



Boy Scout Troop 323 Guidelines

For Scouts and their Parents

St. Peter Parish

Kirkwood, MO

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USE OF THIS MANUAL

The purpose of this manual is to introduce new Scouts and their parents to the operational procedures and policies of Boy Scout Troop 323 and to act as a reference guide for all members of our troop. Parents are encouraged to use this manual in order to help their Scout have a pleasant Scouting experience and get as much as possible from his participation in Troop 323.

This manual is divided into five parts. The first part deals with long standing procedures and policies of Troop 323. While our troop has a long history, it also remains flexible to the changing needs of its current Scouts and the Scouting program. Most of these policies and procedures are subject to periodic review by the troop committee and may be changed when deemed necessary.

The second part of this manual is concerned more with safety procedures and guidelines. Most of these policies are taken in whole or in part from Guide to Safe Scouting published by the St. Louis Area Council of the Boy Scouts of America. These policies are established to help ensure that all of the activities that our Scouts are involved in as members of this troop are carried out in as safe a manner as possible.

The third part deals with necessary Scout equipment. The essential items needed for a proper uniform and for camping and hiking equipment.

The fourth part deals with the advancement trail to Eagle. Specifically, it deals with the advancement steps from Life Scout to Eagle Scout.

Part five contains miscellaneous items. Included are the Activity Coordinator Guidelines (which makes leading any of our events much easier) a reprint of the St. Louis Area Council's insurance policy provisions, and a description of what to expect at Summer Camp.

STATEMENTS OF PURPOSE OF TROOP 323

Paraphrased from the BSA Scoutmaster's Handbook:

Every Scouting activity and way of organizing and doing things has a purpose behind it. Each has something to do with moving boys from where they are toward some basic goals. We call these goals the aims of Scouting. Here they are in general:

Scouting works toward three aims.

One aim is **CHARACTER**. We may define character as what a boy is: his personal qualities, his values, and his outlook.

A second aim is **CITIZENSHIP**. Used broadly, citizenship means the boy's relationship to others. He comes to learn of his obligations to other people, to the society in which he lives, to the government that presides over that society.

The third aim of Scouting is **FITNESS**. Fitness shows itself in four distinct aspects: of the body (well-tuned and healthy), of the mind (able to think and solve problems), of the moral fiber (as shown by courage, respect for others, etc.), and of the emotions (self-control and self-respect).

The methods and tools we use to help forward the aims and goals of Scouting are, but not limited to:

An exciting outdoor program

Leadership training

Advancement

Uniform

Active use of the ***Patrol Method***

To achieve these goals, Troop 323 must have an active calendar of events, giving each Scout more than ample opportunity to participate in a broad range of activities designed to use the above methods and tools. Each Scout is expected to participate on a regular basis in order to receive the utmost benefit from the entire Scouting program.

SECTION 1- POLICIES AND PROCEDURES

ATTENDANCE

The nature of the Boy Scout program is one of continuing development. The aims and goals are carried out over a long period of time using a variety of activities and methods. Therefore, attendance at meetings and activities is essential to receive the most from this program. To maintain an active status with this troop, a Scout is expected to attend at least 25% of all meetings and activities. Positions of responsibility require regular attendance. It is understood that certain school, athletic, or church activities may, for a short and specified time, prevent regular attendance. If a Scout will not be active for an extended period, please let the Scoutmaster know as a matter of courtesy.

ACTIVITY CALENDAR

The Patrol Leaders Council (PLC) meets in mid-August to produce the calendar of troop events. We have an early August recreational troop activity, at which time all Scouts have the opportunity to suggest various activities for the coming year. The PLC takes these ideas, meets with the Scoutmaster, Committee Chairman, and the Outdoor Activity Chairman, and creates the activity calendar. The calendar is then presented to the whole troop committee for review and adoption. Shortly after this committee meeting is held, we hold a meeting with all the parents of the troop to present our calendar and to solicit volunteers and activity coordinators.

ACTIVITY SIGN UP SHEETS

In the Scout's mailbox, families will find yellow colored Activity Sheets for most of the events taking place that month. These activity sheets contain vital information as to what, when, where, and how much. The bottom portion is the activity sign-up. This portion must be filled out completely and returned with the Scout with all fees paid no later than the designated sign-up day. All sign up forms are returned to the Patrol Leader. It is essential that this form and the fees be turned in on time!

ADULT PARTICIPATION

Parents are encouraged to participate to whatever degree their time and talent will allow. In order for the troop to have a successful and active year, and to allow us to fulfill the goals and aims of the Scouting program, we expect participation from the families of every active member of this troop. The following are examples of opportunities for adult participation. There are many other areas in which an adult may become an active participant in this troop.

SCOUTMASTER

The Scoutmaster is the leader of our troop. This is the critical adult leadership position and the person serving in this role must have a special kind of interest and dedication to serving young people. This person is responsible for the image and program of the troop. The Scoutmaster works directly with the Scouts, training and guiding boy leaders using the methods of Scouting.

Troop 323 has adopted a policy that this position is an elected one, all parents vote for this position (one vote per family), and that the term of service is two years. This election occurs at the February Parents Meeting of even-numbered years. Any qualified, trained adult can submit their name for consideration. Parents of Webelos crossing over in the month of the election are eligible to vote for the Scoutmaster.

ASSISTANT SCOUTMASTERS

This is an opportunity for a parent to get directly involved in the activities of the troop and its Scouts. An adult may want to work in a particular area of interest or with a particular group of Scouts. Assistant Scoutmasters must successfully complete Basic Adult Leader Training. They are expected to wear an official uniform.

ACTIVITY COORDINATORS

Activity coordinators are adults who see that a given activity is properly planned and carried out. We have developed an instruction sheet that takes the activity coordinator step-by-step through any activity to make this job an easy one. The Coordinator should plan to attend the event he/she is coordinating.

MERIT BADGE COUNSELORS

There are approximately 120 merit badges, one of which may match an adult's profession, hobby or interest. To be a counselor, an adult must be registered in BSA and submit the counselor application form. A merit badge counselor is limited to counseling no more than four merit badges. He/she will guide and review a Scout's progress as he works on his badge.

BASIC ADULT LEADER TRAINING

Our District . New Horizons . presents this training course in the fall and spring. It is for all adults who want to learn about the operation of the troop and its adult leadership. Even if the adult is an Eagle Scout, it is worth his/her time to attend. The Scoutmaster, Assistant Scoutmasters, and Committee Chairperson must complete this training course.

THE TROOP COMMITTEE

The Troop Committee is the troop's board of directors formed to support the troop program. The committee positions rotate every March at the monthly parent meeting (except the Chair).

"What does the troop committee do?" The troop committee does the following:

- Ensures that quality adult leadership is recruited and trained. In case the Scoutmaster is absent, a qualified Assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is recruited. All parents of registered Scouts of Troop 323 elect the Scoutmaster for a two-year term.
- Provides adequate meeting facilities
- Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization
- Carries out the policies and regulations of the Boy Scouts of America
- Supports leaders in carrying out the program
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan
- Obtains, maintains, and properly cares for troop property
- Provides adequate camping and outdoor program (minimum 18 days and nights per year)
- Serves on boards of review and courts of honor
- Supports the Scoutmaster in working with individual boys and problems that may affect the overall troop program.
- Provides for the special needs and assistance some boys may require.
- Helps with the Friends of Scouting campaign.
- Assists the Scoutmaster with handling scout behavior problems.

Every troop member's parents should complete the *Troop Resource Survey*. The survey will inform the committee what professions, special interests, skills, and resources are available to your troop. For example, a parent who works at a printing shop could help the troop produce a first-rate newsletter. Another parent might be a banker. Obviously, this person would likely be considered for the position of the committee treasurer. But

their hobbies may be cycling and fishing. If asked, they may well be more than willing to work with the boys in either of these activities.

The troop committee Secretary should have a copy of every *troop resource survey* conducted by the Assistant Scoutmaster for new Scouts or by other committee members. At the monthly committee meeting, the Scoutmaster should be consulted as to what adult help and talents are needed for the coming month's program. A careful review of the collected resource surveys should begin the committee's search.

Not every parent will be able to serve on the troop committee or make a similar long-term commitment, but every parent will be given the responsibility to perform a short-term task

There are many positions of leadership and support filled by parents of our troop. Such as:

- " Committee Chairperson
- " Committee Treasurer
- " Committee Secretary
- " Adult Patrol Advisor
- " Adult Equipment Manager
- " Board of Review Chairman
- " Advancement Chairman
- " Outdoor Activity Chairman
- " Venture Patrol Advisor
- " Fund Raising Chairman
- " Court of Honor Coordinator
- " Den Chief Coordinator
- " Liaison to Cub Packs
- " Training Chairman
- " Web Coordinator
- " Chaplain

Some of the most important positions are described below .

Duties of the **Chairperson** (Elected by parents for a two-year term at same time as Scoutmaster during even-numbered years)

Organize the committee to see that all functions are delegated, coordinated, and completed.

Maintain a close relationship with the chartered organizations representative and the Scoutmaster.

Interpret national and local policies to the troop.

Prepare troop committee meeting agendas.

Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called.

Ensure troop representation at monthly roundtables.
Secure top-notch, trained individuals for camp leadership.
Arrange for charter review and re-charter annually.

Duties of the **Secretary**

Keep minutes of meetings and send out committee meeting notices.
Handle publicity
Prepare a family newsletter of troop events and activities.
Conduct the troop resource survey.
Plan for family night programs and family activities.
At each meeting, report the minutes of the previous meeting.

