



Artwork by B Powell

TROOP 165

Crystal Lake, IL

Troop Handbook

Includes the Policies and Procedures of Troop 165

Updated April 2014

Introduction

Welcome to **Boy Scouts Troop 165!** Troop 165 is an active and registered unit with **the Boy Scouts of America, Sycamore District**, which is part of the **Blackhawk Area Council #660** based in Rockford, IL. **American Legion Post 171, Crystal Lake, IL, charters Troop 165.** Membership in **Troop 165** is open to any youth that meets the membership requirements of the Boy Scouts of America and is willing to abide by Troop 165's Policy and Procedures.

Troop Membership

Membership is open to any young man who meets the requirements of the Boy Scouts of America, which includes:

- Under 18 years of age, at least 11 years old and in the fifth grade or earn the Arrow of Light in the Cub Scouts
- Understand the Scout Oath and Law
- Know the Scout sign, Salute and Hand Clasp
- Understand the significance of the Scout Badge

Troop Leadership

It is the policy of **Troop 165** to have a **Boy-Led Troop.** Empowering boys to be leaders is the core of Scouting. Scouts learn by doing, and what they do is lead their patrols and their troop. The boys themselves develop the troop's program and then take responsibility for figuring out how they will achieve their goals.

A Boy Scout troop is a small democracy. With the Scoutmaster's direction, the Scouts are formed into patrols, plan the troop's program, and make it a reality. In order for that to happen, a troop relies upon Scouts serving in positions of responsibility. The key boy leaders of the troop make up the *Patrol Leaders' Council*; they are the **Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders and Troop Guides.**



Troop 165 at the Nature Center July 2013

Unit Adult Leaders

In **Troop 165** we have a group of men and women that have volunteered their time and talents to work directly with the Scouts. The Scoutmaster, with his assistants, help the Scouts implement the plans and goals that each patrol sets. These are dedicated and enthusiastic individuals whose purpose is to build character and foster the development of skills. These skills include leadership, self-confidence, a good work ethic, team spirit, and self-discipline. They are as follows:

Scoutmaster –	Bob Dalton		
Asst. Scoutmasters –	Donn Vitek	Keith Waters	Connie Berg
	Jeff Mawdsley	Jeff Niles	Jim Mudra
	Blair Piotrowski	Brian Moritz	Mike Czarnik
	Jim Tomasello	Hank Gut	Mark Benkert
	Frank Chiapetta	Bob Condon	Keith Butkus
	Jorge Arza	Kevin Kremer	Brian Donovan
	Phil Wesa	Eric Solak	Scott Reinier

Troop Committee

The Troop Committee is there to give logistical support to the troop and its program. Each individual on the committee brings a wealth of experience and a desire to serve. They are the backbone of the troop. The following are the current members of the Troop Committee for Troop 165:

*Advancements	Mike Donovan
*Court of Honor Coordinator	Vacant
*Eagle Court of Honor Coordinators	Vacant
Life to Eagle Advisor	Mike Czarnik
Merit Badge Coordinator	Doug Hild
*Chaplin	Keith Waters
*Charter Organization Rep.	Tom Aellig
*Committee Chair	Tansy Donovan
*Equipment Coordinator	Doug Hild
*Fundraisers Coordinator	Jody Mead
*Popcorn “Kernel”	Vacant
*Wreath Sales	Jody Mead
*Restaurants	Dave Plonczynski
*Spring Mulch	Randy Mead
*Medical Records	Amy Goze
New Scout Parent Coordinator	Blair Piotrowski
Order of the Arrow Advisor	Jeff Mawdsley
*Registration	Mark Des Biens
*Secretary	Kim Dooley, Lenny Heidt, and Kris Noonan
*Transportation	Noel Ilkow
*Treasurer	Amy Sinchak
*Website	John Kalas
*Voting Members	

Meetings

Patrol Meetings: Held as part of the Troop Meeting.

Troop Meetings: Troop Meetings are on the first three (3) Tuesday nights of each month from 7:00 – 8:30pm. Troop Meetings are held at the Veterans Acres Nature Center – 330 N. Main Street, Crystal Lake, IL.

