



TRIOIA

214

PARENT'S

&

LEADER'S

GUIDE

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Revision Log

(REVISION 3 SUPERSEDES ALL PREVIOUS RELEASES)

Introduction

The purpose of this guide is to assist a new leader with the basic functions of the troop and as a review or reference manual for the established leader.

To keep the guide current and functional it is necessary that each leader provide updated information for revisions at the Troop Leadership Committee (TLC) meeting (4.2.2).

The better the leadership of a troop, the better the opportunity for the Scout to develop and grow.

For more specific information refer to the Boy Scout Handbook, Scoutmaster Handbook or ask an established leader. Please ask questions so the best program can be provided for the Scout.

Because safety is of the highest priority, the troop has adopted a policy requiring parents and Scouts to sign and date a "Safety Agreement" form (attachment A). This form must be renewed each year and the original copy must be in the Scoutmasters possession before a Scout may attend any troop campouts. Please take time to read this agreement with your Scout so that both the Scout and parents understand what is expected and what actions will be taken if there is a problem.

When a boy becomes a Scout, he must understand and agree to live by the Scout Oath or Promise, Law, Motto, and Slogan, and the Outdoor Code.

Scout Oath or Promise

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.

Outdoor Code

As an American, I will do my best to
Be clean in my outdoor manners,
Be careful with fire,
Be considerate in the outdoors, and
Be conservation-minded.

Scout Law

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

Scout Motto

Be Prepared

Scout Slogan

Do a Good Turn Daily.

Credits

Troop 214 would like to thank Keith Holmes for creating this excellent Leaders Guide. It is obvious that Keith spent a great deal of time and put much thought into creating this guide. His efforts have resulted in a tool which provides both parents and leaders with information necessary to provide our Scouts with an exceptional Scouting program. Thanks Keith !

Advancement

1.1 Scouting Spirit

Showing Scouting spirit is a requirement for each rank from Second Class to Eagle. Scouting spirit is exhibited through participation in patrol and troop activities, following the Scout Oath and Law in all activities, Being Prepared (motto) and Doing a Good Turn Daily (slogan).

Scouts should be reminded often that Scouting spirit is expected to become a way of life as they advance toward the rank of Eagle. This is to be reviewed at every Scoutmaster Conference (1.6) prior to the Board of Review (1.7).

If there are any questions about approving Scout spirit before rank advancement, it should be discussed with other leaders, preferably at the TLC meeting (4.2.2).

Paying dues is showing Scouting spirit. When a Scout registers he pays the registration fee and subscribes to Boy's Life magazine. He then pays \$2.50 a month dues or \$30 a year. Dues cover the cost of registration every year, Boy's Life, accident insurance, merit badges, badges of rank, mother's pins and other incidental expenses. Money for repair and purchase of equipment is done through fund raising (section 6).

1.2 First Class

The troop would like to see all Scouts advance to the rank of First Class by the end of their first year. Those Scouts that reach 1st Class within a year are much more likely to advance toward Eagle. The advancement is also a method of the troop recognizing the Scout's achievements. Though advancement is emphasized in the troop, it is the growth of the Scout through advancement that is of value.

The requirements for advancement can be signed off in the Scout's handbook by the Patrol Advisor. Patrol Advisors can take the word of a parent that the requirement was completed at home.

1.3 Leadership Positions

Moving from the rank of 1st Class to Eagle requires that the Scout serve in a leadership position. The positions are listed in the Boy Scout Handbook, page 172. It is important that the Scout not just be given the title but the responsibility with the position as well. To do so requires that an adult (parent or leader) serve as an advisor. Many Scouts have become community leaders because they learned the qualities of leadership at a young age.

Senior Patrol Leader, Assistant Senior Patrol Leader, and Patrol Leaders are usually voted on by the Scouts and serve for six months. Elections are held twice per year. Scouts running for a leadership position must be present on the night of the election or must present a letter to the Scoutmaster prior to the election night. This letter will be read at the election meeting and it must explain what the candidate will do for the Troop and why they are unable to attend the election meeting.

Other leadership positions are usually appointed by the Scoutmaster and Senior Patrol Leader upon request of the Scout, if the position is vacant.