Duties of the **Treasurer** (Finance/Records)

Handle all troop funds. Pay bills on the recommendation of the Scoutmaster and authorization of the troop committee
Maintain checking and/or savings accounts
Train and supervise the Troop Scribe in record keeping.
Keep adequate records in the *Troop/Team Record Book*.
Supervise the camp savings plan.
Lead in the preparation of the annual troop budget.
Lead the Friends of Scouting campaign.
Report to the troop at each meeting
Keep adequate records of expenses

Duties of **Outdoor/Activities Chair**

Help in securing permission to use camping sites.
Serve as transportation coordinator.
Ensure a monthly outdoor program.
Promote the National Camping Award.
Promote, through attendance at troop campouts, camporees, and summer camp to reach the goal of one outing per month.
Support the Parent Activity Coordinator of each outing.
Report to the troop committee at each meeting.

Duties of **Advancement Chair**

Encourage Scouts to advance in rank
Work with others on Advancement committee for record keeping and Boards of Review
Work with the troop scribe to maintain all Scout advancement records.
Arrange troop boards of review and quarterly courts of honor.
Develop and maintain a merit badge counselor list

Make a prompt report on the correct form to the council service center when a troop board of review is held. Secure badges and certificates
Work with the troop librarian to build and maintain a troop library of merit badge pamphlets.
Report to the troop committee at each meeting

Duties of **Chaplain**

Provide a spiritual tone for troop meetings and activities.
Give guidance to the chaplain aide.
Promote regular participation of each member in the activities of the religious organization of his choice.
Visit homes of Scouts in time of sickness or need.
Encourage Boy Scouts to earn their appropriate religious emblems.
Report to the troop committee at each meeting

Duties of **Training Chair**

Ensure troop leaders and committee members have opportunities for training.
Maintain an inventory of up-to-date training materials, videotapes, and other training resources.
Be responsible for BSA Youth Protection training within the troop.
Encourage periodic junior leader training within the troop and at the council and national levels.
Report to the troop committee at each meeting

Duties of the **Equipment Coordinator**

Supervise and help the troop procure camping equipment.
Work with the Scout Quartermaster on inventory and proper storage and maintenance of all troop equipment.
Makes sure information about equipment in good condition makes it to Scoutmate software.
Make periodic safety checks on all troop camping gear, and encourage troop in safe use of all outdoor equipment.
Report to the troop committee at each meeting.

PARENT MEETINGS

The monthly parent meetings function as the troop committee meetings. Throughout this booklet, the terms are used interchangeably. Parent meetings are open to all parents. The meetings are currently held on the last Thursday of each month at 7:30 pm in the parish library (basement of the Rectory). (The first Tuesday is the District Roundtable and it is important to have that information available before a parent meeting.) The committee wants everyone's input. *All parents, women and men, are encouraged to sign up as members of the troop committee.* It is the responsibility of the

committee to create the budget, establish fund-raising activities to fund that budget, oversee the activities of the troop and Scoutmaster, to provide for the general program of the troop, and to communicate with all members of our troop. The only requirement for committee membership is to fill out an official BSA application form. Committee members are entitled to wear an official uniform. Even if parents are not currently registered as a member of the committee, they are encouraged to attend the meetings and provide input and assistance as their schedule and talents allow.

ADVANCEMENT

Advancement is an important tool used in our troop. The advancement trail from Scout through Eagle is a long one taking several years to complete. Much is learned along this trail and the reward of attaining Eagle is great, not only now, but in the future life of a Scout. This advancement trail is taken very seriously and no deviation from it is allowed. It is spelled out very clearly in the Boy Scout Handbook. The Handbook states that the Troop Committee can make adjustments, as necessary, in the advancement requirements for medical and safety reasons.

BOARD OF REVIEW

As a Scout advances, he is reviewed in his progress at various steps. At each rank advancement, he must go before a Board of Review. This Board is made up of the chairman and two or three other adults who are active members of the troop committee. A Board of Review can be convened any time a Scout has fulfilled the requirements of his next rank. The Scout should first request a Scoutmaster conference, then a Board of Review. This Board will interview a Scout who has fully completed all of the requirements for a rank. It is important for each Scout to have finished all of the requirements before he meets with the Board of Review. A Scout's date of rank is the day he is interviewed by the Board of Review and obtains their approval for his advance in rank.

ADVANCEMENT RECORDS

All records of a Scout's advancement, including dates of rank, merit badges earned, days and nights of camping, miles hiked, leadership positions held, and activities attended, are kept by the Advancement Chairman. Our Troop has purchased a software package called %Scoutmate+. This allows us to keep computerized records of all Scouts and adults. This software can be used by anyone in our troop under the license. The Scout's handbook is his record of advancement.

COMPLETING REQUIREMENTS FOR RANK

Who signs off requirements in the back of the Scout's *Boy Scout Handbook*?

The Scoutmaster or persons he or she designates. The designated persons may be Scouts or Adult Leaders for specified ranks or sets of requirements.

MERIT BADGES

A Scout may work on any merit badge at any time. A complete list of merit badges is in the Scout Handbook and a list of all the requirements for all the merit badges can be found in the book, Boy Scout Requirements. (The Merit Badge Dot Com web site at www.meritbadge.com is also a useful source of information.) There is a merit badge pamphlet published for every merit badge. It contains the requirements for the merit badge, plus much of the information needed to acquire the knowledge and skills for the badge. These pamphlets are available at the local Scout Shop or may be in the troop library. Scouts should ask the troop librarian to check out a book. After a Scout has earned the merit badge, he may wish to donate any of the pamphlets he has purchased to the troop library. To earn most merit badges, a Scout should follow these steps (taken from the Merit Badge Counselor's Guide):

- 1) The Scout reviews the merit badge list and selects his choice.
- 2) The Scout visits with the Scoutmaster to:
 - Determine if he has a real interest in the subject.
 - Identify any other boy in the troop with an interest in the same merit badge.
 - Secure names and phone numbers of approved merit badge counselors.
 - Receive a merit badge card signed by the Scoutmaster.
- 3) The Scout calls the merit badge counselor and makes an appointment for a first meeting. This meeting should provide the opportunity for the counselor and the Scout to review the requirements, select projects, set short and long term goals with dates for completion and dates for further reviews. *The first meeting should not be held for the purpose of conducting a final review of the merit badge.*
- 4) At the first meeting the Scout should bring the following items:
 - " Another Scout or a buddy, parent, leader, etc. must be present during the meeting (one on one counseling is not permitted in the Boy Scouts of America)
 - " A merit badge card signed by the Scoutmaster
 - " Merit badge cards with partial requirements
 - " Any other indication of preparedness
 - " A merit badge book with the current requirements
 - " Any projects or objects that the Scout has started
 - A properly worn Scout uniform
- 5) At the completion of the first meeting, the merit badge counselor signs the center portion of the Scout's merit badge card on the appropriate line.

6) The merit badge counselor provides support while the Scout works to achieve the requirements. Individual or partial requirements may be signed off as they are completed on the back the card.

7) When the Scout has completed the requirements, he makes a final appointment so that the counselor may be assured that the Scout has satisfactorily finished all requirements.

8) If the counselor is satisfied, he signs the center section of the card, fills out and retains the right hand portion of the card for his files, prints the required information on the left hand portion of the card, and returns the card to the Scout.

9) The Scout returns the approved card to the Scoutmaster for signature and the Scoutmaster forwards the card to the Advancement Chairman.

MERIT BADGE CARDS

The Scoutmaster must sign all merit badge cards before they are taken to a merit badge counselor for sign-off. The Scout must return them to the Scoutmaster for signature after a badge is earned and signed by the counselor. The Scout will receive the card back with his badge attached at the Court of Honor.

It is very important to keep these merit badge cards in a safe place – the Scout will need them when submitting his Eagle Scout application.

All rank advancement and merit badge cards are expected to be completed and turned in to the Scoutmaster or Advancement Chairman no less than one week prior to the scheduled Court of Honor.

CAMPING and HIKING

CAMPING

We will try to include at least 20 days and nights of camping in our annual calendar.

HIKING

We will try to include at least 6 hikes of ten miles or more in our annual calendar. Some hikes may be biking instead of walking. Backpacking events are scheduled for those Scouts training for Philmont National Scout Ranch or Double H Ranch.

SUMMER CAMP

S-F Scout Ranch All Scouts are encouraged to attend summer camp, which lasts one week - from Sunday to Saturday. Summer camp offers Scouts a wonderful variety of activities. They are able to work on water sport merit badges, such as Swimming, Lifesaving, Canoeing, Rowing, and Fishing; rugged merit badges like Camping, Wilderness Survival, Climbing, and Pioneering; and other merit badges, including Mammal Study, Environmental Science, Cooking, Leatherwork, Archery, Rifle Shooting, Astronomy, Woodcarving and many more. Scouts learn to work together in a Patrol unit. Campfires, free swims, patrol contests, trading post, rifle and archery shoots, overnight float trips, Huckø Cove, Order of the Arrow Ceremony, side hikes, campfire skits, and making new friends are just some of the fun activities awaiting Scouts at summer camp. First year Scouts may participate in the Voyager Program.

Swift Explorer Base Any Scout, who is an active, participating member of our troop, has completed at least two previous regular summer camps, is Life Scout rank, has completed the eighth grade, and has earned most of the required merit badges available at regular summer camp, may attend Swift Explorer Base instead of regular summer camp. He must understand that he is expected to attend and fully participate in the activities offered at Swift. At Swift, Scouts mix with Explorers, eat in a mess hall, swim, ski, sail, fish, enjoy many of the activities S-F offers, and participate in a generally less structured program when compared with regular summer camp.

