

BSA Troop 1880

Richmond, Texas



Troop Handbook

The Troop has developed this manual to help answer questions that scouts, or their parents may have about the Troop, and how it functions. We do hope that the parents and the new scouts will read this manual so they understand what is expected from the family, and what should be expected from the Troop.

Troop 1880 on the Web at: <https://troop1880.weebly.com/>

Last revision May 12, 2023

| | |
|---|----|
| Introduction..... | 3 |
| 1 Troop Membership..... | 4 |
| 2 The Troop..... | 5 |
| 3 Troop Uniforms | 6 |
| 4 Troop Committee..... | 8 |
| 5 Troop Program | 9 |
| 6 Adult Leadership..... | 11 |
| 7 Costs & Refunds | 13 |
| 8. Advancement | 16 |
| 9 Troop Calendar | 19 |
| 10 Troop Transportation Policy | 20 |
| 11 Health & Safety Forms | 20 |
| 12 Finance..... | 20 |
| 13 Campout Costs/ Troop equipment/ reimbursement..... | 21 |
| 14 Totin' Chip / Firem'n Chit Privileges..... | 22 |
| 15 Campout Policies | 23 |
| 16 Troop Election and Order of the Arrow..... | 24 |
| 17 Troop Sponsor..... | 25 |
| 18 Troop 1880 Records..... | 25 |
| 19 Revision of the Handbook | 25 |
| 20 Abbreviations..... | 26 |

Introduction

TO THE PARENTS:

We extend a warm welcome to you and your scout. By joining Troop 1880 you have given permission for your youth to participate in an organization whose purpose is to provide an effective program designed to build the desirable qualities of moral strength and character, the responsibilities of participating citizenship, and the development of strong physical, mental, and emotional fitness. How the scouts accomplish this involves a diverse program of methods and activities. The path to Eagle Scout, even though a lot of fun, is a big challenge, less than 2% of those who come into the program achieve this goal.

The Troop is not a babysitter for parents to drop their youth off to gain more free time, the Scouting program works at its best when generous amounts of parental motivation and encouragement are there to help the scout along the way. From time to time, you will be called upon to help the troop, but we will try to keep this to a minimum. For those who would like to become more active in the organization, we always have openings in direct contact leader and committee member positions.

TO THE NEW SCOUT:

We would like to welcome you to Troop 1880! We are glad that you decided to join us for the fun, excitement and learning experiences we will share. We hope that you find this rewarding and help the troop grow and reach our goals. Good luck on your trail to Eagle!

1 Troop Membership

1.1 Definition of “Active Scout” while in a unit leadership role

The troop adult leadership does not want to keep any youth from enjoying the scouting program, therefore, it is necessary to ensure that all youth holding leadership positions remain active. For a scout to be eligible to hold (pre-requisite) and continue to hold (after elections) a leadership position within the Troop

- Scouts must attend a minimum of two Troop functions per month.
 - Functions can include Meetings, Court of Honor, Campouts, Fundraisers, Service Projects, or any additional event the Scoutmaster approves as a Troop event.
- Be current with all unit dues or other payments required.

The above requirements are to be recorded by the Troop Scribe, who in turn will present copies of attendance to the Scoutmaster monthly. These attendance records will be reviewed over a four-month interval, and always prior to elections. They may also be brought forth for review during a Scoutmaster Conference or Board of Review.

Since some of the older scouts sometimes find it difficult to participate in some events because of their work, school, schedule, or other outside activities the Scoutmaster may make an exception for these Scouts. **The Scouts must, however, discuss this conflict with the Scoutmaster. An exception can be made for work, school activities, illness, or family schedule conflicts.**

1.2 Failure to meet active requirements, while in a unit leadership role

Any Scout who falls into an inactive status will be contacted by the Scoutmaster to determine why the Scout has not been meeting the requirements. An opportunity will be given for the scout to return to active status, however, if the scout fails to return to an active level of participation, they will be made inactive in Scoutbook, yet remain a member of Troop 1880 until the end of the charter year (December). If a scout fails to be active and pay their annual dues, they will be removed from the upcoming year’s roster.

1.3 Active Scout Definition for Advancement Purposes

To receive credit for any given month of scouting activities for advancement purposes, a scout must attend two Troop functions. Each month where two functions are attended will be considered “1 active month” towards advancement. Months do not have to run contiguously, each month where the attendance criteria minimum is met will count towards advancement when it is a rank requirement for the scout.

2 The Troop

2.1 Meeting Location

Troop meetings are held at Faith Methodist Church located at 4600 FM 359, Richmond, Tx 77406 in the main building, between the chapel and gym. The Troop meeting room is behind the kitchen in the foyer.

2.2 Meeting Times

Meetings are held on Sunday of each week, including some Sundays during the summer months. The meetings begin at 6:30 pm sharp and end at approximately 8:00 pm. Please do not arrive much before the scheduled meeting time. Anyone picking their scout up after the meeting is also asked to be punctual. Adult leaders may not leave until all scouts have departed. Patrol Leaders Council (PLC) meetings are scheduled as necessary, typically the Sunday before a camp out, starting at 5:30pm. PLC meetings may occur at the end of the campout to engage weekend Leaders and all scouts for feedback (using Start/Stop/Continue approach). If required, or not conducted on a campout, the PLC meeting time will vary, depending on the material that needs to be discussed and schedule planning. The date of each meeting will be announced in advance by the Senior Patrol Leader.

All members of the PLC are expected to attend the meeting. It is at these meetings that the youth leaders decide troop activities. PLC attire is Field uniform. The PLC is defined as the voting members Senior Patrol Leader (SPL), Assistant Senior Patrol Leader, Patrol Leaders, Assistant Patrol Leaders, Troop Guides and the Scribe. Recognized Scouts BSA youth leadership positions *may* attend, should they have information to put before the PLC.

2.3 Purpose/ Format of Troop Meetings

It is during Troop meetings that the scouts develop the plans for the various activities throughout the year. Such things are developing menus for campouts, learning life saving techniques, working on elements in their Scouts BSA Handbooks that can be done as a group, as well as many more activities that will be carried out. Generally, some sort of “Rowdy... Energetic...Fun” activity will be part of the meeting, time permitting. Troop meetings cover subjects that involve the entire Troop.

