The Mission of Troop 429 and the Boy Scouts of America is to prepare young people to make ethical choices over their lifetimes by instilling in them the value of the Scout Oath & Law.
Welcome..........................................................................................................1
Mission Statement ...........................................................................................2
Membership .....................................................................................................3
Meetings ..........................................................................................................4
Uniforms ..........................................................................................................6
The Boy-led Troop & Troop Elections ..............................................................8
The Boy-led Patrol ...........................................................................................9
Advancement.................................................................................................10
Merit Badges..................................................................................................13
Campouts ......................................................................................................14
Community Service ........................................................................................17
Scout Accounts & Fund Raising .......................................................................17
Summer Camp ...............................................................................................18
Conduct and Grievance .................................................................................19
Volunteering .................................................................................................19
Adult Leader Training ....................................................................................19
Scout Training ...............................................................................................21
Financial Aid .................................................................................................22
Required Forms .............................................................................................22

Attachments

A  Joining Requirements ................................................................... A-1
B  Parental Release Form ................................................................. A-4
E  Scout Leadership Guidelines ............................................................ A-6
F  Scoutmaster Conference Guidelines .............................................. A-10
G  Board of Review Guidelines ............................................................. A-12
Welcome!

Welcome to Troop 429, sponsored by the Alpharetta Presbyterian Church. Troop 429 was founded in 1988 to provide for the scouting experience for youth in Alpharetta. The Troop encourages all Scouts to seek to become an Eagle Scout, the highest rank of Scouting, but is just as focused on the physical, emotional, and character development of our Scouts. We also emphasize that Scouting is fun. Scouts in Troop 429 have an opportunity to experience the challenges and pleasure of Scouting.

Purpose of Troop Guidelines
The information in this pamphlet is intended to give new members of Troop 429 some information about the Troop and what to expect as a member of the Troop. It also serves as an operations manual for all Scouts. The Troop also has a newsletter, The Troop Scoop, which is handed out each Court of Honor.

These Troop Guidelines are updated and changed as necessary via scout or adult requests and are distributed for comment and approval from the Troop Committee prior to final issuance.
Mission Statement

The mission of Troop 429 and the Boy Scouts of America is to prepare young people to make ethical choices over their lifetimes by instilling in them the value of the Scout Oath & Law.

Scouting is a Game with a Purpose

- Fun is the Game
- Values are the Purpose
- Learning is the Process

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.

The Methods of Scouting

- The Ideals
- The Patrol method
- The Outdoors
- Advancement
- Association with Adults
- Personal Growth
- Leadership Development
- The Uniform

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

Membership is open to all boys who:

1) have completed the fifth grade or are 11 years old; or have earned the Arrow of Light Award but are under 18 years old.

2) complete a Boy Scout Application and Health History and the remainder of the joining requirements found on page 4 of the Boy Scout Handbook. The Joining requirements are also attached to this handout. After completing the requirements including the pamphlet exercises in the front of the Boy Scout Handbook, ask your Scoutmaster for a Scoutmaster Conference. Upon completion, you will have earned the first rank: Scout.

3) pay annual dues in the amount of $100.00 per Scout for the year that runs September 1st – August 31st. Scouts are responsible for paying dues annually, $100.00 is due in September. For midyear Webelos crossovers, $50.00 will be due. Dues are $10.00 per registered adult leader. Should a Scout miss a meeting, he will still owe his dues as if he was present and can pay upon his return. It is encouraged that the Scout earns this money on his own. All dues must be current to attend outings.

All registered Scouts are given a Troop Notebook to help organize their scouting experience. Scouts are encouraged to utilize the notebook for paperwork management and to bring the notebook to every meeting. After initial handout, the scout is responsible for replenishing supplies. Only one notebook will be provided per scout.
Meetings

The Troop meets every Monday with the following exceptions: some holidays including Fulton County school holidays and weather related cancellations (i.e., no school, no meeting) and the first day of school. Also, the Monday night after a Troop camping trip or outing is generally reserved for the Patrol Leader’s Council meetings (PLC) and only those Scouts serving on the PLC are expected to attend. The Troop may choose to meet on any of these days. Meetings are held occasionally during school summer break and are listed on the Troop calendar.

Where
Meetings are held in the Multi-purpose Room of the Alpharetta Presbyterian Church, unless there is a conflict with church activities. In case of conflict, the Scoutmaster will announce the meeting location.

When
Meetings begin at 7:00 PM and generally end no later than 8:45 PM. Some merit badge classes or other group meetings will meet prior to or after the full Troop meeting, and the times for these meetings will be announced.

Attire
Unless otherwise directed, Scouts are expected to attend all Troop meetings in Field (aka Class A) uniform and have in their possession their Boy Scout handbook, pencil & paper, and name tag.
Meetings (cont.)

**Court of Honor**

A Court of Honor (COH) will be held quarterly. A Court of Honor is an opportunity for Scouts and parents to recognize the accomplishments of individual Scouts. All parents and Scouts are expected to attend. Refreshments are served after each Court of Honor. Scouts are requested to bring refreshments to share in the following categories:

<table>
<thead>
<tr>
<th>Patrol</th>
<th>What to Bring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pihranas</td>
<td>Sweet snack</td>
</tr>
<tr>
<td>Great White Sharks</td>
<td>Salty snack</td>
</tr>
<tr>
<td>Cobras</td>
<td>Plates, napkins, cups</td>
</tr>
<tr>
<td>Flying Eagles/New Scout Patrol</td>
<td>Drinks</td>
</tr>
</tbody>
</table>

**Program Patrols**

A Program Patrol and a Service Patrol will be assigned for each theme month. The Program Patrol will have the responsibility of organizing theme-oriented programs and activities for the troop meetings. The Program Patrol is responsible for providing the planning of activities at the monthly campout or outing. The Program Patrol along with the Adult Program Advisor, should meet at least once during the prior month to plan and organize their activities.

