

Troop 661



Mission Viejo, California

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Revised 10/5/05

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INTRODUCTION TO TROOP 661

The purpose of this binder is to provide general information to Scouts joining Troop 661. This binder is meant to be kept and used by the Scout to keep track of his rank advancement, merit badges, camping and service hours. A big bonus is that if you keep your records organized and up to date using the information and methods outlined in this binder it will be easier for you to organize your advancement book when you are preparing for Eagle Scout rank.

We are a "Boy Led Troop" with "behind the scenes" help from the parents. We hope most of your questions will be answered, although we know it is not possible to answer all of them. If you do have any questions we have a wonderful group of boys and parents who will be happy to help you find answers. It is one of our goals to help each Scout and his family feel welcome in Troop 661.

Thank you to Caleb Archer, Laree Archer, Larry Behm, Carie Bennett, Sharon Campbell, Erin Gilliland, Lee Gravesen, Michael Leahy, Diana Leahy, George Perez, John Caley, and David Berschauer, all of whom contributed their time and efforts in putting this information together.

WELCOME TO TROOP 661

To the Scouts:

Outdoor skills, teamwork, leadership and fun! Get ready for all of these, especially fun! Scouting has Troops in almost every nation in the world and Troop 661 is now yours. You'll learn new skills, learn to teach skills to others and then before you know it you'll be a leader. This is what Scouting and Troop 661 is all about. Your years in the Troop and your road to Eagle will be filled with camping, cooking, pioneering, summer camps, high adventure trips, community service, and great friendships. You will find yourself doing what you have only dreamed about. We look forward to you joining our Troop.

**Your Scoutmaster,
David P. Berschauer**

To the Parents:

Boy Scouting is about the Scouts. Your son will soon be involved in new activities and skills while learning to be a leader. You will, with your son, as I am with mine, be amazed at what real abilities and skills he can perform. Watching this growth in your son and other Scouts is one of the major joys of being a parent. Don't miss this opportunity; join us at Troop meetings, on activities and campouts; be an adult leader if you can spare just "an hour a week." It's expected that you won't know what to do, or you won't have the right equipment, don't worry our Troop will help. With your help and participation, your Scout can accomplish what he dreams. The payoff to you will be deep satisfaction, love and enjoyment in seeing and experiencing your son's personal growth. Don't miss this part of his life. (See Guide to New Parents available on our website.)

**Your Scoutmaster,
David P. Berschauer**

WHAT IS BOY SCOUTING

Boy Scouts is about leadership: it is about learning how to deal with your peers and about how to work with adults. A Boy Scout will learn leadership skills through the following types of activities:

1. Weekly meetings where each boy can master these skills through various positions from the Senior Patrol Leader to the Historian.
2. Campouts where the boys learn about camping, and nature, go on hikes and learn how to work as a team.
3. Summer camp where the boys interact with other troops.
4. Annual gatherings with other troops within the Council to test each other's skills.

Scouting is about adventure and learning to test yourself and to trust your fellow Boy Scouts.

Scouting is about friendships and getting to know the boys in your Troop and from other Troops.

Scouting is about developing you into a strong, compassionate, and wise adult. The lessons learned through Scouting will hopefully guide you throughout your entire life.

Troop 661 is a "Boy Led" Troop. In general, this means that the boys vote for their leaders, decide what they want to do, and implement their plans; the adults merely provide support and act as mentors. While this may be an entirely new concept to you it is part of the fundamental methods of Boy Scouting and helps the boys gain self esteem as they learn how to be leaders. For more information on the concept of a Boy Led Troop, see the following handouts available on our website: Guide to New Parents, Boy Led Troop (Part I), Boy Led Troop (Part II).

OUR SPONSOR, MOUNT OF OLIVES CHURCH

Our charter organization is Mount of Olives Lutheran Church. Mount of Olives was founded in 1967 and was one of the first churches in Mission Viejo. Mount of Olives is part of the Evangelical Lutheran Church of America (ELCA), which represents a group of over 10,000 congregations and over 5 million members throughout the United States and the world. The Senior Pastor is John Steward.