Formats of the Troop and Patrol meetings are developed by the scouts during the Patrol Leaders Council. Each patrol, when needed, can hold patrol meetings at other times, apart from regular troop meetings. The Patrol leaders will make these arrangements and notify the Scoutmaster or Assistant Scoutmaster of their intent to meet. Two deep leadership needs to be observed at all Troop and Patrol meetings.

3 Troop Uniforms

3.1 New Scouts

New cub scouts and registered adults joining the Troop will receive a Troop 1880 patch and green shoulder loops. Class B shirts can be purchased from the Troop.

3.2 Field (Class “A”) Uniform

The Field uniform must be worn at all scout meetings by scouts and registered leaders and includes:

- A tan Scouts BSA Shirt (short sleeve or long sleeve)
- An American Flag emblem on right sleeve
- Green Shoulder Loops
- A Sam Houston Area Council Shoulder Patch
- 1880 Patch
- A world Crest Emblem
- Pair of long olive-green trousers or pair of olive-green shorts
- An official Scouts BSA belt (webbed or leather)
- A pair of official Scouts BSA socks
- The Scouts current rank Badge

Information on how to place insignia can be found in the Guide to Awards and Insignia:
https://filestore.scouting.org/filestore/pdf/33066/33066_Scouts_BSA_Insignia_WEB.pdf

3.3 Field Uniforms and Campouts

The Field uniform must be worn as we depart for and return from all scout campouts. Since scouts immediately start setting up camp upon arrival at our campsites, we understand they may get dirty. Therefore, while traveling to and from campouts, scouts may wear jeans instead of olive-green shorts or pants. This will be particularly useful on winter camping trips. Jeans are the only exception, and only when traveling to and from campouts. Do not send a scout in basketball shorts, or any other clothing that is not olive-green shorts, olive-green pants, or blue jeans.

3.4 Dress Uniform

All the above items for Field Uniform and the following:

- A merit badge sash (for those Scouts who have earned merit badges) and is normally only worn during official events, courts of honor, uniform inspections, and ceremonies.
- Any medals the scout may have earned.

The OA sash should only be worn with the uniform for OA events, not troop events or Court of Honors.

It is required that scouts wear the appropriate uniforms to the weekly troop meetings. There are occasions when old clothes are needed, (such as Trailer cleanout days) and the Scoutmaster or Senior Patrol Leader will let the scouts know of these occasions.

3.5 Headgear

The only headgear allowed with the Field uniform is the official green Scouts BSA hat, or a scouting related hat (EX: Wood badge, NYLT, Jamboree, etc.)

3.6 Activity (Class “B”) Uniform

The activity uniform consists of a troop T-shirt, or other Scout related T-shirt, (OA or special camp), scout trousers/shorts. Trousers/shorts may be replaced as required for the occasion (for example, swim shorts for a car wash activity). The activity uniform may be worn only at the discretion of the Scoutmaster. The activity uniform is NOT to replace the field uniform. (See Troop calendar for dates for change to activity uniform). The Troop recognizes alternative clothing preferences; therefore, the shorts do not necessarily need to be Scouts BSA brand. Multipurpose shorts (for casual wear, hiking or swimming) are acceptable. However, they must be olive green or dark green and be of similar style to BSA shorts.

3.7 Foot Gear

NO open-toed shoes are allowed ANYTIME except:

- Shower shoes: Must be carried to/from shower.

3.8 Other Items

- Scouts BSA Handbook
- OA Pocket flap (when applicable)

4 Troop Committee

4.1 Members

Charter requirements are that we have a Committee Chair, a Secretary, a Treasurer, an Advancement Chair, and other committee members. More members will be recruited as necessary. The Committee oversees the Troop property and assists with implementing and executing Troop policies and procedures. The Committee Chair heads the Committee.

4.2 Meeting Time/ Location

The Committee Chair usually holds committee meetings once a month or as designated; refer to the Troop calendar or in Scoutbook for dates. Meetings start at 6:30 pm and are held at Faith Methodist Church, 4600 Farm to Market 359, Richmond, TX 77406. Parents are always welcome to attend Committee meetings and are encouraged to join the Troop Committee.

5 Troop Program

5.1 General Overview

The Scouts BSA program uses the “Troop/Patrol Method” to allow for the organized development of Scouts while on their own respective journeys to Eagle. While the program is designed to provide activities that are fun and a real adventure for the scouts, it allows for character development, pride in country (citizenship), mental/physical fitness, and religious development. It also demonstrates respect for others and allows for the desire to lead others.

The youth run the Scouts BSA program, unlike the Cub Scouts, with the gentle guidance through leadership training, of an adult Scoutmaster and their Assistant Scoutmasters. It’s not a program outwardly run by adults. Adults are there to teach and to ensure safety. This is important, because on occasion, what may look like “disorganization” is really a learning program. What may be something we as adults are not excited about, is something the scouts said they wanted to do. Scoutmasters and other troop leaders follow one very basic rule of Scouting: “NEVER DO FOR A SCOUT, WHAT A SCOUT CAN DO FOR THEMSELVES”.

5.2 Troop Elections

Scouts are elected to key leadership roles. To be a candidate for the leadership position, a scout must be registered with BSA and be an *active* member of Troop 1880. Only active Scouts will be eligible for leadership roles. Elections are held every six-months. Appointed positions will be decided at or before the first PLC following the elections. Rules for Troop elections will be discussed with the Troop prior to elections. All election results and appointments must be approved by the scoutmaster. Impromptu elections may be held at the Scoutmasters discretion. On dates designated by the Scoutmaster, training sessions will be conducted to train the scouts in leadership. This training normally takes place upon the installation of new youth officers.

5.3 Patrol Method

The Patrol Method is the key element in developing leadership skills, including many individual skills. Patrols compete and help your scout “belong” with other scouts who want to share the adventure. Remember which Patrol they are in, as it’s one of the essential parts of the scouting adventure.