Ranger Program This program is open to Scouts who are at least thirteen years old, have completed three years of regular summer camp, and have most of the needed merit badges available through the regular summer camp program. During the same week of regular camp, those in the Ranger program will backpack through the primitive part of S-F Scout Ranch. The stars will be their tent, the leaves their bed. With the guidance of a staff ranger, they will rappel, rock climb, ski, sail, swim, and hike. It is an active adventure, with no merit badges to work on, no structured program, and no

Scoutmaster. They will return to the troop for the Order of the Arrow activities and closing campfire. Their motto is *"Rangers rule the Ranch"*.

COURT OF HONOR

Courts of Honor are held at least four times a year. They are designed to honor the achievements and advancement of the Scouts. *All parents and family members are strongly encouraged to attend along with their Scout.*

Any Scout earning the rank of Eagle may select the Court of Honor at which he will be so honored. He may also elect to have a separate Court of Honor just for his Eagle presentation. This separate Court of Honor is an official troop activity and must be authorized by the troop committee. The Scout or his family must pay any added expenses above and beyond those of a regularly scheduled Court of Honor.

FINANCES OF TROOP 323

The troop committee decides upon the operating budget.

Operating Funds .

The troop currently receives operating funds from these sources: *Dues* (billed to each Scout and paid in January prior to our annual registration on Feb 1), the *Basketball Concession Stand*, and *Pizza Sales*. Pizza operations happen once each year on the Saturday before the Super Bowl. Individual Scouts receive a portion of the profit (from the sale of these pizzas) as Scout Bucks. The troop committee determines that portion.

Operating Expenses .

Our operating expenses include: the registration of the troop and individual Scouts, purchase and maintenance of troop equipment, activity fees (such as campsite reservations and use of various council properties and materials), purchase of rank badges, merit badges, activity patches, mailings to troop families, literature for the troop library, etc.

Currently, the following fund raising activities benefit each Scout directly, with profits directed into Scout Bucks:

Pancake Breakfast - This is a voluntary activity, producing *Scout Bucks for participation*.

Pizza Sales . Another voluntary activity, also producing *Scout Bucks*.

SCOUT BUCKS

When a Scout earns money for himself through one of these activities, it is placed into his Scout Bucks account. He may use his accumulated credit to pay for any troop activity, including Summer Camp, High Adventure, and weekend campouts. Actual money is never issued to a Scout from his Scout Bucks. If a Scout chooses to leave Troop 323, his Scout Bucks are turned over to the troop's general fund. The Treasurer is responsible for the accounting of Scout Bucks, and he will periodically issue a review of each Scout's account, including totals, and disbursements. If a family has more than one Scout in the troop, a parent may request that a portion of one son's Scout Bucks be shifted to another. This should be discussed with the treasurer and the Scouts.

Overpayment by Scouts for various fees or activities is usually put into the Scout's Scout Bucks account. Parents may request that an overpayment be returned to them in the form of a troop check.

FINANCIAL NEED

No Scout will be denied participation in troop activities because of financial need. There are many ways in which a Scout can earn money or obtain help to pay for summer camp, food on camp outs, etc. Additionally, a shortage of funds should not prevent any Scout from being in full and complete Scout uniform. If any Scout finds himself in this situation, he or his parents should discuss this matter with the Scoutmaster on a strictly confidential basis. We are here to help anyone that wants to participate.

FOOD BUYING PROCEDURES

Many of the troop's activities require that the Scouts plan, purchase, and prepare meals. The following guidelines outline the basic procedures.

PREPARING MENUS

It is expected that the menu for each meal will be well rounded, providing proper nutrition, and selected with care. Unless otherwise specified, hot breakfasts and dinners are to be prepared. Meals, for the most part, are to be prepared fresh, not dumped from a can. Pop Tarts or Doughnuts, for example, are not a good choice for breakfast, because they are not freshly prepared, are not hot, and do not offer complete proper nutrition.

CHARGING FOR MEALS

Activity fees average \$10.00 per person, per weekend. This is based on an average cost of \$2.50 per meal for a four-meal weekend. Care should be taken in the selection of menu items and the purchase of patrol food. Consider purchasing plain label or store brands, or purchase from the bulk food area. Refer to the %servings per package+label, and do not buy more than is needed. Remember not to purchase those items that are supplied by the quartermaster. Patrols have the option to collect more money to have a

special meal (steak dinner, etc) with approval of Patrol and Scoutmaster. Be cautious in the selections, and do not forget that the menu is limited by the amount of money collected!

COLLECTING AND HANDLING OF FOOD BUYING MONEY

As explained above, \$10.00 per weekend activity per Scout attending is to be collected by the Patrol Leader. The person buying the food will then take this money home with him. *He is responsible for it.* After the food is purchased, all receipts and leftover money are to be turned over to the patrol leader. The patrol leader will then turn the receipts, the extra money, and the food-buying sheet over to the Adult Activity Coordinator or Treasurer. If the food cost more than the amount of money that was collected, each member of the patrol in attendance on the activity, will be assessed an equal portion of the extra needed money.

If a Scout or adult signs up for an activity and pays money for food, he assumes that the money is not refundable. If, after paying his money, he finds he cannot attend, he may call the person buying the food, and, if the food has not already been bought, request that his food money be returned. If the food has already been bought, he will not receive any of his money back.

FOOD HANDLING PROCEDURES

The food buyer must secure his patrol's dry food box at the last troop meeting before the activity. Be sure to plan to buy ice for the cooler and add this cost to the total food bill. At the end of the activity, the food buyer is responsible to make sure that there are no food items in the patrol food box, patrol kitchen, patrol box, or cooler. He may take home any extra food items, except those items supplied by the troop quartermaster.

HIGH ADVENTURE CAMPS

There are three High Adventure Bases operated by the National Council. Each offers boys, and adults, a variety of adventures and experiences. The cost of these camps, including transportation, is approximately \$800-900 per person for 8 to 14 days of memorable experiences. Each Scout will have the opportunity to attend all three bases during his Troop 323 career depending upon the space availability.

NORTHERN TIER NATIONAL HIGH ADVENTURE

Canoe and fish the lakes of the Boundary Waters in the Northern Tier. Sommers Canoe Base in Minnesota is the main base. Satellite bases are located in Canada at Atikokan and Manitoba in Quetico Provincial Park. To participate in High Adventure programs operated by the Northern Tier, a participant must be a registered Boy Scout, Varsity Scout, or Venturer. Youth participants **must** have attained the age of 13 by the date of arrival.

See <http://www.ntier.org/Documents.html>

FLORIDA NATIONAL HIGH ADVENTURE SEA BASE

Live on a wilderness island, snorkel the coral reefs, scuba (if you are certified), deep sea fish, sail, learn about the beauty of the sea. Participants must be Fourteen (14) years old by September 1 of the year of participation for all programs except SCUBA. SCUBA program participants must be fourteen (14) years old by date of attendance. See <http://www.bsaseabase.org/res/eligibility.htm>.

PHILMONT SCOUT RANCH, NEW MEXICO

Backpack for ten days in some of the most beautiful country you will ever see. Learn about the beauty of God's world and learn about yourself. Scouts must be 14 on January 1 of the year they attend or have completed eighth grade before date of attendance.

See <http://www.philstaff.com/20reswor.html>

HISTORY

In 1925, Troop K3 was founded at St. Peter. The Boy Scout movement was founded in England in 1908. That same year it came to Canada. Troop K3 eventually came to be known as Troop 323.

More information on the History of Troop 323 can be found on our website www.troop323kwd.org.

LEADERSHIP ELECTIONS

The suggested way of choosing troops Scout leaders is through peer elections. For the most part, the results of these elections will be used in filling troop leadership positions. However, *the Scoutmaster has the final choice as to which Scouts serve in the various leadership positions.* The position of Senior Patrol Leader, Assistant Senior Patrol Leader, and Patrol Leader are elected ones. To be on the ballot for Patrol Leader, a Scout must be at least First Class in rank. To be on the ballot for Senior Patrol Leader or Assistant Senior Patrol leader, a Scout must have served as Patrol Leader or have served with distinction in an appointed leadership position, or completed National Youth Leader Training Camp, so, in the opinion of the Scoutmaster, his name should be placed on the ballot.

The Scoutmaster appoints the positions of Quartermaster, Librarian, Scribe, Bugler, Historian, Troop Guide, Den Chief, Crew Leader, Instructor, or Junior Assistant Scoutmaster.

ORDER OF THE ARROW

The Order of the Arrow is a service organization/honor society for campers. To be eligible for election as a member of the Order of the Arrow, a Scout must be a First Class Scout, have completed at least one long term camp of five nights or longer (Summer Camp or High Adventure) and ten additional nights of short term camping in the previous two years. It is an honor to be elected into the OA. One adult can also be elected each year. Camping requirements for adult election are the same as those for Scouts. Adults, not members of the Order of the Arrow, may still participate to the extent that their presence is helpful to Scout OA members. There are various activities throughout the year that are open only to OA members. Troop 323 actively supports the Order of the Arrow.

PATROL LEADERS COUNCIL

Called the PLC, this group of Scouts is made up of the leaders of the troop. They meet periodically to plan the next month's events, deal with any patrol or troop problems, and receive instruction on leadership or their particular job responsibilities. The PLC is supervised by the Scoutmaster and selected assistants.