Mount of Olives has sponsored Troop 661 since its inception in 1996. It has been very supportive of Scouting and our Troop, such as helping with service projects, providing our meeting facility and over all works with the Troop to make the association with the church a successful one. Any question regarding Mount of Olives can be directed to the church office.

In addition to meeting the spiritual needs of its congregation, Mount of Olives has active junior and senior high school age programs and sponsors many other activities for its membership and the community. One example is The Rock, which is the church-sponsored youth center across the street from the main church campus on Chrisanta. Any questions or additional information regarding Mount of Olives can be directed to the church office at (949) 837-7462.

CHARTERING-WHAT IS IT?

Chartering is that time of year when we pay our annual dues. Our Troop's annual fees are due March 1st every year. The registration for Troop 661 is as follows:

Per Scout - \$80
Per Adult Leader - \$10

The Annual Registration covers the following:

Boys Life Magazine	\$10.80
National Dues	\$10
Insurance	\$1
Troop Expenses (equipment, merit badges, etc.)	<u>\$58.20</u>
Total	\$80
As of 12/2004 add shirt and hat	<u>\$20</u>
New Total:	\$100

UNIFORMS

The Boy Scout uniform is categorized as Class A and Class B.

Class A:

- Scout shirt, short sleeve
- Scout pants or shorts
- Scout belt and buckle
- Scout socks
- Neckerchief (Troop supplied)
- Merit Badge Sash (Worn during rank advancements and ceremonies)

Class B:

- Troop or Camp T-shirt
- Scout shorts or pants
- Troop hat (optional)

The Class A uniform is worn for ceremonies (with the merit badge sash), Troop meetings, indoor functions and for special outdoor ceremonies such as a flag ceremony and at special times at Scout Camp.

The Class B uniform is worn for outside events or as the patrol designates. Scout uniforms, merit badge books and Scouting supplies can be purchased at the local Scout Shop.

SCOUT SHOPS

Laguna Hills Scout Shop: (near Claim Jumper restaurant off La Paz)

25292 McIntyre, Ste. D (949) 639-0320

Laguna Hills, CA 92653 (949) 639-0319 fax

Shop Manager: Steve Shaw

Hours:

Monday 10:00 a.m. – 2:00 p.m.

Tues. - Fri. 11:00 a.m. – 7:00 p.m.

Saturday 10:00 a.m. – 2:00 p.m.

Sunday 11:00 a.m. – 3:00 p.m.

Santa Ana Scout Shop: (note: this is a new location)

1211 Dyer Road (714) 979-4554

Santa Ana, CA 92705 (714) 979-4561 fax

Shop Manager: Karl Rusmiser

Territory Manager: Parker Irey

Hours:

Monday 9:00 a.m. – 5:00 p.m.

Tuesday 9:00 a.m. – 8:00 p.m.

Wed. – Fri. 9:00 a.m. – 5:00 p.m.

Saturday 9:30 a.m. – 3:00 p.m.

Sunday CLOSED

BOARD OF REVIEW

Your participation in Boards of Review is critical and deserves a special consideration. The review process for rank advancement is one of the most powerful aspects of scouting. It assures the boys learn, it holds them to a high standard and it perpetuates the Scouting ideals.

Boys are required to sign-up for Board of Review on the sign-up sheet available at each meeting. Board of Review is a critical step for each boy as he advances through the ranks. The Board is an opportunity for the boy to present what he has learned. It is also a powerful learning experience for the boy. This is often the first time a boy has had to face critical questioning and respond by thinking on his feet. What great practice for job interviews, scholarship juries, or just learning to get his point across. It is wonderful to watch the maturity develop as the same boy comes back with each successive rank. Each time he is more self-assured, more thoughtful, and better spoken.