Patrol Leaders Council: This meeting is held on the fourth Tuesday of each month. The Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders, and Troop Guide are expected to attend this meeting. Patrol Leaders Council is conducted by the Senior Patrol Leader and is the planning meeting for all Troop activities. The Patrol Leaders report on the plans of the individual patrols and represent the Scouts in their patrols. If your son is involved in the PLC, he will be done by 8:30pm

Scoutmaster's Conference: The Scoutmaster's Conference is a visit between the Scoutmaster and a Scout that is held each time the boy completes the requirements for a rank. Your Scout will also participate in periodic SMC's for goal planning and training. It is a time when the Scoutmaster and the Scout can review that the Scout has actively participated in the troop, fulfilled his leadership requirements and has shown that he lives by the Scout Oath and Law. The Scout should wear his full uniform and bring his Boy Scout Handbook as his advancement record. Scoutmaster Conferences are typically held during Troop Meetings. It is the responsibility of the Scout to ask for a Scoutmaster Conference once they have completed the requirements for the specific rank advancement.

Board of Review: A Board of Review is required for rank advancement. When a Scout has completed the Scoutmaster Conference, the Scoutmaster will schedule with members of the Troop Committee a Board of Review. This review is not to retest the Scout but to make certain the Scout has passed the requirements for a higher rank, to get a sense of the value Scouting has for the Scout, and to clear the way for further advancement.

Courts of Honor: Troop 165 holds four Courts of Honor each year. These are held on those months that have five (5) Tuesday's and are held on the fifth Tuesday of the month. These are formal ceremonies to recognize the Scout and the achievements that he has made. All Scouts are asked to be there. Family members are invited to attend.

Eagle Scout Court of Honor: When a Scout has completed all of the requirements for Eagle Scout and has passed an Eagle Scout Board of Review, an Eagle Court of Honor will be held. This will be scheduled on an as-need basis. This is a very special event and should be planned among the Scout, the Scout's parent(s), and the Scoutmaster.

Troop Committee Meeting: Meetings are held on the fourth Tuesday of the month at the Nature Center at 7:00 pm. All members of the committee are requested to be there along with the Adult Scout Leaders. The meeting is also open to all interested parents.

Scoutmaster/Assistant Scoutmaster Meeting: Meetings are held on the fourth Tuesday of the month at the Nature Center at 6:30 pm. All Assistant Scoutmasters are requested to be there along with any other interested adults.

Family Support

A Scout Troop, with high level of programs, outings, advancements, and service that Troop 165 provides, requires the support of many families and friends. No single person can do it all. As an obligation for membership of their Scout in Troop 165, parents are expected to support the activities in some way during each year. This can be done by simply driving and chaperoning of scouts on campouts and activities.

Please think about how you can best help! You should plan to be present to hear Troop announcements around 8:15 p.m. on meeting nights just before picking up your scout. Remember that your scout may have clean up responsibilities and will need to stay for a few minutes after the meeting.

Please note – BSA Youth Protection Policy requires Two-Deep Leadership at all campouts, activities and meetings. **Please do not drop off your Scouts at the Nature Center or at any event without confirming that there are two adult leaders in attendance.**

Adults on Outings

Dads, Moms and Legal Guardians are invited and encouraged to camp with the Troop. This is the official BSA policy from the 2012 Guide to Safe Scouting.

Two-deep leadership on all outings required. Two registered adult leaders, or one registered leader and a parent of a participating Scout or other adult, one of whom must be 21 years of age or older, are required for all trips and outings.

Appropriate adult leadership must be present for all overnight Scouting activities; coed overnight activities—even those including parent and child—require male and female adult leaders, both of whom must be 21 years of age or older, and one of whom must be a registered member of the BSA. The chartered organization is responsible for ensuring that sufficient leadership is provided for all activities.

All registered Adult Leaders must be Youth Protection Trained. It is a great idea that all adults that would like to go on any Troop Activities go through the training. Whether you are registered or not.