1.4 Merit Badges

Merit badges are part of Scouting for two reasons. First, they encourage the Scout to increase the skill in anything they like to do. Second, they challenge the Scout to try out new activities that may result in fresh interests or hobbies. One of these may even start the Scout on the path to a career.

Merit badges may be earned any time after registering as a Boy Scout.

The procedure is: the Scout chooses a merit badge, asks the Scoutmaster for a merit badge card, contacts the merit badge counselor, completes the requirements, gives the merit badge card to the patrol leader to be included on the patrol report, will receive the merit badge, and then be returned the card at the next troop court of honor.

Many merit badges can be earned through attendance at troop meetings. The procedure is similar except a patrol is responsible to contact the merit badge counselor for the program.

Many times a Scout completes many of the merit badge requirements through daily participation in school, church or extracurricular activities.

There are 11 required merit badges and 10 optional for advancement to Eagle. Of the 11 required there are choices in two areas: Emergency Preparedness OR Lifesaving; Cycling OR Swimming OR Hiking.

1.5 Service Hours

The service projects for the rank of 2nd Class requires 1 hour of service. The service projects for the ranks of Star and Life require at least 6 hours of service. The Scout can complete this requirement on his own, or do it along with others in the patrol or troop. The Scoutmaster has a "Service Project Advancement" form (attachment B) to be approved before a Scout starts on the project.

For Star and Life service projects, the Scout is a do'er. For the Eagle service project, the Scout is the leader. For Eagle, the Scout must plan, develop and give leadership to others in a project to help any religious group, school, or community.

1.6 Scoutmaster Conference

The patrol advisor is qualified to do the Scoutmaster Conference for the ranks from Tenderfoot to 1st Class. The Scoutmaster of the troop will do the conference for the Star, Life, and Eagle ranks.

One responsibility of the patrol advisor is to work with the Scout to make sure all of the qualifications for rank have been met and signed prior to the Board of Review (1.7). The patrol advisor may take the word of the parent or other responsible adult that the qualification had been met. It is advisable to visit with the Scout about what he did to meet the qualification since that may be reviewed in the Board of Review.

The Scoutmaster Conference is also an opportunity to look at the future and what goals the Scout may have for himself. There are numerous ideas on different goals in the Boy Scout Handbook. Exhibiting Scouting spirit and leadership should always be emphasized.

1.7 Board of Review

Board of Reviews are conducted by adult troop leaders interested in the progress of the Scout.

The Scout must wear his Class A uniform. This includes: Scout shirt, scarf, neckerchief slide, and merit badge sash. Also, recommended but optional are Scout pants or shorts, Scout belt and Scout socks. Anyone not wearing a full Class A uniform to Board of Review will have to wait until the next month's Board of Review.

The properly conducted review will reveal:

- a. Whether or not proper Scouting standards are being met by the boy and his troop leaders in teaching Scout skills.
- b. How the boy is able to make practical application of his Scouting experience in his daily living.
- c. The degree to which the Scout has developed confidence in his Scouting leaders, his troop and his community and its basic institutions.
- d. To what degree the "Service to Others" portion of the Scout Oath has taken hold in the boy's daily life.

The board of review is not a test to make sure that the requirements have been met. That was decided when the adult leader signed the standard in the Scout handbook.

1.8 Eagle

Preparing to be an Eagle Scout should begin the day a Scout registers with the troop. Serious thought should be given to an Eagle project as he participates in service hours to fulfill the Star and Life requirements.

The requirements for an Eagle are listed in the Boy Scout Handbook, pages 446-447. In addition to these requirements, reference letters are to be obtained for the Board of Review.

A major requirement is to plan, develop and give leadership to others in a service project. Planning the project may be the most time consuming. But as in any endeavor, much time and effort should be placed in the planning stage.

The "Eagle Scout Service Project Workbook", which explains the procedure, may be picked up at the Scout Service Center (Scout Office).

1.9 Eagle Palms

The number of Eagle palms that can be earned by an Eagle Scout is determined by the requirements the Eagle Scout completes.