You can help in this process by attending the weekly meetings on the designated nights. You will sit with a group of other parents and evaluate the boys seeking rank advancement. You will have a list of prepared questions and can ask your own. After you have talked with the Scout, you will discuss his readiness for the next rank. Your time will be rewarded with a stronger boy, a stronger Troop and the kind of program you want your boy to enjoy. (See Guide to Conducting Boards of Review, on our website.)

PARENT MEETINGS

Parent meetings are a way for the adult members of Troop 661 to help the Troop grow and improve. It is a structured discussion where suggestions and ideas are presented. It is a way for parents to improve Troop 661, an organization that is committed to your child. We want to hear your ideas! Meetings are held according to the schedule printed in the Troop calendar, usually following the Committee Meeting. These meetings are very important to the operation of our Troop and we ask that at least one parent attends. See our website for a list of adult volunteers, i.e. the parent's jobs.

YOUTH PROTECTION

Boy Scouts of America has a Youth Protection program. This training is required for all leaders and at least one parent of each scout. The training is held the 3rd Tuesday of each month at the Mission Viejo LDS Church 27976 Marguerite Parkway, near the Home Depot. It starts at 7:30 pm and is approximately 1½ hours. You may also complete the training online at www.ocbsa.org. The training is good for 3 years and is free of charge.

WEBSITE

Troop 661 has a working web site. For a quick look at the calendar, important handouts, Troop photos, and what we are up to, go to <http://Troop661.ocbsa.org>. Only the boy's first names will be used and any photo of the boys will be on a secure site. Committee, Adult Jobs, forms, and many guides are there for you to learn about the Troop and Scouting. The newsletter, calendar, and advancement information is available. Yin Boyd is our Troop's webmaster. Be sure to check out our website regularly for the newsletter, calendar, photos, useful handouts and other information.

NEWSLETTER

Troop 661's newsletter, "Scout News", is another way for information to be shared. The newsletter contains, general information regarding our Troop and upcoming events. Renee Van Dorne publishes the newsletter and would appreciate Scout input. Any boy or parent wishing to write articles about Scout activities or wishing to communicate information to the Troop can contact Mrs. Van Dorne.

LIBRARY

Troop 661 has a lending library of merit badge books. Any Scout wishing to work on a merit badge should first check the Troop library before purchasing a book. To check out a book contact the Troop Librarian either in person or by phone. The library is kept at Mt. of Olives in the Scout closet. We do not have all the merit badge books, but as Scouting families continue to make donations, our library is growing.

Anyone wishing to donate used merit badge books to the library can do so through the Troop Librarian. All donations are tax-deductible and are appreciated.

FUNDRAISERS

Fund Raising events provide Troop 661 with the majority of its operating budget. We currently have one major fund raising event per year, and several other fund raising opportunities for the Scouts to add to their Scout accounts.

Every December the Troop provides gift-wrapping services outside of the Sport-Mart store on El Paseo, in Mission Viejo. This is considered to be a mandatory event for the boys as it does fund the Troop.

The Troop will, at times, sponsor a fundraiser for boys who would like to build up funds in their private "Scout accounts." Each boy is set up with an account. As he participates in certain identified fundraisers (such as Popcorn sales), the profits from his participation in that fundraiser will be deposited into his scout account. These funds may be used to help defray the costs of summer camp, regular camp-outs, the High Adventure outing, etc. It allows the Scout to be a part of paying for these outings, and helps the parents as well!

As the needs of the Troop change, there may be additional Troop fundraisers added. These will all be discussed in Parent Meetings, and subsequently approved by the Troop Committee.

SERVICE HOURS

As part of rank advancement, service hours are required. Service hours help Scouts fulfill part of the Scout Oath. Prior to working on a service hours project, the Scout must ensure that the project has been approved by the Scoutmaster. Each project leader will compile a list of Scouts attended with dates and hours broken down by Scout and submitted to the adult leader in charge of handling the TroopMaster data bank.