QUARTERMASTER

This troop has many thousands of dollars worth of equipment. It is the responsibility of the adult Equipment Chair to oversee this equipment and to work with the Scout Quartermaster to supervise the care, maintenance, and distribution of our equipment.

Patrols have an individual Scout designated as their Patrol QM who will check out equipment needed for a given activity with the adult or Scout QM. Patrols will be issued patrol boxes, dry food boxes, food cooler, water carrier, dining fly, and other items, as the QM deems necessary. The patrol and its members are responsible for the items issued and their care and maintenance. If any item is lost or damaged, the patrol and its members will be charged for the cost of item repair or replacement. Normal wear and tear, or an ~~%~~Act of God, is not the responsibility of individual Scouts. However, the adult Equipment Chairman will determine this.

No one is allowed to check out or use any troop equipment for non-troop activities without the knowledge and consent of the Scoutmaster.

SERVICE PROJECTS

This troop and its Scouts must be always ready and willing to serve when called upon. Our sponsoring organization, local schools, churches, and charitable groups may call upon us to fill a variety of needs. The Scoutmaster and troop committee will review any proposal for appropriateness, worthiness, and whether participation can be fit into our activity schedule.

Certain rank advancement requirements also include service projects. It is important to point out that a Scout must complete these required service projects while actively working on that rank. For example, in order to successfully complete the service project for advancement to Star rank, he must be a First Class Scout before he begins his service time. In addition, he must get the approval of the Scoutmaster or designated assistant before he begins his service project.

UNIFORM

There are three types of uniforms that members of Troop 323 are authorized to wear. The first two are for the entire troop and the third is for Venture Patrol members only.

CLASS A

This uniform consists of an official BSA Uniform shirt, either long or short sleeve. All patches must be in the proper positions and badges of rank and leadership position must be current. This uniform also includes official BSA pants, either long or short. If shorts are worn, official BSA socks, either knee or short, must be worn. The knee socks are to be pulled all the way up with the red top folded down below the knee. When long pants are worn, regular socks are required. A belt is also required, although, while preferable, it does not have to be official BSA issue.

CLASS B

The Class B uniform is worn on less formal occasions, but only when it has been authorized for a certain activity. The Class B uniform consists of a Troop 323 T-shirt, available in the spring prior to Summer Camp.

VENTURE PATROL

Venture Patrol members are authorized to wear the Official maroon ~~Adventure~~ polo style shirt. The maroon Scout shirt may not be worn with Official BSA pants as a Class A or B substitute.

VENTURE PATROL

When a Scout enters the ninth grade, he may enter the Venture Patrol. The purpose of the Venture Patrol is three-fold. First, it is designed to give older Scouts, who have participated in most of the regular troop activities several times, the opportunity to plan and participate in more challenging types of activities. These activities are to include, but not be limited to, high adventure type challenge events, career exploration and investigation, fun and game activities, service activities, and those selected activities, which help to further and promote the goals and aims of Troop 323.

The second purpose of the Venture Patrol is to provide help and guidance on the last stages of their progress to Eagle Scout. Many Scouts reach the rank of Life Scout, and then, for many reasons, fail to take that long final step. Venture Patrol will provide, in a peer group setting, a forum for Life Scouts to get the help and encouragement needed to finish their trail to Eagle Scout.

The third purpose of the Venture Patrol is that of service. By the very make-up of this group, we, as a troop, have a valuable source of experience and leadership from which to draw. The Venture Patrol will be called upon for instruction, demonstration, leadership, and other needs of the troop or Scoutmaster. The Scoutmaster and the adult Venture Patrol Advisor supervise the Venture Patrol. It is understood, that this supervision should take the form of advice and direction when asked, support when needed, and genuine interest in the Scouts at all times.

SECTION 2- SAFETY GUIDELINES

TROOP 323 SAFETY ISSUES

The following items address Scout safety, which is of ultimate importance to all participants and families. The Scoutmaster handles violations of safety guidelines. The Scoutmaster may request the help of the Troop Committee to resolve any safety issue at the discretion of the Scoutmaster.

DRUGS

Any Scout taking prescription or over-the-counter drugs must inform the leader in charge of the event of his need to take such medication. An adult will be available to dispense such medication if needed or requested.

Illegal drugs, or unauthorized drugs or medication found in the possession of or in the personal gear of any Scout, *may result in the immediate dismissal from this troop and presentation to proper legal authorities. There is no second chance for illegal drugs.*

KNIFE AND AXE

It is understood that the proper use of a knife is an essential part of the Boy Scout experience. The carry or use only allowed if the Scout has a TotingChit. The TotingChit may be withdrawn at the discretion of any adult at any time. The Scout must then go through the TotingChit training again.

We allow folding blades only (pocket knife style); blade no more that 4 inches. *Sheath knives are not allowed to be carried or used by Scouts or adults.*

Use only in accordance with Totin Chit safety guidelines ('blood circle', etc.)

No switch blades, stilletes, butterflies, throwing stars, razors, bayonets, machetes, swords, cleavers, lawn mower blades, executioner-style axes, throwing blades, or prison-style home-mades. Anything normally referred to by a name other than 'knife', but which are reasonably construed to constitute hazards such as are commonly associated with sharp objects, fall under the knife and ax guidelines - nomenclature notwithstanding. The definition of 'reasonable' for purposes of this provision shall be subject to the sole, exclusive discretion of any member of the adult committee. Such definition shall in no way be subject to modification or debate by Scouts.

At mealtime, butter and steak knives may be used, but may not be brandished in a threatening or dangerous fashion. Any Scout so using said implements shall be sent home and shall, from that point forward, be required to consume meals exclusively with a plastic cafeteria-style 'spork'.

The axe and saws will be used in the axe yard only. Again TotingChit is required.

PRESSURIZED FUEL LANTERNS & STOVES

Pressurized fuel may be burned on St. Louis Area Council property. The lanterns and stoves operated with pressurized fuel are used only by adults and Scouts who have earned and carry a Toasted Chip card. No chip - no burn, no exceptions.

RADIO AND TAPE PLAYERS

Electronic devices, such as radios, stereos, tape players, etc., are not to be brought to troop meetings or activities. However, they may be brought along in the car or bus for personal listening, provided that the driver says it is acceptable, and that the Scout has and uses private listening earphones. Scouts must play the music quietly enough so as not to disturb his fellow passengers or driver. Failure to comply with these rules will result in confiscation of the radio or tape player. It will only be returned to the Scout's parent.

RULE OF 2+2

In order to have an official Boy Scout activity, there must be at least 2 adults and 2 Scouts present. Adult leaders and Scouts will not meet one-on-one unless they are within sight of other Scouts and adults. Scouts are not to meet with merit badge counselors unless there is at least one other adult and Scout age person within sight and hearing of the meeting. If a Scout is to receive a verbal reprimand from an adult leader for wrongdoing, it is strongly advised that another adult be present.

SMOKING

It is the policy of this troop that no Scout will be permitted to smoke on any Scouting event. Any Scout who is caught smoking or chewing tobacco or with tobacco items on his person or in his personal gear, will have his parents notified, be sent home from the activity, and face possible suspension from the troop. Adults are encouraged not to smoke in the presence of Scouts.

TEENAGE DRIVING

It is the policy of BSA that no one under the age of 21 will be allowed to drive a car with other Scouts in it to any Scout or troop activity. This pertains to any driving by a Scout, even if a parent is present. No Scout will be allowed to drive himself to any Scouting activity without the permission of the Scoutmaster. Abuse of the driving privilege will result in loss of permission to drive to Scout activities. Brothers may drive brothers with parents' knowledge and permission.

TROOP DISCIPLINARY POLICY

This Policy approved by Parent Committee on October 18, 2007

Occasional conflict and inappropriate behavior are facts of human existence. As with any collection of people, a Scout troop must determine how it will handle those situations that WILL arise. Given that we are dealing with youth from many different families and a wide range of ages, it is important that we establish guidelines that keep everyone safe and honor all parents' policies regarding their sons' behavior, while upholding the ideals of Scouting.

Discipline in Troop 323 has two objectives (and only two). First, to protect all Scouts from physical danger, emotional harm, and moral or spiritual corruption. Second, to help guide the individual offender on the path to responsible manhood through firm, respectful, instructive correction.

Scouts are expected to behave in accordance with the Scout Oath and Law, the Outdoor Code, the Troop 323 Guidelines, the specific instruction of adult leaders, and general standards for gentlemanly behavior. Any time they stray from those boundaries while under our supervision, it is our responsibility as adult leaders to correct their behavior.

As a general rule, disciplinary issues should be handled as swiftly, firmly and discreetly as possible. Scouts are not disciplined publicly. We do not have gallows or floggings in the town square. If anyone is hoping for public humiliation of offenders, they won't be satisfied. Discipline is a private matter between the Scoutmaster, the Scout(s), and the parents of the Scout(s) involved. Public admonitions, when they occur, will be addressed to ALL Scouts.

Every adult in the troop is expected to correct and reprimand individual Scouts who are observed behaving inappropriately. This authority extends to correcting the behavior and issuing an immediate verbal reprimand. If a matter requires additional action, it is to be coordinated with the Scoutmaster or his stand-in for that outing.

In every disciplinary situation, the Scoutmaster (or his designee on an outing) has the responsibility and authority, **WITHIN THESE GUIDELINES**, to gather information and take disciplinary action as he sees fit. The on-site leadership has broad discretion to handle specific situations in accordance with their collective judgment.

