

Welcome To Troop 102

[www.bsatroop102.org](http://www.bsatroop102.org)

# Scout and Parent Guide

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## I. Introduction

Welcome To Troop 102!

Troop 102 is chartered by the First United Methodist Church of Boerne and is located in the Summit District of the Alamo Area Council. The Troop was chartered in 1920 and is a large and very active Troop today. The Troop consists of Registered Boys Scouts and Parents. All Parents are highly encouraged to Register and participate in all of the Troop activities, as well as Committee, to make this the best Troop in the Council! Your one stop location for Troop information is online at [www.bsatroop102.org](http://www.bsatroop102.org). There are on average 2.2 million registered Boy Scouts in the United States and only 4% ever make the rank of Eagle. We are here to provide your son(s) the best opportunity to achieve the "4 Percent". We are extremely excited your family has decided to join Troop 102 and lets get started making this a stronger nation with future leaders from Troop 102.

Greg Rogers

Scoutmaster, Troop 102

## II. WHAT IS BOY SCOUTS?

Scouting is fun!

No matter what age you are, 11 through 18, it can be a blast. Do you like to learn by doing? This is just the place. You can learn to tie knots, set up a tent, and shoot a bow and arrow, while earning your Archery Merit Badge. Have you ever cooked a meal on a campfire? Build a bird house? Play Ultimate? Hike? Earn rewards for doing all these things in Scouts.

### **Scouts Belong to a Troop and a Patrol**

If your son was a Cub Scout, your son was part of a larger group of boys called Den; As a boy scout your son will be assigned to a Patrol and will work individually to gain rank throughout his scout journey. There are on average five Patrols per Scout Troop.

The Scout Rank is divided into seven overall ranks; **Basic Scout, Tenderfoot, Second Class, First Class, Star, Life**, (and the pinnacle) **Eagle**. Each Patrol is comprised of about six to eight boys. Each Patrol has an organized leadership position, Patrol Leader and assistant Patrol Leader. The Troop is organized into several Patrols which are lead by an all boy leadership staff. The Troop boy leadership is comprised chain of command; Senior Patrol Leader, Assistant Senior Patrol Leader(s), Patrol Leaders, Troop Guide(s), Chaplain's Aide, Quartermaster(s), Librarian, Scribe, Order of the Arrow Representative, Junior Assistant Scout Master(s).

The Scout Troop belongs to a Chartering Organization, normally a church, a private school, or some other group of people in your community or neighborhood. This group makes sure your Troop has good adult leaders, a place to meet if needed, and exciting things to do. The group gets help from the Boy Scouts of America, which is part of the Scouting program around the world.

The Troop is chartered to United Methodist Church, Boerne; we are very thankful to have such a wonderful group chartering our Troop, letting us use their Scout Hut and most importantly helping us grow.

Troop 102 meets every Tuesday Night at 7:00 pm to 8:00 pm at the United Methodist Church Scout Hut, Theissen Street, Boerne, Texas.

## SCOUTING'S HISTORY

### **The Beginning of Scouting**

Scouting's history goes back to the turn of the 20th century to a British Army officer, Robert Stephenson Smyth Baden-Powell, better known today as Lord Baden-Powell. While stationed in India, he discovered that his men did not know basic first aid or the elementary means of survival in the outdoors. Baden-Powell realized he needed to teach his men many frontier skills,

so he wrote a small handbook called *Aids to Scouting*, which emphasized resourcefulness, adaptability, and the qualities of leadership that frontier conditions demanded.

After returning from the Boer War, where he became famous by protecting the small town of Mafeking (now Mahikeng) South Africa, for 217 days in 1900, Baden-Powell was amazed to find that his little handbook had caught the interest of English boys. They were using it to play the game of scouting. Baden-Powell had the vision to see some new possibilities, and he decided to test his ideas on boys. In August 1907, he gathered about 20 boys and took them to Brownsea Island in a sheltered bay off England's southern coast. They set up a makeshift camp that would be their home for the next 12 days. The boys had a great time! They were divided into patrols and played games, went on hikes, and learned stalking and pioneering. They learned to cook outdoors without utensils. Scouting began on that island and would sweep the globe in a few years. The next year, Baden-Powell published his book *Scouting for Boys*, and Scouting continued to grow. That same year, more than 10,000 Boy Scouts attended a rally held at the Crystal Palace; a mere two years later, membership in Boy Scouts had tripled.

### **American Origins**

About this same time, the seeds of Scouting were growing in the United States. On a farm in Connecticut, a naturalist and author named Ernest Thompson Seton was organizing a group of boys called the Woodcraft Indians; and Daniel Carter Beard, an artist and writer, organized the Sons of Daniel Boone. In many ways, the two organizations were similar, but they were not connected. The boys who belonged had never heard of Baden-Powell or of Boy Scouts, and yet both groups were destined to become Boy Scouts one day soon.

