

TROOP 599

MEMBERSHIP PACKAGE (returning scouts)

Checklist of Items

Every September each scout in Troop 599 and his parents must complete and return the attached forms in order to remain an active member of the troop for the upcoming year. **No scout will be permitted to attend outings or advance in rank after September 30, if he has not completed and returned this package.**

We have made every attempt to minimize the number of forms required. Please complete the attached forms and return them to Walter Brookhart or your Patrol Advisor as soon as possible **and not later than September 17, 2019.** For ease in processing, please keep the completed package together with the checklist and your check on top. If you have any questions about these forms, please call Walter Brookhart at 713-465-0329. We recommend that you keep a copy of the completed forms in your Parents' Notebook.

- ☐ Parent Transportation Commitment
[All drivers on outings must have a Youth Protection Training Certificate completed since March 1, 2018, on file in TroopMaster. YPT can be completed on-line in about 70 minutes at www.my.scouting.org. Click on "Begin with Youth Protection" and follow the instructions.]
- ☐ Records Update and Parent Driver/Insurance Information
- ☐ Parent Resource Update
- ☐ Merit Badge Counselor Application¹
[To become a counselor you must complete the attached Merit Badge Counselor application, together with a BSA Adult Application, including criminal background check authorization, which can be found in the office of the Scout Lodge. You must also complete Youth Protection and Merit Badge Counselor Training which can be taken on-line at www.my.scouting.org .]
- ☐ Check for \$100.00 payable to Troop 599 for dues for the year ending August 2020.

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Visit our Troop 599 website at www.scouttroop599.org and sign up for weekly troop e-blasts with up to date, important information. Also find us on Facebook at Boy Scout Troop 599 - The Thunderbirds.

¹ If you are already registered as a Merit Badge Counselor and wish to continue for the badges you listed last year, you need take no action. If you are already registered as a merit badge counselor and wish to add or delete merit badges, you can do so merely by indicating on this form. The BSA adult application is NOT required to merely add or delete merit badges.

PARENT TRANSPORTATION COMMITMENT for 2019-20

The extensive camping program undertaken each year by Boy Scouts of America, Troop 599 requires significant adult participation to provide the required transportation. We must have 20 - 25 drivers for each of the nine (9) campouts planned throughout the year. To make this program work, every parent must do his/her part. With gas costing almost \$3.00 per gallon and the troop often having difficulty finding transportation for all scouts, **it is mandatory that all parents drive on at least two (2) campouts each year. Further, all drivers must have a Youth Protection Training Certificate completed since March 1, 2018, on file in TroopMaster.** YPT can be completed on-line in about 70 minutes at www.my.scouting.org. Click on "Begin with Youth Protection" and follow the instructions.

Parents are encouraged, but not required, to camp with the Troop when they drive. While each patrol should provide sufficient drivers for each outing, in order to help our Patrol Leaders and Transportation Chairman schedule the required drivers, please circle on the following list the two (2) campouts on which you would prefer to drive. We will try to accommodate your selections. **If you do not select at least two campouts, two will be selected for you.**

Canoeing (Silsbee)	September 14 - 15, 2019
Wilderness Survival (Columbus)	October 19 - 20, 2019
51 st King Ranch Outing (Lockhart)	November 15 - 17, 2019
Backpacking / Cooking (Bastrop)	December 13 - 15, 2019
Climbing / Rappelling (Fredericksburg)	January 24 - 26, 2020
Iron Chef / Stealth (Flatonia)	February 21 - 23, 2020
Horseback Riding / Aquatics (Huntsville)	March 27 - 29, 2020
Aquatics / Caving (Inks Lake)	April 17 - 19, 2020
Camporee (Camp Bovay – Navasota)	May 15 – 17, 2020

Scout's Name: _____

Scout's Patrol: _____

Driver's Name (Dad): _____

Cell Phone No.: _____

Driver's Name (Mom): _____

Cell Phone No.: _____

TROOP 599

2019-20 RECORDS UPDATE and PARENT DRIVER/INSURANCE INFORMATION

Scout's Name (First and Last) _____

Street Address _____ ZIP Code _____ Home Phone _____

E-Mail Address _____ Cell Phone _____

Father's Name (First and Last) _____ E-Mail Address _____

Street Address* _____ ZIP Code _____ Home Phone* _____

Father's Employer _____ Work Phone _____ Cell Phone _____

Mother's Name (First and Last) _____ E-Mail Address _____

Street Address* _____ ZIP Code _____ Home Phone* _____

Mother's Employer _____ Work Phone _____ Cell Phone _____

* (if different from that of Scout)