When an issue involves conflict among two or more Scouts, the Scouts involved should be separated until tensions diminish sufficiently. The on-site adult leadership has the authority to determine relative blame among the participants and administer disparate treatment accordingly. Interviews should be quickly and discreetly conducted with the parties to the conflict as well as any observers who may be able to clarify what happened. Whenever possible, resolution should include, at the appropriate time, face-to-face reconciliation between the Scouts involved in the conflict.

If at all possible, parents should avoid intervening in the Troop's decisions involving their own son, particularly when the matter involves conflict with another Scout. Family discipline is a separate matter and, of course, every parent is free to handle that as they see fit. Scout decisions should be handled by impartial adults.

Patrol Leaders' responsibility and authority

A successful Boy Scout troop relies on the Patrol Method. Responsibility for organizing and directing each patrol's activities rests with the Patrol Leader, a young man not much older, and maybe even younger than, your son. The single greatest challenge for a Patrol Leader is inspiring the cooperation of the Scouts in his charge. Patrol leaders are expected to administer their duties with firm authority, but never physical coercion. They are carefully vetted and trained, and receive regular mentoring from the Scoutmaster and his assistants. If your son complains of a dispute with his patrol leader, odds are very high that it is because your son consistently fails to do his fair share of the patrol's substantial workload.

Consider how hard it is for you to persuade your son to clean his room. Patrol leaders are asked to motivate five to seven boys like your son, with a tiny fraction of the authority and power that you possess.

Patrol Leader's disciplinary options

- Do nothing
- Verbal reprimand
- Additional chores (within reason and if approved by an adult)
- Referral to Scoutmaster for further action
- Recommending that a Scout's advancement be deferred until his performance in the patrol warrants advancement

Adult on-site disciplinary options

- Do nothing
- Verbal reprimand & counseling
- Additional chores (within reason)
- Referral to Scoutmaster for further action
- Temporary separation from the other Scouts if necessary to ensure safety, and always with the buddy system (solitary confinement is not an option).
- Send the offending Scout(s) home.
- If at all possible, parents should avoid dealing with disciplinary matters involving their own son, particularly when the matter involves conflict with another Scout. Family discipline is a separate matter and, of course, every parent is free to

handle that as they see fit. %Scout+ discipline should be handled by impartial adults.

- In the event of illegal behavior, referral to appropriate authorities.

Scoutmaster's disciplinary options

- Do nothing
- Verbal reprimand & counseling
- Probation with conditions for continued involvement with Troop 323
- Discussion with parents
- Expulsion from troop (may be reversed by the Troop Committee)
- The Scoutmaster has the option of enlisting the assistance of other adults or the Troop committee at large
- In the event of illegal behavior, referral to appropriate authorities.

Troop Committee¹'s disciplinary options

- Providing advice and counsel to the Scoutmaster as requested
- Expulsion from the troop
- In the event of illegal behavior, referral to appropriate authorities
- Referral to St. Peter's pastor

¹ Only Troop Committee registered with the BSA vote on discipline issues.

Bullying

We've all heard the phrase "Boys will be boys." This is true, and it would be foolhardy for us to believe that we can change innate male human tendencies. What we can do, however, is demand that our Scouts resist certain of their inappropriate inclinations and encourage their more noble tendencies.

Picking on the "different" kid is a time-honored, and despicable, adolescent male pastime. It is inevitable that we will confront the issue from time to time. Exactly how it is dealt with will be based on the specifics of the situation. We want to correct the behavior and have everyone involved resume his place as a valued member of Troop 323.

Remember, bullying can only be corrected if we know it is happening. If you and your son don't say anything, it's impossible to correct the problem.

If you believe your son is the victim of bullying:

- Tell the Scoutmaster and NAME NAMES.
- Do not involve yourself directly in the Troop's disciplinary actions. You may be right, but you're not impartial.
- If you are so inclined, speak directly to the parents of the alleged bully.
- Remember that your son may be partially, or totally, at fault.
- Accept the fact that it is not our place to punish or exact retribution. We correct, protect and counsel. Beyond that, it is a matter for individual parents.
- When the issue is done, let it go. Don't stay bitter. Your son won't.

If your son is identified as a bully:

- Believe us. Your son did something wrong. We are very careful to gather facts and are extremely reluctant to make accusations. We only talk to parents if we consider the situation severe.
- Just as with the victim's parents, you should not involve yourself directly in the Troop's disciplinary actions. Be informed, but not involved.
- Do not take it personally. It is not a reflection on your ability as a parent, nor on your son's value as a person or a Scout. EVERY young man is guilty of it at some point. Your son is fortunate enough to have it recognized and corrected by adults who care deeply about his growth and character.
- Share any information you have that may be relevant of which we are unaware.
- Counsel your son according to your judgment but, please, realize that he didn't rob a bank or deal drugs.
- When the issue is done, let it go. Don't stay bitter. Your son won't.

Important facts for all parents to remember

- Discipline is everyone's responsibility. We are in this together to help each other's sons.
- Your son's safety is our first priority.
- Your son's development into a responsible man is our second priority.
- Your son having fun with his friends is our third priority.
- If you bring up a problem, it will be addressed.
- We can mandate inclusion, but not acceptance. **Your son must earn the affection of his peers. It's not ours to give.**
- Scouting is not a forum to resolve or address behavior or conflicts that occur elsewhere.
- If we bring your son's behavior to your attention, he has become a MAJOR problem.
- Every parent is responsible for retrieving their son from an event if he is sent home for discipline issues. **This could mean a 300+ mile roundtrip.**
- If your son is sent home from an outing, his behavior was outrageous and we need your help if he is to remain in the troop.
- If the parent's policy with respect to their son's behavior cannot be reconciled with those of the troop (for example, if the parents insist that their son be allowed to smoke while on outings), the Scoutmaster and/or the Troop Committee can, and will, expel the Scout from the Troop.
- We are blessed in Troop 323 with terrific Scouts who are supported by strong families and a vibrant parish community. Whatever discipline issues we have are minor and can be addressed to our son's and our community's benefit.

TROOP MEETINGS ARRIVAL AND DEPARTURE

All Scouts are expected to arrive prior to the beginning of troop meetings with their Scout Handbook. If a patrol is responsible for meeting set-up, they must arrive at least 10 minutes before the scheduled start of the meeting. If a patrol is scheduled for clean up, they should plan to stay at least 10 minutes after the close of the meeting.

No Scout will be allowed to leave prior to the end of any scheduled meeting or activity unless he has made prior arrangements with the Scoutmaster or activity leader, at the beginning of the event, and has written permission from his parent. Any Scout departing early from a meeting must be picked up directly from the meeting or have permission to drive himself home. Parents should plan on picking up Scouts immediately after the close of a meeting or activity, as there will be no provision for adults to stay after to wait for rides.

Scouts attending summer camp should remain for the entire week. Patrols are responsible for cooking, cleaning, set-up, and takedown. Arriving late or leaving early disrupts the patrol method and puts a burden on the other patrol members. It also interrupts the completion of merit badges. Parents and Scouts should make plans well in advance to avoid schedule conflicts.

UNAUTHORIZED BOY SCOUT ACTIVITIES

The following are unauthorized Boy Scout activities:

- All terrain vehicles
- Boxing, karate, martial arts
- Operating chain saws by Scouts
- Varsity football as a Scout activity
- Fireworks, use or possession of
- Flight training, hang gliding, hot air ballooning, parachuting, related activities
- Paint ball, war games
- Hunting
- Motorized personal watercraft
- Firearms of any kind brought on any activity
- Any activity not in keeping with the aims and goals of Boy Scouts

WATER ACTIVITIES

With any activity involving swimming in any body of water, we will practice **Safe Swim Defense**, as outlined by BSA.

With any boating activity, we will practice **Safety Afloat**, as outlined by BSA. You must achieve Swimmer level in the BSA Swim Test in order to attend floating activities.

SECTION 3- SCOUT UNIFORM AND EQUIPMENT

WEARING A UNIFORM IN TROOP 323

Why do we wear uniforms?

A Uniform Identifies...

A uniform identifies a person as a member of a group or profession. The patches of your Scout uniform identify you as a member of Troop 323, a member of the St. Louis Area Council, and a member of Boy Scouts of America, and the morals they represent. A uniform identifies you as an individual because you display patches on your uniform such as your rank and your merit badges, as well as your activity awards.

A Uniform Unifies...

When members of a group dress alike, they promote a feeling of team spirit and unification. People who look, act and feel differently from one another share something in common when they share a uniform.

What's in a proper uniform?

The proper winter uniform...

- " A pair of official Scout pants
- " Your uniform shirt with all of the patches located properly
- " A belt

The proper summer uniform...

- " A pair of official Scout shorts
- " Your uniform shirt with all of the patches located properly
- " A belt
- " A pair of Scout knee socks with red bands at top or short Scout socks

The proper accessories for a Scout uniform...

- " Neckerchief with slide
- " Red patch vest with your choice of Scout patches on it
- " Merit badge sash - worn over right shoulder
- " O.A. sash - worn with arrow toward right shoulder, only worn to official O.A. activities.
- " Official Scout hat

The proper uniform for Venture Patrol (except when Class A uniform is required)...

Maroon Venture Patrol shirt

Where do my patches go?

Basic uniform patches and their locations...