**Service Patrols**

The Service Patrol will be responsible for set-up and breakdown of meetings, flag ceremony, other ceremonies, and other necessary functions. The theme month begins the week following the previous theme activity.
Uniforms

Uniforms are required for most Troop activities. The Field (aka Class A) uniform is worn to all Troop meetings, Council functions, and outings. Troop 429 travels to and from all scout functions and outings in Field uniforms. When the Field uniform is required, all components will be worn, not just the shirt. Blue jeans and khaki pants are not appropriate or acceptable.

The Activity (aka Class B) uniform is the work uniform and is worn at camp, on work projects and at other times as directed by the Scoutmaster. Scouts should plan to wear a Field uniform unless told otherwise.

Field Uniforms

The Field uniform consists of:

- Official Scout shirt with appropriate patches;
- Official Scout pants or shorts or olive green pants or shorts;*
- Scout belt;
- Scout socks;
- Dark shoes, no sandals; hiking boots are acceptable;
- Scout name badge;
- Scout/Troop hat (as necessary).

Note: If the Scout is Eagle bound, he needs official Scout pants or shorts, no exceptions.

Field A Uniforms

The Field A formal uniforms includes all of the above and:

- Troop scarf under collar or with collar tucked under shirt and scarf on top and neckerchief slide;
- Merit Badge sash worn over left shoulder (not folded in belt)

The Field Formal uniform with the above, and any award or medal, which the Scout is authorized to wear, should be worn at all formal ceremonies such as Courts of Honor and to Scoutmaster Conferences and Boards of Review. A guide for placement of patches and uniform appearance can be found in the Boy Scout Handbook.
Uniforms (cont.)

**Activity Uniforms**
The Activity uniform consists of:
Same as Field except Scout shirt is switched for Troop or Scout theme T-shirt and is worn with tennis shoes or hiking boots;

**Uniforms Miscellaneous**
The Scout Handbook is considered to be a part of the uniform and should be with the Scout at all times.

Different Troop scarves, tee-shirts and hats, may be required for Troop activities and will be available for purchase from the Troop. Five (5) troop tee-shirts are recommended for attendance at summer camp.

Cross-over Webelos scouts are provided with a BSA neckerchief, slide and red epaulets loops.

The Troop provides one (1) Activity Troop tee-shirt upon joining.

**Uniforms for Adults**
Adult registered leaders are expected to wear the appropriate Field or Activity uniform when they have received Youth Protection Training (YPT), New Leader’s Essentials (NLE) and either Scoutmaster & Assistant Scoutmaster Leader’s Training (SALT) or Troop Committee Challenge. A leader may wear a ‘trained’ patch for Assistant Scoutmaster when YPT, NLE, SALT and Introduction to Outdoor Leader Skills (ITOLS) have been taken. A leader may wear a ‘trained’ patch for Troop Committee when YPT, NLE and Troop Committee Challenge have been taken.
Boy-Led Troop & Troop Elections

Scouts are expected to run the troop within the framework established by the Boy Scouts of America. Adult leaders provide advisement with and safety during the activities of the troop and organization.

The Troop Senior Patrol Leader and Patrol Leaders are elected for 6-month terms. Elections are held during the month of August and February. The new term of office begins at the September COH and March COH. Candidates for Troop elected positions will be nominated at a troop meeting two weeks before elections. All Troop members with 6 months of active participation will be eligible to vote. Qualifications for troop positions should be announced prior to accepting nominations. Guidelines for troop positions are listed in the Attachment E.

All Scouts holding a Troop leadership position will be expected to attend Troop Junior Leader Orientation and sign a ‘contract’ for his position.

Elected Officers are:
- Senior Patrol Leader
- Patrol Leaders

With the approval of the Scoutmaster, the Senior Patrol Leader appoints his staff from qualified members of the Troop. The appointed positions are:

<table>
<thead>
<tr>
<th>□ Assistant Senior Patrol Leader</th>
<th>□ Troop Chaplain’s Aide</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Troop Scribe</td>
<td>□ Order of the Arrow Representative</td>
</tr>
<tr>
<td>□ Troop Quartermaster</td>
<td>□ Troop Medic</td>
</tr>
<tr>
<td>□ Troop Librarian</td>
<td>□ Troop Musician/Bugler</td>
</tr>
<tr>
<td>□ Troop Historian</td>
<td>□ Troop Guides (when new scout patrol is present)</td>
</tr>
</tbody>
</table>
Boy–Led Troop & Troop Elections (cont.)

The following positions are members of the Patrol Leaders’ Council:
- Senior Patrol Leader
- Assistant Senior Patrol Leader
- Troop Scribe (non-voting)
- All Patrol Leaders

Adult leaders in the Troop serve in advisory and disciplinary capacity as Scoutmaster, Assistant Scoutmasters, Patrol Advisors, Program Advisors and Troop Committee members.

