



Troops 870/5870

Linked Troop Handbook

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1 INTRODUCTION

This handbook summarizes Troops 870/5870 including its goals, organization, policies and typical activities. For more information on Troops 870/5870 including current calendar, see the Troop website at beavertontroop870.org.

2 SCOUTS BSA PROGRAM

The fundamental goal of Troops 870/5870 is to **provide a safe and fun environment where Scouts can develop outdoor, citizenship and leadership skills by participating in the Scouts BSA program.**

For the first time in its 100+ year history, the iconic program of the Boy Scouts of America is open to young women as well as young men, all of whom will have the chance to earn Scouting's highest rank, Eagle Scout. The Troops offer the Scouts BSA program to young men and women from the ages of 11 to 18. Young men and women over the age of 18 can participate as adults. Troops 870/5870 are family-oriented troops, encouraging active participation by both Scouts and their parents/guardians. As part of its program, Troops 870/5870 utilizes the "Scouting Method" developed by the Scouts BSA including:

- Teaching and adhering to the Scout Oath and Scout Law
- Providing community service in the form of "Good Turns"
- Learning by doing
- Use of the patrol system. At campouts, the Troop divides into smaller groups (patrols) which organize and manage themselves with support from the adults.
- **Youth Led** Scouts provide much of the Troop leadership with help from the adults. The adults' role is to enable Scout leaders to successfully lead and ensure a safe and fun environment for all Scouts.
- Use Scouting traditions (patrol yells, skits, etc) to assist developing Troop identity and cohesion
- Skill development and advancement at an individual pace
- Enjoying and conserving our natural environment
- Parent/guardian support of and involvement with their Scout

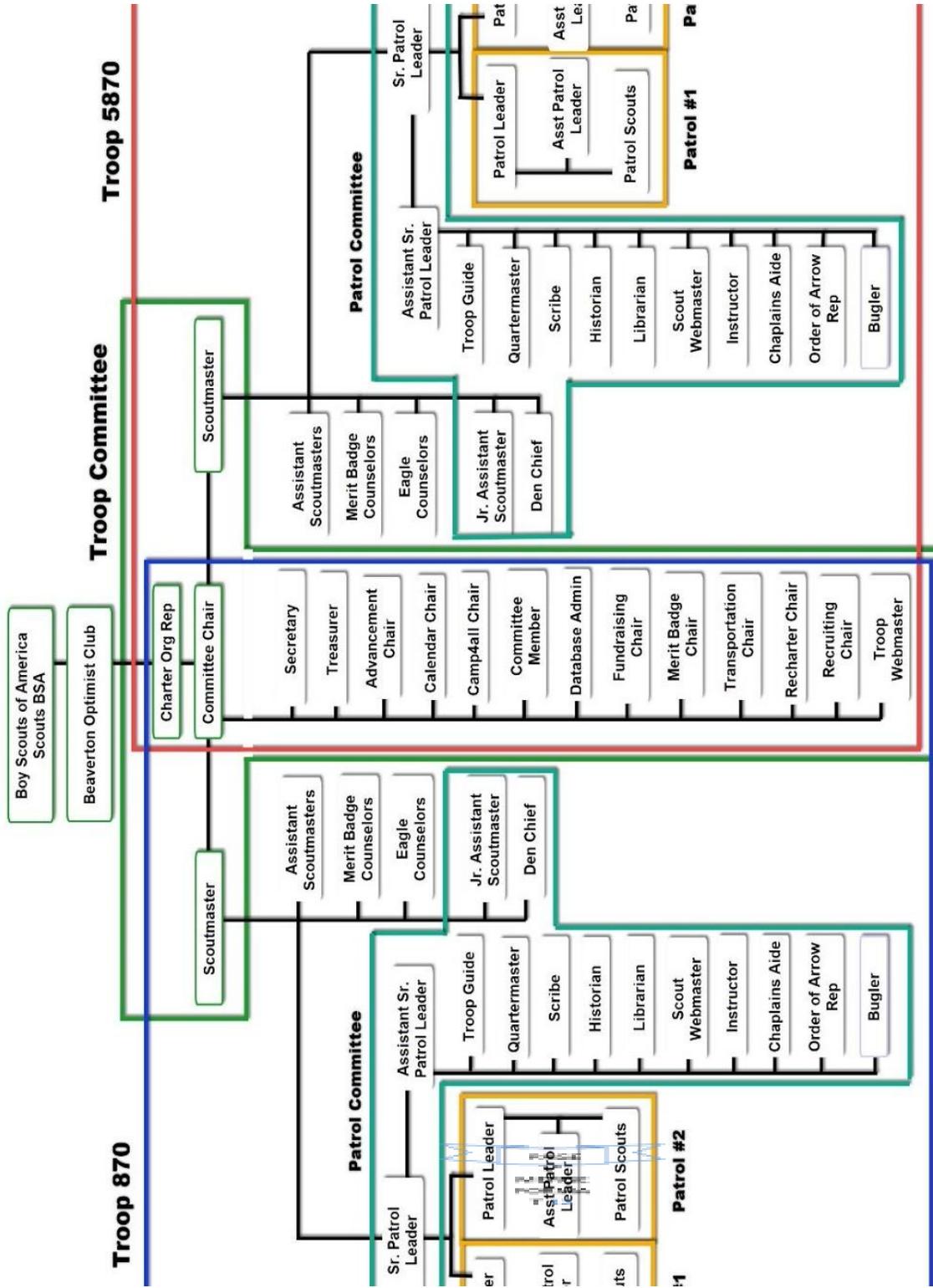
During a typical Scouting year, the Troop will have:

- A diverse set of fun and educational outings including camping, hiking, horseback riding, swimming, rock climbing, sledding, etc (about one per month)
- High adventure outings including backpacking, rafting, etc (two or more per year)
- A variety of service projects including Eagle projects
- Participate in Summer Camp
- Regular Troop meetings (three to four times per month)
- Regular parent meetings (once per month)
- Regular Scout leader meetings (PLC) (one per month)
- Regular Adult Leaders meetings (Troop Committee) (once per month)
- Regular Scoutmaster and Assistant Scoutmaster Meetings (three times per year)
- Scout and adult recognition ceremonies (Court of Honor) (twice per year)
- Troop leader elections (twice per year)

3 ORGANIZATION

3.1 OVERVIEW

3.1.1 Organization Chart



3.1.2 Boy Scouts of America

Boy Scouts of America (BSA) (www.scouting.org) was founded in 1910. In 2019, the Boy Scouts of America launched Scouts BSA, opening a path for young women, aged 11-18, to join in the adventure on an identical parallel path - including the opportunity to earn the rank of Eagle Scout. The BSA's mission statement remains steadfast and true: "**to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law**". Troops 870/5870 are part of the Sunset Trails District of the Cascade Pacific Council (www.cpcbsa.org) of the Scouts BSA.

Charter Organization

Each Scouts BSA Troop is established through a charter agreement between a Charter Organization and the BSA. Troop 870 was chartered in 1967 by the Beaverton Optimist Club (beavertonoptimist.webs.com) and Troop 5870 was chartered in 2020, also by the Beaverton Optimist Club. The Beaverton Optimist Club appoints a representative (Charter Org Rep) to represent their organization within the Troop.

Charter Org Rep

- Ensure the Troop conforms to the goals and policies of the Charter Organization and the charter agreement with the Scouts BSA
- Act as the senior advisor to the Troop
- Help select and approves the new Scoutmaster
- Drive the Quality Unit Award process

3.1.3 Scouts

Troop 870 is **Boy Led**. Troop 5870 is **Girl Led**. The Scouts provide much of the Troop leadership with help from the adults. The adults' role is to enable the Scout leaders to successfully lead and ensure a safe and fun environment for all Scouts.

The Scouts in Troops 870/5870 are organized into patrols. Each patrol elects a Patrol Leader (PL) who then appoints an Assistant Patrol Leader (APL). The PL and APL are the overall patrol leaders.

The Troop also elects Senior Patrol Leader (SPL) who then appoints an Assistant Senior Patrol Leader (ASPL). The SPL and ASPL are the overall Scout leaders. The ASPL and PLs report to the SPL.

The Troop also elects the Quartermaster, Scribe, Historian, Librarian, Chaplain Aide and Order Of Arrow Representative. The Scoutmaster (SM) appoints the Troop Guide(s), Scout Webmaster, Instructor and Bugler. All of these positions report to the ASPL.

The SM also appoints the Junior Assistant Scoutmaster(s) and Den Chief(s). These positions and the SPL report to the SM.

The Patrol Leader's Council (PLC) is led by the SPL and is composed of all of the Scout leaders. All PLC leadership positions except for Bugler qualify for the "time spent in a Position of Responsibility" rank advancement requirement.