For Summer Camp, Troop 165 has set the policy that all adults attend as Assistant Scoutmasters and have the appropriate training. There are training opportunities that adults can participate in to help them understand how a Boy Scout Troop works and why it does the things it does. The first step would be to register with the Troop. You can ask the Committee Chair or the Scoutmaster how to do that. Many of the training courses are offered “on-line” at www.scouting.org. The basic steps are 1) Boy Scout Fast Start; 2) This is Scouting, 3) Scoutmaster and Assistant Scoutmaster Training, and 4)

The Introduction to Outdoor Leader Skills. If you are interested in helping with the Committee, there is an online “Troop Committee Challenge”.

Adult’s tent and cook as their own patrol. Remember, Scouting is for the Boys – please let them do the work, plan the meals and then they cook the meals, etc. Boys work as much as possible through the youth leadership. This helps them to develop as leaders. We emphasize the Patrol System and each Patrol must camp and work together as a group, adults too!

Youth and Adult Camping Fees

It is the policy of Troop 165 that all Scouts and Adults pay for participation in all Troop 165 activities where there is a fee. There are monies set aside in the Troop account to assist any youth or adult on an as needed basis. For those adults that provide transportation for Scouts or gear to any Troop or Patrol Campout, the Troop will provide reimbursement for gas based on actual gas receipts for adults that transport youth or equipment. The Troop also provides fundraisers for both the Scout and Adults to assist in paying for Troop 165 Activities to include weekend campouts and summer camp. It is the responsibility of the Adult Leader that has been assigned to the activity by the Scoutmaster to ensure all Scouts and Adults know the cost of a given activity.

Health and Safety

Troop 165 activities are designed to provide new experiences and challenges to Scouts. While safety is always a prime objective, our activities, by their very nature involve a certain element of risk. Troop policies for health and safety are based on *The Guide to Safe Scouting*.

A few important things to remember for Scouts regarding transportation to and from events:

- Permission slips are required for all events and must be signed and returned by the date indicated on the form. This is necessary to ensure proper patrol menu planning and to secure transportation. No refund will be given on Troop or Patrol outings if the Scout is committed to event unless an emergency such as serious illness or death in family occurs.
- Current Annual BSA Medical forms are required for all Scouts and Adults to participate in Troop or Patrol activities. The Troop requires three (3) copies to be supplied to the Troop. For outing less than seventy-two (72) hours require parts A and B signed by a parent or guardian. For events that last longer than seventy-two (72) hours require part A, B, and C signed by a parent or guardian and a licensed physician. For “High Adventure” activities, A, B, C and D are required.
- Scouts should be sure to carry on their person sufficient money for a meal or snack on the trip if this has been specified on the permission slip. It is not fair for drivers to pay for lunch or snacks and try to be reimbursed later.
- Scouts should be careful in the cars – they are guests of the driver. A “thank you” is appropriate and always appreciated by the driver (*A Scout is Courteous!*).

- Scouts are not to leave meetings or outings early without prior parental consent that should be communicated to the Scoutmaster.
- Finally, friends of scouts who are not members of Troop 165 may attend an outing prior to joining with the permission of the Scoutmaster.

Camping Essentials

Personal Overnight Camping Gear:

- Pack (or Duffle Bag for non-hike-in events)
- Foam sleeping pad or air mattress
- Plastic ground cloth
- Sleeping bag with stuff sack
- Plastic trash bag to protect sleeping bag
- Plate, bowl and cup
- Utensil Kit: Knife, Fork and Spoon
- Toilet Kit: Toothbrush and paste, comb, soap, towel, and toilet paper
- Watch
- Scout Handbook
- Paper and pen
- Extra clothing in plastic bags to keep dry
- Spending money (<\$10.00)
- 10 ft. of parachute cord or ¼” nylon rope

Optional items may include:

- Camera and film
- Insect repellent
- Sunscreen

Troop 165 Ten Essentials

- Pocket knife (with Totin’ Chip Card)
- Personal first aid kit
- Matches in water proof container
- Flashlight with extra batteries
- Rain gear
- Emergency rations (GORP, Granola Bar, etc)
- Audible signaling device (whistle)
- Water bottle (filled)
- Extra Clothes based on weather and area