The Boy–Led Patrol

Patrols are the building blocks of a Boy Scout Troop. Working together as a team, patrol members share the responsibility of making the patrol a success. All enjoy the friendship, sense of belonging, and achievements of the patrol and each of its members. Each patrol is encouraged to select a name for itself, decide on a yell and design a flag. A patrol takes pride in its own identity, and its members strive to make theirs the best patrol possible.

The members of each patrol elect one of their own to serve as their Patrol leader. The Patrol Leader, with guidance from his Scoutmaster or designee, chooses any or all of the following positions:

- Assistant Patrol Leader
- Patrol Quartermaster
- Patrol Scribe
- Patrol Grubmaster
- Patrol Cheermaster

We encourage patrols to hold meetings monthly outside from Troop meetings to establish teamwork, conduct their business, discuss PLC developments, plan outing activities, discuss advancement and to sometimes share a meal or other fun activity. Parents of the patrol members will be required to host and supervise these meetings.

All patrols are assigned a Patrol Advisor, an adult leader, who will work with the patrol to advise the patrol during their activities. The Patrol Advisor is not the leader of the Patrol, but rather works with the patrol to help the scouts organize and advance.
Advancement

Advancement in rank is a Scout’s responsibility. It is possible for a Scout to reach 1st Class within one year. Once a Scout has achieved 1st Class rank, he should plan to complete merit badges needed for advancement to the next rank. The specific requirements for advancement in rank are included in the Boy Scout Handbook.

The Value of Advancement
Scouting helps boys move from dependence (Cub Scouting) to independence (Boy Scouts). Scouting teaches a boy how to care for himself and to help others. By the time a scout approaches the rank of Star or Life, he should be able to show these leadership traits within the Troop. To demonstrate these traits, a Scout should be able to pack his gear and camp without their parent.

While the Troop fully wants and needs adult participation, there are times when parents may be asked not to participate on some outings with your son. This is not to be taken personally, but rather to allow your scout the opportunity to demonstrate his leadership and his ability to stand on his own two feet. Since the Scout needs to show leadership and Scout Spirit for rank advancement, it's important that he get the chance.

Scouts have an opportunity to work on rank advancement requirements at Troop meetings, campouts, Merit Badge clinics, and summer camps. At all of these functions, adult and Scout leaders are available to work with Scouts as a group or individually (consistent with Scout leadership policies), on any advancement requirement. Some Troop programs will be oriented to completing or maintaining Scout skills, which are requirements for advancement.

Signing Off on Advancement
Only the Scoutmaster, an Assistant Scoutmaster, or a registered Committee member can sign off on a task once a Scout completes it. Relatives of a Scout are not eligible to sign off on a task for the Scout.
Advancement (cont.)

Service Expectations
When one of the requirements for advancement calls for a Scout to serve in a Troop Leadership Position, the Scout is expected to strive to attend all outings and all PLC meetings during his tenure. There may be some exceptions with special purpose or high adventure outings not intended for total Troop participation.

Should a Scout need to miss a regular outing or PLC, he will be expected to notify the Scoutmaster prior to the event. He should be prepared to advise the Scoutmaster by whom or how their position will be covered. The Scoutmaster for good cause may elect to excuse the Scout, but any Scout who misses a combination of three or more regularly scheduled Troop outings and/or PLC meetings will automatically forfeit credit for having served in that position during that period.

Scoutmaster Conference
After a Scout completes the requirements for each rank and is ready to advance to the next rank, he is required to arrange a Conference with the Scoutmaster (see attachment – Scoutmaster Conference Guidelines).

This is usually conducted before a Troop meeting or during a campout. Regardless of where the conference takes place, he should plan to attend the Scoutmaster Conference in the formal Field uniform, have his Boy Scout Handbook and his notebook with Merit Badge information if applicable.

Failure to do so will result in being turned down and starting the process all over.
Advancement (cont.)

Board of Review
Upon successful completion of the Rank Advancement Scoutmaster Conference, the Scoutmaster will arrange a Board of Review (BOR) for the Scout, which is the final requirement for rank advancement. The same uniform requirements apply for the Board of Review as the Scoutmaster Conference.

Scouts may work on advancement requirements at any time, but may advance only one rank per Board of Review.

If a scout fails to pass a BOR, a written explanation should be provided to the scout about the reasons why and what he needs to do before he returns for a follow-up BOR. If appropriate, a time period should be stated before a follow-up BOR could occur.

A Scoutmaster’s Conference and the Board of Review should never be considered just a ‘check-off’ for advancement. Both the Scoutmaster and/or the BOR can postpone or deny rank advancement until a Scout has fully demonstrated he has met the requirements for the rank he is working toward.

An adult leader or leaders will be assigned as advisor to Scouts within ranks. These positions will monitor advancement and talk to patrol leaders or individual scouts about advancement requirements or lack of advancement. The positions will be assigned as follows:

a. New Scout Advisor
b. Target 1st Class Advisor
c. Target Eagle Advisor
Merit Badges

During the year, the Troop offers the opportunity to earn several merit badges, either during meetings or on campouts. If a Scout is interested in a specific merit badge, he should contact the Merit Badge Coordinator. He will receive a blue card with the name and phone number of a Merit Badge Counselor. The blue card should be taken to the Scoutmaster for discussion and signature. The Scout then should make an appointment with the Counselor to discuss the requirements. A Scout may have any instructor sign off on the requirements on the blue card; however, to receive his badge, he must make an appointment with the assigned Counselor for review and final signatures. The counselor may require the Scout to prove his capabilities and does not have to accept the signature of the instructor as proof of completion.

