Menus are planned for each meal of the campout.
2. The menu and supply list is then approved by a member of the adult leadership. An attendance list and shopping list for food and any needed supplies should be attached to the menu. A firm commitment by the Scouts in attendance at the campout is needed to avoid hungry Scouts or wasted food.
3. A member of the Patrol is designated to buy the food for the Patrol. The food buying Patrol member (Grubmaster) will go to the store and purchase the food and supplies for the meals for the campout. A Scout who is unable to attend the campout and unable to advise the food buying Scout prior to purchase of supplies will be responsible for paying his fair share of the costs.
4. The parent of the food buying Patrol member is responsible for dividing food costs equally among the Scouts committed to attend and collecting reimbursement from the other Patrol parents.
5. Patrol members share in the preparation of the meal. All Scouts should get a balanced meal. Scouts also share in the clean-up as listed on the duty roster set by the boys in their planning session.

6. Following the campout, any remaining perishables should be divided among the Patrol members as equally as possible. Non-perishables should be placed in the Patrol chuck box for use at the next campout.

7. All cooking gear will be cleaned at camp. Chuck boxes and camp sites will be inspected by the SPL and adult leadership. No cooking gear is permitted to be taken home for cleaning without permission of the SPL and adult leadership.

Policies that relate to the Patrol

1. Scouts should plan together so that all or most of the members like what is on the menu. If a Scout is not present when the menu is planned, he needs to be prepared to accept what is planned.

2. Scouts should never bring their own food.

3. If a Scout commits to come to a campout and then later is unable to attend, he should immediately notify his Patrol Leader so the shopping list can be modified. If the food has already been purchased, the Scout should pay the campout fee. In other words, the Patrol should be able to plan on the Scout's participation.

The Patrol and Patrol Method is a central feature in accomplishing the aims of Scouting. Every effort is made by the adult leadership to increase Patrol participation and identity. It is critical that Scouts be happy in their Patrol and that they contribute to their Patrol. Immediate problems need to be handled through the chain of command. Patrol Leader (Troop Guide for new Scout patrols) to Senior Patrol Leader to Patrol Assistant Scoutmaster to Scoutmaster

Ongoing/constant problems need to be discussed with the Assistant Scoutmaster or other adult leader. One of the most important ways of solving a problem is to know what the problem is. For this, it is imperative that the boy follows the chain of command. One of the goals of this Troop is that every boy learn how to communicate and learn to solve problems with boy leadership. This teaches them to rely on peers, decision-making, independence, and responsibility.

The patrol is also the basic unit for scout to earn and encourage others to complete their advancements.

Camping Equipment

Consult the Scout Handbook or Scout Field book for complete information on appropriate equipment for most types of camping. For most campouts, each Scout will need to bring a sleeping bag and pad, good hiking shoes or boots, and arrange to share a tent with another Scout. On campouts that are designated as "backpacking", the Scout will also need to bring his equipment and 3 qts. of water, in leaf proof containers, in a backpack. For other campouts, a backpack is much preferred but a duffel bag will suffice. Troop 410 recommends that parents not spend a great deal of money on equipment until the Scout gains some experience (and size.) For the first year or so of scouting, many Troop members rent the equipment they need. This provides them with the opportunity to become familiar with different types of gear and minimizes the expenditure.

Camping Guidelines and Rules

Special guidelines and rules for Troop 410 activities:

Do's:

- Always bring a complete change of clothing (2 in wet weather) packed in zip-lock bags.
- Always bring several pairs of dry socks in zip-lock bags.
- Above-the-ankle boots are preferred footwear.
- Camera's are allowed, at Scout's own risk — consider the waterproof, disposable cameras.
- Always bring a ground cloth, poncho (or raincoat of some type), and work gloves.
- Always bring the Scout Handbook, notepad, and pencil.
- Come prepared for the weather, and come prepared for fun! Sports equipment is welcome.
- If Scout is on any prescribed medication, place the medication in an envelope with complete instructions and give to the adult leader in charge of the campout. It is the Scout's responsibility to go to the adult leader when it is time to take medication; the adult leader is only responsible for keeping track of the medications.
- Write your name on everything you own, include the Troop number if it is a council or district activity where other Troops will be present.
- Bring a minimum of 3 quarts of water per scout on campouts
- Use the buddy system (4 scouts) when leaving the campsite.