The Troop supplies each Patrol with all the required patrol equipment needed for a weekend camping trip, with the exception of food, personal gear and clothing. Troop 165 has an ample supply of tents, chef kits, cooking utensils, wash and clean up buckets, lanterns, stoves, and of course, the Troop first aid kit. Each tent sleeps two (2) scouts and costs \$75.00 to replace, therefore we stress that each scout is cautious around the tents to prevent damage. Each scout takes his turn drying and refolding his tent after an outing (*at his home*) prior to returning it for storage with the other troop equipment. This helps prevent mildew and rot and makes the tent last longer.

What Equipment is Needed Most?

The most important equipment to consider first is:

1. A good sleeping bag
 - a. A 3-season synthetic filled bag rated to +20 degrees is the best choice.
 - b. A fleece liner can be added for winter use.
2. Proper footwear e.g. hiking boots. A sturdy high-top shoe is the next best investment.
3. Your Scout will need something to carry his gear in. A backpack is needed for hike-in camping, but initially a duffle bag or sports bag may suffice for campsites with nearby vehicle access.

As far as a backpack goes, you might want to borrow one from someone you know before investing. If your Scout is young, you may also want to get one that is adjustable as he grows. You'll hear differing opinions on whether internal frame backpack or external frame backpack is better. The bottom line is it is really up to the wearer and what they are most comfortable with. You can ask for advice from the Scoutmaster or any of the ASM's.

Where Can I Get Good Equipment? (Again – just ask the Scoutmaster or any of the ASM's if you need advice)

You will want to try the equipment to make sure it feels right. REI has a good selection and a decent return policy. LL Bean, Erewhon in Deer Park, www.Campmor.com are some other great sources. Just ask any of the Assistant Scoutmasters or the Scoutmaster.

Note – Do not skimp on gear. Your Scout's health and comfort could depend on it.

Boy Scout Uniforms

The uniform indicates affiliation with the Boy Scout of America and can create an immediate sense of belonging. The Scout Uniform identifies a Scout as part of the World Brotherhood of Scouting. We strongly encourage all members of **Troop 165** to wear the full uniform, but no Scout will be excluded if he is unable to purchase one. Unfortunately, the teenage years are also the time of the most significant physical growth, so Scouts quickly outgrow what last year was too large. For this reason, **Troop 165** keeps a supply of good, "experienced" uniforms of varying sizes that have been

handed down from other Scouts. These uniforms are available to any Scout who might need them. If you have any good, “experienced” uniforms that you would like to donate, please see any member of the Troop Committee. The Troop Committee will also provide opportunities through fundraisers for any Scout to earn the money needed to purchase a full Scout Uniform.

We request that the Boys and the Leaders wear their uniform whenever they are participating in the Scouting program. The uniform should be worn at all ceremonial and indoor activities including Patrol Meetings, Troop Meetings, meeting with merit badge counselors, Scoutmaster Conferences, Boards of Review and Courts of Honor. The uniform should also be worn during special outdoor occasions, such as flag ceremonies, Scout shows, parades and special times during summer camp. During physically active outdoor events and informal activities, Scouts may wear the **Troop 165** Activity Shirt.

For those Scouts coming from another activity, we encourage them to bring the uniform so that they can change into it prior to the Meeting or Activity.

Full uniform:

1. Official Scout shirt (short or long sleeve) tucked neatly into pants.
2. Official Scout Pants – long or short pants.
3. Scout Belt (now part of the Scout Pants)
4. Scout Socks
5. Troop neckerchief and slide. (The neckerchief and a slide are presented to the Scout upon joining the Troop and are provided by the Troop Committee. The neckerchief is custom made and if lost or damaged, the scout will be charged for the replacement cost.)
6. Scout Hat – the baseball style cap. (The red berets used by the Honor Guard are for ceremonial use only).