Driver/Insurance Information

Troop 599 is required to file an application for a Tour Permit with the Sam Houston Area Council office of the Boy Scouts of America prior to each troop outing. As part of the permit application, we are required to list all drivers, together with the vehicles that will be used to transport scouts to and from the outing, and verify that each driver and vehicle is covered by bodily injury and property liability insurance. Coverage limits must be at least equal to the minimum required by the state where the vehicle is registered. BSA recommends at least \$50,000/\$100,000/\$50,000. BSA will provide secondary coverage above the driver's limits. Seat belts are required for all vehicle occupants. T599 is also required to have the Texas driver's license number of all drivers. **If, during the scouting year, you should trade or purchase a new vehicle, please provide the appropriate new information to the Troop Records Coordinator.** Please provide the following information.

Driver Information

Please provide the following information for each adult driver who may drive your vehicle.

Driver Name	Driver's License No. (including state)	Cell Phone No.
1.		
2.		

Vehicle/Insurance Information

Please provide the following information for each vehicle that you may use to transport scouts. Following the example, list the primary vehicle first, followed by any other vehicles you may use.

Vehicle Year/Make/Model	License Plate No.	Owner's Name	Number of pass- engers (including driver and gear)	Does each pass- enger have a seatbelt?	Liability Insurance (at least \$50K/\$100K/\$50K)		
					Bodily injury liability		Property damage per accident
					per person	per accident	
1.							
2.							
3.							

BOY SCOUT TROOP 599

PARENT RESOURCE COMMITMENT

FOR 2019-20

Scout's Name _____

Father's Name _____

Mother's Name _____

Helping your son and others have fun, learn and advance in Troop 599 can be a most rewarding experience. But, you'll never know until you VOLUNTEER. As Troop 599 is a large troop with 100 boys, it has become critical that ALL PARENTS share in the jobs required to keep our program running. In addition to driving to and from at least two (2) outings **it is required that all parents assist in at least one (1) area.** While a few jobs require a commitment of 20-50 hours per month, most only take 1-2 hours per month or a concentrated effort within a short time span. Please check the areas below in which you would be willing to help. Rank your preferences (1, 2, 3, etc.). Indicate interest for both father and mother. **Brief descriptions of the responsibilities of each position are included on the back of this form.**

Outings	Dad	Mom	Programs	Dad	Mom
Outings	_____	_____	Weekly Programs	_____	_____
Equipment	_____	_____	Courts of Honor	_____	_____
Transportation	_____	_____	Scout Sunday	_____	_____
Troop Truck / Trailers	_____	_____	Scouting for Food	_____	_____
Medical Records	_____	_____	Scout Fair	_____	_____
Summer Camp	_____	_____	Silent Auction	_____	_____
High Adventures	_____	_____	May Banquet	_____	_____
			Chaplain	_____	_____

Development

Advancement	_____	_____
Merit Badges	_____	_____
Boards of Review	_____	_____
Data / Records	_____	_____
Patrol Advisor	_____	_____
Leadership Advisor	_____	_____
Eagle Advisor	_____	_____
First Class Emphasis	_____	_____
Order of the Arrow	_____	_____
Training	_____	_____

Administration

Committee Chairman	_____	_____
Fundraising	_____	_____
Treasurer	_____	_____
Secretary	_____	_____
Membership	_____	_____
Parent Resources	_____	_____
Web Master	_____	_____
Troop Emails	_____	_____
Uniform Exchange	_____	_____
Scoutmaster	_____	_____

TROOP 599 - PARENT RESOURCE DESCRIPTIONS

Outings

Outings - assisting in planning, coordinating and preparing for outings; advising ASPL of Outings.

Equipment - assisting with equipment; organizing, checking condition, buying supplies; advising ASPL(s) of Equipment.

Transportation - organizing drivers to/from outings.

Troop Truck / Trailers – ensuring that the Troop truck and trailers are always properly serviced and prepared for each planned use.

Medical Records – keeping track of medical forms for all scouts; making sure they are current and available for outings.

Summer Camp – helping select, plan, prepare, coordinate or lead the Troop's annual Summer Camp outing. Computer skills (MS / Word and/or Excel) very helpful.

High Adventure - helping plan, prepare, and coordinate special summer high adventure outings.

Development

Advancement – keeping advancement records; purchasing awards; tracking scout progress.

Merit Badges - being a merit badge counselor; or coordinating merit badge classes.

Boards of Review – sitting on advancement Boards of Review (no uniformed leaders); or coordinating Boards of Review.

Data / Records - keeping troop records (advancement, contact data, training, attendance) in Troopmaster.