Requirements for Eagle palm are as follows:

- Three months of active service in the troop after earning the Eagle rank or the last Eagle palm (attend troop meetings and troop activities – 50% or more required).
- Five merit badges per Eagle palm (badges used for previous palms cannot be reused).
- Please check your Boy Scout manual for additional information regarding Eagle palm requirements.

Outdoor Activities

2.1 Safety

Safety procedures should always be followed no matter whether the activity is outside or inside.

Activities on the water require adult leadership as well as qualified persons who meet the BSA requirements.

At campouts, a strict rule is that Scouts are not to play with sticks in the fire.

Shoes should be worn at all times for protection to avoid cuts or puncture wounds. Also old tennis shoes or water shoes are to be worn when swimming in a lake or pond for the same reason.

No fires are to be in tents.

Scouts are not permitted to have lighters or matches in their possession. Leaders may make an exception to this rule for special events or circumstances.

Even though axes are a useful tool, they are not to be brought on a campout without leader's approval. Hand saws are provided for cutting wood.

A Scout should have the Totin' Chip card before carrying a pocketknife or using any cutting tools (Boy Scout Handbook pages 76-85).

Hunting or wilderness knives with a long blade do not serve a practical purpose and are not to be brought on a campout. If a pocket knife is to be carried, the Scout may have only one pocket knife in his possession.

Any adult leader has the authority to confiscate an item or items from a Scout with due cause. (Examples are: a knife, multiple knives, cutting tools, or any other item which could cause harm, injury or disruption). Two common circumstances where an adult might confiscate an item are: 1) If a Scout does not have his Totin' Chip card in his possession. 2) A Scout is improperly using or carrying a knife or cutting tool, or has more than one knife in his possession.

No electronics are allowed on campouts. (radios, Game Boys, CD players, etc.)

2.2 Patrol Duties

Each patrol is assigned a duty for the troop meeting and campout. These duties are decided by the Scouts at PLC (4.2).

Campout: Church – Have bulletin with reading and hymns.
Service – Procure and check out campsite with necessities.
Ceremony – Conduct flag ceremony morning and evening.
Program – Demonstration & practice of skills with month's theme.
Campfire – Prepare campfire site and program.

(Patrol duties for the meetings are listed in section 3.2)

To help insure that all Scouts share patrol duties and to insure that Scouts eat proper meals, each Patrol Leader uses two forms to aid in the planning of the campout for their patrol (these forms must be filled out for every campout). These planning forms should be reviewed by the patrol advisor(s) prior to the campout.

Attachment D is a sample of the "Patrol Rotation Of Responsibilities" form.

Attachment E is a sample of the "Campout Menu" form

2.3 Camping Equipment

Camping equipment will be assigned to each patrol. The troop will provide most of the equipment needed for a campout. A list of equipment for a patrol is being compiled by the Troop Quartermaster.

Refer to Boy Scout Handbook, pages 224 – 227, for a complete list of equipment and gear to take on campouts.

The Troop has created a suggested "Camping Clothing & Equipment" checklist form which also includes winter camping tips. See attachment C.

2.4 Short Term Camping

Short term camping is camping one to five consecutive nights. For a Scout to receive a bead (2.10), a Scout must stay overnight with the troop and participate in scheduled Scout activities. For an adult to receive a bead he must stay overnight with the troop. Scouts and adults must attend a minimum of 50% of the scheduled campout for a bead.

Plans are made for short term camping at PLC (4.2).

Transportation is usually provided by the leaders but ***parents may be called to help on occasions.*** In the past the troop has been very fortunate to have two trailers for equipment transport. Currently the troop is using a large trailer loaned to the troop by Ben Frick. The two smaller trailers are still available if needed.

Leaders can deduct mileage if they itemize on their income tax return.

A short term camp is planned monthly. Troop 214 is proud of their record of camping every month. The troop prepares for all kinds of weather, assuring the safety of leaders and Scouts. The weather is not a deterrent but a challenge that may be remembered for a lifetime. On occasions the campsite has been changed due to driving conditions or difficult access to the campsite.

2.5 Long Term Camping

Long term camping is camping six or more consecutive nights. *For a Scout or adult to receive a bead (2.10), a Scout must stay overnight with the troop for the minimum of six nights and participate in scheduled Scout activities. An adult must stay overnight with the troop for the minimum of six nights.*

Long term camps usually happen during the summer months when more leaders are available as well as instructors for the camps.