- " St. Louis Area Council Patch - 1/2" from left top shoulder seam
- " Troop Numbers - 3/8" down from Council Patch on left sleeve
- " American Flag Patch - Located 3/4" down from shoulder seam on right shoulder
- " Your Patrol Patch - Located 1/2" under American Flag Patch on right shoulder

Uniform patches that you must wear as you receive them:

- " Badge of Rank - centered on left pocket of uniform below flap
- " Religious Emblem/Square Knot - centered directly above left pocket
- " Leadership Patch - located 1/2" down from troop number

Uniform patches that you may display as you receive them:

- " Venture Strip - centered directly above BSA patch, replaces Patrol Medallion
- " Interpreter's Strip - centered directly above BSA patch, below Venture Strip
- " Arrow of Light (from Cub Scouts)- located directly beneath Rank Badge
- " Temporary Patch (Activity Patch)- centered on right pocket
- " Merit Badge - spaced out on merit badge sash
- " O.A. Pocket Flap - to be worn on right pocket flap

What should I avoid when wearing or assembling my uniform?

Here's a list of things to avoid:

- " wearing your socks so they droop around your ankles
- " wearing your shirt tail out
- " wearing patches other than merit badges on your sash
- " wearing pants rolled
- " wearing unofficial hats
- " wearing a sash and red vest together
- " wearing shorts or boxers hanging out of your shorts
- " wearing a patch sewn on the right pocket and then a hanging patch over it

A few things to remember:

- Always wear the proper uniform to activities this includes troop meetings
- Troop meeting uniforms have been described above
- Anyone who does not wear the proper uniform on an event will not be able attend
- ALWAYS wear a full uniform to Courts of Honor!
- New Scouts have one month after they fill out their application to acquire a proper uniform.

Scouts who cannot afford to purchase uniforms can discuss their situation privately with the Scoutmaster.

* If you have any questions, refer to your Scout handbook or ask the Senior Patrol Leader (SPL) or the Assistant Senior Patrol Leader (ASPL).

SUGGESTED CAMPING EQUIPMENT

Troop 323 distributes equipment lists appropriate to each event with the activity signup forms. The following is a basic list -

Current and up-to-date Boy Scout Handbook

(Complete camping lists can be found in the Boy Scout Handbook)

Sleeping Bag (a minimum 20F rating is required for all cold weather activities)

Ground Pad or Air Mattress (a Thermarest or equivalent for cold weather activities)

Backpack or Duffel Bag (recommend side zipper style, at least 36+long)

Personal Mess Kit (cup and bowl)

Knife, fork, and spoon

Rain Gear

Canteen or water bottle

Flashlight

Pocket Knife (only if Scout is carrying TotinqChit card)

Daypack or fanny pack (school book bag works great)

Personal hygiene items

Soap, Washcloth, Towel, Toothbrush, Toothpaste, Talcum

Proper foot gear (sturdy athletic shoes work adequately for most outings)

Hiking socks (socks are critical)

Proper clothing for the weather (Scout Class A Uniforms are usually not worn during campouts)

Sun Protection

Compass

Personal First Aid Kit (Talc, Bandages, Moleskin is essential)

A presentation is made in the early spring of each year to new Scouts and their parents regarding proper equipment.

If you have any questions about the above equipment list, such as what to buy and when, ask the Scoutmaster.

One word of advice when selecting camping equipment for Scouts .

Quality usually pays for itself in the long run!

You might want to check out www.Scoutdirect.com for equipment needs

SECTION 4- ADVANCEMENT TO EAGLE SCOUT

THE TRAIL TO EAGLE

The trail to the highest rank in Scouting is a long and difficult one. It takes several years to complete, and along the way, there are many hurdles to overcome. However, for those who make it, the rewards are great! As with any great task, if this trail is broken into smaller steps, and each step taken as a goal, the long trail to Eagle can be achieved. Hint: Plan your work, and work your plan! Suggested steps along the trail might include the following:

1) During your first year in the troop, learn all the basic skills of Scouting. Study, and learn by heart the Scout Oath and Law. Volunteer for positions of leadership. In your first year at summer camp, work on required merit badges such as Swimming and other easy basic ones such as Fishing, Leatherwork, and Mammal Study. Use your time at summer camp to get as close to the rank of Second Class as possible. By the end of your first year, you should be a First Class Scout. Troop 323 has the resources to get you there ...

2) During your second year, work to earn the respect of your fellow Scouts, and aspire to be elected to a leadership position such as Patrol Leader. Consider becoming a Den Chief, or Quartermaster, Scribe, or Librarian. While at summer camp, work on more required merit badges, such as Canoeing, Lifesaving, Environmental Science, and Camping. Your first rank advancement goal during the second year is that of Star. This should be an easy rank to attain. Then begin your journey to become a Life Scout. It may be difficult to get a leadership position for Star and Life, so ask the Scoutmaster to help you properly fulfill this requirement. Do not forget to work on some of those required merit badges; remember, there are 12 required of the necessary 21 total for Eagle.

3) Now that you have made it to your third year, you should start planning for those last steps to Eagle. Now is where the going gets tough. Outside interests will start to play a greater role in your life. There will be more demands on your time and you may start to feel pressured to get it over with. It is easy to rationalize that you have until you are 18 to get it accomplished and it can be worked on later. True, but if it is so easy to put off, why is it that only two out of every hundred boys who started in Scouting just like you, ever finish this trail? If you have made it this far why not finish? You should be close to, or at the rank of Life Scout. The one key word to the successful completion of your road to Eagle is ~~planning~~ ~~planning~~. From here on out, you must work that plan! As a Life Scout, you must accomplish several things: a service project of some magnitude, the holding of a leadership position for at least six months, and the earning of the balance of the 21 merit badges, including those 12 required ones. Your third year at summer camp should allow you to work on such merit badges as Rowing, Pioneering, Wilderness Survival, and Cooking. Your leadership requirement should not be taken lightly. You must serve 6 months in a line leadership position. This means an elected or appointed

position that requires you to take direct leadership of your fellow Scouts in one form or another. Your leadership skills will be judged by the Scoutmaster and will be reviewed with you periodically if they need improvement.

Vital information is contained in the Eagle Check List packet that is given to each Scout when he reaches the Life rank. Examples of Eagle Projects and step-by-step instructions are presented for a clearer understanding of the last trail in Scouting.

STEPS FROM LIFE TO EAGLE

- " Work on merit badges for Eagle
- " Develop Eagle Project
- " Present Eagle Project to Scoutmaster for review
- " Contact Troop Committee Chairman for time and date to present project to troop committee
- " Get Approval of Committee and obtain signatures of Scoutmaster and Committee Chairman
- " Contact Chairman of Eagle Board of Review for time and date to present project to Board
- " Make necessary copies of project and distribute them to Board members as directed
- " Present project to Eagle Board of Review and obtain necessary signature on project form
- " Find workers to assist you in completing your project
- " Execute Eagle project and obtain necessary completion verification signatures
- " Complete all merit badges for Eagle
- " Complete time required in a line leadership position
- " Obtain necessary letters of recommendation
- " Prepare your statement of ambitions and life purpose
- " Fill out your Eagle Scout Award Application form
- " Take part in the Scoutmaster conference
- " Obtain signature of Troop Committee Chairman
- " Present your signed application form, along with 21 completed and stamped merit badge cards to the Advancement Chairman. The form and cards will then be taken to the St. Louis Area Council office for verification and the necessary signature
- " Contact Chairman of Eagle Board of Review for time and date of your Eagle Board of Review
- " Make necessary copies and distribute them to board members as directed
- " Present application form, letters of recommendation, and completed service project form to Board
- " Successfully complete the Board of Review
- " Return signed application form to troop Advancement Chairman. Your application is then sent to the St. Louis Area Council for final approval, and is then sent to the National Boy Scout office for final approval and the issuance of your Eagle

Scout rank. Figure 30 days for this process. The approved application is returned to the St. Louis Area Council and then to the troop.

- “ Select the Court of Honor that you wish to have your Eagle presented. You may select one of the regular ones or you may choose to have one just for yourself.
- “ Select someone to present your Eagle. There is a list of Eagle Scout presenters available from the council office, or you may choose your own; however, he should be an Eagle Scout. We do not recommend immediate family members. Invite everyone you know.

SECTION 5- MISCELLANEOUS

ADULT ACTIVITY COORDINATION POLICIES AND PROCEDURES

The purpose of the adult activity coordinator is to oversee the planning, preparation, and execution of a given event or activity. While all of the items contained herein may not relate to each particular activity, the adult activity coordinator is responsible to see that all those pertinent items are accomplished or followed. While it is recommended that the adult coordinator attend the activity in its entirety, it may not always be necessary. He/she will report the progress and any problems to the Outdoor Activity Chairman or the Scoutmaster.

The Scoutmaster, an Assistant Scoutmaster, or designated Scout may direct the actual activities during an event, but the logistics of the event are basically the responsibility of the adult coordinator.

To make this task easier and smoother, enlist the help of as many adults and Scouts as needed.

Remember: the key to a successful event is PROPER PRIOR PLANNING! To assist the adult coordinator, the Outdoor Activity Chairman will provide him/her with a planning packet. Also, in September an activity coordinator training session will be offered.