It is preferable that a scout not have merit badges (especially Eagle required) signed by a counselor who is a relative. In a group situation, i.e. merit badge clinic, a relative may sign off on a blue card, but again, it is preferable that the relative act as an instructor and another merit badge counselor sign the blue card.

Other opportunities to earn merit badges are provided at summer camp, district and council merit badge clinics, National Eagle Scout Association (NESA) merit badge clinics and on individual initiative.

There are some merit badges required for advancement to Star, Life and Eagle. Scouts are encouraged to concentrate on these merit badges first, but may sign up for any merit badge that is offered by the Troop, whether required or optional.

Merit badges are awarded when the Counselor certifies that the Scout has completed all of the requirements for the merit badge. The Merit Badge is presented at the Court of Honor.

It is recommended that a Scout have no more than five (5) blue cards working at a time. Scouts should strive to have merit badges completed within one year from the time work on the badge begins, however, the blue card does not have an expiration date.

A scout may begin working on individual merit badges after he has his Tenderfoot rank.

All Troop Merit Badge Counselors must be registered through the District.
Campouts

Troop 429 strives to have at least one campout or outdoor activity each month. Camping trips are generally the fourth weekend of the month except weekends with holidays. Generally, the third weekend of the month will then be scheduled. Campouts provide each scout an opportunity to work within their patrol, learn and demonstrate teamwork, leadership, independence and scout skills. Each scout is encouraged to participate in these activities.

Generally, campers meet and leave from the Alpharetta Presbyterian Church lower parking lot and return to the same. The leaders determine departure and return times.

An adequate number of Assistant Scoutmasters will be requested to attend the Troop camping trips and outings to provide guidance and safety during the Troop event.

Committee members, who are Boy Scout Adult Leader Trained are able to attend any Troop outing. Any untrained leader or parent who wishes to attend a campout should discuss their request directly with the Scoutmaster. Also, when it is determined by the Scoutmaster after conferring with the Outdoor Committee Chair and other ASMs that insufficient adults will be present to provide transportation or attend an outing, untrained committee members will be asked to attend. Then, if needed, untrained parents will be asked to help out.

Camping trips are usually two nights with Scouts leaving Friday and returning Sunday.
Campouts (cont.)

The Troop has Patrol cooking equipment, tarps, lanterns and other camping equipment, and it is not necessary for a Scout to have a lot of expensive equipment to go camping with the Troop.

Each Scout is responsible for his own personal equipment. All Scouts equipment should be clearly and permanently labeled with the Scout’s name and if possible, the troop number. Although not all items are required for every outing, a scout should have the following minimum items:

**DO BRING**

<table>
<thead>
<tr>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duffel bag or backpack</td>
</tr>
<tr>
<td>Eating Utensils</td>
</tr>
<tr>
<td>Canteen or water bottle</td>
</tr>
<tr>
<td>Sturdy footwear</td>
</tr>
<tr>
<td>Personal care items</td>
</tr>
<tr>
<td>Sunscreen</td>
</tr>
<tr>
<td>Scout Handbook</td>
</tr>
<tr>
<td>Sleeping bag</td>
</tr>
<tr>
<td>Cup for drinking</td>
</tr>
<tr>
<td>Change of clothes</td>
</tr>
<tr>
<td>Raingear</td>
</tr>
<tr>
<td>Bug repellent (no aerosols sprays allowed)</td>
</tr>
<tr>
<td>Flashlight</td>
</tr>
</tbody>
</table>

Note: the Handbook covers complete gear list. Scouts can add to their equipment as they gain camping experience.

For safety and other reasons, the following are **NOT** to be brought on camping trips:

**DO NOT BRING**

<table>
<thead>
<tr>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radios, stereos, CD players, electronic games, or televisions</td>
</tr>
<tr>
<td>Candy or ‘junk’ food</td>
</tr>
<tr>
<td>Fireworks</td>
</tr>
<tr>
<td>Pocket knives – unless scout has a Toten’ Chip (no fixed blade knives)</td>
</tr>
<tr>
<td>Butane lighters – matches are allowable if the scout has a Fireman Chit card</td>
</tr>
<tr>
<td>Hatchets</td>
</tr>
</tbody>
</table>
Campouts (cont.)

The Scoutmaster/or leader in charge of the camping trip makes the final determination on whether other items will be permitted on a campout.

**Cost**
The campout fee generally runs around $20.00 per Scout. The fee is payable prior to the campout. This covers food, propane, camp rental and incidentals associated with the campout. Because the Troop incurs expenses based on the number of Scouts that sign up for a campout, the fee is generally non-refundable and non-transferable. The Scoutmaster may permit refunds or transfers depending on the circumstances. If special activities are planned for a campout, the fee may be increased for that specific campout. Camping fees will be collected by the Patrol Scribe and should be submitted in cash two weeks prior to an outing.

A Scout must be an active member of Troop 429, up-to-date on Troop dues and have all forms (health record, registration, permission slip, etc.) properly submitted before he may attend a campout or summer camp.