Transportation is usually provided by the leaders but ***parents may be called to help on occasions.*** In the past the troop has been very fortunate to have two trailers for equipment transport. Currently the troop is using a large trailer loaned to the troop by Ben Frick. The two smaller trailers are still available if needed.

Leader's can deduct mileage if they itemize on their income tax return.

The long term camps are usually planned one year in advance. The locations in the past have been Camp Hansen for first year and older Scouts. And Ben Delatour, Red Feather Lakes, Colorado for second year and older Scouts. Two-deep leadership, as always, is required. An established leader must be one of the two leaders for a long term camp. Otherwise, there is a stronger likelihood that Scouts will take advantage of a new leader.

In September of 2000, the TLC (4.2) instituted a policy that only 2nd year or older Scouts may attend Ben Delatour and / or other High Adventure camps (many of the high adventure sites have a minimum age limit).

Leaders are expected to pay the leader registration fee (if there is a fee) and share in the transportation costs (Ben Delatour and other High Adventure Camps).

Long term camps are an opportunity for Scouts to have fun and develop skills toward advancement. First year Scouts at Camp Hansen can acquire most of the outdoor skills necessary for First Class rank.

2.6 High Adventure Camping

High adventure camping is scheduled when two or more leaders decide they would like to take Scouts on a high adventure camp.

High adventure camps usually have to be scheduled a year and a half, or more, in advance due to the popularity of many of the locations.

Philmont Scout Ranch, Sommers Canoe Base and Florida Sea Base are the most popular with the troop. Many of the high adventure sites have a minimum age limit and it is expected the Scout will have attended at least one long term camp.

2.7 Camporees

A camporee is usually a weekend of fun, fellowship, and Scouting activities shared by troops in the district or council. It is a perfect opportunity for the troop to show its skill as they make camp, prepare meals and take part in camporee activities. It is a time to share fresh ideas with Scouts from other troops.

Camporees are held twice a year. They are always great fun. They are a perfect way for a troop or patrol to get ready for summer camp.

Scouts must have available a Class A uniform. This includes: Scout shirt, scarf, neckerchief slide, and merit badge sash. Also recommended, but optional, are Scout pants or shorts, Scout belt, and Scout socks.

A Klondike Derby, held in the winter time, may replace a spring camporee. The Klondike Derby is where Scouts make sleds and race them to each city (skill station) and earn gold nuggets. Patrols with the most gold nuggets are declared the winners.

2.8 Jamborees

The National Jamboree is every four years and the World Jamboree is every four years. There is a jamboree every two years to attend. (National and World Jamboree's rotate every two years).

The Council usually organizes a contingent to attend the National Jamboree.

2.9 Thanksgiving Feast

The troop's Thanksgiving Feast is normally held the weekend prior to Thanksgiving.

The troop camps on the weekend of the feast.

Scouts and leaders prepare the meal for families followed by a Court of Honor (5.1).

It is one of the highlights of the year for everyone involved.

2.10 Camping Beads

When a Scout or leader joins the troop they are given a bead hanger for the beads they will earn on outdoor activities.

Listed are the color of beads earned for each activity.

Red – long term camp

Blue – Oct. to Mar. short term camps

Black – rain (any campout)

Purple – troop activity

Brown – hikes (up to 10 miles)

Red Cube – 50 nights of camping

Clear – O A activity

Yellow – camporees

Green – Apr. to Sept. short term camps

White – snow (any campout)

Dark Green – Participated in Scout Show

Brown Boot – hikes (10 or more miles)

Blue Cube – 100 nights of camping

Red Marble – surviving the elements

Orange – High Adventure

Round Flat – High Adventure camp

Canoe – High Adventure canoe trip

Round – World Jamboree

Boot – High Adventure hiking trip

Star – High Adventure sea base

Cylinder – National Jamboree

Troop Meetings

3.1 General Meeting

Troop meetings are held throughout the year on Mondays, from 7:00 pm to 8:30 pm. Exceptions are some holidays (Memorial Day, Independence Day, Labor Day, and the Monday between Christmas and New Year's Day).