But first, an American businessman had to get lost in the fog in England. Chicago businessman and publisher William D. Boyce was groping his way through the fog when a boy appeared and offered to take him to his destination. When they arrived, Boyce tried to tip the boy, but the boy refused and courteously explained that he was a Scout and could not accept payment for a Good Turn. Intrigued, the publisher questioned the boy and learned more about Scouting. He visited with Baden-Powell as well and became captured by the idea of Scouting. When Boyce boarded the transatlantic steamer for home, he had a suitcase filled with information and ideas. And so, on February 8, 1910, Boyce incorporated the Boy Scouts of America (BSA). The "unknown Scout" who helped him in the fog was never heard from again, but he will never be forgotten. His Good Turn is what brought Scouting to our country. After the incorporation of the BSA, a group of public-spirited citizens worked to set up the organization. Seton became the first Chief Scout of the BSA, and Beard was made the national commissioner. The first executive officer was James E. West, a young man from Washington who had risen above a tragic boyhood and physical disability to

become a successful lawyer. He dedicated himself to helping all children to have a better life and led the BSA for 32 years as the Chief Scout Executive.

Scouting has grown in the United States from 2,000 Boy Scouts and leaders in 1910 to millions strong today. From a program for Boy Scouts only, it has spread into a program including Tiger Cubs, Cub Scouts, Webelos Scouts, Boy Scouts, Varsity Scouts, Explorers, and Venturers.

### **Baden-Powell's Legacy**

Although Scouting has changed over the years, the ideals and aims have remained the same: character growth, citizenship training, and personal fitness. Scouting is updated periodically to keep pace with a changing world. It isn't the same as it was on Brownsea Island in 1907, but the ideals are still based on principles that Baden-Powell had been taught as a boy. Scouting's founder was never able to completely overcome his surprise at Scouting's worldwide appeal. As it swept the globe, Scouting brought him new adventures and responsibilities as Chief Scout of the World. He traveled extensively and kept in touch with Scouting around the world.

Eventually, Baden-Powell's health began to fail. He set up a winter home at Nyeri, Kenya, in 1938, where he spent his remaining years until his death in 1941. Scouts of different races carried him to his final resting place in the small cemetery at Nyeri. His grave is marked with a simple headstone that bears his name and the Scout sign for "I have gone home." Today, in Westminster Abbey, a tablet records his name, along with the names of some of the greatest Britons of all time.

After Baden-Powell's death, a letter was found in his desk that he had written to all Scouts. It included this passage: "Try and leave this world a little better than you found it." These words are a fitting epitaph, for as he won the respect of the great by his strength, he won the hearts of youth by his example.

### III. ABOUT TROOP 102

#### Overview

Boy Scouting is the nation's foremost youth program centered on character development and values based leadership training. The ideals are expressed through the following:

**Scout Motto:** Be Prepared.

**Scout Slogan:** Do a Good Turn Daily.

**Scout Law:** A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

**The Scout Oath:**

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

Troop 102 has been building Leaders out of boys for more than 90 years. It operates according to the goals of

- providing positive learning experiences and leadership opportunities to support growth and maturation into productive citizens.
- providing the knowledge and skills to better serve their country, community, church, family and themselves.

Troop 102 follows practices and procedures outlined by the BSA that encourage each Scout to live by The Scout Oath, Law and Motto as well as participation in leadership positions. The Troop provides opportunities to experience the great outdoors and encourages the development of teamwork, friendly competition, respect, personal pride and self-confidence.

Troop 102 is organized around regular weekly meetings and frequent (monthly) camping, hiking and backpacking activities. A week-long summer camp and other special Scouting activities are also available for the Scout. Every other summer the troop participates in a high-adventure activity geared toward the "older" Scout who has reached a higher level of maturity, experience and physical conditioning.

## Troop Operation and Structure

The core of Troop 102 operations are weekly Troop and Patrol meetings held at 7:00 p.m. at the First United Methodist Church (Boerne) Scout Hut for approximately 1 hour and monthly one and/or two night camping, hiking or backpacking trips the 3rd weekend of each month. In addition, there are numerous service and fund raising project opportunities throughout the year for Scouts to participate in. Courts of Honor are usually held twice yearly and are formal awards ceremonies to recognize Scout achievements.

### Uniform:

All Scouts wear the designated uniform at all Scout functions.

The designated uniform for regular meetings is Class A shirt with proper patches displayed (TUCKED IN!), shorts or pants, closed toe shoes and socks.

The Class A Uniform **MUST** be worn to all Scoutmaster Conferences, Boards of Review and Courts of Honor.