Activity Uniform: Every year the Scouts of **Troop 165** have a design contest for that years Troop Activity shirt. The shirts come in red and khaki brown. The cost of the T-shirts is \$10.00 each and it is recommended that the Scouts order two for outdoor Troop activities including Summer Camp.

When not to wear the uniform

- Do not wear the uniform while selling a commercial product or service, even for Scout fundraising purposes. The only exceptions are Council or District sponsored fundraisers, i.e., popcorn sales.
- Do not wear the uniform in situations that might mistakenly imply endorsement by the BSA of a product, service, political candidate, or philosophy. Scouts and Scouters are encouraged to take part in political matters as private individuals but not while wearing the uniform.
- Do not wear the uniform while engaged in any activity that could dishonor or discredit the Boy Scouts of America, the uniform, or the person wearing it.

Advancements

The Boy Scout advancement program encourages boys to meet significant challenges that lead to personal growth. As a Scout works his way from Tenderfoot through the ranks toward Eagle, the requirements he must successfully complete will help him develop physically, emotionally, and morally into manhood.

Advancement is one of eight methods used by Scout leaders to help boys fulfill the aims of the BSA. Properly used, a troop's advancement program can tie together and energize the other seven methods. The eight methods of Scouting are:

1. The ideals (Scout Oath, Law, Motto, and Slogan)
2. Patrol method
3. Outdoors
4. Advancement
5. Association with adults
6. Personal growth
7. Leadership development
8. The uniform

As you and your sons participate in the activities planned by the leadership of **Troop 165**, the progression from Tenderfoot to Eagle will be a natural outcome. These activities will provide the Scouts many opportunities to complete advancement requirements. Scouts are personally responsible to bring their Scout Handbooks to Troop Meetings to have requirements passed off and to schedule Scoutmaster Conferences.

The Four Steps to Advancement

- A Scout learns.
- A Scout is tested.
- A Scout is reviewed.
- A Scout is recognized.

Merit Badges

Through the Boy Scout merit badge program, many Scouts have been introduced to a lifelong hobby or even a rewarding career. They have discovered new abilities, increased their self-confidence, and become expert in subjects that have enriched their lives and their ability to serve their community.

The requirements for each badge appear in the current BSA merit badge pamphlet for that award and in the *Boy Scout Requirements* book. When a Scout has decided on a badge he would like to earn, he follows these steps:

1. The Scout obtains from his Scoutmaster a signed merit badge application and the name of a qualified counselor for that merit badge.

2. Along with another Scout, a relative, or a friend, the Scout sets up and attends his first appointment with the merit badge counselor. **(No one-on-one contact is permitted. A Scout must have a buddy with him at each meeting with a merit badge counselor.)** The counselor will explain the requirements for the merit badge and will help the Scout plan ways to fulfill them in order to get the most out of the experience.
3. The Scout works on the badge requirements until he completes them, meeting with the counselor **(and his buddy)** whenever necessary.
4. Once the merit badge counselor has filled out the merit badge card, the Scout must take the card to his Scoutmaster (Bob Dalton). Once the Scoutmaster has completed his portion of the merit badge card, he will send the completed form to the members of the Troop Committee responsible for advancement. **The merit badge card must be completely filled out to be accepted.** The merit badge will be then awarded at the next Court of Honor.
5. **The Scout has until his 18th Birthday to work on any merit badge. There is no expiration date on any merit badge that is partially completed. Please retain your Merit Badge Application to ensure you are given credit for work completed.**

Merit Badge Counselors

Troop 165 adheres to the **Blackhawk Area Council Guidelines for Merit Badge Counseling.**

One-on-one boy/adult activities are not authorized by the Boy Scouts of America.

The merit badge program has long been a vital part of the Boy Scout advancement plan. In order that this unique educational program might continue and to protect both the individual Scouts and merit badge counselors, some important guidelines concerning merit badge counseling have been established by the BSA.

