



Parent Information Packet

Scouts of America

Troop 657-Boys(B)& Troop 657-Girls (G)

Welcome to BSA Troop 657. You are about to embark on a new adventure with your son or daughter.

For many years, the traditional Scouting program has been geared to help boys grow into responsible men and we were happy to form a girl's troop in 2019 so that we can extend this tradition to girls wanting to join Scouting. This is done by what has been termed as "guided discovery" along the Scouting Trail. Your son or daughter will always be encouraged, and on occasion, challenged to measure himself/herself against the traditional standards set by others. These challenges will be both mental and physical. During this time, he or she will be held accountable for his/her actions and behavior. He or she will also be encouraged to learn new skills, test himself/herself and, likely make mistakes as well.

It is the responsibility of the Scoutmaster, and his authorized assistants, to be there for your son or daughter when these mistakes occur. The Scoutmaster's role is to be a supporting mentor, or coach, in order to review the events that led to the mistake allowing your boy or girl to "discover" how to avoid the mistake next time. That is what "guided discovery" is all about. This same "guided discovery" effort will be applied when your son/daughter is successful as well. This process may appear to take a little longer, but the results will be much more permanent. At the end of his Scouting Trail, he/she will emerge not as a child, but as a young adult, more self-reliant and capable of meeting the world and our contemporary society, on his/her own terms.

In Troop 657, the emphasis is on the SCOUTS running the Troop, with the adults encouraging and guiding the Scout Leaders. As you might imagine, this approach leads to a high activity level within our events, and parent participation is vital to the success of this program. This support can be in the form of attending camping trips and events or assisting behind the scenes. In any case, a great deal of cooperation among the supporting parents is essential, so that the Troop youth leaders can function effectively. All parents are encouraged to participate (included in this packet is a list of positions and their functions. Please let us know how you are interested in volunteering).

Together, if we are successful over the coming years, your boy/girl will first learn to follow, and then lead. During this time, you must remain informed of the Troop's events. Your best source of information will be the Troop meetings which we encourage all parents to attend and e-mails sent by the Troop leaders. We also have an interactive calendar found on the Troop website which has a wealth of other information too.

PURPOSE AND AIMS OF THE SCOUTS OF AMERICA

- It is the purpose of the Boy Scouts of America to provide, for both boys and girls, an effective program designed to build desirable qualities of character, to train in the responsibilities of

participating citizenship, and to develop in them personal fitness thus, to help in the development of American citizens who:

- Are physically, mentally, and emotionally fit.
- Have a high degree of self-reliance as evidenced in such qualities as initiative, courage and resourcefulness.
- Have personal and stable values firmly based on religious concepts.
- Have the desire and skills to help others.
- Understand the principles of the American social, economic and governmental systems.
- Are knowledgeable about and take pride in their American heritage and understand America's role in the world.
- Have a keen respect for the basic rights of all people.
- Are prepared to fulfill the varied responsibilities of participating in and giving leadership to American society and in the forums of the world

Three Basic Aims

- Every Scouting activity moves boys toward three basic aims:
 - Character development
 - Citizenship training
 - Mental and Physical fitness
- The goal of Scouts of America is to help boys and girls develop into honorable young men and women. Scouting's values can be incorporated into a the home, school, and religious community, adding to all three and, in some cases, filling in where support is lacking.

Scouting Aims and Methods

- Is Scouting educational? You bet it is! Scouts have many opportunities to learn skills of leadership, of the outdoors, and of life. Each participant decides what he or she will learn and how quickly they will do it. Scouts will progress at their own pace and not at the pace of their patrol. As he or she progresses, the value of his achievements will be reinforced through recognition, advancement in Scouting's ranks, positions of leadership in the Troop, and accomplishments during outdoor activities.
- The Scouts of America uses eight fundamental methods to meet boys' and girls' hope for fun and adventure, and to achieve Scouting's aims of encouraging character development, citizenship, and mental and physical fitness. A Scout Troop functions best when all eight methods are employed
- **The Ideals:** Scout Oath, Scout Law, Scout Motto and Scout Slogan.
- **The Patrol Method:** Groups of girls and boys who are close in age and experience level who share in the satisfaction of accepting and fulfilling group responsibilities
- **The Outdoors:** Puts excitement into Scouting and has the youths coming back for more. Troop adventures are what will keep the participants interested in Scouting and what they will remember the longest.
- **Advancement:** Ranks require Scouts to master basic skills to reach a goal, which leads to recognition through achievement.
- **Association with Adults:** Scout leaders can be positive role models; being willing to listen, to encourage, and to take a sincere interest in their questions and ideas
- **Personal Growth:** Scout-age youths are experiencing dramatic physical and mental change. Scouting allows them opportunities to channel much of that change into productive endeavors.