The full Class A uniform consists of the following:

- BSA button up shirt with proper rank/patches displayed
- Troop 102 or BSA red neckerchief
- BSA shorts with BSA socks or BSA pants
- BSA belt, BSA Cap
- Closed-Toe Shoes with socks

When so designated, the informal Class B uniform is the Troop 102 T shirt, BSA Cap and solid, subdued color shorts or pants and closed toe shoes with socks.

Parents should understand that participation is the key to success and parent involvement is welcomed and encouraged. Also, while parental support is necessary, parents should also understand that the Scout must necessarily learn and advance on **their own merits** and initiative to benefit from the program.

The Scout is expected to speak for himself in meetings, rank advancement, merit badge completion and arranging Scoutmaster Conferences for example. **Appropriate**

**behavior is expected at all Troop functions and consistent inappropriate behavior not corrected by the Scout can result in suspension from the Troop.**

The expected behavior includes developing an understanding of Troop and BSA policies and conforming to them. The Scout Oath and Law are expected to be adhered to.

Scouts are expected to demonstrate a high level of commitment to Troop activities and **are accountable for their own successful Scouting career.** Advancement is the by-product of active participation, acquired skills and character development. It is accomplished by a method of learning, testing, review and recognition. The intent of this process is to establish a pattern of setting positive goals and reaching them throughout life.

Typically, weekly meetings and monthly campouts present the opportunity for a Scout's rank and merit badge advancement requirements to be reviewed and assessed by the Scoutmaster, Assistant Scoutmasters and Merit Badge Counselors. Once all requirements for a rank have been achieved, the Scout is responsible for requesting a Scoutmaster conference in writing to the Advancement Chair. This is a formal conference with the Scoutmaster to assess the Scout's preparation to appear before his Board of Review. The Scout MUST be in full Class A uniform, current on his dues and have his Scout Handbook with him to complete the conference. After completing the Scoutmaster conference, the Scout must request that the Advancement Chair set up a Board of Review which is a panel discussion to insure the Scout has completed the requirements for the rank being applied for, check to see if the Scout is having a good experience in the Troop and encourage the Scout to continue to advance.

The Advancement Chair maintains records, submits them to Council and will distribute them periodically to Scouts, but the **SCOUT SHOULD KEEP COPIES OF ALL ADVANCEMENT MATERIALS AND APPROVALS** for back up as it is the Scout's responsibility to insure that his record is correct.

Annual planning for the Troop occurs in August. Troop 102 emphasizes boy led planning, leadership and operation of the Troop with adult guidance and management.

The Senior Patrol leader is ultimately responsible for the planning and execution of Troop activities and receives input from a Patrol Leader's Council. The Troop operates with the administrative support and guidance of an adult Troop Committee which meets the second Monday of each month at the Scout Hut at 7:00 pm for approximately one hour.

The Troop is financially supported through the payment of dues, membership and its major fundraiser which is a spaghetti dinner usually held in April. Current Charter Fees are \$55 annually and dues are \$0.50 per meeting. These fees **do not** cover the cost of monthly campouts. Campout costs are assessed based on meal and activity cost if any, for each outing. Typically one member of a Scout Patrol is responsible for buying food. Occasionally, a campout will include an activity which requires a fee and that will also be assessed for that particular outing.

The Troop maintains a clear boy led leadership structure using the Patrol Method from Senior Patrol Leader to new scout. Patrols are working subunits of the Troop that each elect its own boy leader called a Patrol Leader, assisted by his appointed Assistant Patrol Leader. Patrol leaders must maintain positive spirit with the members of the Patrol and by setting the example. By being a role model, he earns the respect of its members. Each patrol should develop its own identity and sense of pride. The patrol members divide up jobs to be done and share in the satisfaction of accepting and fulfilling group responsibilities. New scouts are assigned to the same patrol. Troop Guides will be assigned to patrols to assist younger scouts with acquiring the necessary skills. Boys are encouraged to understand that the basis of successful leadership is achieved through example.

The Scoutmaster is responsible for the everyday functions of the Troop and the training and guiding of the boy leaders who run the Troop. He works with and through other responsible adults through delegation of responsibilities. He meets with the Patrol Leader's Council for training and coordination in planning troop activities. He attends Troop committee meetings and is responsible for recruiting. Scoutmasters are appointed and approved by the Troop Committee.

Assistant Scoutmasters support the Scoutmaster and assist in training the Scouts and supervising their activities. They are assigned specific program responsibilities such as being assigned to support specific patrols. In the spirit of fairness, Assistant Scoutmasters may not sign off on requirements for their own sons.

Registered adult leaders and parents are invited and encouraged to participate in Troop Committee and other supporting activities. It is Troop policy that registered adult leaders take, at a minimum, the following BSA training courses.