**Grubmasters**
Each patrol will elect a Grubmaster for each campout. The Grubmaster will be responsible for procuring the food for the patrol based on the menu decided by the patrol. The Grubmaster should place the receipt for food into an envelope with the Patrol and Grubmaster’s name on it and turn it into the Troop Scribe during or just after the outing. The Troop Scribe will reimburse the Patrol Grubmaster up to the amount of the Patrol budget at the next meeting.

The patrol Quartermaster for each campout is responsible for cleaning and return of the patrol cookbox. Any items requiring replacement and restock should be given to the Patrol Grubmaster in writing at the next Troop meeting.
Community Service

Troop 429 offers several activities during the year that allows Scouts an opportunity to earn Community Service time required for advancement to some ranks. Each Scout is encouraged to participate in these activities. Service days will also be recognized for organized service to the Charter organization.

Scouts also have an opportunity to perform community service by assisting on Eagle projects. A Scout working on his Eagle rank is required to plan and complete a community project, and usually other Scouts have the opportunity to help complete the project once it is planned and organized.

In addition to Community Service projects, the Troop also conducts periodic equipment clean up days to clean and repair Troop equipment. These are announced at the Troop meetings.

Scout Accounts & Fund Raising

Each Scout in Troop 429 has a scout account, and has the opportunity to earn money for their scout account by participating in Troop fund raising activities during the year. Money in the individual Scout account can be used to pay for campouts, summer camp, Troop trips, and troop arranged purchases (such as t-shirts, hats, etc.). The Committee Treasurer keeps a record of each individual account balance. Any balance that may be in the account when a Scout leaves Troop 429 is forfeited and transferred to the Troop account.

The Troop sponsors several fund raising events each year, including popcorn sales, holiday sales and car washes. Scouts are not required to participate in fund raising activities, but it is a good way to earn money for the Troop and the individual Scout account.
Scout Accounts & Fund Raising (cont.)

The Scoutmaster and the Troop Committee must approve all Troop or individual Scout accounts fund raising activities in advance. A Unit Fund Raising form must be turned into the Atlanta Area Council. All BSA, Council, District and Troop rules and regulations on fund raising must be followed. Fund raising idea, method, timeframe and earning percentages (how much of profit goes to troop and scouts) must be pre-approved by the Troop Committee and Scoutmaster. The Troop cannot ‘sponsor’ an individual scout in fund raising outside of the Troop, i.e. school, church group or civic organization. Within reason, Scouts may solicit other scouts and parents for outside fund raising without prior approval of the Scoutmaster.

Summer Camp

All Scouts registered in good standing in Troop 429 are eligible to attend Summer Camp. Troop 429 usually selects a BSA camp in the Southeast United States. The exact dates for Summer Camp are announced each year, but Troop 429 generally attends an early session in June. There is a registration fee (amount to be announced), which is due earlier in the year, usually March.

Summer Camp offers a variety of activities for Scouts and is particularly beneficial for new members of the Troop. The new Scouts are enrolled in a program where they can fast track their advancement and have a blast doing it.

In addition to Summer Camp, Troop 429 has offered some high adventure activities during the year. To be eligible to participate a Scout must be at least 13 years old, 1st Class rank or above, have attended a long-term camp, and meet the same attendance criteria for campouts. There may be other pre-requisites depending on the activity.
Conduct and Grievance

All Scouts are to support their Troop and Patrol Leadership. The Scout Oath and Law is our standard. All Scouts are expected to follow the Scout Oath, Law, Motto, and Slogan, as they live and demonstrate their Scouting Spirit. Each scout will be held accountable for their own actions and behavior. Failure of a Scout to follow these standards may result in the withdrawal of the privilege of being a member of Troop 429. If a scout or parent has concerns about any behavior or grievance issues during a meeting or outing, they should bring it to the attention of the Patrol Leader, the Senior Patrol Leader, Patrol Advisor, ASM, Committee Member or Scoutmaster before the next meeting.

The Scouting chain of command is the preferred method to be used to resolve problems within the troop with adult intervention secondary or when asked. The Scoutmaster may recommend the suspension or ejection of a registered scout or adult to the Troop Committee. If the Troop Committee approves, it will inform the charter organization of this recommendation.

Volunteering

BSA does not stand for Baby Sitters of America. Every leader of this Troop is a volunteer. We expect all parents to help the Troop in some way. We have both large and small jobs available, whether trained or not. Contact your Scoutmaster or Committee Chair to discuss what you would enjoy doing.

Adult Leader Training

Troop 429 encourages all interested adults to learn more about Scouting and to become a trained leader.

The following training opportunities are offered and in some cases required by the Atlanta Area Council or Milton District:

1) **New Leader Essentials** (similar to former Fast Start Training). Covers the ideals and objectives of Scouting in general. For all registered adults.
Adult Leader Training (cont.)

2) **Boy Scout Leader Specific Training.** Training on specific leader positions. Different classes for each of the following:
   a) **Scoutmaster & Asst. Scoutmaster** (SALT): 3 sessions/3 hours each
   b) **Introduction to Outdoor Leadership Skills** (ITOLS): 1 orientation session and 1 weekend
   c) **Troop Committee**: 4 hour session

3) **Boy Scout Leader Wood Badge Training.** The premier leadership training course of the Boy Scouts of America. See Scoutmaster for details.

All adults involved with scouting must attend Youth Protection Awareness Training every two years.