- **Leadership Development:** Leadership is a skill that can be learned only by doing it. Through leadership experiences, boys and girls learn planning, organization, and decision making.
- **The Uniform:** Wearing the uniform helps participants develop a sense of belonging. It reinforces the fact that all members of the BSA are equal to one another. People who see a boy or girl in a Scout uniform expects a youth of good character who is prepared to the best of his or her ability to help those around them.

General Information

If you have any questions, please feel free to ask the Scoutmaster, Committee Chair, your son or daughter's Patrol Advisor or any of the Assistant Scoutmasters for help.

- **Troop Website** <http://www.Troop657.org>
- **Our Scoutmaster is Michael Bremser.** Michael grew up in Scouting in Virginia and achieved the rank of Eagle Scout. He has been involved with Scouting most of his life serving as a camp counselor, as well as various adult volunteer positions. He is always available to assist a Scout or Scouting parent. His mobile phone number is (704) 514-0673. His e-mail address is t657sm@yahoo.com
- **Our Troop Committee Chair is Mike Biddle** who also has many years of Scouting experience, including serving as the Troop's Board of Review (BOR) Coordinator and on a Pack 657 Cub Scout Den Leader. His mobile phone number is (562) 394-3496 and e-mail address is mwbiddle@gmail.com
- **Our Parent Committee Meetings are normally held on the 4th Monday** evening of each month at 6:00 pm immediately prior to Troop meeting at Holy Cross Lutheran Church. All parents are encouraged to attend these informational meetings to stay updated on all Troop events and also have your ideas heard. For a detailed list of committee meeting dates, you can email Mike Biddle.
- **The Orange County Scouts of America Council Office** is located at 1211 E. Dyer Road, Santa Ana, CA 92705. The phone number is (714) 546-4990. Scouts may purchase their uniform and Scout Handbook covers, etc. at the Council Office, Anaheim Scout Shop at 1501 N Raymond Ave (714) 774-3270, or the **Long Beach Scout Council** office: 401 East 37th Street Long Beach 90807 (562) 427-0911.

Parents' Roles

- **Both Troop 657 Boys and Troop 657 girls are youth led troops, with adult guidance.** The Scouts are encouraged to plan events and meetings, cook their own meals, pack their own gear, elect leaders and become responsible and independent.
- Parents are vital to supporting and encouraging their youths as they grow. We need adult leaders at all events, organizers behind the scenes, etc.
- Parents are encouraged to periodically review and discuss their child's development with the Scoutmaster or his Patrol Advisor.
- Keeping the Scoutmaster and Patrol Advisor informed about any other influencing factor in your child's life will ensure that he can interact with him in the most effective manner. This could include family or friend situations, schoolwork, sports and other activities.

- You will find that occasionally going along with your son on Troop events will form a closer bond, and you will have a ringside seat for watching him develop into manhood. Participation with Troop 657 is educational, rewarding, and, most of all...FUN!

Troop Meetings

- Every Monday Night year-round (meetings will not be held on several Holidays during the year) 7:00 to 8:00 at Holy Cross Lutheran Church
- Parents are encouraged to attend
- The Patrol Leaders Council (PLC) plans meetings
- Sign up Table for upcoming Activities, Events, Service Projects, etc.
- Sample rotating Agenda Topics
 - Scout Skill
 - Team Building
 - Guest Speaker
 - Patrol Meeting

Troop Organization

- Your son or daughter will be assigned to a Patrol with 6-8 other boys/girls of various ages and experience levels.
- Each patrol has an elected youth Patrol Leader, who is part of the Patrol Leaders Council (PLC), led by the Senior Patrol Leader (SPL).
- Each patrol also has an adult Patrol Advisor and Youth Patrol Leader.
- Patrol Advisors are led by the Scoutmaster.
- The Troop Committee provides guidelines for Troop goals and philosophy.
- The chartering organization, Holy Cross Lutheran Church, lends additional guidance.