The next section offers a detailed timeline of coordinator activities -

Adult Coordinator Checklist -

6 WEEKS IN ADVANCE

1. Check to see that all reservations and necessary fees have or will be paid.
2. Review with the Scoutmaster or Outdoor Activity Chairman, the activity in general.
3. Fill out an Activity Sign-Up Sheet in full and give to the committee secretary for distribution.
4. Prepare a short presentation for the troop committee at least one committee-meeting prior to event. Report should include:
 - Status of planning
 - Any anticipated problems or needs that the troop committee can address
 - Financial requirements -
 - Projected cost to each Scout including food and activity fees

4 WEEKS IN ADVANCE

1. Make sure BSA tour permit has been filed with Council, if necessary.
2. All permits, reservations, and fees - made and paid.
3. Review event with Scoutmaster or Outdoor Chairman. Include:
 - Anticipated goals of activity
 - Planned itinerary
 - Training goals to be met
 - Advancement requirements to be worked on
 - Cost to troop and Scouts
4. Begin to enlist the help of adults:
 - Drivers to and from (DRIVERS MUST BE AT LEAST 21 YEARS OLD)
 - Arrange to haul troop trailer, if needed
 - Help during activity
 - Food planning and purchasing for adults
 - Necessary supervision (2 Scouts/2 Adults)
5. Make a brief presentation at end of Scout meeting to introduce and explain event, and begin to develop interest and excitement in the activity.
6. If there is to be a more detailed activity presentation within a meeting:
 - Verify time and date of presentation
 - Verify that instructor or speaker is arranged
 - Review lesson plan with Scoutmaster

2 WEEKS BEFORE EVENT

1. Verify water availability at campsite.
2. Get preliminary count of who may attend from the Patrol Leaders. It is the duty of Patrol to make calls to their patrol members and get that information back to you in time.
3. Pass out patrol menu planning sheets and review with patrols menu planning highlights:
 - Will adults be assigned to eat with patrols?
 - Will sack lunch be required?
 - Special meal requirement:
 - Cracker barrel
 - Dutch oven cooking
 - One pot cooking
 - Backpack type foods
 - Types of fires: Charcoal, wood, pressurized fuel, and low impact
4. Have completed menu-planning sheets returned to you after meeting.
 - Review menus for above criteria.
 - Nutritional value
 - Accurate shopping list
5. Assign adult to prepare menu and purchase food for adults eating as a group.

Activity Coordinator, Scoutmaster, or assistant in charge of event should not buy food, if possible.

6. Remind adults, who are attending event, that the following are due next week:
 - Bring food money and Quartermaster assessment
 - Sign up for event
 - Sign up to drive for event
 - Identify who will pull trailer

At close of troop meeting remind Scouts to return activity form and cash for the activity to their patrol leader.

1 WEEK BEFORE EVENT

1. Make sure you have all necessary permits, reservations, and signed blank checks.
2. Collect activity forms from patrol leaders.
3. Make master attendance roster - List all Scouts and Adults
 - Indicate those with late arrival or early departure
4. Check with Scoutmaster as to the number of patrols that will be used and if combining patrols is necessary.
5. Return checked menus to patrol leaders.
6. Have each attending patrol:

Fill out duty rosters

Collect food money and give to food buyer

7. Have patrol and troop quartermasters check out patrol and troop equipment: Food box, food cooler
8. Collect adult food money, give to food buyer.
9. Check with quartermaster to see that there is adequate tenting for all attending. If not, have certain Scouts bring personal tents.
10. Make sure someone will pick up and pull trailer.
11. At end of meeting review with Scoutmaster list of all Scouts and adults attending.
12. Announce meeting time and departure time. Stick to this schedule. Depart when planned!
13. Ensure church will be open to get equipment or arrange for key.
14. Have maps and routes for drivers and any trail maps, if necessary, for adults traveling early or late.

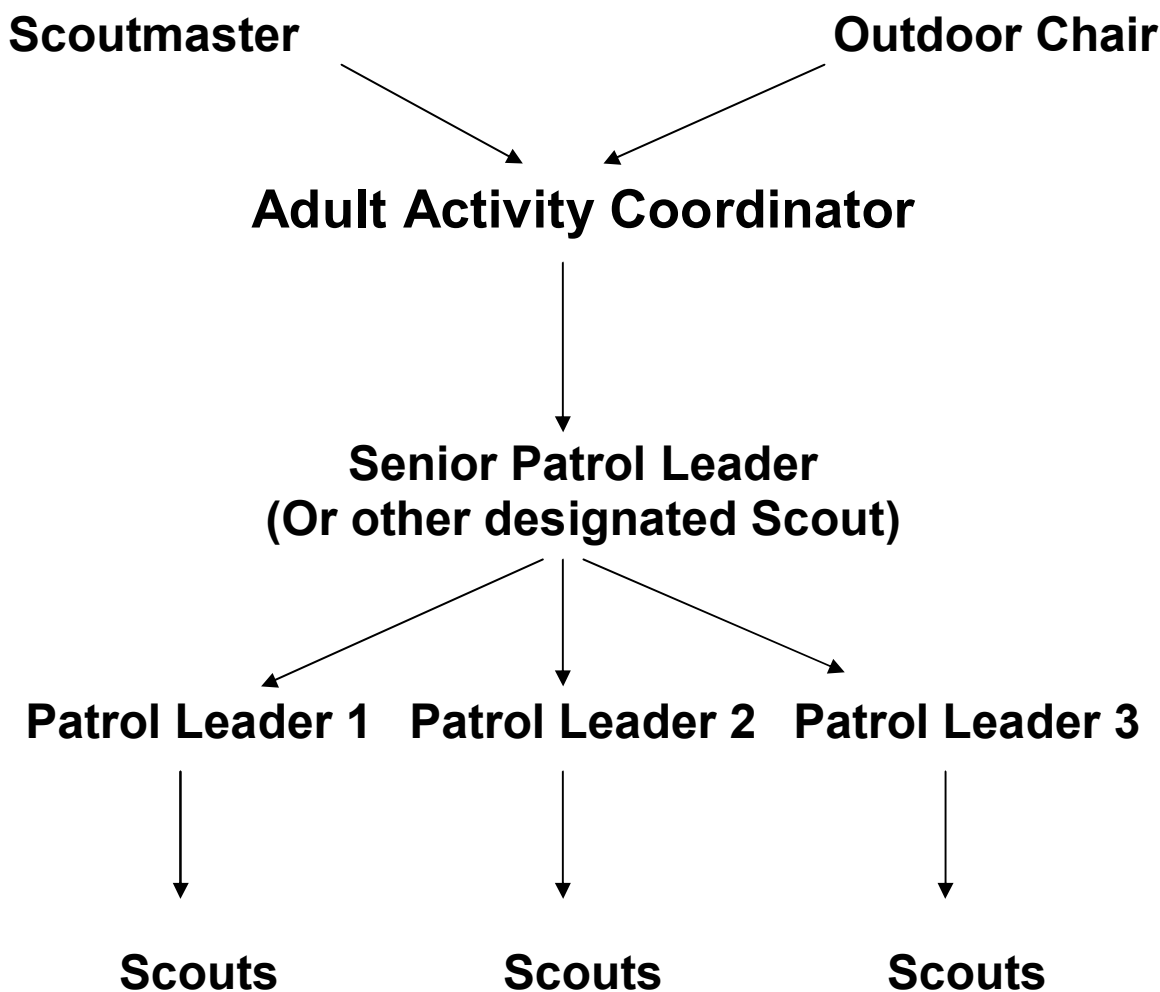
DEPARTURE

1. Arrive ahead of Scouts and open trailer.
2. Bring troop first aid kit, health forms (trailer), leadersqbox, adult food gear, water containers, leadersqtents and fly, troop flag and flag stands, trash bags, paper towels, and toilet paper.
3. Bring permits, reservation forms, signed blank checks, attendance rosters, maps, etc.
4. Make sure Scout closet and trailer are secure before departure.
5. Check attendance against roster. If someone is late, you may call him, leave driver behind to wait, or leave at appointed time. Give roster to adult in charge of event, if not you.

UPON RETURN

1. Ensure all equipment is secured in closet. NO food in food boxes, coolers, kitchens
2. If tents or flies are wet, make arrangement for drying them with the Quartermaster
3. Make note of any equipment problems and give list to the Quartermaster.
4. Make sure all Scouts are taken home or have pick-up arrangements.
5. Give full and complete attendance record of event, indicating how many nights each person camped, how many miles each person hiked, who arrived late or left early, and any injuries, to the Advancement Chairman for recording in troop records.
6. Give Outdoor Activity Chairman one copy of the outing roster at the first Tuesday meeting after the outing.
7. Fill out an Activity Summary of the event and provide to the Outdoor Activity Chairman.
8. Provide receipts and excess money to the Treasurer at the first Monday meeting after the outing.

COMMUNICATION WITH PATROLS FOR ACTIVITY SIGN UP



It is the responsibility of the Patrol Leaders to get the information to the SPL and Adult Coordinator in charge of the event on time. Please ask the SPL to do his job and assist you . this will minimize phone calls by the Coordinator and help reinforce the **Patrol Method**. Feel free to contact the Patrol Leaders at any time before a deadline arrives if you need specific information. *It is not your responsibility to speak to every Scout and parent in the Troop to coordinate an event.*

GREATER ST. LOUIS AREA COUNCIL INSURANCE FOR VOLUNTEERS

Listed below are brief outlines of insurance coverages provided by or through the Greater St. Louis Area Council.

Comprehensive General Liability Insurance

This coverage provides protection for the council, all Scouting professionals and employees, Scouting units, chartered organizations, and volunteer Scouters (whether or not registered) with respect to claims arising in the performance of their duties in Scouting. Coverage is more than \$15,000,000 for bodily injury and property damage. The insurance provided Scouting volunteers through the BSA General Liability Insurance program is excess over any other insurance the volunteer might have to his or her benefit, usually a homeowners, personal liability, or auto liability policy. There is no coverage for those who commit intentional or criminal acts.

By providing insurance coverage to volunteers on an excess basis, BSA is able to purchase higher limits. Because of the high limits, volunteers should NOT be placed in a position where their assets are jeopardized because of a negligence liability claim or lawsuit.