The Scout leader positions are described in more detail in the [Troop 870/5870 Positions Guide](#). This document can be found on the Troop website.

3.1.4 Scoutmaster and Scoutmaster Assistants

The Scoutmaster is the central adult Leader of the Troop and each Troop has their own Scoutmaster. The Scoutmaster and Scoutmaster Assistants' primary role is to support the Scouts of the Troop. This includes mentoring the Scout leaders and supporting the Scouts through rank advancement.

Scoutmaster (SM)

- Train and support the Scout leaders
- Conduct the Scoutmaster Conferences
- Oversee the Troop Elections
- Organize the Troop Leadership Training
- Organize the Assistant Scoutmasters
- Host the quarterly ASM Meeting
- Train the Eagle Counselors
- Ensure the Scouts get the support they need to be successful

Assistant Scoutmasters (ASM)

- Assist the PLC and Scoutmaster in leading the Troop
- Support the Patrol Leaders and Troop Guides in leading the patrols
- Organize and lead troop outings and skill development sessions
- Assist with Troop Leadership Training
- Sign-off completion of Scout rank requirements
- Provide the Scouts the support they need to be successful

Merit Badge Counselors (MBC)

- Support Scouts in earning Merit Badges

Eagle Counselors (EC)

- Support Scouts in earning their Eagle Scout rank including defining, planning and executing their Eagle project

3.1.5 Troop Committee

The Troop Committee maintains the Troop infrastructure which supports the Scouts. The Troop Committee consists of the Committee Chair and other adult positions as described below. All adults associated with the Troop including the SM, ASMs, MBCs, ECs, and parents/guardians are encouraged to participate in the Troop Committee.

Committee Chair

- Organize and lead the Troop Committee
- Organize and lead the Troop Committee Meetings (monthly)
- Organize and lead the Parent Meetings (monthly)
- Address the questions and concerns of the adults in the Troop

Scoutmaster

- See **Scoutmaster and Scoutmaster Assistants** (section 3.1.5)

Secretary

- Record and publish the Troop Committee Meeting minutes

Treasurer

- Drive the Troop budget process
- Maintain the Scout Accounts
- Collect money and make Troop payments
 - Activity fees, dues, recharter fee, etc
- Handle reimbursements
- Reconcile bank account (monthly)
- Present finance report at Troop Committee meeting (monthly)
- Handle summer camp registration and payments
- Handle Troop insurance

Fundraising Chair

- Organize fundraising events

Camp4all Chair

- Organize and lead the Camp4all campaign

Database Admin

- Keep the Troop Database updated including:
 - Scout activity attendance and associated service hours
 - Scout and adult contact information
- Publish updated Scout and adult rosters onto the Troop Yahoo Group site

Recharter Chair

- Enter new Scouts and adults into Troop Database, turn new applications into the council office, track entry of new Scouts and adults in the on-line roster
- Maintain adult positions in the Troop Database
- Track adult training progress and enter into the Troop Database
- Organize and drive yearly Troop rechartering

Calendar Chair

- Maintain and update the Troop calendar

Advancement Chair

- Track Scout advancement progress in the Troop Database
- Maintain Scout positions in Troop Database
- Arrange Board of Reviews including selecting participants and the chair
- Coordinate the Troop Court Of Honors

Merit Badge Chair

- Recruit, organize and train the Merit Badge Counselors
- Maintain the Merit Badge Spreadsheet which shows the Merit Badge Counselors and their associated Merit Badges
- Train and support the Scout Librarian

Transportation Chair

- Obtain Tour Permits

- Collect and maintain Troop Medical Forms

Recruiting Chair

- Drive Webelos recruiting efforts
- Organize Webelos recruiting events
 - Webelos Woods, Webelos Hike, Camporee, etc.
- Manage new Scout applications

Troop Webmaster

- Maintain and update the Troop website
- Mentor and support the Scout Webmaster
- Ensure pictures provided by the Troop Historian are posted to the Troop Website

3.2 SCOUTS

3.2.1 Joining Troops 870/5870

To join Troops 870/5870, Parents need to:

1. Complete a **Scouts BSA Youth Application**.
 - After completion, the application is provided to the Recruiting Chair
 - The application is then approved by the Scoutmaster
2. Purchase a Class A uniform
 - See 3.2.2 for details
 - Available at the Nor'West Scout Shop and LaHaie's
3. Purchase the Scouts BSA Scout Handbook
 - The handbook provides Scout advancement instruction and tracks advancement progress.
 - Available at the Nor'West Scout Shop and LaHaie's
4. Troops 870/5870 provides new Scouts with:
 - One Class B uniform
 - See 3.2.2 for details
 - Troop numbers for Class A uniform
 - 870 is used for by Troops
 - Neckerchief
 - Available at the Nor'West Scout Shop and LaHaie's
5. Provide a filled-in Medical Forms part A and B to the Transportation Chair
 - Include part C for longer outings (+72 hours)

Nor'West Scout Shop - Portland Service Center
503-243-5022
2145 SW Naito Pkwy, Portland OR 97201
cpcbsa.org/information/scoutshop/locations

LaHaie's Jackets
503-648-2341
277 E Main Street Hillsboro, OR 97123
lahaies.com

Webelos Cub Scouts crossing over into the Troop in the spring form a new patrol. This patrol is typically supported by a Troop Guide and Assistant Scoutmaster. The Scouts in this patrol select their patrol name and elect a Patrol Leader at summer camp. Non-Webelos Scouts joining the Troop are put into an age-appropriate patrol.

3.2.2 Uniforms

Class A Uniform, also referred to as a "Field Uniform" is the official BSA uniform. The Scouts BSA uniform is rugged and will usually last until the Scout outgrows it. Please keep this in mind when buying a uniform (i.e. don't buy it too small) The Class A Uniform consists of:

- Scouts BSA Uniform Short Sleeve shirt
- Pants or shorts (green, tan or blue jeans)
 - o No holes, saggy pants, or cutoffs
- The Merit Badge sash is also worn for special events
- Hats, and socks are **NOT** required
- The Scouts BSA Handbook specifies the proper place of all insignia

Class B Uniform consists of a Scout T-shirt, sweatshirt and any solid color pants or shorts. Periodically, the Troop will arrange opportunities for Troop members to purchase Troop T-shirts and sweatshirts.

Scouts wear their clean Class A uniform both to and from all Troop meetings and activities, unless specifically instructed otherwise. Class B uniform are used for activities where the Class A uniform is likely to be soiled.

Troops 870/5870 maintain a bank of Class A uniforms. Scouts may be able to find a uniform in the uniform bank that can be purchased at a reduced or no cost. If a Scout outgrows parts of their uniform, please donate it to the uniform bank so that other Scouts may use it. For more information regarding the uniform bank, please contact the Transportation Chair.

3.2.3 Training

Scouts receive **Youth Protection Training** annually at a selected Troop Meeting. The Troops also provide **Troop Leadership Training** twice a year. The Scoutmaster, Senior Patrol Leader and Assistant Senior Patrol Leader are responsible for the training. Troop Leadership Training is required for all newly elected Scout leaders and can be optionally attended by all Scouts in the Troop.

Each Troop, also sponsors up to three Scouts subject to budget approval, to participate in either the **National Youth Leadership Training (NYLT)** or the **National Advanced Youth Leadership Experience (NAYLE)**. These are week-long training camps held in the summer. These Scouts are selected by the Scoutmaster and approved by the Troop Committee.

3.2.4 Discipline

Troops 870/5870 expects all of its Scouts and adults to live by the Scout Oath and the Scout Law. As Scouts are growing and learning, Troops 870/5870 understands that Scouts may exhibit inappropriate behavior which requires an appropriate intervention.

The Troop's policy in these situations is:

- The first focus is always to ensure the safety of all participants
- After everyone is safe, the focus can shift to understanding and resolving the behavior issue both on a short term and long term basis
- All disciplinary actions are taken in a manner directly proportional to serious of the behavior

Minor behavior issues, such as; friendly rough housing, failure to use the buddy system, failure to be quiet after lights out, etc. are handled by the Senior Patrol Leader or, in their absence, the outing's Scout leader with the support of an adult. All adults on an outing are expected to assist the outing's Scout and Adult Leaders in maintaining a safe and healthy environment.

The behavior issue is addressed with a discussion focused on:

- Understanding the reasons for the behavior
- Ensuring the Scouts understands why the behavior is inappropriate
- Setting a clear expectation with the Scout that the behavior needs to stop
- If needed, outlining the additional consequences if the behavior does not stop

Serious behavior issues, such as disrespectful or dangerous behavior, are dealt with by the Scoutmaster or, in their absence, the outing's Adult Leader. This includes possession of illegal drugs of any kind (including alcohol or tobacco), bullying or stealing. Once the behavior is safely contained, the Adult Leader focuses on addressing the behavior following the steps previously outlined.