Patrol Advisor - advising a patrol; providing guidance, tracking and promoting advancement; assisting with leadership position assignments.

Leadership Position Advisor – advising scouts serving in troop leadership positions of Scribe, Librarian, Historian, Bugler or Webmaster; providing guidance and tracking progress.

Eagle Advisor – advising Life scouts on the path toward Eagle; providing guidance on Eagle project preparation and reporting.

First Class Emphasis – being a uniformed leader in the FCE program; teaching skills to new scouts.

Order of the Arrow – being the Troop OA representative to the council; planning and coordinating OA elections.

Training - tracking scout and adult training certificates and expiration; organizing special leadership training courses (Youth Protection Training, Safe Swim, etc).

Programs

Weekly Programs - assisting in planning, providing speakers, organizing demonstrations; advising ASPL of Programs.

Courts of Honor - organizing refreshments at Courts of Honor.

Scout Sunday - organizing helpers for church service; arranging for photographer; coordinating the luncheon and selling tickets.

Scouting for Food – driving scouts on donation routes; delivering food; or organizing and managing the October food drive.

Scout Fair – coordinating participation of the Troop in the April Scout Fair, organizing the training / equipment and overseeing the event.

Silent Auction – obtaining donated items (occurs at May Banquet).

Banquet – planning and organizing the May banquet (table decorations and food).

Chaplain – serving as the adult, Troop Chaplain; mentoring scout Chaplain Aide.

Administration

Committee Chairman - chairing the Troop Committee; managing yearly registration; facilitating filling of committee positions; overseeing all administrative functions.

Fundraising - organizing and managing greenery sale.

Treasurer - managing the troop checkbook; processing all receivables and payables.

Secretary - providing minutes of committee meetings.

Membership - coordinating yearly membership recruiting of Webelos and transferring Scouts; advising Den Chiefs and ASPL of Membership.

Parent Resources - maintaining database of parents and their interests in serving the Troop.

Webmaster – compiling, editing, designing, and publishing the troop website.

Troop Emails – compiling, editing and publishing the weekly troop emails.

Uniform Exchange - maintaining inventory, soliciting donations and managing surplus/donated uniforms.

Scoutmaster – serving as the Troop Scoutmaster; advising the Senior Patrol Leader and his ASPLs.



Boy Scouts of America MERIT BADGE COUNSELOR INFORMATION



(Please type or print legibly.)

Name* _____ Primary phone* _____ ☐ Home ☐ Cell ☐ Work

Address* _____ Other phone _____ ☐ Home ☐ Cell ☐ Work

City/state/zip* _____ Other phone _____ ☐ Home ☐ Cell ☐ Work

Email address* _____ ☐ I do not have email. Age _____

District _____ Unit: ☐ Troop ☐ Team ☐ Crew ☐ Ship No. _____ BSA ID _____

☐ I am not affiliated with a district.

☐ I am not affiliated with a unit.

***Required field.** Primary phone and email address indicate how Scouts should contact you.

To qualify as a merit badge counselor, you must

- Be at least 18 years old and of good character.
- Be registered with the Boy Scouts of America (position code 42).
- Complete Youth Protection training.
- Be recognized as having the skills and education in the merit badge subjects covered and hold any required qualifications and training as outlined in the *Guide to Safe Scouting* or the *Guide to Advancement*—or use others so qualified.
- Be able to work with Scout-age boys.

As a merit badge counselor, I agree to

- Follow the requirements of the merit badge, making no deletions or additions, ensuring that the advancement standards are fair and uniform for all Scouts.
- Have a Scout accompanied by his buddy during all instructional sessions.
- Keep my Youth Protection training current.
- Renew my registration annually if I plan to continue as a merit badge counselor.

Merit Badges <i>For more than eight merit badges, attach additional sheets.</i>	Add (A) Drop (D)	For each merit badge, list qualification(s) that support your request. <i>Qualifications could include college degrees, formal training certificates, positions held, and specific life experiences.</i>
1.	A	
2.		
3.		
4.		
5.		
6.		
7.		
8.		

A = Adding a new merit badge that you will counsel to the roster. D = Removing your name from the roster for this merit badge.

Complete the following:

- ☐ This is a new application (first time to register as a merit badge counselor).
Attach this form to the BSA Adult Application, indicating position code 42.
- ☐ This is an update to an existing list of merit badge subjects.
- ☐ I no longer wish to serve as a merit badge counselor.

Youth Protection training date _____

(Attach copy of the current certificate.)