Don'ts:

- Never bring personal radios, TV's, or electronic games unless approved for usage during long trips.
- Never bring any knives other than those approved under BSA or troop guidelines. BSA specifically prohibits sheath knives. Folding knives must have blades less than 3.5 inches. No spring assisted opening is allowed.
- Never bring an ax or hatchet of any kind. Scouts who are trained and qualified by the Scoutmaster may only use axes and hatchets. Axes and tools will be provided by the troop and will be used only in the ax yard.
- Never bring gum, soda, candy, or snacks on any of the campouts. This attracts ants and varmints and is potentially dangerous. Food received during summer camps will be stored away from the tents. Scouts will be expected to share with their patrols and/or fellow campers,
- Never go on a campout without required daily medications. Parents will be called to bring the medication out to the campout location if needed.

Moving Through the Ranks/Advancement

Troop 410 offers a complete advancement program, based on the regulations and procedures of the Boy Scouts of America. Courts of Honor are held periodically to recognize Scouts for their personal achievement. It is the Scout's responsibility to learn

the advancement program. He can learn through discussions with his Patrol Leader, Senior Patrol Leader, or members of the adult leadership. His Scout Handbook and Boy Scout Requirements books are his best sources of information. It is the adult leader's responsibility to provide a means for the Scout to set and accomplish his goals.

Ranks:

Scouts achieve "ranks" by completing advancement requirements. The Ranks available in Boy Scouting are (1)Joining (2)Tenderfoot (3) Second Class (4)First Class (5) Star (6) Life (7) Eagle

All new Scouts must accomplish the Joining Requirements. Scouts then begin working on the Tenderfoot, Second, and First Class ranks, which include basic skills requirements. The Star, Life, and Eagle ranks are characterized by having leadership, service, and merit badge requirements.

As a general guideline, Troop 410 is oriented toward having new Scouts join the Troop in the February/March time frame. We then make every attempt to have these Scouts earn their Tenderfoot badge prior to the beginning of Summer Camp in the summer of the year they join. We provide the opportunities for these Scouts to complete their Second and First class ranks prior to the next group of new Scouts joining. Scouts can then proceed on their Star, Life, and Eagle requirements. As a general rule, the Troop would like to make it possible for a Scout to earn his Eagle rank by the time he is 15 if this is of interest. This is very possible if the Scout actively works toward this objective.

Patrol Involvement:

While every scout is responsible for their own advancement, it is the patrol that facilitates the advancement. Each patrol member is expected to assist the others in their patrol. Scouts First Class and above can sign off on the completion of individual accomplishments through First Class. Only the scoutmasters may sign off on "Scout Spirit and the Scoutmaster Conference. Scoutmasters interview the scouts to ensure the scout id ready for Board of Review with the Troop Committee.

Merit Badges

Advancement through the higher ranks of Scouting requires earning merit badges. Merit badges fall into two general categories, Eagle Required and non-Eagle required. Scouts should pay particular attention to earning the Eagle Required merit badges.

The parents and friends of the troop should make themselves available to counsel the Scouts on particular merit badges. This may be done by registering your commitment with the Merit Badge Coordinator of the Troop Committee. The Merit Badge Coordinator will provide the instructions on how to go about counseling a merit badge, particularly the procedures required to make sure that the Scout is approved to work on the badge and that his progress is tracked.

The Scout wishing to work on a merit badge should approach the Merit Badge Coordinator to get a “blue card” and determine the merit badge counselor with whom the Scout will work. The objective is for the Scout to work with a counselor other than the Scout’s parents, so as to foster the Scout’s communication skills.

The Merit Badge Counselor may have the merit badge pamphlet. If available, the pamphlet can be checked out from the Troop library. If lost or destroyed, the Scout will be expected to replace the pamphlet.

The steps for earning a Merit Badge are as follows:

1. The Scout decides on which badge he wants to work on. This decision is usually based on the scout’s interests.
2. Secure permission from the Scoutmaster and Troop Merit Badge Coordinator to work on the badge. Permission is in writing on the blue, 3 parts, and merit badge record form. The Troop Merit Badge Coordinator will identify the proper counselor to be consulted on this form.
3. The Scout will contact the Merit Badge Counselor and arrange a mutually convenient meeting to discuss the badge. The Scout and counselor will discuss the requirements for the badge to insure that the Scout understands what the counselor requires.
4. Obtain a copy of the merit badge pamphlet. Read the requirements and information about that badge. Note that a list of merit badge requirements may also be found in the Boy Scout Requirements book. Some merit badge pamphlets are available from the Troop Librarian. If the Troop does not have the pamphlet available, the Scout may have to purchase the pamphlet from the Council Scout Shop individually.
5. The Scout completes the requirements for the badge and arranges another meeting. Once the counselor is satisfied that the Scout has completed the requirements for the badge, he will sign the blue merit badge record, retaining his part of the card.
6. The Scout then returns the card to the Troop Merit Badge Coordinator of the Troop Committee who retains the Troop’s part of the card and returns the Scout’s portion to the Scout. The Scout retains his portion of the card for his records.
7. It is the Scout’s responsibility to make and keep the proper appointments to earn the badge.