Depending on the seriousness of the behavior, the Adult Leader may remove the Scout from the activity by having the Scout's parents/guardians take their Scout home. The Scoutmaster and Troop Committee may take further actions after the activity including arranging a Scoutmaster conference with the Scout and his parents/guardians, banning the Scout from participating in Troop activities for a period of time, revoking the Scout's membership in the Troop and escalating the issue to the Council and/or the police.

3.3 ADULTS

3.3.1 Joining Troops 870/5870

Troops 870/5870 encourages at least one parent/guardian of each Scout to actively participate in the Troop. Participation in the Troop can take many forms:

- Drive Scouts to an activity
- Go on outings with your Scout (this is half of the fun!)
- Help organize an activity
- Participate in Scout Board of Reviews
- Assist Scouts in earning a Merit Badge by being a Merit Badge Counselor
- Support the Troop by being a Committee Member or Assistant Scoutmaster

The Scoutmaster and Committee Chair will help each adult find a role which matches their skills, interest and availability.

As part of joining Troops 870/5870, adults need to do the following:

1. All active adults must complete **Youth Protection Training (YPT)**
 - This training must be completed every two years. The training is completed on-line
 - Follow the instructions at my.scouting.org to create a user account and complete YPT
 - Once YPT is completed, provide a copy of the YPT certificate to the YPT Chair
 - The YPT Chair stores these certificates
2. Help your youth complete the Scout rank
 - Review the Scout rank requirements with your Scout.
 - Requirements signed-off by Scoutmaster during Scoutmaster Conference
 - Rank advancements are recognized at the March and September Court Of Honors
3. Help your youth get involved
 - Acquire the needed equipment
 - Encourage him/her to get to know his/her patrol, go on outings, work on rank advancement
 - Help them understand how to get help – Troop Guide, older Scout, adult
 - Enable him/her to start leading himself/herself

Adults who are in Troop leadership positions also need to:

1. Complete a **Scouts BSA Adult Application**.
 - After completion, the application is provided to the Committee Chair
 - The application is then approved by the Committee Chair and Charter Org Rep
 - The Recharter Chair then enters the Adult into Troop Database and submits the application to BSA
2. Purchase a Class A Uniform, if needed
 - Scoutmasters and Assistant Scoutmasters wear Class A uniforms to and from all Troop events
 - For other Adult Leaders, wearing a Class A Uniform is strongly encouraged, though optional
 - Troops 870/5870 provide adults purchasing a Class A Uniform with the Troop numbers

3.3.2 Troop Committee Members

A new Troop Committee member needs to:

- New Troop Committee members are approved by Troop Committee and Charter Org Rep
- Ensure their **Youth Protection Training** is up to date
- Complete a **BSA Adult Application** specifying their position as “Member Of Committee”
- Provide current YTP certificate and completed application to Committee Chair
- Committee Chair and Charter Org Rep approve the application
- Pay the appropriate registration fee to the Treasurer
- Recharter Chair updates the adult in Troop Database and submits the application to BSA
- Complete **This Is Scouting** on-line training (required)
- Complete **Troop Committee Challenge** on-line training (required)
- **Committee Member-Specific Training** is recommended, but not currently required
- Provide confirmation of training to the Recharter Chair
- Recharter Chair updates the Troop Database

3.3.3 Committee Chair

The new Committee Chair needs to:

- Hold a current position on the Troop Committee

- The new Committee Chair is selected and approved by the Troop Committee and Charter Org Rep
- Ensure their **Youth Protection Training** is up to date
- Complete a **Scouts BSA Adult Application** specifying their position as “Committee Chair”
- Provide current YTP certificate and completed application to existing Committee Chair
- Existing Committee Chair and Charter Org Rep approve the application
- Recharter Chair updates the adult in Troop Database and submits the application to BSA

3.3.4 Merit Badge Counselors

A new Merit Badge Counselors needs to:

- Ensure their **Youth Protection Training** is up to date.
- Submit the following to the Merit Badge Chair:
 - **Scouts BSA Adult Application** specifying their position, code 42, as “Merit Badge Counselor”
 - This application does NOT need the signature of the Charter Org Rep or the Committee Chair
 - **Merit Badge Counselor Application** (available on Troop website)
 - A current **YPT** certificate
- Additional notes:
 - MBCs are registered with the district not the national Scouts BSA. As a consequence, MBCs do not need to pay the annual \$25 registration fee.
 - The MBC specifies which Merit Badges they intend to cover (up to 30) and whether they will support Scouts outside of the Troop or not.
 - MBCs need to be familiar with the requirements of their Merit Badges and have enough subject matter expertise to guide Scouts through the process of understanding and meeting those requirements. MBCs may enlist the aid of certified experts to assist them guiding the Scouts where very specific subject matter knowledge is required (Scuba Diving as an example).
 - **MBCs may not change, expand or contract the requirements for a particular Merit Badge.** Their role is to assist the Scout in meeting the specified requirements (no more, no less) for a particular Merit Badge.
- The Merit Badge Chair submits the Scouts BSA Adult Application and the YPT certificate to the Council for approval
- The Merit Badge Chair submits the MBC Application and the YPT certificate to the District Merit Badge Coordinator for approval
- The District Merit Badge Coordinator checks to ensure BSA has completed the MBC’s background check, adds the MBC to the district MBC database, and notifies the Merit Badge Chair of the MBC’s approval
- The Merit Badge Chair updates the Merit Badge Spreadsheet to reflect the new MBCs and the Merit Badges they cover and posts the PDF to the Troop website
- The Merit Badge Chair updates the Troop database accordingly
- The new MBC completes MBC training (provided by Merit Badge Chair)

Each year the MBCs are renewed as follows:

- The District Merit Badge Coordinator provides MBC Renewal Forms including current status for all the Troop’s MBCs to the Merit Badge Chair
- The Merit Badge Chair provides these forms to the MBCs

- The MBCs ensure their **Youth Protection Training** is up to date
- The MBCs update their form including Merit Badges they will cover as needed
- The MBCs provide the form and the YPT certificate to the Merit Badge Chair
- Merit Badge Chair provides District Merit Badge Coordinator with all of the forms and YPT certificates
- The District Merit Badge Coordinator updates the district MBC database
- The Merit Badge Chair updates the Merit Badge Spreadsheet to reflect the MBCs and the Merit Badges they cover and posts the PDF to the Troop website
- The Merit Badge Chair updates the Troop Database accordingly

3.3.5 Eagle Counselors

A new Eagle Counselor (EC) needs to:

- Ensure their **Youth Protection Training** is up to date
- Complete Eagle Counselor training (provided by Scoutmaster)
- Scoutmaster approves new Eagle Counselor
- Recharter Chair updates the Troop Database

Additional notes:

- Eagle Counselors are registered with the Troop not the national Scouts BSA. As a consequence, Eagle Counselors do not need to pay the annual \$25 registration fee.
- ECs need to be familiar with the Eagle Project requirements and process.
- **CCs may not change, expand or contract the Eagle Project requirements.** Their role is to assist the Scout in meeting the specified Eagle Project requirements (no more, no less).

3.3.6 Assistant Scoutmasters

A new Assistant Scoutmasters (ASM) needs to:

- Ensure their **Youth Protection Training** is up to date
- Complete a **Scouts BSA Adult Application** specifying their position as “Assistant Scoutmaster”
- Provide current YTP certificate and completed application to Scoutmaster
- Scoutmaster, Committee Chair and Charter Org Rep approve the application
- Pay the appropriate registration fee to the Treasurer
- Recharter Chair updates the adult in Troop Database and submits the application to BSA
- Complete **This Is Scouting** on-line training
- Complete **Scoutmaster/Assistant Scoutmaster Leader Specific Training**
- Complete **Introduction to Outdoor Leadership Training**
- Provide confirmation of training to the Recharter Chair
- Recharter Chair updates the Troop Database

3.3.7 Scoutmaster

A new Scoutmaster (SM) needs to:

- Be a current Assistant Scoutmaster
- The new Scoutmaster is selected by a committee consisting of the outgoing Scoutmaster, Committee Chair and Charter Org Rep The Charter Org Rep has final approval over the selection of a new Scoutmaster

- Ensure their **Youth Protection Training** is up to date
- Complete a **Scouts BSA Adult Application** specifying the “Scoutmaster” position
- Provide current YTP certificate and completed application to outgoing Scoutmaster
- Outgoing Scoutmaster, Committee Chair and Charter Org Rep approve the application
- Recharter Chair updates the adult in Troop Database and submits the application to BSA

3.4 RECHARTER

Rechartering is the process of re-registering the Troop’s Scouts and adults for the next calendar year (January to December). The recharter process is driven by the Recharter Chair. The recharter paperwork is submitted to the Council in November and covers the following calendar year.