- Youth Protection
- Fast Start: Boy Scout Leader Fast Start (within one year of service)
- Position Specific Training; (ie, Boy Scout Leader Specific Training, Scoutmaster, Assistant Scoutmaster, Troop Committee Positions, Chartered Organization Representative, Introduction to Outdoor Leader Skills)
- According to Troop By Laws, Scoutmasters, Assistant Scoutmasters and the Advancement Chair must complete required training within two years of service.

All these courses except Position Specific Training are offered online and can be accessed by selecting the Training tab on the Alamo Area Council Website at <http://www.alamoarea-boyscouts.org/>

Position Specific Training is usually offered on selected weekends at either McGimsey Scout Park in San Antonio or University United Methodist Church on DeZavala Road just east of I-10.

At least two adult leaders will be present at every Troop function consistent with BSA policy and leadership guidelines for two deep leadership.

## Advancement Procedures

Advancement sets a pattern of setting positive goals and reaching them throughout life. Even though it's not one of the primary aims of Scouting, advancement is a natural byproduct when your Scouting experience is acquainting you with the Scouting ideals, the patrol method, the outdoors, association with adults, personal growth, leadership development, and the Scout uniform. It's easy to advance by following these four basic steps:

- a. Learning
- b. Testing
- c. Review
- d. Recognition

The requirements for the ranks of Tenderfoot, Second Class and First Class prepare you with the basic Scouting skills. Star, Life, and Eagle requirements focus on earning merit badges, community service and leadership skills. Requirements for each rank are outlined in the Scout Handbook.

As you complete each requirement, you will be tested and signed off in the back section of your Scout Handbook (pp. 438 – 449) by the **Scoutmasters or ASM only**. **ASMs may not sign off for their own son**. Only the Advancement Chair and the Scoutmaster shall be authorized to approve requirements relating to Position of Responsibility, Service Hours, Participation, and Scout Spirit.

It's up to the Scout to take advantage of the advancement opportunities available, and to take initiative to ask a Scoutmaster to test when you are ready. The Scout is responsible for keeping his own advancement record in the Handbook. Service hours, campouts, troop activities, and leadership positions should also be recorded in the Handbook. Merit Badges are entered in the Troop computer records and are applied to the appropriate rank as soon as they are earned.

When a Scout has had all requirements for the next highest rank initialed and dated in his **Scout Handbook** including Scout Spirit and Position of Responsibility (as may be applicable to the rank sought), he shall present his Handbook to the Advancement Chair. The Advancement Chair will confirm completion of all requirements and will enter the completion dates of each requirement in the Troop computer records. The Advancement Chair will confirm completion of requirements relating to Participation, Service Hours, and Position of Responsibility. Scout handbooks will be returned to the Scouts after the Advancement Chairman has caused the information to be entered into the troop advancement program.

Starting work on an individual Merit Badge requires the approval of the Advancement Chair, Scoutmaster or Assistant Scoutmaster prior to selecting a Merit Badge Counselor (Parents should not be their own son's Merit Badge Counselor if at all possible). The relevant merit badge book should be read and requirements completed. Worksheets for every available merit badge are available on the web to assist with recording and completing requirements. When complete, the completed worksheet and requirements will be reviewed by the appropriate merit badge counselor for completion. When approved, the requirements will be turned in to the advancement chair for recording.

<http://usssp.com/meritbadges.asp>

## Attachment A

### Sample Camping Personal Equipment List

In keeping with the outdoor nature of the Boy Scouting program, Troop 102 schedules campouts generally the third weekend of every month during the school year, summer camp each summer, and a high adventure camp every other summer for older scouts. It is important that the scouts attend these campouts as the basic camping skills and advancement requirements, such as cooking, compass skills, fire building, nature, camp set-up, first aid, hiking, and knot tying, are all done at the campouts. The Troop Quartermaster maintains equipment that boys may check out for campouts, so while some choose to buy their own equipment, it is not necessary to enjoy the benefits of the program.

The PLC plans and organizes the campout activities with assistance from the adult leaders. It is not imperative that the parents attend each campout. However, sufficient adult supervision and transportation are needed for every campout. The campouts are announced at least two meetings prior with each patrol leader responsible for sign up sheets and meal planning for his patrol. The scribe should make the final roster and turn it in to the Scoutmaster or adult leader responsible for the campout.