To be considered “Trained” to attend outdoor outings, a scouter must complete New Leader Essentials, Specific Leader Training, Introduction to Outdoor Leadership Skills and Youth Protection training.

Boy Scout supplemental training is regularly offered in areas such as Merit Badge Counselor, Youth Protection, Safety Afloat and Safe Swim, Climb On Safely, First Aid, Leave No Trace, and CPR. Outside certification (such as Red Cross, American Heart Association, Wilderness Responders) is also available on an as needed basis.

The monthly Roundtable is also an opportunity for training. We encourage all leaders to continually update their training. Remember: “A trained leader puts on a better program for the boys.”

The Troop is required by District and Council to have trained members for daily activities of the Troop and for specific activities (i.e. swim, boating, climbing, backpacking, camping, etc.). Specific training requirements may be necessary for out of district, out of council or high adventure activities.
Scout Training

Junior Leader Training. The Atlanta Area Council offers an advanced leadership development course for experienced Scouts known as Green Bar. It is for Scouts who meet minimum selection criteria and who are nominated by their Scoutmaster. It is required to hold the position of Senior Patrol Leader in our Troop.

Junior Leader Orientation. All scouts holding a Troop Leader position will be expected to attend Troop Junior Leader Orientation at the start of their tenure. JLO will be offered by the Troop adult leaders to familiarize the scouts with the responsibilities of their elected or appointed position.

Youth Protection Training. All scouts are required to have Youth Protection training yearly. The training consists of a video presentation provided by the Boy Scout of America organization and an optional discussion period.

Supplemental training is regularly offered in areas such as First Aid, Leave No Trace, and CPR.

Den Chief Training. Den Chief is a position of responsibility in a Troop. Any 1st Class scout may attend Den Chief training in preparation of becoming a Den Chief for a Pack den. The training is usually offered by the District several times a year and is a pre-requisite to becoming a Den Chief. A scout should consult with his Scoutmaster about attending training. After successful completion of training, a scout may be assigned to a Pack Den to assist the Den Leader. Scout should actively hold the position for at least one full Cub Scout year to receive credit, although active months as a Den Chief may serve toward the position of responsibility for rank advancement.
Financial Aid

It is our intent that no Scout is left out because of financial need. If financial need is an issue, please contact the Scoutmaster or Committee Chair. Financial assistance is handled discretely.

Required Forms

The BSA, Atlanta Area Council, Milton District and the Troop require that all members (youth and adults) associated with the troop must be registered members of BSA and complete a registration form (or update) each year.

BSA Medical forms, activity permission slips and annual consent forms must be current for participation in troop meetings and events.

BSA Medical forms are required as follows:

a. Class I – all members every year, self certified

b. Class II – all members every 3 years, doctor’s signature necessary

c. Class III – members participating in adventure activities and all adult members over 40 years of age every year, doctor’s signature necessary

d. Other – some activities require special medical forms (i.e. Philmont, Seabase, Canoebase, high adventure camps, etc.)

Medical forms must be filled out well in advance of campouts or summer camp and provided to the Health Officer. Any member without current medical forms in file will not be able to participate in activities.

Any medical conditions, requirements, or medications need to be documented and updated on a regular basis. Serious medical conditions should be discussed with the Scoutmaster and Troop Health Officer. Some BSA activities do not allow Scouts to administer their own medication. Any regular medications to be administered to a scout must be clearly labeled for dosage administration and also include the Scout’s name. Prescription medications should be in a pharmacy labeled container.
Current End of Troop Guidelines (01/13/07)
ATTACHMENT A

JOINING REQUIREMENTS

1. Complete the fifth grade, or be 11 years old, or have earned the Arrow of Light Award, but be younger than 18 years old.

2. Submit a completed Boy Scout application and health history signed by your parent or guardian.

3. Repeat the Pledge of Allegiance.

4. Demonstrate the Scout sign, salute, and handclasp.

5. Demonstrate tying the square knot (joining knot).

6. Understand and agree to live by the Scout Oath or promise, Law, Motto, and Slogan, and the Outdoor Code.

7. Describe the Scout badge.

8. With your parent or guardian, complete the exercises in the pamphlet “How to Protect Your Children from Child Abuse and Drug Abuse.”

9. Participate in a Scoutmaster Conference.

I have completed the Joining Requirements and may now work on my rank advancement in Troop 429.

Scout Signature: ____________________________

Scout Leader Signature: _______________________

Date: ____________
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

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
SCOUT SIGN

The Scout sign marks you as Scout everywhere in the world. Give it each time you recite the Scout Oath and Law. Held high, the Scout sign is a signal or attention. When a Scout leader raises his hand in the Scout sign, all Scouts should also make the sign and come to silent attention.

To give the Scout sign, cover the nail of the little finger of your right hand with your right thumb. Then raise your right hand, palm forward, with the three middle fingers upward. Those three fingers stand for the three parts of the Scout Oath. Your thumb and little finger touch to represent the bond that unites all Scouts.

SCOUT SALUTE

The Scout salute signifies respect. Use it to salute the flag of the United States of America. As a sign of courtesy, you may also salute a Scout leader or another Scout.

To give the Scout salute, form the Scout sign with your right hand. Bring that hand smartly up to your head until your forefinger touches the edge of your hat or your forehead above the right eye.