The recharter process consists of the following steps:

- Collect the Troop recharter packet with the Troop recharter ID at Roundtable
- Register to do an online recharter at scoutnetscoutingorg/ucrs/ui/home
- Download the Recharter
 - This will show all of the Scouts and adults in Troops 870/5870 currently registered with the Council
- Remove non-active Scouts
 - If a Scout hasn’t been active, contact them and see if they want to be included in the recharter
 - If they don’t, delete them from the recharter, notify the Treasurer to terminate their Scout Account
- Add active Scouts that are missing
 - Provide a new **Scouts BSA Youth Application** to the Council for these Scouts
- Verify all Scouts included in the recharter have paid the Scout recharter fee
 - The Scout recharter fee is due from each Scout being rechartered in November. As an exception, the Troop pays the recharter fee of the Scouts who joined the Troop in the current year because they have not yet had a chance to participate in the winter fundraisers.
 - The recharter fee is deducted from each Scout Account by the Treasurer Scouts who do not have enough Scout Bucks need to pay (cash or check) the recharter fee directly to the Treasurer
 - Scouts who decide not to make this payment are not rechartered and their Troop membership is terminated These Scouts are free to rejoin the Troop at a later date
- See if the scout wants a Youths Life subscription included It costs \$1200 extra
- Remove non-active Adult Leaders
 - If an Adult Leader hasn’t been active, contact them and see if they want to be included in the recharter
 - If they don’t, delete them from the recharter, archive their adult position

- Add active Adult Leaders that are missing
 - Provide a new **Scouts BSA Adult Application** to the Council for these adults
- Verify all Adult Leaders included in the recharter have paid the adult recharter fee
 - The adult recharter fee is due from each Adult Leader being rechartered in November
 - Adults pay (cash or check) the recharter fee directly to the Treasurer
- Verify all Adult Leaders included in the recharter have up to date **Youth Protection Training** through April of the following year
 - A copy of all adult YPT certificate is included with the recharter paper work
 - **Note: Venturing Youth Protection Training does not count as Scouts BSA Youth Protection Training**
- Update all Adult Leader positions
 - Adult Leaders can serve in many positions, but can only be registered in one position
 - Adult Leaders are registered in the following position order: Charter Org Rep, Scoutmaster, Committee Chair, Assistant Scoutmaster, Member of Committee
 - Note: Merit Badge Counselor and Eagle Counselor are not classified as Adult Leaders for the purposes of the recharter
- Make sure that all Scout and Adults applications have been processed by the Council and the Troop Database is up to date and accurate
- Print a complete set of recharter paperwork
- Have the Charter Org Executive Officer, Charter Org Rep and Scoutmaster sign the recharter paperwork
- Obtain a check from the Treasurer to cover the recharter and Youth's Life fees
- Submit the recharter paperwork at the November Roundtable
- Submit the Journey To Excellence paperwork at the same time

3.5 JOURNEY TO EXCELLENCE AWARD

The Journey to Excellence award (formally Quality Unit Award) is awarded to Troops which set and meet their goals in a variety of areas including:

- Leader training
- Recruitment of new Scouts and retention of existing Scouts
- Scout advancement

Troops 870/5870 strives to earn the Journey To Excellence Award each year. This award process is driven by the Charter Org Rep with input from the Scoutmaster and Committee Chair. Assessment of whether the goals for the current year have been met and setting next year's goals takes place in November as part of the recharter process.

3.6 TROOP DATABASE

Troops 870/5870 uses Scoutbook to maintain the Troop database including:

- Records of all current Scouts and Adult Leaders
 - Contact information
 - Patrol assignment
 - Leader position and training status
 - Scout advancement status (rank earned and Merit Badges completed)
 - Merit Badge Counselor merit badges

- Records of all Troop activities
 - List of all Scouts and Adult Leaders who participated in each activity
 - Service Hours, Nights Camping, Miles Hikes, etc.
- Reports
 - Troop roster (Scout and adult)
 - Patrol rosters
 - Leader rosters (Scout and adult)
 - Leader training summary
 - Scout advancement summary

The following Troop personnel are authorized to access and update the Troop database:

- Committee Chair
- Database Administrator
- Scoutmaster
- Advancement Chair
- Recharter Chair

Access to the TroopMaster database is approved by the Committee Chair.

3.7 TROOP WEBSITE

The Troop Website is maintained by the Webmaster. It contains a wide variety of useful Troop information including:

- Organization overview
- Calendar
- Pictures from past activities
- Troop documents and useful forms
- Information for Webelos interested in the Troop
- Listing of the Troop's past Eagle Scouts
- Contact Information

Troops 870/5870 adheres to the following content policy for the public section of its website:

- Only the Scout's first name and last initial are used on the website except for the Eagle Scout section.
- Scout contact info (phone number and e-mail address) is never published.
- Pictures including Scouts are published unless a specific request to not include a particular Scout has been made by the Scout's parent/guardian.

The following Troop personnel are authorized to update the Troop website:

- Troop Webmaster (adult)
- Scoutmaster (adult)
- Committee Chair (adult)
- Calendar Chair (adult)
- Recruiting Chair (adult)
- Scout Webmaster (Scout)

Update privileges for the Troop website are provided by the Troop Webmaster.

3.8 TROOP INSURANCE

Troops 870/5870 maintain Troop insurance in accordance with BSA requirements. The Troop insurance covers all Troop members registered with the BSA including Scouts and adults. It also covers non-Troop members attending an activity as part of becoming registered Scouts or adults. The Troop insurance covers participation in the activity and travel to and from the activity.

The Troop Insurance is a supplement, not replacement, for personal medical insurance. The Troop insurance is the primary insurance for an initial amount of coverage and then covers excess amounts over the individual's personal insurance. It also provides some level of ambulance, dental and specific injury benefits.

Currently, Troop insurance is provided by the Council. All Scouts and adults who join during the middle of the year are automatically covered by the Troop insurance at no additional charge. See the Treasurer for more information and claim forms.

4 FINANCES

4.1 OVERVIEW

The Troop budget is set prior to the start of the Troop year (September 1st to August 30th) using the following process:

- The Treasurer creates an initial budget using the previous year's revenue and expenses
- The budget is then adapted to reflect the proposed goals and activities for the upcoming Troop year while ensuring the Troop breaks even
- The Troop Committee reviews and approves the Troop budget
- The Treasurer publishes the Troop budget

All Troop financial transactions are recorded by the Treasurer. The Treasurer receives and reconciles the monthly bank statements.

Reimbursement requests are provided to the Treasurer and **MUST** include a receipt. Any reimbursement requests that are not part of the Troop budget or unique in some manner **MUST** be reviewed and approved by the Troop Committee prior to reimbursement.

The Treasurer and the Committee Chair are the only people in the Troop with signature authority unless authorized by the Troop Committee. Consequently, the Treasurer writes all checks with backup from the Committee Chair. The Troop policy is **NOT** to have its own credit card. Consequently, all Troop payments are made using a check.

The Troop accepts payments made using checks or cash. The Troop does not accept credit card transactions. All checks written to Troops 870/5870 should be made payable to "**Boy Scout Troop 870**".

The Troop does not have its own Tax ID. Instead, the Troop is covered by Charter Organization Tax ID. The Treasurer can provide parties with the Troop Tax ID when needed.

4.2 SCOUT DUES

Annual Scout dues are \$35. Scout dues are due in March to ensure that every Scout has the opportunity to earn enough Scout Bucks to pay their Scout dues using the winter fundraisers. Scout Dues are waived the first year for Scouts joining Troops 870/5870.

Scout dues are deducted from each Scout Account by the Treasurer. Scouts who do not have enough Scout Bucks need to pay (cash or check) their Scout dues directly to the Treasurer. Scouts are not allowed to participate in Troop activities until their Scout dues are paid. The Scout dues are used first for Troop equipment repairs and new equipment purchases and then as determined by the Troop Committee.

4.3 FUNDRAISING

Troops 870/5870 offers a variety fundraisers during the year. This enables Scouts to earn credit (Scout Bucks) for their Scout Accounts and money for the Troop. The primary purpose of the Scout Bucks is to pay for their recharter fee, Scout dues and summer camp. Scouts can use any extra Scout Bucks to pay for other Scouting activities or to purchase equipment for use on such activities.

Fundraisers involving sales are allocated to each Scout based on each Scouts overall sales. Fundraisers involving service are allocated to each Scout based on the amount of time personally worked. Usually, 75-80% of the net proceeds from a fundraiser are credited to the individual Scout Accounts. The remaining 25-20% of net proceeds are allocated to the Troop's general fund. Allocation of the net proceeds from each fundraiser is determined by the Troop Committee.