MERIT BADGES

When a Scout wishes to work on a merit badge he must:

1. Obtain a merit badge book. (Check the Troop library before purchasing)
2. Talk to the Scoutmaster and obtain a blue card signed by the Scoutmaster authorizing the Scout to begin work on the merit badge.
3. Contact the merit badge counselor (from the council approved list) to discuss what requirements must be met and determine the structure of the counselors meeting.
4. Once all the requirements for the badge have been satisfactorily completed the Scout is to meet with the counselor and have the counselor sign his blue card.
5. The Scout is to have the Scoutmaster sign the inside of the card indicating the requirements for the merit badge have been completed.
6. Turn the blue card in to the Troop's Advancement Chairperson. They will return the applicant copy to you.
7. Keep the applicants record copy in your Scout notebook. (It is very important that you do not loose these records as the District does sometimes loose them and you are responsible for proving that all requirements of Eagle have been met upon advancement.)
8. The Troop will award the Scout with a merit badge at the Troop meeting.
9. Formal recognition will be made during the Court of Honor.

It is very important to keep all of the "applicants record" signed copies of the blue cards, as they are required for advancement to Eagle!

Scouts may not meet with a merit badge counselor alone! When meeting with a merit badge counselor a boy must have a buddy. This can be a parent or another Scout. Scouts may work on merit badges with another Scout, with his Troop, at camp, at merit badge days or alone. (See, How to Earn a Merit Badge, on our website.)

There are 119 merit badges that can be earned. To earn the rank of Eagle a scout must earn 21 merit badges, which must include the 12 Eagle required merit badges.

Eagle Required Merit Badges (12 Required)

Camping
Citizenship in the Community
Citizenship in the Nation
Citizenship in the World
Communications
Cycling, or Hiking, or Swimming
Emergency Preparedness, or Lifesaving
Environmental Science
Family Life
First Aid
Personal Fitness
Personal Management

A list of all merit badge counselors may be obtained from your Scoutmaster, Adult Advancement Chairman, or the Committee Chairman.

The boys should be aware that many of the parents and adult leaders in Troop 661 are also merit badge counselors. If a Scout is unaware who the Troop's "in house" counselors are they should ask the Scoutmaster or Committee Chairperson.

Merit Badge blue cards will be turned into the Advancement representative at the meeting following completion. One section of the blue card is for the purchase of the badge, the other is for the Scout's binder (treat them like gold as they are valuable). Be sure to keep your binder up to date as you will need it to advance!

MERIT BADGE COUNSELORS

All that is required to become a merit badge counselor is to a completed counselor application and adult registration form. The \$7 registration fee will be waived for counselors. You can become a counselor in any area you have knowledge. It could be work related or a hobby you enjoy. It is recommended that no counselor counsel for more than six (6) merit badge subjects. Counselors are at the heart of the merit badge program and subsequently scouting. Without counselors, Scouting could not exist. Saddleback District has a new policy: all merit badge counselors *must reapply every year* – this ensures that no one will be on the list who does not want to help Scouts.

We need counselors in the Troop so our boys can work on merit badges as a group. The requirements are clearly outlined and you can set how you would like to work with the boys. There are some must follow rules but the structure of the meetings is left up to each counselor. This is not a high time demanding position yet it is extremely important to Scouting. If you are interested in becoming a merit badge counselor see contact the Committee Chairperson. It is easy to do and very fulfilling.

COURT OF HONOR

It is the policy of Troop 661 that boys should receive immediate recognition when rank advancement is earned. Rank advancement cards and merit badges will be received and honored during the quarterly Court of Honor. Court of Honor is also when the Troop recognizes the contributions by individuals to the Troop; we generally hold three to four Courts of Honor each year. Scouts are to wear full Class A uniforms, with sash. Family and friends are encouraged to attend these very special meetings.

EAGLE SCOUT, COURT OF HONOR REIMBURSEMENT POLICY

1. The Troop will pay for the cost of the **BSA Eagle Kit** that contains the Eagle patch, medal, and the mother and father's pins.