Automobile Liability Insurance

All vehicles **MUST** be covered by a liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed. (It is recommended, however, that coverage limits are at least \$50,000/\$100,000/\$50,000.) Any vehicle carrying ten (10) or more passengers is required to have limits of \$100,000/\$500,000/\$100,000 or \$500,000 single limit. In case of rented vehicles the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle. All vehicles used in travel outside the United States must carry a liability insurance policy that complies with or exceeds the requirements of that country. The council's automobile liability insurance is excess of the insurance the owner of the auto carries, providing insurance protection above the limits carried on the auto up to the council's \$15,000,000 limit of coverage. National tour permits are required for all trips more than 500 miles. These permits should list the drivers' names and limits of automobile liability insurance carried.

Council Accident and Sickness Insurance Plan (Mutual of Omaha)

This Accident and Sickness Insurance is provided for Cub Scouts, Boy Scouts, Explorers and adult volunteer leaders registered in the council, and covers them for accidents and sickness (as well as accidental death and dismemberment) while participating in any official Scouting activity. This coverage is applied for by the council and is in effect on an annual basis. Additional information on coverage, limits, etc., may be obtained by contacting the council office.

ALL SERIOUS INCIDENTS, ACCIDENTS, AND/OR SICKNESS, OR IF A SUMMONS IS SERVED ON A VOLUNTEER, PLEASE REPORT TO THE COUNCIL SERVICE CENTER IMMEDIATELY.

Call phone number 361-0600 or 1-800-392-0895 if you have a question related to insurance.

MEDICAL FORMS REQUIREMENTS FOR SCOUTS AND ADULTS

Two forms are attached at the end of the Guidelines

Class 1 . Parent signature is all that is required; basically a health history

The Class 1 form is used for programs that last less than 72 hours. This is usually all that is necessary when an adult is attending an overnight training session.

Class 2 . the one with a doctor's signature

The Class 2 form is used for everyone that will be camping for longer than 72 hours (3 nights out). For those under 40 the form is good for 36 months. For adults over 40 you are required an update annually.

Troop 323 uses the Class 2 form for all of our active Scouts

SUMMER CAMP DETAILED INFORMATION

Place: S-F Scout Ranch

S-F is located approximately 85 miles from Kirkwood. **Travel time is typically 75 to 90 minutes.** Travel south on 1-55 to 1-67 (exit 174B). Follow 1-67 south. S-F is located approximately 12.5 miles south of Farmington. (When you cross from Francois County to Madison County, you're almost there.) Look for a small sign on the right side of the road about 0.5 miles before the turn-off. The S-F entrance is on the left side of the highway. (It comes up on you quickly.) The entry into the Ranch is a blacktop road a little over a mile long. It intersects the main road at Ranch HQ.

Arrival: Plan to arrive between 11:30 am and 1:00 p.m. on Sunday. (S-F requests that you do not arrive earlier than 11:30 am). Grab some lunch before you arrive. (Farmington has lots of places like Steak n Shake, Subway, KFC, A & W, etc.) Bring all gear from the cars to the campsite when you arrive. We will begin check-in about 1:15 p.m. **S-F does not allow pets.**

Check-In: At about 1:15 p.m., the first thing we will do for check-in is a medical review at the campsite. *All Scouts must have a medical form, Class 2, completed prior to camp.* Any parent that will be at camp longer than 48 hours or intends to swim or boat must have a completed medical form. A staffer or doctor will review each Scout's and parent's medical form. This is not a physical - they will review the form with each person for accuracy. If a Scout requires medication during the week, this will be discussed with him. (Responsibility for dispensing medication may be assigned to an adult leader. Let the Scoutmaster or other adult leader know if this is what you prefer.) After all of the medical forms have been reviewed, everyone will change into a swimsuit and proceed to the lake for a swimming test. The swim test consists of a review of the buddy system, then each Scout and adult will swim 75 yards using any stroke and 25 yards using a relaxed backstroke followed by 10 seconds of floating motionless. Any Scout not able to pass this test will be assigned to take instructional swim during the week.

Check-Out: Plan to leave between 10:00 and 10:30 am on Saturday. We will take down tents and clean up the site on Saturday morning. We will review the merit badges with each Scout and ensure that we have a completed MB card for each activity that the Scouts have completed. If the Scout disagrees, the MB counselors are available on Saturday morning to resolve any differences and correct any omissions. The Scouts will be dismissed after the campsite is cleaned and the counselor has given us the okay to leave. There's a lot of work to do on Saturday morning before we leave. *Please don't ask to leave early and leave the clean up for others.*

Telephone: If you have an emergency or need to leave a message, the S-F Scout Office number is: (573) 756-5738. We will pick up messages at the office daily. There is a pay phone available at the camp office. Scouts are only allowed to use it with written permission from the Scoutmaster.

Mail: If you would like to send a card or letter from home, the mailing address is:

Scout's Name, Troop 323
Camp (*Famous Gamble, or Famous Eagle, or Sakima*), (TBD) Campsite
S-F Scout Ranch
Knob Lick, MO 63651

We will pick up mail at the office daily. Mail early in the week to allow time to get there. Mail service is available if the Scouts wish to send a letter home. It is suggested you provide him with a self-addressed, stamped envelope to facilitate this.

Money: Excess money is discouraged. The Trading Post has hours Mon thru Fri. Scouts can purchase souvenirs, ice cream, MB books, snacks, etc. Scouts working on the Basketry MB will require two kits - basket and stool. These are available at the Trading Post or may be purchased from one of the Scout Shops in St. Louis prior to coming to camp. (The price is roughly \$ 10 to 15 for each kit.) The troop has traditionally provided canned soda at our campsite for a nominal fee (25 cents). The fee is to cover the cost of soda and ice only. This service is provided to the Scouts on the honor system. If the service is abused or becomes a source of litter around the campsite, it may be suspended or discontinued. Free water, lemonade, or Kool Aid is always available at the campsite. The Trading Post is open on Thurs evening from 7:15 to 8:10 p.m. Parents visiting on Thurs evening may want to purchase souvenirs, etc. at that time instead of giving large amounts of money to the Scouts at the beginning of the week.

Visiting: Parents are encouraged to come to camp and spend as many nights as possible. Please let the Scoutmaster or coordinators know by Memorial weekend what nights you will be staying so we can make provisions for meals and sleeping. Your attendance is appreciated and the troop picks up the cost for adults staying at camp but we need to make food reservations by June 1. All families are **encouraged** to attend the OA Ceremony on Thursday night. The OA is a big deal for the Scouts and should be given serious consideration. Bring brothers, sisters, grandparents, etc. but **don't bring pets**. If you are visiting on Thursday evening, **do not arrive before 5:30 p.m. Bring lawn chairs, blankets, cameras, repellent, flashlights, etc.** Plan on doing some walking on dirt trails. Families will go directly to the cars following the ceremony, so say your good-byes prior to the ceremony.

Uniforms: Class A & B uniforms are required at camp. Class A is required at the Opening Ceremony on Sunday night, the Closing Ceremony on Friday night, and the OA Ceremony on Thursday night. **The full, Class A uniform is required for OA.** At other times, we use the Class B uniform; that is, the Troop 323 T-shirt. (Some merit badges, such as Swimming, Lifesaving, and Horseback Riding, may require long sleeve shirts and pants. Most first and second year Scouts will require these. Since they will be used in the water, blue jeans are a poor choice because of their weight. Baggy, linen pants and shirts are preferable. The Scout needs to find out about these ahead of time.)

We will provide a manual washing machine (a 5 gallon bucket and soapy water) for anyone that needs to launder shirts or other clothes during the week.

Merit Badges: You are not required to purchase merit badge books. The troop has a library of MB books that the Scouts can use. The Scouts can borrow the books at any time from the Troop Librarian. We will have the library of books at camp. There is a lot of good information in the books and the Scouts are encouraged to read them prior to participating in the merit badge programs. Many merit badge counselors have expressed disappointment in how unprepared the Scouts are when they arrive for the final merit badge review. Reading the book would help immensely. Some merit badges, such as Mammal Study and Environmental Science, require written reports that are best written at home prior to camp. The Scout should be familiar with these requirements and come prepared.

Some Notes on Personal Equipment:

Guns, Bows & Arrows · if you are taking the Archery MB, you are allowed to bring your own bow, up to a maximum of 40 lb. Draw, but it is not necessary and is discouraged by S-F. You will be required to keep it locked up in the camp office except during merit badge sessions. Do not bring arrows, guns, ammo, fireworks, slingshots, etc.

Fishing Tackle · if you are working on the Fishing MB or you just wish to do some recreational fishing, bring your own fishing pole and tackle; anyone 16 years or older needs a Missouri fishing license (MO Dept of Conservation laws apply).

Lawn Chair or Camp Chair · as desired.

Alcoholic Beverages · prohibited.

Tobacco Products · under 18, prohibited; 18 and over, must be used outdoors and away from Scouts.

Electronic Games, Radios, MP3/CD/Tape Players · leave them at home; they distract from the program; confiscation is likely.

Insect Repellent · The camps have been closed since last summer and are home to chiggers and ticks ... use your best judgment. It might also be advisable to bring personal relief medication; the sticks with a roller on the end work well and aren't messy. Please don't send products in aerosol cans due to their flammability.

Medication · all medication should be properly marked in the original prescription bottle, not loose in a plastic bag. If we have to take anyone to the doctor, we need to show what the Scout is taking. All medication that the adult leaders will be responsible for dispensing should be accompanied by written instructions (preferably typed) on times and dosages and any other conditions to look for.