The main fundraiser for the year is the Christmas Tree Crunch. Other fundraisers include wreath sales, popcorn sales and plant sales. The fundraisers are organized and managed by the Fundraising Chair.

4.4 SCOUT ACCOUNTS

Each Scout has a Scout Account which tracks the amount of credit (Scout Bucks) the Scout has available. Each Scout Account is individually tracked by the Treasurer. The Scout can obtain their Scout Account balance at any time by contacting the Treasurer.

Use of Scout Bucks

Scout Bucks are automatically deducted by the Treasurer from the Scout Account to cover dues. Scouts may use their Scout Bucks to pay for any Scout related activity. To use Scout Bucks for this purpose, Scouts notify the Treasurer prior to the activity. The Treasurer will then deduct the amount from the Scout Account and make the associated payment on the Scout's behalf.

Scouts who commit to an activity, but fail to attend, need to cover the Troop's expenses which were incurred on behalf of that Scout (i.e. food and reservation fees). This amount is deducted from their

Scout Account. The Troop Committee individually reviews each situation because of the wide range of possible circumstances which can arise.

In addition, Scouts may use Scout Bucks to purchase their own equipment such as backpacks, sleeping bags, etc. for use on Scouting activities. To use Scout Bucks for this purpose, Scouts purchase the equipment and then submit a receipt to the Treasurer. The Treasurer will then deduct the amount from the Scout Account and reimburse the Scout (or the Scout's parent/guardian as appropriate).

Transfer

If a Scout transfers to another Troop, his Scout Bucks are applied to any outstanding amounts he owes the troop. Any remaining Scout Bucks are transferred to his Scout Account in the new troop. If the new Troop does not maintain Scout Accounts, the remaining Scout Bucks are credited to Troops 870/5870's general fund.

Adult Status

Upon turning 18, Scouts must re-register as adults. These Scouts are allowed to participate in all troop activities including fundraising activities and earn Scout Bucks until their 19th birthday. Scouts cannot earn Scout Bucks after they reach their 19th birthday. However, they can continue to access their Scout Accounts until they reach their 21st birthday. Any Scout Bucks remaining in their Scout Account after the Scout's 21st birthday are credited to the Troop's Needy Scout/Adult Fund.

Termination

If a Scout terminates their Troop membership, their Scout Bucks are applied to any outstanding amounts owed to the Troop. Any remaining Scout Bucks are credited to Troop's general fund.

No Other Use

Scouts are not allowed to use Scout Bucks for any purpose other than as outlined above. **In particular, no Scout Bucks are every paid out to the Scout in order to "close out" a Scout Account.**

4.5 NEEDY SCOUT/ADULT FUND

The Troop maintains a Needy Scout/Adult Fund which is available to provide financial assistance to Scouts and adults for participation in Summer Camp (primary) and other activities (secondary). See Summer Camp Activity section for more details concerning financial assistance for Scouts attending Summer Camp.

The Needy Scout/Adult Fund is composed solely of donations from Scouts and adults which are earmarked to this fund. Historically, one of the main funding sources has been adults choosing to have gas reimbursements put into this fund instead of being reimbursed. Also, Scouts have chosen to donate unused Scout Account funds to this fund after turning 18.

Assistance requests are handled as follows:

- Requests for financial assistance should be made to the Treasurer
- The Treasurer determines all financial assistance including the amount of assistance and repayment plan (if there is one)
- The Treasurer notifies the Troop Committee when financial assistance has been provided and the associated amount and repayment plan (if any) Other than the Treasurer, Scoutmaster and Committee Chair, the Scout receiving assistance is generally kept anonymous

Note: Second year and later Scouts have the opportunity to earn enough Scout Bucks to fully pay for activities. Consequently, financial assistance for second year and later Scouts is limited to special circumstances.

4.6 CAMP4ALL FUNDRAISER

Overwhelmingly, youth join Scouts to spend time outdoors. While more than half of our youth in Scouts BSA go to summer camp, only 32% of Cub Scouts attended our summer camps in 2019. Our goal with Camp4All is to give all Scouts an opportunity to go to summer camp and give them a safe, fun, life-changing experience in the outdoors.

All gifts made to the Camp4All campaign will be directed to fund camp expenses such as scholarships for Scouts and camp staff, program supplies and equipment, help maintain and improve facilities, provide quality staff training and camp staff salary improvements. You may also give to the Community Fund to provide a broader, positive impact through Scouting in the Cascade Pacific Council.

The Cascade Pacific Council invests as much as \$3.5 million annually in camp related expenses.

The total cost of these programs is approximately \$175 per Scouting family. Without Camp4all funds, these programs would have to be severely reduced or eliminated. Ultimately, a contribution to Camp4all is an investment in the Scouting program and the Scouts that it produces.

Troops 870/5870 strives to have an average contribution of \$100 per family each year. Meeting this goal provides free rank advancement patches and free off-season use of Scout properties.

Families are encouraged to involve their extended family and friends. All contributions from extended family and friends count towards that family's contribution. Not only does this help the Troop meet its Camp4all goals, but it gets the broader community involved in Scouting. Many local employers also provide matching Camp4all donations. All donations regardless of amount are gratefully accepted.

The Troop Camp4all campaign is run by the Camp4all Chair. The district holds a Camp4all campaign kick-off meeting in January. The Troop-level campaign kicks-off with Camp4all presentations at the February Parent Meeting and concludes at the March Court of Honor.

5 ADVANCEMENT

5.1 OVERVIEW

Scouts BSAs can earn the following ranks:

- Scout
- Tenderfoot
- Second Class
- First Class
- Star Scout
- Life Scout
- Eagle Scout

Each Scout takes the lead in their rank advancement and proceeds at their own pace. Scout's track their advancement progress in their Scout Handbook. Consequently, Scouts should bring their Scout Handbook to most activities. **It is critical that Scouts keep close track of their Scout Handbook to avoid losing it. Scouts should also keep the Advancement Chair up to date with their advancement progress as a backup to the Scout Handbook.**

Scout rank requirements are handled by the Scout with assistance from their parents.

Rank advancement from Tenderfoot to First Class rank is focused on learning and demonstrating a wide variety of Scouting skills including campsite preparation, knot tying, first aid, navigation, etc. The requirements for each skill are fully described in the Scout Handbook. **These rank advancement requirements are signed-off ONLY by the senior Scouts (Star rank or higher), Scoutmaster and Assistant Scoutmasters.** Scouts typically complete the "Trail to First Class" in 12 to 24 months.

Rank advancement from Star to Eagle Scout is focused on earning Merit Badges, performing service projects and being a Scout leader. **These rank advancement requirements are signed-off ONLY by Merit Badge Counselors, Scoutmaster and Assistant Scoutmasters.**

In addition, Troops 870/5870 periodically conducts skills sessions (for instance, at Troop Meetings, on outings and Summer Camp). The instructor of these skill sessions sign-off the rank requirements they have covered. **Parents may not sign-off rank requirements.**

Earning the Eagle Scout rank is the highest honor in Scouts BSA program. Many nationally renowned leaders have been Eagle Scouts including over 40 astronauts, 4 Nobel Prize winners, numerous Presidents, Congressmen and Supreme Court Justices, and a large number of government, business and academic leaders. The U.S. military recognizes the leadership credentials of Eagle Scouts by automatically advancing Eagle Scouts from the rank of E-1 to E-2.

All Scouts in Troops 870/5870 are provided the opportunity and support needed to attain the Eagle Scout rank. **All Eagle rank requirements must be completed prior to the Scout's 18th birthday**

in order to earn the Eagle Scout rank. Troops 870/5870 takes great pride in its Eagle Scouts. See the Troop website for a complete list of the Scouts who have achieved the Eagle Scout rank.

5.2 MERIT BADGES

More than 100 Merit Badges may be earned by the Scouts (www.en.wikipedia.org/wiki/Merit_badges). Each Merit Badge is focused on a specific topic of interest such as Hiking, Swimming, Stamp Collecting, Electricity, Astronomy, etc. A Scout earns a Merit Badge by demonstrating knowledge and skills in accordance with the requirements for each Merit Badge. The requirements can be found in the associated Merit Badge Book in the Troop library. Contact the Troop Librarian for more information.

To earn the Eagle Scout rank, Scouts are required to earn 13 Eagle-required Merit Badges selected from the following list:

- First Aid
- Citizenship in the Community
- Citizenship in the Nation
- Citizenship in the World
- Communication
- Cooking
- Personal Fitness
- Emergency Preparedness or Lifesaving
- Environmental Science or Sustainability
- Personal Management
- Swimming OR Hiking or Cycling
- Camping
- Family Life

Earning the Star, Life and Eagle Scout rank requires earning the following Merit Badges:

Rank	Eagle Merit Badges	Non-Eagle Merit Badges	Total Merit Badges
Star Scout	4	2	6
Life Scout	3	2	5
Eagle Scout	6	4	10
Total	13	8	21

Merit Badges can be earned at any time. A Scout does not have to achieve the First Class rank before earning a Merit Badge. Summer Camps provide an excellent opportunity to earn Merit Badges. It is typically possible for Scouts to earn 5 or more Merit Badges at a single Summer Camp. There are also numerous Merit Badge Classes throughout the year.