HANDCLASP

The Scout handclasp is a token of friendship. That is why it is made with the left hand, the hand nearest to your heart. Give the Scout handclasp by extending your left hand to another Scout and firmly grasping his hand.
ATTACHMENT B

BOY SCOUTS OF AMERICA – TROOP 429
PARENTAL RELEASE FORM
200___ - 200___

Whereas, ________________________, a child of whom I have legal custody as
parent or guardian, will be a member of a group of Scouts from Troop 429, Milton
District, Atlanta Area Council, Boy Scouts of America, making numerous
campouts and other activities during the period September 1, 200_ through
August 31, 200_, and

Whereas the guidance during said activities will be given by authorized,
registered Scout Leaders and Assistants.

It is agreed as follows:

1. In the event my child, during the activity, requires medical services
including admission to a hospital, any of the above Leaders may seek and
provide for such services as my duly authorized representative. In the
case my child requires hospitalization, the above Leaders have the right to
provide for the admission and care of my child to a hospital or medical
facility, and to leave him there after reasonable efforts have been made to
care for his welfare and to contact me, and without any further obligation
on the part of the Leaders. During the activities, I will be reachable by
phone numbers listed below. I assume full financial responsibility for any
portion of the medical expense not covered by any insurance. I, further,
assume full responsibility for making any and all arrangements for
returning the child to his home from the facility, thereby relieving the
Leaders of any responsibility in this manner.

2. I realize that during the activities, good conduct befitting a member of the
Boy Scouts will be required of my child for the maintenance of good order
and the overall safety of the group. Accordingly, I hereby authorize the
Leaders to discipline my child in a reasonable way. I understand that
obnoxious acts such as smoking, chewing of tobacco, speaking with
profanity, consuming intoxicants or drugs, fighting, stealing, or failing to
act in accordance with normally accepted rule of good conduct from any
member of the group cannot and will not be tolerated by any of the scouts
and the Leaders. In the event that my child violates the roles of good
conduct and in the opinion of the scouts and the Leaders becomes
incapable of being corrected by reasonable means and within a
reasonable period of time, I authorize the Leaders to notify me and I will
provide for an immediate return of my child to his home, at my expense.
3. In the event that the Leaders shall make any advance disbursements or payments of money on the account of the authority given pursuant to the above items, I agree to pay on demand for such expenditures. I further agree to hold harmless and indemnify any of the above Leaders, the Milton District, the Atlanta Area Council and the Boy Scouts of America for any damages occurring to my child or myself as a result of the Leaders acting within the scope of the authority given pursuant to the above items or implicit in the fulfillment of their task as group leaders.

4. I will notify the Troop 429 leadership should any of my contact information or the medical situation (health condition and concern, medications, etc) of my child change in any way.

__________________________________________
Scout’s Name

__________________________________________
Signed by Parent or Legal Guardian of above Scout

__________________________________________
Please print Name of Parent of Legal Guardian

Date: ________________________________

EMERGENCY PHONE NUMBERS:

HOME: ________________________________

WORK: ________________________________

ALTERNATE: __________________________

ALTERNATE: __________________________

CELL: ________________________________

PAGER: ________________________________

E-MAIL: ________________________________

OTHER: ________________________________
Attachment E
Scout Leadership Guidelines

Scoutmaster:
The Scoutmaster is selected by the Troop Committee and approved by the Charter Organization. Consistency of leadership is important in maintaining desired levels of Troop operating effectiveness. The term of the Scoutmaster will be 2 years. The term may be extended upon mutual agreement between the Scoutmaster and Troop Committee.

Senior Patrol Leader (elected):
Tenure: 6 months
Reports to: Scoutmaster
The Senior Patrol Leader will be an experienced Scout, Green Bar trained, at least 14 years old and have obtained the Rank of Star.

Patrol Leader (elected):
Tenure: 6 months
Reports to: Senior Patrol Leader
The Patrol Leader will be an experienced Scout (with the exception of the new scout patrol), and have obtained the Rank of 1st class.

New Scout Patrol Leader (elected):
Tenure: 1-2 months
Reports to: Senior Patrol Leader and Troop Guide
The Patrol Leader will be a new scout elected by his patrol.
Assistant Senior Patrol Leader (appointed):

Tenure: 6 months
Reports to: Senior Patrol Leader

The Assistant Senior Patrol Leader will be at least an experienced scout and have obtained 1st Class rank.

Troop Scribe (appointed):

Tenure: 6 months
Reports to: Assistant Senior Patrol Leader

The Troop Scribe will be an experienced Scout, and have obtained the Rank of 1st class.

Troop Quartermaster (appointed):

Tenure: 6 months
Reports to: Assistant Senior Patrol Leader

The Troop Quartermaster will be an experienced Scout, and have obtained the Rank of 1st class.

Troop Chaplain’s Aide (appointed):

Tenure: 6 months
Reports to: Assistant Senior Patrol Leader

The Troop Chaplain’s Aide will be an experienced Scout, and have obtained the Rank of 1st class.
Attachment E
Scout Leadership Guidelines (cont.)

**Troop Librarian (appointed):**

  Tenure: 6 months
  Reports to: Assistant Senior Patrol Leader

The Troop Librarian will be an experienced Scout, and have obtained the Rank of 1st class.

**Troop Historian (appointed):**

  Tenure: 6 months
  Reports to: Assistant Senior Patrol Leader

The Troop Librarian will be an experienced Scout, and have obtained the Rank of 1st class.