Troop meetings are not held on the last Monday of the month when the Patrol Leader's Conference (PLC) and the Troop Leader's Committee (TLC) meet for planning (4.2).

A troop meeting can consist of a pre-opening, opening, skills development, game or contest, patrol meetings, inter-patrol activity, closing and cleanup (see section 3.2 for the patrol duties).

The meeting is not scheduled to last more than 90 minutes so parents will know when to pick up their Scout. Exceptions can be made if needed for a special activity.

Meetings are held at Trinity United Methodist Church, 901 E. Neal Street, Salina, KS unless notified differently at a meeting or in the troop newsletter (4.1).

During the school year, (which means when school is in session), a Class A Scout shirts will be required to be worn to ALL TROOP MEETINGS. If a Class A Scout shirt is not worn, the Scout will have to call someone to bring him a shirt before attending the Troop meeting.

When school is out of session, (which means from the day school is out for the summer until the day school starts again), Class B shirts can be worn to ALL TROOP MEETINGS. Class B shirts include any Boy Scout t-shirt, whether it is the red 214 t-shirt or a Boy Scout t-shirt from a summer camp.

3.2 Patrol Duties

For a troop meeting to be successful each patrol must perform their duties as agreed upon at PLC (4.2).

Troop Meetings

Early Bird – arrive 6:45 pm, keep Scouts busy until opening

Service – arrive 6:45 pm, set up room, clean up room after meeting;
arrange for troop good turn

Ceremony – opening & closing ceremonies

Program – demonstration and practice of skills connected with the
month's theme

Activity – competition using the skills learned during the skills period

(Patrol duties for the campouts are listed in section 2.2)

3.3 Halloween Party

A Halloween party is usually scheduled on the last Monday of October. Prizes are offered for the best costumes.

In recent years the Scouts have formed a committee to put together a haunted house in the Scout shed. They then man it on the night designated for the Halloween party, which is usually a Monday night. Their primary purpose for this is to entertain the Pack 214 Cub Scout Pack.

3.4 Christmas Party

A Christmas party is usually scheduled on a Monday evening in the middle of December. Scouts bring cookies and a slide exchange is held. Scouts usually schedule caroling during the month as well.

Planning

4.1 Newsletter

The troop secretary edits a monthly newsletter.

It is the desire of the TLC committee for all active Troop members to receive the newsletter by the first meeting of the month, and every effort possible is made to make this occur.

The newsletter includes a calendar, patrol duties, information on camping, theme of the month, important dates to remember, payment coupons, and announcements.

4.2 PLC / TLC

The Patrol Leaders Conference (PLC) and Troop Leaders Conference (TLC) are usually held on the last Monday of the month. The purpose of the PLC is for the Scouts to plan for the next month. This gives the Scouts the opportunity to plan their own program under Scoutmaster supervision. Only Scouts on the PLC committee attend this meeting.

PLC committee members are rated on different areas of performance at each meeting. This rating method gives Scouts a means to help themselves improve their own leadership abilities. And this rating method gives leaders a means to help Scouts who are not performing the required leadership tasks.

Attachment F is a structure chart of a typical PLC committee.

Attachment G is a sample of the "PLC Leadership Rating" form.

Attachment H is a structure chart of a typical TLC committee.

4.2.1 Patrol Reports

Patrol reports and activity attendance reports are prepared by the patrol leader at every PLC meeting. These reports inform the advancement chairperson of what merit badges to order and helps the chairperson plan for Board of Reviews that are needed. What is recorded on the patrol reports becomes the official record kept by the troop. It is recommended that copies of the patrol reports be maintained by the patrol advisor or leader for reference.

Attachment I is a copy of the "Patrol Report" form.

Attachment J is a copy of the "Activity Attendance Report" form.

4.2.2 Adult Leadership

At the Troop Leaders Conference (TLC) the monthly program designed by the Scouts is reviewed, fund raising discussed, advancement of Scouts reviewed, planning for the future, use of equipment, long term camping, and any other business is discussed and acted upon. This meeting is attended by all troop committee members. Interested parents are encouraged to attend also.