5.4 Bullying and Hazing

Bullying and hazing are not allowed, and the Troop will adhere to the guidelines published by the BSA at <https://www.scouting.org/training/youth-protection/bullying/>. Anyone participating in bullying will be subject to the discipline guidelines outlined below.

5.5 Discipline

Disciplines of language, actions, and activities are all a part of the Scouting program. All Scouts are expected to follow the rules and to obey their peers and adult leaders. Although scouting is a lot of fun, the program does not fit the needs of all youth. The Scoutmaster will notify the family of any scout who does not want to work within the rules of the Troop. Scouts who continually cause discipline problems within the Troop will be given the following disciplinary action.

- 1st Offense: Conference with the Scout & Family
- 2nd Offense: Written notice from Troop Committee to parents
- 3rd Offense: Scout will be accompanied to all meetings/outings with a parent until further notice.

Any Scout who knowingly destroys or damages another person's property (clothes or otherwise) will be held responsible for the replacement or repair of the item(s).

When discipline problems occur, the Scoutmaster Corp will discuss the offense and determine if additional disciplinary actions are needed. If a punishment is necessary, the Scoutmaster will discuss with the Scout during their conference and/or with the Parents.

Should the scout continue to have discipline challenges within the unit beyond their parents attending all scouting functions they are at, the scout may be asked by the Scoutmaster and/ or Charter Organization Representative to find another scouting unit to participate with.

6 Adult Leadership

6.1 Adult Leadership

It is necessary that our scouts have adult leadership to help develop their own leadership skills and to ensure that the program accomplishes its goals. The scouts will deal directly with the Scoutmaster and the Assistant Scoutmasters. We will look to each adult for help from time to time. All registered adult scouters (this includes the Scoutmaster Corps and Committee members) MUST complete Youth Protection Training (YPT) prior to expiration.

Training of adult leaders and scouts is important to ensure the best possible program for Troop 1880. All members of the Scoutmaster Corps will complete Scoutmaster/Assistant Scoutmaster Specific training as well as the Introduction to Outdoor Skills (IOLS). Training will be done in advance of registering for the position or at the first opportunity after assuming the position. Completion of training will be reported to the committee chairperson.

6.2 Youth Protection Training

All adults registered in the Troop will complete Youth Protection Training and adhere to the Adult Supervision guideline from the BSA which requires two registered adult leaders 21 years of age or over are required at all Scouting activities, including meetings. Notwithstanding the minimum leader requirements, age and program-appropriate supervision must always be provided. All adults staying overnight in connection with a Scouting activity must be currently registered in an adult fee required position as listed or as an adult program participant.

For safety reasons, for any event attended by 9 scouts or less, the Troop requires the attendance of a minimum of 3 registered leaders. For any event with 10+ scouts, a minimum of 4 registered adult leaders is required. There will be absolutely NO EXCEPTIONS to the above policies. If it's not possible to meet these requirements, the activity must be canceled. Troop 1880 uses the "Buddy System" as outlined in the Scouts BSA Handbook.

6.3 Boy Scouts of America Scouter Code of Conduct

All adults registered in the Troop are expected to follow the Scouter Code of Conduct. The latest version of this Code can be found online: <https://www.scouting.org/health-and-safety/gss/bsa-scouters-code-of-conduct/>

Violations of Youth Protection Training and/or the Scouter Code of Conduct will be referred to the Troop Key 3 and Charter Organization for review and recommendation.

6.4 Alcohol, Tobacco, and Drugs

An important way adult leaders can model healthy living is by following the policies on alcohol, tobacco, and drugs. Leaders should support the attitude that they, as well as youths, are better off without tobacco in any form and may not allow the use of tobacco products at any BSA activity involving youth participants. This includes the use of electronic cigarettes, personal vaporizers, or electronic nicotine delivery systems that simulate tobacco smoking.

All Scouting functions, meetings, and activities should be conducted on a smoke-free basis, with smoking areas located away from all participants.

As outlined in the [Scouter Code of Conduct](#), Scouting activities are not a place to possess, distribute, transport, consume, or use any of the following items prohibited by law or in violation of any Scouting rules, regulations, and policies: alcoholic beverages or controlled substances, including marijuana. In addition, the Code of Conduct specifies that if you are taking prescription medications with the potential of impairing any functioning or judgment, you will not engage in activities that would put youth at risk, including driving or operating equipment.

6.5 Leadership Positions

6.5.1 Scoutmaster

The Scoutmaster is the person in charge of the Troop who quietly but effectively pulls it all together to get the results they're hoping to achieve; helping youth members grow into good responsible citizens. The Scoutmaster works by training youth leaders to run the Troop, while managing and supporting the Assistant Scoutmasters. Scoutmaster position description:

- Train and guide youth leaders to run their Troop using the Patrol method.
- Work with and through responsible adults to bring scouting to our youth.
- Help scouts grow by encouraging them to learn.
- Guide scouts in safety and planning of the Troops' program needs.
- Helps the Troop committee in recruiting and managing Assistant Scoutmasters.
- Conduct all Scoutmaster conferences.

6.5.2 Assistant Scoutmaster

Assistant Scoutmasters play a strategic part in all troops, for they support the Scoutmaster and share in the challenge. They may be called upon to assume the role of Scoutmaster in the absence of the regular Scoutmaster. They must obey all rules set by the BSA and Troop committee. The Scoutmaster will assign each Assistant Scoutmaster a list of actual duties and responsibilities.

6.5.3 Other Adult Leaders and Committee

All other adult leaders and/ or committee members will serve according to their appointed position responsibilities and BSA National Standards. All adult leaders and committee members can serve as second-deep leaders in the absence of the Scoutmaster or Assistant Scoutmaster when needed.

6.6 Parental Involvement

Scouting is a family program. We will be calling on each family to participate in the various projects throughout the year. We will use your talents, so that you too can enjoy the fun and excitement of scouting. Do not allow only a few volunteers to carry the program for your scout. To have the best Troop, we must all pitch in!