**Troop Guide (appointed, only when New Scout patrol(s) exist):**

  Tenure: 6 months (may be more than one Troop Guide)
  Reports to: Assistant Senior Patrol Leader and Troop Advisor

The Troop Guide will be an experienced Scout, and have obtained the Rank of 1st class.
Order of the Arrow Representative (appointed):

Tenure: 6 months
Reports to: Assistant Senior Patrol Leader

The Troop OA Representative will be an experienced Scout, and an Ordeal or Brotherhood member of OA

Troop Medic (appointed):

Tenure: 6 months
Reports to: Assistant Senior Patrol Leader

The Troop Medic will be an experienced Scout, with CPR, first aid training and advanced first aid training (Advanced First Aid, Wilderness Responders, etc.)

Troop Musician/Bugler (appointed):

Tenure: 6 months
Reports to: Assistant Senior Patrol Leader

The Troop Musician/Bugler will be an experienced Scout with musical ability who can lead the troop in music during ceremonies, outings, meals, reveille, taps and meetings.
Attachment F  
Scoutmaster Conference Guidelines

A scoutmaster conference can be requested at anytime for rank advancement, request guidance in a particular matter or to answer questions. It is the Scoutmaster’s discretion to approve or not approve advancement based on, including but not limited to, the following criteria:

1. Ability to fit in with the framework of the patrol and troop consistent with age and rank, in accomplishing tasks and solving problems.
2. Leadership abilities consistent with age and rank.
3. Leadership by example, i.e. being quiet and lining up when you are requesting others to do the same. Being on time. Take part in the less desirable tasks as well as the fun ones.
4. Ability to delegate properly (meaning assigning the job to the appropriate person(s) and giving clear instructions and guidance if needed) and be responsible for seeing that the job is done correctly. Be fair in assigning jobs to others, so that everyone contributes equally.
5. Ability to work with others of different ages, ranks, cultures.
6. Ability to put the needs of the patrol and troop ahead of a personal agenda.
7. Willingness to do requested things for the patrol and troop.
Attachment F

Scoutmaster Conference Guidelines (cont.)

The scout should come prepared for the Scoutmaster’s Conference (for rank advancement) with the following:

1. Formal Field Uniform – scout shirt, pants, socks, dark shoes, troop neckerchief
2. Scout handbook
3. Notebook
4. Current troop calendar
5. 2-3 ft. piece of rope, and knowledge of the following knots: Square knot, clove hitch, taut line hitch, bowline, timber hitch, two half hitches
6. Familiarity with current rank requirements and what you did to earn them
7. A plan for advancement to the next rank. Discuss this beforehand with your parent(s) and/or your ASM/patrol advisor.
8. Feedback about the patrol, troop, outings, etc.
9. Familiarity with the troop structure: PLC, SPL, patrols and how they work together.
Attachment G

Board of Review Guidelines

A Board of Review is part of the process of advancement and is required for any Scout in order to achieve the rank of Tenderfoot, Second Class, First Class, Star, Life, and Eagle or to be awarded Eagle Palms. The Board of Review will be scheduled after the Scoutmaster Conference has been completed. However, the Board of Review cannot be completed on the same night as a Scoutmaster Conference.

“The Star Scout and Life Scout boards of review are made up of adults associated with your troop who want to learn more about you and better understand what Scouting is doing for you. Their purpose is not to retest you, but rather to be certain you have passed the requirements for a higher rank, to get a sense of the value Scouting has for you, and to clear the way for your further advancement. They will be interested in discussing your service to others, what you have learned from the merit badges you have completed, and ways in which you are acting as a leader in your patrol and troop.” From The Boy Scout Handbook, 11th Edition

Here are the guidelines for a Board of Review:

1. Complete a Scoutmaster Conference with the Scoutmaster or his designate.
2. Contact the Advancement Chairman and request a Board of Review.
3. A Board of Review will be scheduled and you will be notified of the date and time.
4. Most Boards of Review will be conducted during the regular Monday night troop meetings. In some cases you may be asked to come early so we can work around the other activities of the troop.
5. Present yourself to the board in full Field (aka Class A) uniform, and bring your Scout Handbook and green notebook. Proper uniform is a firm requirement.
6. The board will conduct the review and apprise you of their decision.
7. Upon successful completion of a BOR ask the board to sign and date your Scout Handbook, and then present your book to the Advancement Chairman for entry into the troop advancement records.
8. Your new rank is effective the day of a successful BOR, and the new rank patch will be presented to you at the next Court of Honor. Official recognition does not occur until reported to the Area Council in the COH Advancement Report.
9. All Boards of Review must be completed at least ten days prior to the Court of Honor.
10. A Board of Review cannot be held on the same night as a Scoutmaster Conference.
Attachment G
Board of Review Guidelines (cont.)

The board will be made up of no less than three adult members, at least one of whom is a Troop Committee member. The rest of the board members can be any adults other than relatives or guardians of the Scout. However, the Scoutmaster and Assistant Scoutmasters are not eligible to be board members. One person acts as the chairman of the group and will lead the meeting. The candidate Scout may request particular adults to serve on the board if desired. The review should take about 15 to 20 minutes; upper ranks can be longer.

Eagle Boards of Review are conducted at the District Council level. Consult with the Scoutmaster and Troop Committee Chair when you are ready for an Eagle BOR.

The Advancement Chairman will be glad to answer any questions you have about the Board of Review process or about your advancement in general.