Merit Badge Counselors (MBC) assist the Scouts in earning specific Merit Badges. MBCs need to be familiar with the requirements of their Merit Badges and have enough subject matter expertise to

guide Scouts through the process of understanding and meeting those requirements. MBCs may enlist the aid of certified experts to assist them guiding the Scouts where very specific subject matter knowledge is required (Scuba Diving as an example). **MBCs may not change, expand or contract the requirements for a particular Merit Badge.** Their role is to assist the Scout in meeting the specified requirements (no more, no less) for a particular Merit Badge.

The Merit Badge Counselor may also be the Scout's parent/guardian EXCEPT for Eagle-required Merit Badges. Scouts are limited to 5 Merit Badges with a particular MBC (Merit Badge Chair can approve exceptions to this rule).

5.3 SERVICE PROJECTS

The Second Class (1 hour), Star (6 hours), Life (6 hours) ranks have specific service project hour requirements. The service project must be approved by the Scoutmaster (ideally prior to being performed) and cannot benefit the Scout or the Troop. The service projects can benefit a non-Scouts BSA organization or a Scouts BSA organization such as a Scouting property. These service hours can be done individually or as part of a Troop service project.

Scouts BSA oriented projects which are typically eligible for service hour credit include:

- Improving a Scout property as requested by the property staff
- Teaching Webelos at Webelos Woods
- Participating in an Eagle project

Scouts BSA oriented projects which are not eligible for service hour credit include:

- Participating in Troop fundraisers
- Supporting the Webelos on the Webelos Hike
- Leading a Scout training session at a Troop Meeting
- Improving a camp property in order to get discounted fees

Earning the Eagle Scout rank requires the completion of a significant Scout-driven service project. The Scout identifies, plans, and executes their Eagle Project with the support of a designated Eagle Counselor. See the [Eagle Project Checklist](#) on the Troop Website for more details. An Eagle Project can only benefit a non-Scouts BSA organization. It cannot benefit the Scout, Troop or other Scouts BSA organization. There is no specific hour commitment required for an Eagle Project.

The Troop tracks the service hours associated with its Troop activities in Troopmaster. These hours are entered into Troopmaster by the Database Admin after notification from the Activity Leader. The Troop will also track the service hours associated with non-Troop activities in Troopmaster upon request from a Scout. The Scout sends the request including the benefitting organization, project description, date and number of hours to the Scoutmaster for approval. After approval the Scoutmaster will forward the request to the Database Admin for entry into Troopmaster and notify the Scout of the approval. If not approved, the Scoutmaster will notify the Scout along with the reason the request is not approved.

5.4 SCOUTMASTER CONFERENCE

The second to last step in advancing rank is for the Scout to successfully complete his Scoutmaster Conference. The Scoutmaster Conference has the same general goals as the Board of Review (see **Board of Review section** for more details).

Prior to arranging a Scoutmaster Conference, the Scout should complete all rank requirements except the Scoutmaster Conference, Scout Spirit and Board of Review. The Scoutmaster Conference will also cover the Scout Spirit requirement.

The Scoutmaster Conference is conducted by the Scoutmaster typically at a Troop Meeting. The Scoutmaster may delegate the Scoutmaster Conference to a trained Assistant Scoutmaster if they are unavailable. The Scout should setup their Scoutmaster Conference prior to the Troop Meeting to ensure the Scoutmaster is available.

Prior to the Eagle Scoutmaster conference, the Scout should also fill out an [Eagle Scout Application](#). This form is found on the Troop website. Important Note: This form comes from www.nesa.org. Other applications found elsewhere on the internet may be incorrect and should not be used. All questions and sections of the application must be filled out. It is important not to leave any blank answers on the form.

5.5 BOARD OF REVIEW

The final step in advancing a rank is for the Scout to complete a Board of Review. Troops 870/5870 conducts Board of Reviews (referred to in this guide as “Troops 870/5870 Board Of Reviews”) for all ranks except for Eagle. This includes Tenderfoot, Second Class, First Class, Star, Life and Eagle Palm. Eagle Board of Reviews are conducted by at district level. The Scout rank does not include a Board of Review.

The key goals for a Troops 870/5870 Board of Reviews are:

- Discuss and encourage the Scout’s involvement in Scouting
- Discuss what the Scout has learned in the course of completing the rank requirements **The Board of Review is not a retest of these requirements**
- Gather feedback from the Scout concerning his Patrol, the Troop and Scouting in general

Troops 870/5870 Board of Reviews are conducted by three Troops 870/5870 adults (registered or non-registered, 21 or older, but not a parent/guardian, Scoutmaster or Assistant Scoutmaster). The Board of Review Chair must be a registered adult (preferably a Committee Member). All reviewers must be Board of Review trained.

When requested by a Scout, the Advancement Chair reviews the Scout’s rank requirements to ensure they have been completed, selects the reviewers including the chair, trains any reviewers who have not been trained and schedules the Board of Review.

Troops 870/5870 Board of Reviews are typically conducted at Troop Meetings. Scouts should contact the Advancement Chair prior to the meeting to ensure they have enough time to arrange the Board of Review. The Board of Review Chair is responsible for overseeing the Board of Review and providing feedback to the Scoutmaster and Committee Chair.

The Eagle Board Of Review is arranged by the District Advancement Chair. It typically consists of three to five reviewers. The Eagle Scout can also invite an Advocate to the Eagle Board Of Review. **The Eagle Board Of Review must be completed within 3 months of the Scout's 18th birthday unless special approval from Council BSA (can extend to 6 months) or National BSA is obtained.**

See the [Board Of Review Guide](#) on the Troop website and the [BSA Advancement Guide](#) for more information.

6 TROOP ACTIVITIES

6.1 TROOP CALENDAR CREATION

The Troop calendar is set prior to the start of the Troop year (September 1st to August 30th) using the following process:

- The PLC with support from the Scoutmaster meets in June to create a list of desired Troop activities This list is based on the interest in the previous year's events and potential new events
- The Scoutmaster provides this list to the Calendar Chair who then creates a first cut planning calendar with target event dates and activity leaders (when possible)
- The Calendar Chair presents the planning calendar to the Troop Committee in July for refinement (synchronizing with the school facilities schedule, resolving schedule conflicts, identifying activity leaders, etc) and approval
- Once approved, the Calendar Chair posts the calendar to the Troop website
- During the year, the Calendar Chair regularly updates the calendar with updated activity information

6.2 ADDING AN ACTIVITY TO THE TROOP CALENDAR

An activity can be added to the calendar at any time using the following process:

- Someone (one or two adults, one or two Scouts with adult support or both) decide they are interested in leading a Troop or Patrol activity
- The Activity Leaders review the [Activity Leader Checklist](#) found on the Troop website This checklist provides a step-by-step process for leading an outing
- The Activity Leader creates a plan for the activity including itinerary, time frame, cost, etc
- The Activity Leader presents the plan to the PLC and Scoutmaster for feedback and approval
- The Activity Leader presents the plan to the Troop Committee for feedback and approval
- Once approved, the Calendar Chair adds the activity to the calendar

- The Activity Leader follows the [Activity Leader Checklist](#) and outing requirements in section 6.5 to fully plan and execute the activity

Note: An activity will be approved unless there are safety, schedule, organization or other key concerns. An activity will not be rejected due to projected low participation. The Troop is happy to sponsor a wide variety of activities. Some activities will have more participation. Some will have less. All it takes is a responsible Activity Leader who will ensure the required steps are followed. If there is not enough time for the standard approval cycle, approval can be expedited by the SPL/SM and Committee Chair via e-mail.

6.3 TYPICAL YEARLY CALENDAR

OVERVIEW

Activity	Typical Day/Time
Troop Meetings	Monday (7-8:30pm)
Patrol Leader's Council Meeting	1st Monday of the month (7-8:30pm)
Troop Committee Meeting	1st Tuesday of the month (7-8:30pm)
Parent Meeting	First Troop Meeting of the month
Troop Leader Elections And Appointments	September, March (about 3 weeks before Court Of Honor)
Troop Leader Training	Weekend prior to Court Of Honor
Court Of Honor	3rd Monday of October and 3rd Monday of April
SM/ASM Meeting	Three times per year
Activity	Typical Month

Backpacking Trip	September
Camporee	October
Butte Creek Horse Camp	October
Webelos Hike	November
Scouting For Food	December
Christmas Tree Crunch	January
Swim Party	February
Winter Lodge	March
Butte Creek Horse Camp	April

The Troop Calendar shown above represents a typical yearly calendar. The actual calendar changes each year depending on which activities the Scouts and Adults organize. See the Troop website for the current Troop calendar.