8. Occasionally boys will work on merit badge requirements during Troop meetings and some campouts are oriented toward earning particular merit badges.

The combination of merit badges, leadership activities, and service projects qualify a Scout for various ranks. This begins with Tenderfoot, and proceeds through Second Class, First Class, Star, Life, and finally to Eagle. A Scout may not earn any merit badges or rank advancement after he becomes 18 years of age.

In order to allow time for Scoutmaster Conferences, Boards of Review, and purchasing of the awards, there is a minimum of two to four weeks lead time for obtaining an award once all merit badges and service projects are complete. The procedure is to complete the merit badge and service projects, then schedule a Scoutmaster conference. After the Scoutmaster conference, please allow one week to have a meeting with the Board of Review. If the Board approves the advancement, the Scout will be awarded his rank badge at the next Court of Honor.

Leadership/Junior Leadership

The troop is run by a combination of adult and Scout leaders. Troop 410 periodically holds a Junior Leadership Training course for scouts in leadership positions or interested in being a leader.

Scouts in leadership positions are expected to attend this training designed to help them develop leadership skills and know what is expected of Scout leaders in the Troop. Typically the training is conducted at the annual planning meeting and as needed during the year.

Scouts are also encouraged to attend the Council Junior Leadership Training course referred to as Silver Pines. This is a weeklong training class presented in December and in June following the school schedules.

Annual Planning Conference

As an integral part of troop leadership the troop holds an annual planning conference to review leadership skills and to outline the scouting program for the entire year. This is referred to as the TOW (Troop Orientation Workshop). All members of the PLC and Scoutmaster selected Scouts and Scouters are invited to attend.

The TOW meets over the summer (typically August) and reviews the previous year and establishes the monthly themes and campouts for the upcoming year. The Troop 410 scout year is September to August.

Order of the Arrow

The Order of the Arrow is a national brotherhood of Scout honor campers that originated in 1915 to strengthen troops and encourage outdoor experiences. It is based on brotherhood and cheerful service to fellowmen. The honor of becoming a member of the Order of the Arrow is one that a Scout cannot earn on his own. Troop members are

nominated and elected to membership by fellow Scouts in their own troop. They must meet certain entry qualifications that are established by the Order of the Arrow.

The Order of the Arrow program in the Capitol Area Council is conducted through the Tonkawa Lodge under the authority of the Scout executive. The Tonkawa Lodge conducts youth led meetings, plans and carries out activities, organizes council service projects for Arrowmen, and develops summer camp promotion plans to help Scouts prepare and attend the council camp. The Order of the Arrow provides broad-based leadership opportunities that strengthen personal development for individual Scouts and maintain interest in the Scouting program.

Each troop may hold an election once a year under supervision of the Tonkawa Lodge. Scouts are eligible when they have completed 15 nights of camping, of which, 6 must be consecutive at a long-term resident camp within the two years prior to the election. The number of Scouts a troop may nominate depends upon the number of eligible candidates. All registered members of the troop may vote. Since OA members are always in the minority in any troop, the majority who are outside the Order control the election.

The election itself is conducted by the Order of the Arrow lodge committee. There is a very rigid set of balloting criteria that must be met and the process for determining the Scouts elected for membership is defined by the Order of the Arrow. Following the election of Scouts (and one adult), the OA election team will inform the Scoutmaster who was selected.

It is Troop 410's policy to not inform the Scouts of their being chosen. They will be "tapped out" at a ceremony that is held at Boy Scout summer camp (or a District Camporee). Parents are notified so that they may be present at the "tap out". Scouts elected to the Order of the Arrow have one year from the date of the election to take part in an OA "Ordeal".

Service Projects

Service projects consist of good deeds that benefit the Chartered Organization or the larger community. These must always be discussed with the Scoutmaster before actually being done. A Scout may work on one by himself if the opportunity arises, but he must inform the Scoutmaster. The Troop will also arrange for service projects to help the Scouts with advancement. There are differing numbers of service hours required for different ranks. A Scout may only accumulate the hours needed for the rank he is working towards. He cannot "save" hours for his next rank.

The Eagle Scout service project requires that the candidate Eagle Scout initiate, plan and coordinate the project. Scouts working on their Eagle Scout rank need to have a counselor work with them to insure that the proper requirements are being met. The Scout will then propose the project to the Troop Committee. The Advancements chairperson will then submit the Advancement Booklet to the Council office for the proper approval. After receiving this, the Scout may go ahead with his planning and

encourage the boys in the Troop to help him. It is very important that every Scout help a fellow Scout by helping work when needed, due to the fact that they one day will be planning an Eagle Scout Service Project.