#### **SUGGESTED CHECKLIST FOR OVERNIGHT CAMPING** (essentials underlined)

(this is a list to help you consider all equipment ideas; take only what you need)

##### Bedding, Shelter and Setup

- Sleeping bag (or sheets, comforter, blankets), pillow, stuff sack, bag liner
- Tent, poles, stakes, ropes, stake mallet/puller
- Ground cover, plastic sheet for under tent, entrance mat
- Rain fly
- Sleeping pad (foam mat), cot, air mattress (pump and repair kit)

##### Clothing (at least one full change)

- Warm cap, ear muffs, neck gaiter, balaclava, gloves, (mittens)
- Shirt, undershirt, thermal undergarments
- Coat, windbreaker, sweater, sweatshirt, pocket warmers
- Swimsuit
- Pants, underwear

- Socks
- 2 pairs of [shoes](#) (useful if the first pair get wet), boots (ankle, arch and toe protection)
- [Rain gear](#), poncho, over boots, (trash bag makes emergency poncho), umbrella

#### Utility Items

- [Boy Scout handbook, pen, paper](#), knot rope
- [Flashlight](#), batteries, fluorescent lantern, matches, lighter
- Insect repellent
- Sun block, cap with brim, sunglasses, lip balm (Blistex with SPF)
- Folding chair, camp table, hiking stick
- Rope, shoelaces
- Pocket knife (Scouts need whittling card, otherwise adults only), multi-tool
- Trash bags, grocery bags, Ziploc bags, ditty or mesh bags
- Whistle, compass, map of area, alarm clock, watch
- Shovel, fire tools, fire mitt, firewood, work gloves
- Plastic mirror, eyeglasses, contacts
- Soap, shampoo, [deodorant](#), comb, brush
- [Toothbrush, toothpaste](#), floss
- [Towel](#), washcloth
- Toilet paper (called All-Purpose Paper - "APP", for its many uses)
- Handkerchief (bandana), tissues, sewing kit
- First aid items for personal use, Band-Aids, medicine, nail clippers, tweezers

#### Food and preparation

- Groceries (make a list, include all items to prepare), snacks
- Stove (no liquid fuel, i.e., Coleman liquid gas)
- Pots, skillet, coffee pot
- Spatula, spoon, kitchen knife, tongs, pot pliers
- [Cup](#), knife, fork, [spoon, plate](#), bowl
- [Water](#), canteen, water bottles

#### Personal Interest

Nature guidebooks, binoculars, camera, film, fishing equipment, balls, cards, games, Bible, things that will add to your experience (**No** cell phones, electronics, radios, video games or aerosol cans).

Not permitted in Scout Camping: liquid fuel, fire starter fluid, hatchet, machete, axe, sheath knife, folding knives over 3.5" blade, firearms, slingshots, bow and arrows, crossbows, BB

guns, pellet guns, steel darts. Absolutely no alcohol or recreational drugs of any kind. No use of tobacco products.

## Attachment B

### IV. SCOUT ORGANIZATIONAL CHART AND POSITION DESCRIPTIONS

Elections for selected leadership positions are held every six months. Those scouts holding leadership positions are expected to attend and complete troop junior leadership training.

#### **Senior Patrol Leader (SPL)**

Spokesman for the Troop and represents the Troop at all scouting activities. Presides over the Patrol Leader's Council (PLC). Elected from Troop at large from a slate of nominees approved by the Scoutmaster. Must hold the rank of at least Star and actively participate in all Troop activities.

#### **Assistant Senior Patrol Leader (ASPL)**

Appointed by the SPL with approval by the Scoutmaster. Acts as SPL in his absence. Must hold the rank of at least Star and show strong attendance and interest in all Troop activities.

#### **Patrol Leaders**

Most critical leadership position in Troop because the Patrol is considered the basic unit in Scouting. Responsible for the actions of his patrol members and is primary trainer, passing along what he has learned in Boy Scouts. Serves as a role model for patrol members. Elected by patrol members and appoints his Assistant Patrol Leader (APL)

#### **Troop Guides**

Important position with responsibility for new Scouts' first experiences. Supervise Patrol leader elections and uses knowledge and skills to give each new Scout the opportunity to reach First Class rank in his first year of Scouting. Appointed by Scoutmaster. Assists and guides the Patrol Leader of the new scout patrols in teaching skills to the newer scouts.

#### **Scribe**

Record keeper for the troop. Records activities of the PLC and keeps a record of dues and attendance. Works with Troop Committee Treasurer.

#### **Historian**

Records the history of the Troop activities, takes photographs or appoints someone to do so, and maintains the Troop scrapbooks and photo albums.

### **Librarian**

Maintains Troop library of merit badge books, and other Troop books, pamphlets, and suggests other materials for the Troop to purchase. Works with Troop Committee Advancement Chair.

### **Quartermaster**

Works with the adult Quartermaster to supervise the issuing, maintenance, replacement, inventory and purchase of Troop equipment. Is also responsible for instructing the patrol quartermaster and other scouts on the proper use and care of Troop equipment.

### **Chaplain's Aide**

Develops and leads the weekly prayer at Troop meeting. Responsible for developing and leading (or appointing someone to lead) the Sunday morning service at all campouts.