Note: Role of the parents. Parents are encouraged to participate in the operation of the Troop. Some of the many tasks for which help is needed are Patrol Advisors, Assistant Scoutmasters, Merit Badge Counselors, attend campouts, attend planning sessions, transportation to campouts and events, etc.. Scouts who have parents active in the operations of the Troop tend to advance quicker and advance further.

4.3 Yearly Calendar

During the month of August the adult and Scout leaders attend a planning meeting and make a tentative yearly calendar. This includes activities and dates for the year. This is used as a guide at the TLC. Activities include: monthly theme, outdoor / camping activity, district / council activity, special holidays / events, meeting dates, Board of Review dates, PLC / TLC dates and District Roundtable dates.

4.4 Roundtable

Roundtable is a monthly meeting sponsored by the Boy Scouts Of America, and presented by an appointed Roundtable Chairperson volunteer. Parents and leaders are encouraged to attend Roundtable. Roundtable is where leaders from all of the troops in the district meet to share ideas and plan for future district and council events.

Court Of Honors

5.1 Troop

The troop usually has three Courts of Honor a year. They are in August following the summer camps, November at the Thanksgiving Feast and in March.

The Court of Honor is the time to recognize all of the Scouts accomplishments since the last Court of Honor. This includes merit badges, rank advancements, and special events. Parents are also recognized as supporters of the Scouts in the growth to manhood.

Scouts must wear Class A uniforms. This includes: Scout shirt, scarf, neckerchief slide, and merit badge sash. Also recommended, but optional, are Scout pants or shorts, Scout belt and Scout socks.

5.2 Eagle

Once the Scout has met the requirements for Eagle, he plans his Court of Honor. The Scout prepares an invitation list, usually including family and all those who were a part of his trail to Eagle.

It is a time when only the Eagle Scout is recognized for his growth from Boy Scout to Eagle Scout.

Fund Raising

6.1 Popcorn

Scouts are encouraged to sell popcorn, usually in November, as a fund raiser for the council, troop, or to earn camp credit for summer camps (2.5 & 2.6).

The Scout earns \$1.00 in camp credits for each point he sells. Scouts have earned over \$300.00 selling popcorn.

Prizes are available to Scouts based on their selling.

6.2 Spaghetti

The major fund raiser for the troop is the spaghetti supper held on Scout Sunday (first Sunday of February).

The Scout earns 40% of his gross ticket sales in camp credits. Scouts have earned over \$600.00 selling spaghetti tickets. If a Scout sells 100 or more tickets, they receive an additional bonus of \$25.00.

Prizes are also available to Scouts who sell ?? tickets, as well as a drawing.

2002 marks the 25 year Troop 214 has held the spaghetti supper event.

6.3 Scout Show

Scouts can promote Scouting and earn money for the council and toward their camp credit by selling Scout Show tickets. The event is usually held in April.

The Scout will earn \$1.00 per ticket sold.

6.4 Sustaining Family Membership Enrollment

Families are encouraged to contribute to Friends Of Scouting to help support the council to reach as many boys as possible. The council serves over 7,000 Scouts.

6.5 Disbursement Of Camp Credit Funds

Money earned from Troop fund raising projects is held by the Troop in the form of camp credits. Accumulated camp credits can be disbursed upon request, via the "Camp Credit Funds Transfer" form, as a Scout needs the funds for summer camps, high adventure camps, and / or Jamborees - but only in the form of camp credit. The troop Camp Credit chairperson will issue the requested funds to the correct camp or entity.

Cash or check is never given to a Scout or parent.

If a Scout is inactive or leaves the troop, his accumulated camp credits will be forfeited to the troop. (The TLC committee may make exceptions for transfers.)

Attachment K is a sample of the "Camp Credit Funds Transfer" form.

Special Projects

7.1 Highway Cleanup

The highway cleanup service project is done three times a year. The stretch of highway which Troop 214 maintains is K-140 which begins at Burma Road and runs 2 miles West. Scouts can earn 2 service hours for participating in this project (2 hours per highway cleanup).

A Scout is required to have a current "Highway Cleanup Parental Consent" form on file with the Highway Cleanup chairperson before he may participate in a highway cleanup service project.