The Troop typically sponsors about one outing per month. There is usually a food (\$4/meal), gas and facility fee for these outings ranging from \$10 to \$30. Scouts typically pay this fee using their Scout Account. Adult pay this fee directly to the Treasurer.

6.3.1 Troop Meetings

Troops 870/5870 meets weekly on Mondays at Murray Hills Christian Church (15050 SW Weir Rd, Beaverton). The Troop meets in the upper main room.

The Troop Meetings are led by the Senior Patrol Leader and Assistant Senior Patrol Leader. These meetings typically include fun and skill development activities, patrol meetings, announcements and a message from the Scoutmaster. Scouts and Adult Leaders wear their Class A uniform to these meetings, if possible.

6.3.2 Patrol Leader's Council (PLC) Meetings

The Patrol Leader's Council (PLC) meets the first Monday of each month at Murray Hills Christian Church (15050 SW Weir Rd, Beaverton). The PLC Meeting takes the place of the regular Troop Meeting. All PLC members and the Scoutmaster are expected to attend. In addition, other Scouts and adults are welcome to attend.

The PLC Meetings are led by the Senior Patrol Leader. Upcoming Troop activities including the Troop Meetings and outings are planned at these meetings. Scouts and Adult Leaders wear their Class A uniform to these meetings, if possible.

6.3.3 Troop Committee Meetings

The Troop Committee meets the first Tuesday of each month. All Troop Committee members are expected to attend. In addition, all Troop adults are encouraged to attend and participate.

The Troop Committee Meetings are led by the Committee Chair. These meetings address a wide variety of topics including the Troop calendar, activity planning, budget report, fundraising, equipment needs, etc.

6.3.4 Parent Meetings

A mandatory Parent Meeting is held during the first Troop Meeting of each Month. The Parent Meetings are led by the Committee Chair. These meetings include announcements and a calendar review.

6.3.5 Troop Leader Elections

Troop leader elections are held twice each year just after the Court of Honor at a Troop Meeting. The election process works as follows:

- Scouts determine which positions they are seeking Scouts are encouraged to talk to the current position holder to better understand the position and associated responsibilities
- The Scoutmaster also talks to active and qualified Scouts and encourages them to seek a position

- Scouts notify the Scoutmaster of their interest in a position
- The Scoutmaster verifies that the Scouts meet the qualifications for the position
- At the election, the Scouts are given a chance to speak about their interest in the position, their qualifications and what they will do if elected
- The Scouts in the Troop vote for each position by filling in a slip of paper
- The Scout with the most votes for each position is elected
- Scouts who are not elected for a particular position are encouraged to run for other positions
- The election results are announced the night of elections
- The official term of office begins on 10/15 and 4/15 to ensure a six month term after the appropriate training has been completed
- The Scoutmaster reports the election results to the Advancement Chair for entering into the Troop Database

Note: The Scoutmaster can fill vacated or open positions on an interim basis as needed. The term of office for these appointment starts immediately upon the appointment and completion of the appropriate training.

6.3.6 Troop Leader Appointments

Around the time of elections the Scoutmaster also fills the Scoutmaster appointed positions as appropriate. This appointment process works as follows:

- Scouts determine which positions they are seeking Scouts are encouraged to talk to the current position holder to better understand the position and associated responsibilities
- The Scoutmaster also talks to active and qualified Scouts and encourages them to seek a position
- Scouts notify the Scoutmaster of their interest in a position
- The Scoutmaster verifies that the Scouts meet the qualifications for the position
- The Scoutmaster appoints the Scouts to positions based on their interest, capability and commitment
- The official term of office begins on a set date to ensure a six month term after the appropriate training has been completed
- The Scoutmaster is reports the results to the Advancement Chair for entering into the Troop Database

Note: The Scoutmaster can fill vacated or open positions on an interim basis as needed. The term of office for these appointment starts immediately upon the appointment and completion of the appropriate training.

6.3.7 Troop Leader Training

Troop Leader Training (TLT) focuses on help the new Troop Leaders:

- Get know each other
- Develop leadership skills
- Understand how the PLC works
- Review the next six months of Troop Meetings
- Understand the expectations and duties for their new position

TLT is typically held the weekend before the Court Of Honor. **All newly elected Scout leaders are expected to attend TLT. If they are unable to attend, they need to work with the Scoutmaster or designated adult to complete the required training prior to their term of service starting.**

6.3.8 Court Of Honor

Troops 870/5870 holds a Court of Honor twice a year (3rd Monday of October and March) with the following agenda:

- Opening Ceremony
- Announcements
- Recognition
 - Rank Advancement earned
 - Merit Badges earned
 - Special Scout Awards earned (Attendance, Camping, Hiking, etc.)
 - Scout Leaders recognized for their service
 - Special Adult Leader recognition
- Closing Ceremony
- Potluck dessert

The Court Of Honors are typically held at Murray Hills Christian Church. Scout's extended family are invited and encouraged to attend the Court Of Honor.

6.3.9 SM/ASM Meetings

The Scoutmaster and Assistant Scoutmasters meet three times per year to prepare for upcoming activities, address key Troop concerns, review the patrol status, etc. This meeting is run by the Scoutmaster with assistance from the ASMs.

6.3.10 Campouts

The Troop participates in two types of campouts:

- Car camping such as Camporee and Webelos Woods where the campsite can be reached via a short hike from the car
- Backpacking such as the Beginner and High Adventure backpack trip where the campsite is reached via a longer hike

Each patrol has their own patrol box with stove, fuel, pans and utensils and canopy for car camping. Each scout provides the rest of their gear for these trips. See the [Car Camping Gear Checklist](#) on the Troop website for the recommended car camping gear. Each patrol plans, purchases and cooks their own meals for car camping trips. The food budget is typically \$4/meal/scout. This food expense is included in the fee for the trip.

The Scouts provides all of their gear for backpacking trips. Backpacks, tents and other equipment can be rented from a variety of sources including REI. See the [Backpacking Gear Checklist](#) on the Troop Website for the recommended backpacking gear. For backpacking trips, each Scout is responsible for planning, purchasing and preparing all of his own meals. Consequently, there is no food budget included in the fee for these trips. Scouts should bring the Scouts BSA 10 Essentials on all outings. See the [Scouts BSA 10 Essentials](#) on the Troop Website for the recommended backpacking gear.

For outings with less than the majority of the Scouts going, an outing-specific Senior Patrol Leader and Assistant Senior Patrol leader are selected. Outing-specific patrols are then formed and outing-specific Patrol Leaders are selected. This is done under the direction of the adult activity leader for the outing.

If the Scouts are cooking as a patrol, each patrol selects a Grubmaster and plans their menu. The Grubmaster then finalizes the menu, has it signed off by an Assistant Scoutmaster and purchases the food. The food budget is \$4/Scout/meal. After purchasing the food, the Grubmaster turns the receipts into the Treasurer for reimbursement. The Grubmaster can also obtain a cash advance for the food from the Treasurer. The Grubmaster then purchases the food and turns in the receipts and any unused funds to the Treasurer. See the [Grubmaster Guide](#) on the Troop Website for more information.

6.3.11 Nights of Camping

Nights of camping are tracked by the troop to determine eligibility for nights of camping awards and the Order of Arrow. The following count as nights of camping:

- Sleeping in tents, rustic cabins (no electricity), under the open skies
- You participated in setting up and breaking camp, camp chores and camping activities (hiking, swimming, nature exploration, conservation activities, etc)
- A full day of camping counts as a "day", late arrival and early departure days together count as a "day"
- Camping trips you can verify that they took place (parents, Troop Leader, SPL, signs off)

The following do not count as nights of camping:

- Sleeping in motor homes, campers, lodges, motels, cabins with electricity
- When you do not participate in setting up or breaking down camp or in camping activities

Taken from: Youthscouttrail.com/external_frame.asp?goto=/docs/formnatlcampingindividual.pdf

The Troop tracks the nights of camping associated with its Troop activities in Troopmaster. These nights of camping are entered into Troopmaster by the Database Admin after notification from the Activity Leader. The Troop will also track the nights of camping associated with non-Troop activities in Troopmaster upon request from a Scout. The Scout sends the request including date, location and number of nights of camping to the Scoutmaster for approval. After approval the Scoutmaster will forward the request to the Database Admin for entry into Troopmaster and notify the Scout of the approval. If not approved, the Scoutmaster will notify the Scout along with the reason the request is not approved.