### **Instructors**

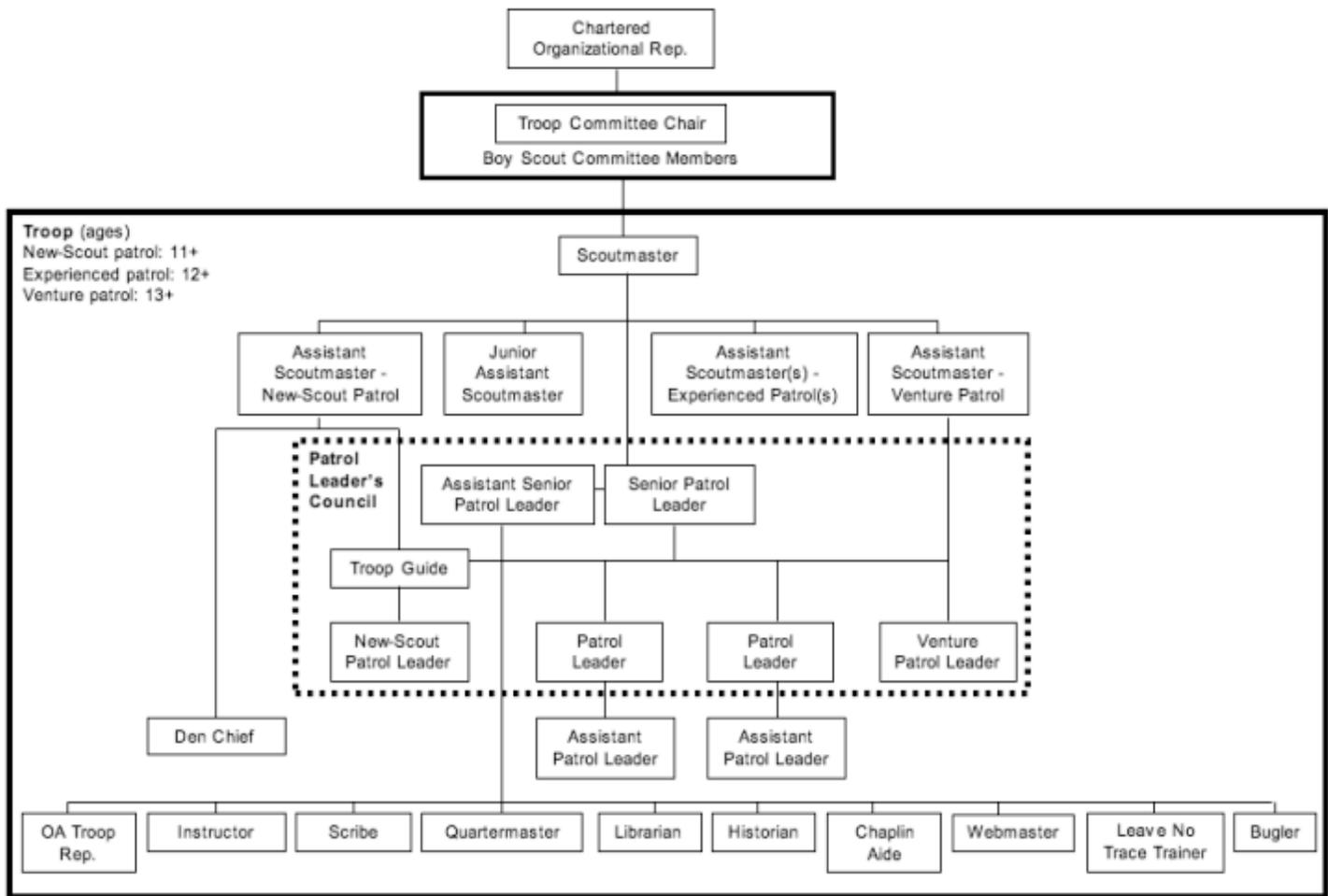
Plan, teach, and test Troop members on specific scouting skills.

### **Order of the Arrow Representative**

Acts as a liaison between the Troop and the Order of the Arrow, promotes Troop camping and community service.

Troop Meetings are held weekly at 7:00–8:00 pm at the Scout Hut at the First United Methodist Church in Boerne, TX. The agenda for weekly meetings generally is as follows:

Pre–open Activity	Fun, physical activity that promotes cooperation among the boys
Opening Flag Ceremony	
Skills Instruction	15–20 minutes in length
Patrol Meetings	Plan for upcoming events like campouts, service projects, patrol assignments etc. Take care of dues
Troop Activity	Planned activity that is fun and reinforces a Scouting skill
Closing	Circle up and Scoutmaster minute



Also, during meetings, Scoutmaster Conferences, Boards of Review, merit badge advancement and rank advancement requirements can be conducted, reviewed and assessed by Scoutmasters.

Troop 102 schedules monthly outdoor activities the third weekend of every month. The SPL sets the agenda, relays to the Patrol Leaders. Scouts camp as patrols. The suggested itinerary consists of scheduled activities, advancement time and free time for example.