A special patch is awarded to those Scouts and Leaders who have completed three highway cleanups. An additional patch is earned for every three highway cleanups attended. There have been two different patches awarded to Scouts who have participated in the highway cleanup project. The first patch was designed by Steve Waters. The second (and current) patch was designed by Scott Waters.

Attachment L is a copy of the "Highway Cleanup Parental Consent" form.

Attachment M is a copy of the "Highway Cleanup Information" form.

7.2 School Night For Scouting

Scouts and Leaders acquaint boys and parents with Scouting and the program on an evening in September. This is to encourage the boy to join either Cub or Boy Scouts.

Scouts and leaders are encouraged to attend to be available to answer questions regarding Scouting and the troop. Scouts and leaders should attend in full class A uniform.

Order Of The Arrow

8.1 Eligibility

Be a registered member of the Boy Scouts of America.

Hold the First Class rank of the Boy Scouts of America, as a minimum.

After registration with a troop, team or post, have experienced 15 days and nights of camping, including 6 consecutive days and nights of long term camping, under the auspices and standards of the Boy Scouts of America, within 2 years immediately prior to election to candidate status.

8.2 Method of Selection

At least 50 percent of the registered active unit membership must be present.

All eligible Scouts who receive votes from at least 50 percent of those who turn in ballots are elected.

8.3 Purpose

To recognize those camper Scouts, Explorers, and Scouters who best exemplify the Scout Oath and Law in their daily lives and by such recognition cause other campers to conduct themselves in such a manner as to warrant recognition.

To develop and maintain camping traditions and spirit.

To promote Scout camping, which reaches its greatest effectiveness as a part of the unit's camping program, both year-round and in the summer camp, as directed by the camping committee of the council.

To crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

Records

9.1 Roster (individual & Troop)

The roster includes all of the Scouts registered with the troop. It is sorted by patrol and last name. An adult leader roster is also available.

9.2 Individual Record

The individual record includes: name, OA status, address, phone, parent(s) name, e-mail address, dates of advancement in rank, dates of Eagle merit badges earned, dates of other merit badges earned, dates of leadership, dates and location of camping (short, long, high adventure, Jamboree, and OA), dates and location of hikes, dates of special projects and camp credit.

9.3 Rank (Individual & Troop)

Rank is sorted by patrol and last name. Number of Scouts in each rank is on the bottom line.

9.4 Rank & Merit Badges (Troop)

Rank is listed first. Merit Badges required for Eagle advancement are listed next. Other badges are listed alphabetically. Number of badges earned are recorded after the badge.

9.5 Camping, Hikes, Special Projects (April 1990 to Present) (Troop)

Troop 214 activities since April, 1990. Includes number of camping days, miles hiked and number of special projects.

9.6 Camp Credit (Individual & Troop)

A list of each Scout sorted by patrol which includes total amount of camp credit. The report is for the year between September 1 and August 31.

9.7 Request of Records

These records are kept current through the monthly patrol report given by each Patrol Leader at the Patrol Leader Conference - PLC (4.2). The PLC meeting is usually held on the last Monday of the Month.

Keith Holmes was the troop's original Database Administrator. Roger Duell took over the database management task from Keith. Currently Roger is our Database Administrator, with Del Porter assisting.

Only Troop Committee members are allowed copies of the computer database program. In order for a Committee member to receive database updates, that person must have an e-mail address.

Note: In October of 2000 the TLC established the policy of only allowing Committee members to have copies of the Trooper program. This policy also established e-mail as the only distribution method which would be used for updates.

An individual may request a printed copy of their personal record from their assigned Patrol Advisor.

Parents or Scouts may request a copy of only their own personal records.

Attachments (Forms)

- A "Safety Agreement" form
- B "Service Project Advancement" form
- C "Camping Clothing & Equipment" form
- D "Patrol Rotation Of Responsibilities" form
- E "Campout Menu" form
- F "PLC Structure Chart" form
- G "PLC Leadership Rating" form
- H "TLC Structure Chart" form
- I "Patrol Report" form
- J "Activity Attendance Report" form
- K "Camp Credit Funds Transfer" form
- L "Highway Cleanup Parental Consent" form
- M "Highway Cleanup Information" form

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