7 Costs & Refunds

7.1 Registration/ Dues/ Scouting Magazine

Annual Troop dues are reviewed and published annually. A subscription to Scout Life magazine is optional for each family and does not affect the amount of annual dues. Families of scouts that transfer into 1880 after annual re-charter from another unit are responsible for the difference in dues paid to national in their previous unit and troop dues. Scouts joining the troop mid-year will have annual dues pro-rated.

The Troop does not reimburse any registration fees after payment of initial membership. Transfer of Scout account balances is allowed from our Troop to another Troop (see “Individual Scout Accounts” for more information).

7.2 Troop Activities

Activities are planned throughout the year, and many have a fee. These costs will normally be collected before the activity. Typically, advance payment is required, and the Troop will need to know in advance who will participate. Each scout is responsible for individual costs. Last minute cancellation or no shows will be assessed all costs incurred by the Troop, unless there are extenuating circumstances, and must be approved by the Scoutmaster. Verbal commitments to attend are considered binding when the Troop must prepay based on show of hands.

7.3 Training Costs

Training costs vary depending on the type of training. In most cases, the Scout & registered leader are held responsible for these costs (ex: NYLT). The Troop may pay for a portion registered adult leader or youth leader training. A campership/ sponsorship request should be submitted in writing at least 60 days prior to the event to the unit Committee Chairman so it can be discussed and decided upon by the Troop committee.

7.4 Fund Raisers

Troop 1880 typically participates in several different fundraisers throughout the year. Other fundraisers include car washes, yard sales, mulch sales, etc. These are general fundraisers; The troops general fund and those Scouts who participate in the event will share a percentage of the proceeds. All scouts are encouraged to participate in ALL fundraising events, thus paying their own way as recommended by the Boy Scouts of America.

7.5 Distribution of Proceeds

The proceeds of fundraisers will be distributed as follows: 60% to the Troop and 40% to the Scouts. Proceeds go directly into the Scout’s individual account. From time to time a specific fundraiser may be 100% dedicated towards a specific event or purpose (i.e., summer camp transportation, Troop trailer, etc.). Scouts attending such an event are strongly encouraged to participate in the “Troop dedicated” fundraising effort. Advance notice will be provided to the scouts so they will understand no money will be added to their scout account.

7.6 Individual Scout Accounts

Troop 1880 uses a unique Scout account program. This program allows Scouts to participate in such a way that they are paying for their scouting experience. Each Scout has an individual (ghost) account that is maintained by the Troop Treasurer. Money earned from fundraisers is credited to their accounts.

Scouts may use their scout account moneys to pay for registration fees, Scout Life magazine subscription, camp fees, High adventure programs, or other Scout-related items. Monies can be used towards an Eagle Project if discussed and approved PRIOR to the Eagle Project taking place. The Scout may never receive cash from this account. Credits may only be used for troop items or scouting functions. A Scout may not “charge” to their account unless the full amount is available. A Scout may use the money in their account to purchase Scouting related items such as Scout uniforms, camping equipment, personal equipment required to participate in scout activities and the like. Request to use funds from personal accounts MUST be approved in advance by the Scoutmaster or one of the Assistant Scoutmasters. Receipts are to be signed by the Scoutmaster or Assistant who authorized the purchase then submitted to the Troop Treasurer. Account information may be obtained from the Troop Treasurer.

If a Scout transfers to another Troop that Troop’s Treasurer or Scoutmaster may request, in writing, that funds be transferred for the Scout. The request must be received within 1 month of transfer and a check will then be written to the Troop the Scout transferred into. Funds will be considered unclaimed and revert back into the Troop’s general fund for requests not received within the specified timeframe. Scouts can credit a reasonable amount of funds earned toward their Scouting expenses. Scouts cannot use funds earned for any non-Scouting purposes and cannot take the money with them if they leave Scouting. It is suggested that each scout maintain a balance of \$75 in their individual accounts.

7.7 Summer Camp Fees & Guidelines

Troop 1880 attends summer camp every year. Summer camp is a significant element in the success of the Troop and the Scout. We strongly encourage each Scout to attend this experience. If you are new to Scouts BSA and have never attended Summer Camp, we highly encourage the scout to attend a campout without Mom and Dad in attendance to see if the scout may be subject to home sickness. If you have any questions about summer camp, please contact the Scoutmaster. Normally by the end of the week the new scout has done most of the requirements from Tenderfoot through First Class scout. We will plan an out of council summer camp on a case-by-case basis providing we have the appropriate number of leaders to cover for the full week. Out of council camping is done to help break up the same old camping trip and to visit and experience other BSA scout camps. Scouts and adult leaders are responsible for Summer Camp fees. All or any part of this fee may be taken from the Scout’s individual account, provided the Scout has sufficient funds in their account. Should the Scout not have enough money in their individual account the parent/guardian will be notified in a timely manner. It is important that if a scout signs up for summer camp and for whatever reason cannot attend, they notify the Scoutmaster promptly so we can request a refund from the Scout Office. Last-minute cancellations cannot be accepted and will be financially charged to the scout.

7.8 High Adventure Fees & Guidelines

High Adventure camps are different than summer camps and will require separate fundraising efforts. Some High Adventure camps may overlap with the typical summer camp and will require more-than-normal adult leadership participation.

High Adventure is reserved for the older scouts, typically 14 years of age or older. High Adventure camps are Philmont (New Mexico), Summit Bechtel Reserve (West Virginia), Sea Base (Florida) and Northern Tier (Minnesota) and may be scheduled any given year.

New Scouts, and new adults, to the Troop who wish to participate in Summer Camp (or High Adventure) activities must have camped at least two times with the Troop before Summer Camp or High Adventure.

Troop members who have been with the Troop over a year who do not routinely (at least once a quarter) camp with the Troop or participate in Troop meetings or activities may not be considered eligible for High Adventure or Summer Camp participation.

8. Advancement

8.1 Working with Your Scout

Your scout will be making personal growth agreements with their Scoutmaster and themselves that encourage them to participate in the Scouting Program. Unlike Cub Scouts, Scouts in the Troop are responsible for managing their advancements by working with the Scoutmaster and Patrol Leaders.