2. The Troop will pay for the cost of an **Eagle Neckerchief**.



3. The Troop will pay for the printing of the **Eagle Court of Honor Program**. We will print 50 programs for an Eagle Court of Honor. When two boys have their courts of honor on the same date, this number will be adjusted to accommodate the expected number of guest up to 100 programs. The insert to the program will be printed on both sides and will include the program itinerary, a profile of the Eagle candidate, Roster of Troop 661 Eagle Scouts.



4. The ceremony includes lighting of **candles**. Twelve candles are needed for the points of the Scout Law and six candles are needed for the rank advancement. These should all be new candles. Typically, candles can be found for \$.75 each. To help keep costs down, these candles should be recycled for the Life Scout candle lighting portion of the ceremony.
5. To allow the family of the Eagle Scout to enjoy the court of honor to the fullest, Troop 661 will host the **reception** for the Eagle Court of Honor. The Troop will pay for up to \$55 of the expenses of the Court of Honor reception. This money will cover these expenses: Paper goods (eagle paper plates, plain napkins, plastic forks, cups-plastic and coffee), coffee, punch, and cake. Costco makes a great cake that can be decorated with red, white and blue decorations. If a parent wants to order a different cake, they may be reimbursed for up to \$20 with receipts submitted for the cake.

When two boys have their Eagle Court of Honor on the same date, the reception costs can be increased by \$25 depending on the expected number of guests.

Anticipated costs per Eagle Scout

COURT OF HONOR

Eagle Kit	\$20.00
Neckerchief	\$11.60
Program Covers Pkg. of 50.	\$9.85
Printing for Program	\$15.00
Candles (18 @ .75 + tax)	\$15.00
Engraving for Plaque	\$9.70
	\$81.15

RECEPTION

7" Plates (50)	\$6.50
Napkins	\$5.00
100 plastic cups	\$2.50
Coffee cups	\$2.50
Forks	\$2.50
Cake (Costco)	\$20.00
Punch	\$11.00
Coffee (15 cups)	\$5.00
Total Reception	\$55.00

Total Cost	136.15
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CAMPING WITH TROOP 661

Adventures are a big part of Scouting and one of the best adventures is going camping.

Scouting promises you the great outdoors. Master the skills needed for camping and you'll have the knowledge to take care of yourself in the outdoors and to take care of the outdoors too. Remember, two-thirds of Scouting is "outing." (See "Boy Led Troop" handouts on our Website)

You'll learn the **Outdoor Code** (refer to Chapter 9, page 218 of your Handbook) and the **Principles of Leave No Trace**. Camping develops lifelong skills like cooking, cleaning and making campfires. As you strive toward becoming a First Class Scout, much of your merit badge work will be done while your camping.

Troop 661 builds its program based upon enjoyment of outdoors activities, including fishing, hiking and cooking. Our Troop tries to have an outing every month but we camp mostly during the summer months and take a couple of trips during the winter months. Most months involve tent camping. Each patrol plans their camping trip - including menus, skits and activities. You'll learn to make our Troop's official camp stew - **Billy Bo Bob's Belicious Bubbling Brew of a Stew**. Expect plenty of fun and adventure as you look forward to summer camp. Typically, our Troop has two summer trips each year. One is for all Scouts and the other is a high adventure trip. The high adventure trip is usually restricted by age, rank and ability. What should you take on these overnight campouts? We have provided a handy chart of suggested items to pack.

The **Trip Master** is the parent volunteer in charge of an outing and is the adult point-of-contact for trip planning. He/she will obtain reservations, and coordinate plans for the outing. A couple of weeks before the outing, the Trip Master will circulate a flyer with dates and location of the trip. You can sign up for the trip at the Troop meeting. Often parents are asked to participate by helping out with the transportation and/or to attend the event. Parents that have volunteered to drive the Scouts are generally subsidized for gas. The last meeting before the trip is when the fees for food, transportation and campsite are due. At this meeting the menus are finalized and your Patrol Leader will ask for a volunteer to do the shopping for your patrol. Trip masters are not responsible for the activities during the trip. They handle the pre-planning, obtaining permits, and arranging transportation, collecting fees and distributing funds to drivers and grub masters. **See chart on page 34.**

Due to insurance reasons, **you must wear your full Class A uniform while driving to or from the outing.** Class B uniforms (troop T-shirt, Boy Scout pants, tennis shoes or boots) are usually worn while at the campsite.