UPDATED LIST OF ELECTED POSITIONS CAN BE FOUND ONLINE AT

[WWW.BSATROOP102.ORG](http://WWW.BSATROOP102.ORG)

## **ADULT ORGANIZATIONAL CHART AND POSITION DESCRIPTIONS**

### **Troop Committee**

A Troop Committee mission is to support the Scoutmaster and scouts in managing yearly activities . The Committee is comprised of Troop parents and ensures quality leadership is recruited and trained, including Scoutmasters and assistant Scoutmasters. It supports leaders in carrying the program and is responsible for finances, adequate funds, and disbursements based on the annual budget developed by the committee.

Committee meetings are held monthly on the second Monday of the month at the Scout Hut at 7:00 pm. All parents and registered adult leaders for the Troop are invited and highly encouraged to attend.

The Committee Bylaws are available for review on line at [WWW.BSATROOP102.ORG](http://WWW.BSATROOP102.ORG).

#### Committee Chair

- Organizes the committee to ensure all functions are delegated, coordinated, and completed
- Maintains a close relationship with the chartered organizations representative and the Scoutmaster.
- Creates an agenda and presides over troop committee meetings.

#### Advancement

- Works with troop scribe to maintain all Scout advancement records.
- Arranges quarterly troop boards of review and courts of honor.
- Ensures Scouts are recognized for their accomplishments.

#### Communications/Database Manager

- Works with Advancement chair and responsible for timely and accurate database recording of Scout records.
- Notifies troop membership of upcoming activities and requirements
- Insures website is current

#### Activities/Outdoors/Transportation

- Helps secure permission to use camp sites
- Serves as transportation coordinator by maintaining current vehicle, Driver's License and insurance information
- Secures tour permits for all activities

#### Equipment/Quartermaster

- Supervise and help the troop procure camping equipment.
- Work with the quartermaster on inventory and proper storage and maintenance of all Troop equipment
- Make periodic safety checks on all Troop camping gear, and encourage troops in safe use of all outdoor equipment.
- Report to the troop committee at each meeting.

#### Treasurer

- Handles all troop funds.
- Pays bills on recommendation of Scoutmaster and authorization of committee.
- Keeps adequate records
- Supervises money-earning projects that support the troop's programs.
- Reports to the troop committee at each meeting.

#### Secretary

- Keeps minutes of meetings and sends out committee meeting notices.
- Reports minutes from last meeting at each committee meeting.

#### Scoutmaster

- Recommended by Troop committee, approved by Chartered Organization and is the primary adult responsible for guiding the Scouts in operating and running the Troop.

#### Assistant Scoutmaster (ASM)

- Work under the direction of the Scoutmaster for development and implementation of the Scouting program, troop meetings, outings and activities.

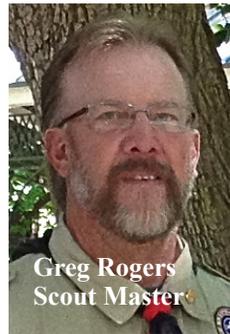
#### Council Representative (Roundtable)

- Attend monthly Roundtable meetings
- Provide Scoutmaster with overview of Roundtable meetings
- Distribute Roundtable materials to appropriate people
- Report to Troop Committee each month

#### Training Coordinator

- Maintains records for adults and makes sure appropriately trained adults are present according to BSA policy for all outings and activities.

# TROOP 102 ADULT LEADERS JUNE 2013



## Attachment C

### Obtaining a Uniform

The official Scout uniform is available at hundreds of locations across the nation – including your local council, nationally-operated Scout Shops, and other licensed retailers – or can be ordered directly from the national Supply Division. Visit [www.scoutstuff.org](http://www.scoutstuff.org) for a list of distributors in our area.

Our local council scout shop is called **Musselman Scout Shop**.

Musselman is located at 2226 NW Military Hwy, San Antonio, TX 78213, inside the Alamo Area Council Service Center.

The Musselman Scout Shop is a National BSA Scout shop providing everything from uniforms, handbooks and leader materials to craft items, gifts, and Scouting apparel.

The Musselman has Eagle gifts and all your camping needs. Musselman staff has many years of experience in Scouting and can help provide Scouts young and old with just what they need.

Please feel free to stop in and get a tour of the shop.

Mon, Wed, Thurs, Fri: 8:30 am – 5:30 pm

Tues: 8:30 am – 7:30 pm

Sat: 10:00 am – 2:00 pm

[musselmanscoutshop@scouting.org](mailto:musselmanscoutshop@scouting.org)

210-341-8611 Ext 135

The Scout Shop is closed most major Holidays and Holiday weekends.