1. **All merit badge counselors must be registered members of the BSA.** There is no fee, but filling out the adult leader application and **an annual merit badge application/renewal is required.**
2. Scouts are encouraged to use “**the buddy system**” (two or more Scouts) when working towards a merit badge. It is a requirement of the BSA that when meeting with a merit badge counselor, the Scout takes with him another Scout, a relative or a friend (BSA Handbook, page 187).
3. Merit badge counselors are encouraged to have another adult present whenever working with Scouts (such as the counselor’s spouse, a Scout’s parent, committee member, etc.)
4. **All merit badge counselors must continue to be certified to counsel specific subjects through district and council advancement committees.** A Merit Badge Counselor list of certified counselors is available from the Scoutmaster.

Note:

We recommend that parents should not act as merit badge counselors for their own sons, even if they are certified for that particular merit badge. Although the National policy permits this, the National Headquarters of the BSA also recommends against it. Since the Council and the District have an

extensive list of counselors available, it shouldn't be necessary to have Scout's pass off the merit badge to their parents, even if the parent is a certified merit badge counselor. The only exception to this is when the parent is working with the Troop/Patrol as a group.

Activity Policy

It has been decided by the Troop Committee that in the case where a Scout needs specific or constant supervision regarding a health issue, either physical or emotional, a parent is to be present on activities that are longer than 24 hours. Each particular case will be decided at the discretion of the Scoutmaster. The level and difficulty of the activity as well as the Scouts previous experience will be taken into consideration.

Dues and Scout Account Policy

Each Scout will have the opportunity to accumulate funds in his scout account. This account is held in trust within the general funds of the troop. A record of the scout's account is available for review with the Treasurer at any time. At any time you wish to use the account, the money is available to be spent on scout-sponsored activities only or for specific personal equipment related to scouting. If, however, you decide to leave Troop 165 and move to another Boy Scout troop, these funds can be transferred to the next troop. If you leave scouting completely, the funds remain with Troop 165 and are returned to the general account fund. The scout account is the responsibility of the parent and guardians. The troop will make every effort to make sure the funds are reviewed annually and dispersed in accordance with this policy. If the scout leaves the troop and the funds are not transferred within six months of non-activity in the troop, the funds will automatically be returned to the general account.

Supervision

It is the policy of the Boy Scouts of America that a scout must be accompanied by at least two adults at all times. There is no exception to this rule. Our leaders are very conscious of this and ask the help of our parents and guardians to use good judgment when putting their child in our care. This includes dropping off and picking up your child for meetings or activities. Always check in with an adult who is aware of the activity and the schedule. Do not allow your child to be left unless the proper supervision is available. Always remember to be sure the facility is open and well lit for an event before leaving. Let the appropriate leaders know when you have picked up your child. Keep in mind that our troop has more than 70 scout members. The adult leaders are responsible for each and every scout at all times. Respect the leadership by following this policy and being responsible for your child.

Behavior

Proper behavior of the Scouts in our Troop is the ultimate responsibility of our Adult Leadership. Vandalism in any form, either to our meeting place or on any campout, is not acceptable. Any injury, hazing, bullying or harassment to any other Scout will not be tolerated. We fully adhere to the Policies of the National Council of the Boy Scouts of America and the Youth Protection Program.

The following policies will be strictly followed:

- Discipline is the responsibility of the Scoutmaster.
- Vandalism or injury to others will not be tolerated.
- Hazing or initiation is strictly prohibited. That includes but is not limited to “snipe hunts” and “wild goose chases”.
- If there is any “rough-housing”, the first time the Scout(s) will be given a warning. The second time they will be sent home.
- Any fighting that includes physical contact will not be tolerated and the parties will be sent home. There will be no second chance.
- The Patrol Leader will handle disputes within his Patrol.
- The Senior Patrol Leader will handle disputes within the Troop.
- If the Patrol Leader and Senior Patrol Leader are unable to resolve the dispute, the Scoutmaster or his designate will step in.

Acceptance of Policies and Procedures

By accepting this booklet you agree to abide by these Policies and Procedures. Please feel free to ask questions and discuss these decisions. We have built these decisions based on experience both within Troop 165 and scouting in general. Our purpose is to keep your child safe in our care and protect the leadership at the same time. These decisions are openly discussed at committee meetings, and all parents are invited and encouraged to attend.