Most trips start by meeting in the Mount of Olives parking lot behind the New Creation Center by the church.

CAMPING AND BACKPACKING CHECKLIST

Common Patrol Gear (TROOP SUPPLIED)

- Tents, poles, stakes, ground cloths and lines
- Dining fly
- Nylon cord, 50 feet
- Backpacking stoves and fuel
Cook kit - pots, pans, cooking utensils, potholder, water container, plastic sheets (two 4-by-4 foot) and matches.
- Clean up items such as dishcloth, soap and trash bags
- Trowel for digging cat holes and ax as required

Ten Essentials (listed below under the proper category too)

Trail food

Sun protection

Map and compass

Pocketknife

Matches and fire starter

First aid kit

Extra clothing

Rain gear

Water bottle

Flashlight

The ScoutMaster Paid Money For Every Rule Written Friday
Use this funny saying to help you memorize the 10 essentials.

Top Essentials for Camping and Backpacking

- Map
- Compass
- Whistle
- Extra clothing
- First aid kit (including blister kit and personal medication * see note below)
- Flashlight with spare bulb and batteries
- Mess Kit (please remember to ALWAYS bring your own)
- Sunglasses
- Pocket knife on a chain to connect to belt loop
- Matches ("strike anywhere" type) in water proof container (i.e. Film container with sticker glued on side)
- Fire starter
- Gallon size zip lock freezer bags to organize small items
- Large plastic garbage bag (35 gal or larger) to pack out your own trash or to use as a drain cover for your pack
- Pencil and small note pad

- Coins for telephone
- Identification card
- Quart container for water
- Scout book

*NOTE: Personal medication must be listed on the signed permission slip with written instructions for administering. The Scouts are responsible for their own medication. If you require an adult to hold the medication and remind the Scout to take it, please provide written authorization. Adults cannot administer medication to Scouts.

Clothing

- Boots (REQUIRED)
- Two pair sock liners (synthetic, no cotton)
- Heavy, outer socks
- Long pants
- Long sleeve shirt
- Warm and shell for wind and rain
- Hat for sun protection
- Knit cap for cold weather camping and sleeping
- Mittens or gloves
- Cold weather garments with good insulation, long underwear, fleece vest, windbreaker
- Raingear: poncho, gaiters or rain parka / pants
- Camp footwear (light tennis shoes)
- Optional clothing (based on conditions) shorts, shirts, etc.
-

Overnight Gear

- Backpack - Internal or External frame (talk with Scoutmaster prior to purchasing)
- Lightweight day pack (if "peak bagging")
- Sleeping bag - rated to +20 degree - with stuff sack (best with compression straps) (talk with Scoutmaster prior to purchasing)
- Sleeping pad
- Stuff pillow
- Water bottles - quart size with wide mouth and plastic strap - 2 ea or Platypus type of water holder
- Personal eating gear: bowl, spoon/fork/knife, cup (plastic travel cup with lid is good)
- Personal toilet items:
- Biodegradable soap
- Toilet paper (partial roll)
- Lip balm
- Sunscreen
- Wash cloth / drying towel
- Insect repellent
- Toothbrush / toothpaste
- Comb
- Prescription medication

- Heavy duty emergency space blanket / ground cloth
- Wrist watch

Optional Overnight Gear

- Camera & film
- Binoculars
- Book / reading material
- Hiking journal

Common Troop Gear (carried by Trek Leader)

- Backpacker First Aid Kit
- Water filter w/ cleaning brush
- Backcountry repair kit

Notes:

Always double-bag items that can leak.
Small musical instruments are welcome.