8.2 Advancement Approval

You too can help. Encouragement is the best way. You can participate with your scout, but unlike Cub Scouts, you do not sign off requirements in their Scouts BSA Handbook. Only the Scoutmaster and Assistant Scoutmasters may sign off in a scout's book for having completed rank requirements.

8.3 Merit Badges

Part of a Scout's advancement requires them to earn Merit Badges. Generally, the Scout makes an individual effort to earn these badges. However, on occasion, merit badge clinics at Troop meetings are held so that a group of Scouts may work on a specific badge together. This is especially true during Summer Camp or Troop meetings.

In all cases, the Scout must discuss their intentions with the Scoutmaster or Advancement Chair PRIOR to working on any badge. The Scout must obtain a blue Merit Badge Application card from the Scoutmaster prior to starting the merit badge. The only exception will be with the Scoutmaster okay's the Scout to start before receiving their blue card or if the Scoutmaster runs out of blue cards. Any requirements completed beforehand will not be credited. A Scout must work only with a counselor who has been approved by and is registered with the Sam Houston Area Council. The Buddy System is required if work on a merit Badge outside the standard troop meetings. The Scoutmaster must always check the following 3 items with the Scout requesting a blue card –

- 1) What merit badge is the scout taking?
- 2) Who is the merit badge counselor?
- 3) Who is the buddy taking the merit badge with them?

The Merit Badge process is as follow as:

- 1) Any Scout who wishes to sign-up for a MB class that is given outside the Troop meetings, Troop campouts, or District MB Days will need to discuss the chosen MB signed by the Scoutmaster. The purpose of this discussion is for the Scout to get some experience working with the Scout leaders and to give the Scoutmaster the opportunity to understand the MB class chosen and evaluate the quality of the MB class.
- 2) Once the MB class is completed, the Scout is responsible for obtaining all necessary approvals/ signatures from the MB counselor recorded on the Blue Card.
- 3) The Scout is responsible for turning in the fully completed and signed Blue Card to the Troop. The Scout should turn in the completed Blue Card to the Advancement Chair.

8.4 Merit Badge Counselors

Only those individuals who have properly registered with Sam Houston Area Council and completed Youth Protection Training may counsel a Merit Badge. A Counselor must ensure that a Scout completes all requirements of the badge they are counseling. A list of Merit Badges may be obtained from the Scoutmaster should you wish to become a Counselor or for Scouts interested in finding a merit badge counselor for a particular merit badge. If you have a special interest or talent, please share it with the Troop. The Troop, District, and Council are always in need of Merit Badge Counselors.

8.5 Service to Others

A part of advancement requires a Scout to perform Service Hours. The Scout will need to complete the required hours as defined for the ranks in their copy of the Scout handbook. Generally, these hours of service must be of the Scout's choosing. The Scoutmaster and /or Troop committee is not responsible for providing the service hours projects for the Scout; they can however provide suggestions for service hours and /or projects. A scout must receive approval of any and all service projects from the Scoutmaster PRIOR to starting any projects. Only projects that have been approved in advance by the Scoutmaster will be credited. These hours need to be service to the Troop's Charter Partner, local community, a Church or religious organization, a local government, or other Service organizations. They may not be to any sports group or to another Scout group without prior approval. Since many service hours are earned on an individual basis, parents are encouraged to share service hours earned with the Troop Advancement Chairman.

8.6 Rank Advancement/Scoutmaster Conference/Boards of Review

As your scout advances along the trail to Eagle Scout, they must complete a variety of accomplishments. Each rank has a series of requirements that need to be completed. When all requirements for a specific rank are completed, the final requirements are to have a Scoutmaster Conference and then pass a Board of Review. Each Scout is responsible for coordinating their Scoutmaster Conference and Board of Review. It is during the Scoutmaster Conference that the Scoutmaster (or Assistant Scoutmaster) ensures that the Scout has fulfilled these requirements. Once satisfied, the Scout will make arrangements with the Troop Advancement Chairman or if unavailable, another committee member, to have a Board of Review.

The Board of Review, which consists of a minimum of three adults who are registered Scouters (may also include Eagle Scouts), will conduct the interview with the Scout. Parents or legal guardians are not allowed to participate in their own scout's Board of Review. The Board of Review will determine whether the Scout is ready to advance to their next rank. The Scoutmaster or any Assistant Scoutmaster, cannot be present at these boards of review.

Additional notes regarding Rank Advancement

- Rank requirements in the Scout handbook, as completed, are to be reported to Troop Advancement Chairman. Ranks and Badges earned will be awarded at Courts of Honor.
- Scouts can track and parents can view progress in Scoutbook.

- When all requirements have been met, the **SCOUT*** requests a Scoutmaster Conference and Board of Review (*The **SCOUT** is to discuss their needs with adult leadership and request a meeting each event (SM Conference and BOR)

8.7 Courts of Honor

A Court of Honor, a special meeting held three times annually, and is for awarding merit badges, rank advancements, and any other award(s) earned by the Scouts. This is a FAMILY meeting, and all family members are encouraged to attend. It is a very special time for your scout. Adults and Youth will be recognized for their achievements. We ask that you be there to share this recognition. We at Troop 1880 try to incorporate cookouts and other family activities into these Courts of Honor to make them more exciting.

9 Troop Calendar

9.1 Troop Calendar of Events

Troop calendar event dates are to be proposed by the Patrol Leaders Council and the Scoutmaster prior to Program Preview in May of each year. Information about these events will be added to Scoutbook.

Troop 1880 operates every month, all year long. Summer scouting is at its best, but we request that Scouts stay active during the winter months as well. It is during the winter that we generally work on indoor items. Although scouting is meant to be outdoors, it is not always practical or safe to be outdoors. Many of the skills used outdoors can be taught indoors.

9.2 Troop 1880 Notifications

Troop 1880 uses two platforms for Troop communication. One is Scoutbook. When important announcements or reminders need to be made or sent, Scoutbook is the platform that will be used to e-mail formal Troop communications to all adults that are connected to their scout in Scoutbook. The second method of communication is the phone app: GroupMe. This is where more informal communication is had, and questions can be asked and answered more promptly. Also, generally all ETA announcements for Troop camping trips will be sent through GroupMe.