Before buying a new uniform, be sure to check with the Troop's leadership about other options, as we are trying to maintain an inventory of donated uniforms, hats, belts, etc from boys who have outgrown their old uniforms. Troop Patches and Neckerchief are available from the troop treasurer.

### Troop REGISTRATION

Troop application can be done in person during one of the Troop's meetings; electronically, downloading the youth and adult application forms from the Troop's website or filling the application form from the Troops' website [WWW.BSATROOP102.ORG](http://WWW.BSATROOP102.ORG). A copy of the youth and adult application forms are included in this kit.

### Fees

The Troop charges a yearly application or re-charter fee of \$55 per boy; Boy's Life, the official scout magazine is included in the registration fee (yearly subscription).

### Family Involvement

As explained to you, Scouting is for parents as well as boys. We have a fine group of families who have indicated a willingness to help, according to their abilities. We invite you to add your talents and interests so that the best possible program can be developed for your boy and his friends.

Troop leaders are always busy with Troop activities. Our Troop leaders and committee members know you have some talent that will help in the operation of our Troop. Although

your help may not be on a full-time basis, whatever you can do will be appreciated. Please visit the Troop's web site for most current calendar information. [WWW.BSATROOP102.ORG](http://WWW.BSATROOP102.ORG)

## DISTRICT INFORMATION

Troop 102 is proudly part of the Summit District from the Alamo Area Council of the Boy Scouts of America (council #583); the Alamo Area Council is part of the BSA region also known as Southern 3 (S3). Alamo Area Council Service Center 2226 N.W. Military Hwy, San Antonio, Texas 78213-1894 [www.alamoareabsa.org](http://www.alamoareabsa.org)

Email: [Alamo@BSAMail.org](mailto:Alamo@BSAMail.org) Office: 210-341-8611 / Toll-free: 800-940-2721

Fax: 210-341-7641

The Council Service Center is open from 8:30 am to 5:30 pm Monday through Friday. The Council Service Center is closed all Holidays.

**Boy Scout/Varsity Scout Uniform Inspection Sheet**

**Official Placement of Insignia**  
Conduct the uniform inspection with common sense; the basic rule is neatness.

**Merit Badge Sash**  
5 pts.  
 If worn, merit badges are attached to front (and back, if needed) of sash.  
 Venture/Varsity letter is attached at bottom front corner.  
 Temporary insignia may be worn on back.  
 Notes

**Shoulder Epaulets**  
5 pts.  
 Green shoulder loops identify Boy Scouting (all members of a troop).  
 Blaze (orange) loops identify Varsity Scouting.  
 Notes

**Right Sleeve**  
5 pts.  
 U.S. flag emblem centered directly below shoulder seam. Only the most recently earned Centennial Quality Unit Award may be worn below patrol emblem or below the National Honor Patrol star.  
 Musician badge, if in band or drum corps, is worn 1/2 inch below patrol emblem.  
 Notes

**Left Sleeve**  
5 pts.  
 Council shoulder emblem, unit numeral, and veteran unit bar are worn as shown snug up, and touching each other.  
 On the official shirt, the badge of office is centered on the pocket, as shown. On the official uniform shirt, the badge of office is centered and touching the unit numeral, or centered 4 inches below the shoulder seam.  
 On the shirt, the Trained Leader emblem is centered as shown at the top of the pocket flap. On the official uniform shirt the veteran unit bar (25, 35, 45, 55, 65, 75, or 80 years) is positioned above and touching troop numeral and in turn touching council emblem.  
 Den chief cord is worn over the left shoulder, under epaulet.  
 Notes

**Right Pocket**  
5 pts.  
 Jamboree insignia (only one) worn above BSA or interpreter strip.  
 Order of the Arrow lodge insignia worn on pocket flap.  
 Temporary insignia worn centered on the pocket or hung from the button.  
 The Varsity or Venture strip is worn above the BSA strip or above the interpreter strip.  
 Nameplate, if worn, is centered above the BSA strip, interpreter strip, and Venture or Varsity strip. If no Order of the Arrow lodge emblem is worn, the name plate is centered on the pocket flap.  
 Notes

**Left Pocket**  
5 pts.  
 Service stars are centered above the pocket, 3/8 inch from top point to top point and 1/2 inch from either the pocket or embroidered knots.  
 Embroidered square knots are worn centered above the pocket in rows of three.  
 Not more than five medals may be worn, pinned centered immediately above the pocket (extending over knots if both are worn).  
 The wearing sequence for knots or medals is at the wearer's discretion and lead color is to the wearer's right.  
 Badges of rank are worn centered on the pocket above the Arrow of Light Award, as shown.  
 The World Crest emblem is worn centered horizontally over the left pocket and vertically between the left shoulder seam and the top of the pocket.  
 Notes

**Total Insignia Score** (transfer to other side)  
30 pts.

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<http://www.scouting.org>

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Sample Uniform and Patch Placement