Contraband Items: (subject to confiscation by adult leaders)

Electronic radios, televisions, cell phones, video games, etc. are NOT permitted.
Candy and soda pop are NOT permitted.
Adult beverages, cigarettes and illegal drugs (all should go without saying)

HOW POSITIONS ARE ASSIGNED

Positions are elected and/or assigned at the end of each term, roughly every six months around June and December. Most positions, such as Patrol Leader and Senior Patrol Leader have a rank requirement to ensure that the Scout in charge knows everything he is supposed to know. Some positions are assigned by the Senior Patrol Leader with the advice and consent of the Scoutmaster. Positions that are voted upon are done after the Scouts nominate themselves for that particular position. Every position is voted in this fashion except for Patrol Leader and Assistant Patrol Leader. Patrol Leader is voted in each individual patrol as though they were a separate Troop. (Scouts are nominated and voted upon.) Then after the patrol has selected its Patrol Leader, the Patrol Leader, with the guidance of the Senior Patrol Leader, will appoint an Assistant Patrol Leader.

HOW PATROLS ARE FORMED

Patrols are formed by the decisions of the Patrol Leader Council (PLC) with the advice and consent of the Scoutmaster, and the PLC also can change membership in patrols to support any smaller or weaker patrols. The PLC decides on which patrol combinations will help the Troop achieve its goals, as well as the patrol's goals. Our goal is to have a set of balanced patrols that can help each other within the Troop. The Senior Patrol is a special case, because it is composed of the older Scouts who make up the core leadership of the Troop, and it often contains the SPL, ASPL(s), and the Junior Assistant Scoutmaster(s).

HOW TO ADVANCE

The Scouting advancement process allows your son's to grow in maturity and awareness by increasing his responsibility, during the troop meetings, outings and service to our community. Rank requirements are located in the Scout Handbook near the back. The Scout book is initialed by the Patrol Leader or any more senior scout teaching a skill, but will only sign off if the Scout really knows the requirement well. If that does not work, the Scout is always welcome to ask the SPL, and ASPL. Make sure to know all of the knowledge required to pass the rank, as you will be quizzed on all of it. The last requirements are: (1) a formal meeting with the Scoutmaster (known as a Scoutmaster Conference), and (2) having a Board of Review (which consists of three adults - not your parent or the Scoutmaster) who meet with the Scout and perform what is essentially a moral character review. Make sure to study everything, and to look especially sharp in full uniform. You **must** have all your paperwork ready before you sign up for a Scoutmaster Conference, and need to come prepared with a printout from the Troopmaster Electronic records.

TROOPMASTER ELECTRONIC RECORDS

The best place to find out if your Scout is ready for the next rank is with the supplied TroopMaster Program.

1. Print the Board of Review report, from the TroopMaster program
 - a. Reports, Awards/Advancement, Board of Review
 - b. Scout fills in his completed requirement dates from his book

Note: Scout Spirit, Scoutmaster Conference, and Board of Review, are filled in upon completion, by the Scoutmaster and Board of Review

- c. Carries report to the Scoutmaster and signs up for conference
- d. Completes Scoutmaster Conference and carries report to the Board of Review
- e. Delivers report to Advancement representative for data entry and purchase of the appropriate patches

THIS THE BEST RECORD WE HAVE TO KEEP TRACK OF ADVANCEMENT!!!!!!!!!!

Merit Badges blue cards will be turned into the Advancement Chairperson at the next meeting. This information is input into the program and will print the purchase order at the Scout Shop.

There will be no awards until the documentation for rank or merit badge has been turned in.

Please understand that keeping track of 40 plus Scouts takes time. Multiply 40 Scouts by 3 ranks, by 10 merit badges, yields some 1600 different badges throughout the year, at three different Courts of Honor, will take lots of time. The TroopMaster Program takes care of this and many other records if we use it correctly.

The **After Action Report** is the only way the Advancement Chairperson can keep the database up to speed. Trip Masters must provide the necessary information ASAP (the next troop meeting) following and activity. Without it Scouts will lose the ability to advance in rank.