9.3 RSVPs for Events

Except for special events, such as a Court of Honor, families should RSVP for all events (Troop Meetings, PLC Meetings, Camping, Etc.) in Scoutbook. RSVPs are even more critical for camping activities because the Troop needs to have sufficient attendance and leaders to hold campouts. RSVPs for camping are due 1 week before each campout.

10 Troop Transportation Policy

Each Scout must arrange for their own transportation to and from each local event. Neither the Scoutmaster or committee members provide transportation to or from the various local troop activities, unless arranged in advance. For camping, transportation will be provided by the Troop and family members. Departure time, location of pick up and drop off, destination arrival time and approximate return time will be announced in advance. If more than one vehicle is used to transport our group, we will establish rendezvous points at the start of the trip and not attempt to have drivers closely follow the group vehicle in front of them.

Driver qualifications are outlined in the Guide to Safe Scouting:

<https://www.scouting.org/health-and-safety/gss/gss11/>

11 Health & Safety Forms

It is required that all scouts have an up-to-date medical examination form on file with the Troop. A physical exam is required every year for those going to Summer Camp. The parent or guardian must update and sign the BSA medical form Part A&B each year and note if there are changes in their scout's health since the previous year. If there are major changes, the Scout must have another physical exam.

12 Finance

In addition to traditional check writing, the Troop will use a debit card for expenditures as required. These expenses may include items, such as internet purchases, emergency purchases during camping outings, propane, etc. The card will be issued through the Troop's bank. Uniform banking will provide easier reconciliation and transparency. The debit card will be reconciled monthly and included in the Monthly finance report. The debit card account activity should be accessible to the committee chair, finance chair, camping chair and others approved by the troop committee. The troop will request two debit cards: one for the committee chair and camping chair.

Anyone using any forms of payment tied to the Troop, is to be listed on the Troop bank account.

13 Campout Costs/ Troop equipment/ Reimbursement

13.1 Campout Costs

Current troop policy is that Scouts cover the Cost of all event registrations, camp fees, and food for each event. Adults are responsible for their own food costs. The adult shopper will pay for meals (as agreed to by all adult campers) and be reimbursed by evenly dividing the total food cost by the number of adult campers. Adult campers will pay any necessary camp fees (i.e., state park facilities) Signing the campout sign-up form is considered a commitment to attend. Camp reservations, food and vehicles are planned according to the sign-up list. Scouts who cancel or are a no-show are still obligated to pay all costs that would have been their share. Refunds for individual emergencies and unforeseen circumstances will be dealt with on a case- by-case basis and must be approved by the unit committee. In the event of a Troop campout cancellation, all who signed up to attend will share the host park cancellation fees. Summer camp refunds are based on the Camps' refund policy. Each patrol is responsible for buying food items based on their menu.

13.2 Troop Equipment

The cost of repair and/or replacement will be assessed to the family of any scout who purposefully damages or loses Troop property. Troop equipment is not normally loaned to an individual outside Troop outings. The Quartermasters (youth and adult) are responsible for the Troop equipment inventory, as well as the maintenance and upkeep of the Troop gear. Merit badge books are the responsibility of the Troop Librarian. Scouts working on a merit badge may check the appropriate merit badge book out from the Troop Librarian and return upon completion.

13.3 Reimbursement

All receipts should be turned in to the Troop Treasurer within 30 days for reimbursement. After 30 days, unclaimed expenses are considered a donation to the Troop (thank you!). You may opt to claim Federal tax relief on your personal taxes for Scouts BSA related activities.

14 Totin' Chip / Firem'n Chit Privileges

14.1 Totin' Chip

For a Scout to use a knife, saw, ax, or hatchet, it is necessary for them to attend a "Totin' Chip" class. This is a class in the safe use of woodworking tools, including a pocketknife. Once the "Totin' Chip" is obtained, a scout may use these tools. If a scout does not follow the safe use rules, they will lose a corner of the card for each infraction (enforced by the Scoutmaster or Assistant Scoutmaster). If all four corners are lost, the scout will no longer have the privilege, and must take the class again. Severe cases of unsafe use will result in immediate loss of privileges. The class is conducted periodically as part of the Troop program. Scouts are required to show their Totin' Chip upon request.

14.2 Firem'n Chit

For a Scout to build and use a fire, either for cooking or campfire, they must attend a class in the safe use of fire, thus earning them their "Firem'n Chit". As with their "Totin' chip", any unsafe acts will result in corners cut or removal of the card (enforced by the Scoutmaster or Assistant Scoutmaster). This class is also taught as part of the Troop program. Scouts are required to show their Firem'n Chit upon request.

15 Campout Policies

15.1 Rides

The Troop transportation policy as outlined in Article 10 applies and is strictly enforced. Each Scout is responsible for their own ride to and from each local event unless other arrangements from the Troop have been made.

15.2 Departure from Campouts/ Summer Camp

Troop 1880 travels as a unit! This means that we leave and return as a unit. ALWAYS have your scout fed on Friday nights prior to departing for camp. If a scout must leave early or arrive to a campout late, the Scoutmaster must have prior knowledge of this. Upon return from an outing, NO SCOUT will be allowed to leave until all troop gear is stowed in the Troop storage or trailer, and the Senior Patrol Leader has released the troop. Please do not ask to leave early. If you leave early someone else must do your share of the cleanup. It is not the responsibility of the Troop Quartermaster and/or the Scoutmaster to stow the gear. **Please be on time to pick up your Scouts.** At least two adults must wait until all Scouts have been picked up.

15.3 Cleanup of Troop Gear

Troop gear used on the campouts that needs to go home and be dried or cleaned, is assigned to each scout who is responsible to thoroughly clean the gear and return it at the following troop meeting. The Quartermaster keeps a list of who has the gear and checks it off when it is returned in satisfactory condition. If the gear is not returned to the satisfaction of the quartermaster, it will not be accepted, and must be returned when clean. IF Troop tents get wet during a campout, they will be sent home with their respective Scout to dry. They need to be returned at the following meeting. Remember, take care of your equipment, and it will take care of you.