I agree to work with:

- ☐ All Scouts
- ☐ All Scouts in these districts: _____
- ☐ Only with Scouts in these units (indicate whether troop, team, or crew): _____

Counselors are encouraged to be available to work with any Scout in any unit.

☐ I plan to serve as a merit badge counselor for this event or outside organization: _____

Council Approval:

Name (print) _____

Position _____

Date _____

Signature _____ Date _____

INSTRUCTIONS FOR MERIT BADGE COUNSELORS

What's It All About?

The merit badge counselor is a key player in the Boy Scout advancement program. Whatever your area of expertise or interest—whether it is a special craft or hobby (basketry, leatherwork, coin collecting), a profession (veterinary medicine, aviation, engineering), or perhaps a life skill (cooking, personal management, communication)—as a merit badge counselor, you play a vital role in stirring a young man's curiosity about it. By serving as a counselor, you offer your time, knowledge, and other resources so Scouts have the opportunity to broaden their horizons. And in doing so, your mission is to combine fun with learning.

You are both teacher and mentor to the Scout as he learns by doing. By presenting opportunities for growth via engaging activities like designing a Web page (Computers), performing an ollie and a wheelie (Snow Sports), or fabricating rope (Pioneering), you may pique a young man's interest and inspire a Scout to develop a lifelong hobby, pursue a particular career, or become an independent, self-supporting adult.

Learning to Be a Merit Badge Counselor

All merit badge counselors should seek training. It is important that they have a full understanding of their responsibilities and also of the recommended practices for quality counseling. The presentation “The Essentials of Merit Badge Counseling” has been designed for this purpose and covers the following topics:

A Scouting overview: mission, aims, and methods	Merit badge program role and benefits
Merit badge counselor qualifications	How to become a counselor
The merit badge counseling process	Merit badge requirements
Effective counseling	Group instruction and camp settings

The session can be downloaded and viewed from <http://www.scouting.org/scoutsources/BoyScouts/GuideforMeritBadgeCounselors/MBCounselorGuide.aspx>.

Another resource is the *Guide for Merit Badge Counseling*, No. 34532. This resource can be found online at www.scouting.org/BoyScouts/GuideforMeritBadgeCounselors/MBCounselorGuide.aspx.

Processing This Application

Merit badge counselors *must* register as adult Scouters and be approved by the council advancement committee for each merit badge listed on this Merit Badge Counselor Information form. A merit badge counselor does not have to pay a registration fee, but must complete an Adult Application for position code 42, fill out this form, and complete BSA Youth Protection training. Submit the Adult Application with the Merit Badge Counselor Information form to your council. Counselors may wish to associate with a particular unit but are encouraged to serve any Scout from any unit.

Special Qualifications and Guidelines for Merit Badge Counselors

A number of merit badges involve activities that are restricted or require certification or special training for those supervising these activities. See the [Guide to Advancement](#), topic 7.0.1.1, “Qualifications of Counselors.” Merit badge counselors may personally meet these required qualifications, or they may use others so qualified. Additionally, the BSA [Guide to Safe Scouting](#) has specific requirements and procedures for shooting sports and for aquatics, winter, and other activities. These policies apply to all BSA activities, including merit badge instruction. For other merit badges where specific BSA requirements do not exist, counselors should have sufficient depth of knowledge and experience to understand how to safely present the material.

Instructions to Counselors

- The unit leader (Scoutmaster, Varsity Coach, crew Advisor, or Skipper) recommends and provides the name and contact information of at least one merit badge counselor to each Scout desiring to work on a merit badge. Before beginning to work with a youth, counselors should check the boy's merit badge application (blue card) to ensure it is signed by the unit leader.
- Every Scout must have a buddy with him at each meeting with a merit badge counselor. This buddy could be another Scout, a parent or guardian, a brother or sister, or a relative or friend. There is no one-on-one contact allowed with Scouts and counselors—the buddy requirement is mandatory.
- Counselors may not add to or delete any merit badge requirements. Group instruction is allowed where special facilities and expert personnel make this most practical, or when Scouts are dependent on a few counselors for assistance. However, any group experience must provide attention to every individual candidate's projects and progress, and assure each has actually and personally fulfilled *all* the requirements. If, for example, a requirement uses words like “show,” “demonstrate,” or “discuss,” then every Scout must individually do so. It is unacceptable to award badges on the basis of Scouts sitting in classrooms and watching demonstrations or remaining silent during discussions.
- When a Scout begins working on a merit badge, the current-year *Boy Scout Requirements* book lists the official requirements in effect at that time. If requirements change after a Scout has started working on a merit badge, he may stay with the requirements in effect when he started unless the BSA's National Council places a specific timeline on the implementation of new requirements.