FIRST CLASS EMPHASIS

It is the desire of Troop 661 for each new Scout to advance as quickly as possible to the rank of First Class. Our experience shows that boys who reach 1st Class within one year are more likely to enjoy Scouting and reach higher ranks. Troop 661 has developed a program to assist you in advancing through the ranks of Tenderfoot, Second Class and First Class. (See First Class Emphasis Program Handout on our website.)

First Class Emphasis (FCE) will encourage boys to reach First Class as quickly as possible. We will be moving at a fast pace, but each boy will learn the skills required. The boys stay in their assigned Patrols to benefit from the experience of the older Scouts. They will be given dedicated time during occasional meetings to work on Tenderfoot, 2nd Class, and 1st Class rank advancement. Earning rank is important to one's self esteem and ensures that a Scout truly know the basic skills.

SCOUT NOTEBOOKS

The personal Scout notebook is designed to help you keep your personal Scouting information organized. To begin with you need to put this binder (all documents) into your Scout Notebook.

Supplies Needed:

- 3 ringed binder (1½ to 2 inches)
- Plastic letter sized sports card holder (available at Target, Wal-Mart or any of your basic sports card shops)
- Clear view pocket pages for pictures and honor certificates
- Notebook paper
- Divider Tabs (as needed)
- Pocket pages – to keep information on badges in progress

You can divide your binder into different sections. Below are some suggestions.

1. General Information: This section can include the Troop roster, important phone numbers, names of other Scouts you feel comfortable asking for help.
2. Rank Cards: This is a very important section, as all Scouts are required to keep their own record of rank advancement. This is a good use for the sports cardholder pages.

3. Merit Badge Cards: A Scout MUST have a record of all merit badges earned during his journey to Eagle Scout. The plastic sport pages are great for storing these blue cards. If you do lose a card it is important that you replace it at once. You can contact the counselor or the Council office. It is important to note that you cannot always replace lost blue cards as the district may also lose the cards. Keep your in a SAFE place!

This section is where you will keep all information you have for your merit badges in progress and a list of the merit badge counselors you are working with.

3. Honors: Plastic pocket pages are a good way to keep all your award certificates and honors.
5. Patches: Throughout your Scouting experience you may receive a number of patches. Your Scout notebook is a handy place to display these patches. Store them in plastic picture pages, as sport card pages are too small.
6. Campouts: Keep track of all camping trip in which you participate. You will need this information for the various rank advancements, the camping merit badge and camping awards.
7. Service Hours: You will need to keep track of all approved service project hours completed. Service hours are required for all rank advancements.
8. Pictures: You may wish to keep a section in your binder for photos you acquire during your years in Scouting. These photos will be useful when you are awarded your Eagle Rank. It is useful to show your progress through scouting.
10. Timeline: It is always a good idea to make a timeline or plan of when you would like to achieve various ranks. Check your plan periodically to see if you are on schedule. This is where you can keep a spreadsheet of what you have to complete for rank advancement.

Be sure to keep a copy of the current year's calendar of events as well as a current Troop Roster in your Scout notebook!

Trip Master Duties

Three Months Ahead	4 - 6 Weeks Ahead	1 - 2 Weeks Ahead	Day Before
Make Campsite Reservations	Announce camping event with at the Scout Meeting	Collect permission slips and fees	Day before: Check with SPL* day before trip to verify all patrol leaders have purchased their food and have proper equipment for food prep
	Issue a flyer with camp information i.e. location, and gas money for parents that are driving dates, departure time, fees for camping and food	Submit tour permit	Day of Trip Bring permission slips; Tour Permit, Site Contract, Contact information at Campsite, Guide to Safe Scouting Pass out gas money Collect any unpaid fees from Scouts
	Distribute Permission slips and sign-up sheet	Check with Scout Master for community camp gear required for trip	
		At Scout meeting prior to trip, issue money to Patrol leaders for patrol food purchase	
		Determine who's responsible for adult menu and food purchase	

Each trip master will compile an attendance list and give to the person utilizing the Troopmaster data bank. This list should include scouts and adults attending the outing, number of nights camped, and/or miles hiked.

* Senior Patrol Leader

See Trip Master handout on our Website for more details.