15.4 Adult Supervision at Campouts

For safety reasons, for any event attended by 9 scouts or less, the Troop requires the attendance of a minimum of 3 registered leaders. For any event with 10+ scouts, a minimum of 4 registered adult leaders is required. All adults staying overnight in connection with a Scouting activity must be currently registered in an adult fee required position. It is a requirement that there be a registered leader with IOLS (Introduction to Outdoor Leadership Skills) training in attendance for EACH night the troop is camping.

15.5 Cell Phones & Electronics

Cell Phones and Electronics (EX: I-Pad, Nintendo Switch, PSP, etc.) can be used while scouts are being transported to and from camp. During camp, they must be left in the vehicles which the scout was transported in. At Summer Camp they will be stored in a locked container in the Troop Trailer. Should a youth be found with an electronic device during camp, it will be confiscated and returned to the scout when the drive home commences. The only exception will be if a scout uses their phone as a medical device (Ex: such as to monitor insulin levels).

16 Troop Election and Order of the Arrow

16.1 General Overview

The Order of the Arrow plays a vital role in the camping program of Troop 1880 and the Sam Houston Area Council. Scouts who have demonstrated their ability as honor campers are recognized through their election into the Order of the Arrow. These elections are held once a year and normally take place in the October/November time frame.

16.2 Elections

Order of the Arrow youth elections are under the direction of an OA team responsible for carrying out the elections as well as the Camp Promotion program. Adult elections are handled through the adult nomination selection committee. Generally, this committee consists of the Troop's current Adult OA Members. For a troop to conduct a youth election, there must be 50% of the active registered Scouts in the troop present on the election date. The Scoutmaster shall oversee all youth elections, but it is conducted by two OA youth members who are not members of Troop 1880. OA is a separate organization, and the process may change at their discretion.

16.3 Youth membership Requirements

A Scout must have the Scoutmaster's approval as to:

- Their Scouting Spirit
- Their adherence to the Scout Oath and Scout Law.
- Their participation in activities and events as outlined in Article 1.1.
- A Scout must have fifteen nights of camping under the auspices of Scouts BSA within two years prior to the election. These fifteen nights must include one long-term Scouts BSA camp experience (6 consecutive nights) and at least nine nights of short-term camping (1, 2, or 3 nights).
- A Scout must hold the rank of First Class.

16.4 What to do Before the Election for OA and Troop Positions

The Scoutmaster is to have a discussion with the Scouts of Troop 1880 about the election itself. The Scouts are to be made aware of the fact that these elections should not be considered a popularity contest. The Order of the Arrow is looking for those Scouts who show true understanding of Scouting ideals, as set forth in the Scout Oath and Law.

The younger Scouts should be told that this is a private election - no one will know how they voted. They should not be voting for a Scout who just appears to be the most popular. The troop is looking for those Scouts who are willing to take on the responsibility of a troop leadership position. Rules for troop elections will be discussed with the troop prior to elections.

17 Troop Sponsor

Faith Methodist Church sponsors Scouts BSA Troop 1880
4600 FM 359 Rd, Richmond, TX 77406
(281) 341-8200

18 Troop 1880 Records

18.1 Storage of Official Troop Records

The storage of official troop records and information lies with the Scoutmaster, the Troops Advancement Chairperson and Troop Treasurer. The Scoutmaster will keep all scouts' records, official advancement information and general troop information in Scoutbook. The Advancement Chairperson will keep a digital record of the scout's advancement achievements in Internet Advancement. The Troop Treasurer will keep all financial records, both the individual Scout accounts and the Troop accounts for the current year. The Troop Secretary will maintain copies of the committee meeting minutes in the Church's Sharepoint drive. The treasurer will report monthly to the Troop committee.

18.2 Maintenance and Update of Official Troop Records

The continual maintenance and updating of official troop records as outlined in article 18.1 will be the sole responsibility of the leader involved (Treasurer, Advancement Chair, and Scoutmaster).

18.3 Update of Website

Periodic updating of the Troop website will be the responsibility of the Troop Website Administrator. All website updates should be done in a timely manner.

19 Revision of the Handbook

The Scoutmaster, with the approval of the Troop Committee, is responsible for revising and updating this handbook. New versions of the handbook will be screened by Faith Methodist and then adopted into practice by a majority of the Troop Committee.

20 Abbreviations

ADE: Associate District Executive - A professional Scouter who works under the direction of a District Exec. See Also: DE

APL: Assistant Patrol Leader - Youth second leader of a patrol. A member of the PLC that runs the troop. See Also: PL

ASM: Assistant Scoutmaster - A commissioned volunteer, 18 or older, appointed by the chartered organization, who helps the SM administer the troop program. The term SA is used on applications and other literature. See Also: SA

ASPL: Assistant Senior Patrol Leader - Appointed by the SPL with the SM's advice and consent, they ASPL helps to run the troop with the SPL and the PLC. See Also: SPL

B-P: Baden- Powell, Robert Stephenson Smyth - Founder of the worldwide Scouting movement. Born in London, Feb 22, 1857. Created a Baron in 1929. He is referred to as Lord Baden-Powell of Gilwell, Chief Scout of the World. Died Jan. 8, 1941.

B-P Award: Baden-Powell Patrol Award - An embroidered star worn beneath the patrol medallion distinguishes a member of a patrol that won this award by meeting requirements in: spirit, patrol meetings, hikes, outdoor activities, Good Turns, advancement, membership, uniform and PLC attendance. The motto of BSA: Be Prepared, honor his initials.

BOR: Board of Review - A Review held to determine if a scout has satisfactorily completed rank advancement requirements. May also be held as an incentive for scouts not advancing. For the first 5 ranks, BOR is held by the troop committee, for the Eagle Scout rank, the council decides whether district or council advancement committee is responsible. See Also: COH.

Camporee: Derived from two words: camp and jamboree. A district or council troop activity to demonstrate techniques of living in camp. Involves a one- or two - night camping experience. May involve Scoutcraft competition.