6.3.12 Camporee

Camporee is a district event where Scouts BSA units from throughout the district gather to participate in a variety of fun activities in a fun filled weekend, typically out at Camp Meriwether during the fall.

6.3.13 Summer Camp

All Scouts are strongly encouraged to attend Summer Camp. This is one of the highlights of the Scout calendar. Not only is Summer Camp a lot of fun, but it is a great opportunity to work on rank requirements and Merit Badges. It is typically possible for Scouts to earn 4 or more Merit Badges at a single Summer Camp.

The Troop typically attends an out-of-Council Summer Camp about once every three or four years. The other years the Troop attends an in-Council Summer Camp such as Camp Meriwether, Pioneer or Baldwin. Summer Camp is coordinated by the Treasurer. This includes making reservations, signing-up Scouts and adults, collecting payments, and paying for Summer Camp.

Troops 870/5870 strongly believes all Scouts should be able to participate in Summer Camp.

To this end, first year Scouts who did not have the opportunity to participate in Fall and Winter fundraising activities are eligible for Summer Camp financial assistance provided they meet the following requirements:

- The Scout must be registered to attend Summer Camp by May 1st
- The Scout's family must submit a completed application to the Cascade Pacific Council for Summer Camp financial assistance by May 1st This assumes the Summer Camp is on Council property (the Council does not provide financial assistance for non-Council Summer Camps)
- The Scout's family must request financial assistance from the Troop by June 1st Requests for Summer Camp financial assistance should be made to the Treasurer
- The Treasurer determines all financial assistance including the amount of assistance and repayment plan (if there is one) Financial assistance comes from the Needy Scout/Adult Fund
- The Treasurer notifies the Troop Committee when financial assistance has been provided and the associated amount and repayment plan (if any) Other than the Treasurer, Scoutmaster and Committee Chair, the Scout receiving assistance is generally kept anonymous

Note: Second year and later Scouts have the opportunity to earn enough Scout Bucks to fully pay for Summer Camp. Consequently, Summer Camp financial assistance for second year and later Scouts is limited to special circumstances.

6.3.14 Christmas Tree Crunch

Troops 870/5870's primary fundraiser is the 3-phase Christmas Tree Crunch event:

1. At November Troop Meetings, the Troops prepares the Troop Christmas Tree Crunch flyers. The flyers tell people how to contact us to have their Christmas Tree picked up.
2. On December weekends, the Troops go door-to-door in southwest Beaverton leaving flyers.
3. On weekends in January, the Troop picks up the trees of people who have contacted the Troop and also patrols for trees that have people have left out and wish to be picked up. During these pickup days the participants meet and then head out to pickup trees. The trees are dropped off at large truck which then takes them to be recycled. Around noon, lunch is served to the participants by adult volunteers.

6.3.15 Scouting For Food

Scouting For Food is a national Scouts BSA event where Scouts BSAs go door-to-door to collect food which is then donated to local Food Banks. On Scouting For Food day, Troops 870/5870 collects food at the same time it hands out Christmas Tree Crunch flyers. This food is then delivered to designated Scouting For Food drop-off sites.

6.3.16 Webelos Activities

Troops 870/5870 welcomes Webelos from all Cub Scout Packs. The typical Webelos activity calendar is shown below. See the Troop calendar for specific dates. Contact the Recruiting Chair to get more information or to make arrangements to attend a Troop activity.

Activity	Time	Comment
Webelos Woods	May	Overnight camp where Bears, Webelos and their parents have the opportunity to meet a wide variety of Troops.
Webelos Camp	Aug	Overnight camp where Webelos and their parents get a hands on opportunities to work on Webelos/Arrow of Light requirements
Webelos 2 Den Visits	Oct	Overview of Troop-level Scouts BSA to Webelos 2 Dens.
Webelos Hike	Nov	Troop hike specifically for Webelos.
Troop Visits	Nov – Jan	Webelos 2 Dens are invited to participate in Troop Meetings and other Troop activities to see the Troop in action. Schedule with the Recruiting Chair.
Webelos Crossover	Feb – Mar	Troop 870/5870 representatives attend each Pack's Webelos crossover ceremony to accept the Webelos into Troop 870/5870.also hold a crossover ceremony for Webelos whose Packs don't have their own.
New Parent Orientation	Feb-May	Orientation meeting for new parents.

In addition, Webelos are welcome to attend most Troop events with the following guidelines:

1. The Webelos' parent/guardian needs to contact the troop ahead of time so that the appropriate arrangements can be made.
2. The Webelos must be accompanied by their parent/guardian on the trip. This person has the ultimate responsibility for the Webelos.

3. The Webelos and their parent/guardian need to attend the Troop Meetings where the event is being planned so they can participate in the planning process, know what they need to bring, etc.
4. The standard Scout and adult event fees need to be paid by the Webelos and accompanying parent/guardian.

6.4 TROOP EMERGENCY RESPONSE PLAN

In the case of a local emergency where help from our Troop is needed the following will occur:

- Our Troop will be contacted by Scouts BSA (BSA) or the local authorities with a request for support Alternatively, the troop may become aware of a support need via the local media or personal contacts
- The Scoutmaster or a designated alternative will contact the requester and get a complete understanding of the support needed including:
 - What type of support is needed?
 - Where and when the support is needed?
 - How many Scouts and adults are needed?
 - Any age or other physical requirements?
 - Any safety concerns?
- The Scoutmaster will formulate a plan based on this information
- Scoutmaster will communicate this plan to the troop via the troop Yahoo Group and request Scouts and adults to sign-up
- If e-mail will not provide a fast enough response, the Scoutmaster will contact the SPL and ASPL who will then contact the Patrol Leaders The Patrol Leaders and Assistant Patrol Leaders will then contact their patrols and convey the plan and take sign-ups
- The Scouts and adults who signed up will then execute the plan under the direction of the Scoutmaster with assistance from the Assistant Scoutmasters

6.5 TROOP OUTING REQUIREMENTS

Each Troop outing adheres to the following BSA requirements:

Medical Forms

- All Scouts and adults participating in an overnight outing less than 72 hours long must have a BSA Medical Form (Part A & C) on file with the Troop
- All Scouts and adults participating in an overnight outing more than 72 hours long must also have a BSA Medical Form (Parts B) on file with the Troop Note: Part B requires a doctor's signature
- The Transportation Chair collects the Troop Medical Forms and stores them in a locked box
- The Activity Leader holds the Medical Forms during the outing
- **All Medical Forms and associated medical information are kept fully confidential and only accessed in the case of an emergency**

Troop Insurance

- The Troop maintains Troop Insurance in accordance with BSA requirements See the **Troop Insurance** section for more details

Adult Attendance

- One registered Adult Leader and one other adult **MUST** attend all Troop outings
- Both of these adults **MUST** have current Youth Protection Training
- At least one Weather Hazards trained adult **MUST** attend all Troop outings
- At least one Safe Swim Defense trained adult **MUST** attend all Troop outings which involve swimming

Safe Travel

- All Scouts traveling in vehicles **MUST** wear seat belts
- All drivers **MUST** be licensed, have car insurance, and current YPT certification
- Outings will be canceled if there are not enough vehicles and drivers to transport all participants in accordance with these requirements
- Outings will be cancelled if there is a government or weather advisory against travelling

Safe Scouting

- Every outing **MUST** adhere to the **Guide To Safe Scouting** published by the BSA
- A copy of this guide can be found on the Troop website

High Adventure Outings

- Certain activities such as white water rafting and 50-mile backpacking trips may be designated by the Scoutmaster as a “High Adventure Outing”.
- High Adventure Outings require Scouts to be at least 14 years old and have achieved their First Class rank prior to the outing.
- Exceptions (rank and age) may be approved prior to outing by the Scoutmaster. The general guidelines for such exceptions:
 - o Outing on Scout Property: No exceptions
 - o Non-Scout Property, Water Event: Parent must attend
 - o Non-Scout Property, Non-Water Event: Parent must approve
- Scouts must demonstrate to the Scoutmaster that they have the necessary skills and abilities to safely participate in the outing. This includes adequate physical strength and stamina and swimming proficiency for water-based outings.
- Scouts must also demonstrate to the Scoutmaster that they are willing and able to participate as a team member (follow instructions, stay with the group, etc.)

Activity Leader Checklist

- The [Activity Leader Checklist](#) found on the Troop website provides a step-by-step summary to leading an outing.

Activity Fee Payment and Cancellation

- Scout and adult activity fees are due prior to the activity. A slot to participate in an activity is not reserved until the fee is paid.
- Scouts and adults who have signed up for an activity and then cancelled are responsible for paying for all costs incurred by the Troop. This includes purchased food, campsite reservations, rented horses, etc.