CC: Committee Chair - The adult leader of the troop committee, may also be a member of the chartered organization.

CD: Camp director - The Scouter in charge of the administration of a scout camp or Cub Scout day camp or resident camp. May also refer to Camping Director - A professional Scouter responsible for development of a council's year - round camping program.

CM: Camp master - A volunteer Scouter trained to assist in short term camping.

CO: Chartered organization - A religious, civic, fraternal, educational, or other community-based organization that has applied for and received a charter to operate a BSA Scouting unit.

COH: Court of Honor - A ceremony to honor and recognize Scouts for their achievements and rank advancements. A special COH is used when a Scout reaches Eagle. See Also: BOR

Commissioner: A volunteer Scouter who works with packs, troops, and teams to help the units succeed. In addition to council commissioner, there are district -, assistant district -, roundtable-, huddle-, program-, and unit commissioners.

CR/ COR: Charter Representative/ Chartered organization Representative - An adult representative of the group or organization that currently holds the BSA Charter. Reports

information to and from the chartered organization and the Troop. Represents the organization to the local council.

Cracker-barrel: A gathering of Scouts and /or Scouters for friendship and fellowship with light snacks and refreshments. See Also: Mug Up

CSE: Chief Scout Executive - The top-ranking professional Scouter of the BSA

DAM: District Award of Merit - A recognition for Scouters who give noteworthy service to youth at the district/Exploring division level.

DC: Den Chief - A Scouts BSA Scout, Varsity Scout, or Explorer who helps direct the activities of a den. Appointed by the SPL with SM advice and consent. Also, Webelos den chief, who provides the same function for a Webelos den.

DC: (1) District Chair - The volunteer chairperson of the district committee. (2) District Committee - A group of volunteer adults responsible for carrying out the council program within their district (3) District commissioner - See: Commissioner

DE: District Executive - A professional Scouter who works under the direction of the Scout Executive and is responsible for the achievements of the district.

Gilwell: Gilwell Park - The training center of British Scout Association and the original homesite of Wood Badge Training. Located in Epping Forest, England.

Good Turn: Good Turn is a distinctive feature of Scouts BSA and its emphasis upon service to others, The Good Turn habit is one that all Scouts try to acquire.

ILST: Introduction to Leadership Skills for Troops – This is training for Scouts in leadership positions that is conducted by the Scoutmaster. This training is intended to help youth leaders understand what they must know, be and do to be effective troop leaders.

Instructor: This youth leader helps other youth members with rank advancement; appointed by the SPL with the advice and consent of the SM Also, any youth or adult who can teach or instruct others on parts of the Scouting program.

Jamboree: Jamboree - The term chosen by B-P to describe the first international gathering of Scouts camping together in London in 1920. The Term is used to indicate a national or world gathering.

JASM: Junior Assistant Scoutmaster - Scouts, 16 or older, who help the SPL; appointed by the Scoutmaster.

JOTA: Jamboree on the Air - The World Bureau of the World Organization of the Scout Movement (WOSM) sponsors a worldwide HAM radio event the third weekend of October each year to promote communication and understanding between Scouts all over the world. BSA's participation is coordinated by the International Division. BSA's Fort Worth TX Ham HQ is K2BSA. World Scout Bureau Ham HQ in Switzerland is HB9S.

Key-3: The council key-3: council presidents, council commissioner, Scout Executive The District key-3a: The district chairman, district commissioner, the DE The lodge key-3: The Lodge Adviser (OA), the Lodge Chief, the Staff Adviser.

MC: Member of the Committee - Adult volunteer who services on the committee which carries out the unit program. Members are involved in operation of the unit in finance, advancement,

transportation, fund-raising, and other duties determined by the CC and SM or CM or DC. Committees can be unit (pack, troop, post), district, or council.

NCS: National Camping School - A training program to train Scouters who will serve in leadership roles in Summer Camps. All senior camp staff must attend NCS for certification in their field for the camp to be accredited. This includes Camp Dir, Program Dir, Program Commissioner, Aquatics Dir, C.O.P.E. Dir, Shooting Sports Dir. and Others.

NESA: National Eagle Scout Association - This group provides an opportunity for all Eagle Scouts to retain identification with Scouting through service to the local council in which they live.

Philmont: Philmont Scout Ranch - The 136,000-acre scout reservation near Cimarron, MN. Each year Philmont hosts Scouts and other groups participating in high-adventure hiking and treks. A rugged, outback experience usually lasting 11 days.

PL: Patrol Leader - Youth leader of a patrol consisting of between 5-8 other scouts. As a member of the PLC helps make the decisions that run the troop.

PLC: Patrol Leaders Council - The youth leaders of a BSA troop. The PLC consists of the SPL, ASPL, PLs, APLs. They should be trained by the SM, through Troop TLT, to do the planning and running of the troop.

SA: Assistant Scoutmaster - An adult leader who helps the Scoutmaster in various ways. A commissioned volunteer, 18 or older, appointed by the chartered organization. This term is used on Applications and other literature, in practice the term used is AS. See Also: ASM

SM: Scoutmaster - Adult leader head of the troop. A commissioned volunteer, 21 or over, appointed by the chartered organization. Provides direction and training to the Scouts so they

SPL: Senior Patrol Leader - Youth Leader of the troop. They are elected by the members of the troop and are the head of the PLC.

TC: (1) Troop Committee - A group of adult volunteers lead by the CC to get the troop program implemented, as decided by the PLC. (2) Troop Commissioner- See: Commissioner

TG: Troop Guide - A youth leader who works with the new Scout patrol in the troop; appointed by the SM in consultation with the SA responsible for the new Scouts.

UC: Unit commissioner - A volunteer Scouter who works with packs, troops, and teams to help them succeed. Carries information and questions to and from the unit, to and from the local council.

Wood Badge: A training award granted upon completion of the Wood Badge course. A leather thong with two wooden beads, a special neckerchief, and a slide (woggle) are worn by those who have completed training. Wood Badge teaches adult leadership how to effectively manage a unit utilizing the Patrol Method.