Scout Uniform

- Class A – dress uniform, worn to most meetings, Scout Master Conferences, Board of Reviews, flag and worship ceremonies at camps.
- Sash – displays merit badges and other insignia. Usually worn at awards ceremonies such as a Court of Honor.
- Class B – gray Troop 657 T shirt or red high adventure shirt. Worn at informal events, campouts, certain patrol meetings and other active events.
- BSA Shorts or Pants and Belt – worn with Class A and B.
- BSA Olive green socks – worn with uniform.
- Red High Adventure Shirts – highly recommended for campouts and hiking. Troop sweatshirt – not mandatory but recommended
- Our Troop uniform does not include a neckerchief or hat.

Ranks

- Rank Advancement requires Scouts to master basic skills to reach a goal, which leads to recognition through achievement
- Requirements outlined in Scout Handbook.
- Special support is given to newer Scouts via the Road to First Class program.
- Skills are acquired during meetings, outings, camps and special events. Patrol Leader and Scout Instructors may provide rank sign-offs in the Scout Handbook from Scout through First Class, with an Assistant Scoutmaster or Scoutmaster present.
- When rank requirements are complete, Scout must turn in his book to the Advancement Chair. Once the requirements are verified in "Troopmaster", the book is returned, and the Scout may schedule his Scoutmaster Conference (SMC) with the Scoutmaster. After concluding the SMC, the Scout will need to schedule a Board of Review with the Board of Review Coordinator (BOR).
- Scouts are recognized for their Rank Advancement at Troop Meetings and at semi-annual Courts of Honor.

Merit Badges

- Merit Badges (MB's) are earned by learning and demonstrating skills in a variety of areas of interests.
- MB's can be earned independently and at camps.
- MB's are required for Star, Life and Eagle ranks.
- List of MB's is available in the Merit Badge book, on line, and in the Scout Handbook.
- Merit badge books may be borrowed from the Troop library.
- To begin earning a merit badge, Scout must obtain a signed Blue Card from his Patrol Advisor or Scoutmaster and have a MB Counselor selected to start the badge. (Exception is Troop summer camps). Eagle Merit Badges cannot be earned at Merit Badge Days.

Blue Cards

- Before starting any Merit Badge, each boy must receive a signed blue card from the Scoutmaster, Assistant Scoutmaster or Patrol Advisor (PA). Do not start a Merit Badge without a signed blue card or your work may not count! (It is the responsibility of the boys to ask for their Blue Cards from their Patrol Advisors. If the PA is not available, the Scout can ask any Assistant Scoutmaster, Patrol Advisor or the Scoutmaster.)
- Before starting any Eagle required Merit Badge (First Aid, Citizenship in the Community, Nation, World, Communication, Personal Fitness, Emergency Preparedness/Lifesaving, Environmental Science/Sustainability, Personal Management, Swimming/Hiking/Cycling, Camping, Cooking, Family Life), a Scout must be pre-approved by the Scoutmaster. This means it's at the discretion of the adult leader whether or not to approve a boy for an Eagle Merit Badge. Some of the Eagle-level requirements demand a certain maturity, so younger Scouts may be asked to wait before beginning these Merit Badges. It isn't really appropriate for a brand-new Scout to work on his Citizenship in the Nation, for example. He needs a little time under his belt first. The reason for this is, again,

maintaining the integrity of the Scouting program. It isn't enough for boys/girls to rush through the requirements—technically meeting their obligations, but not acquiring the true value of accomplishment.

- Our Troop has a policy that NO Eagle Merit Badges may be earned at “Merit Badge Days” that are often put on by local Troops. It is okay to earn Eagle MBs at summer camp or at Sea Base, but Eagle Merit Badges that require more than three months’ worth of work (like Personal Fitness or Family Life, for instance) may NOT be done at Sea Base. These MBs take time. It’s not a race!
- Blue Cards may be turned on the second Monday of the month at the Troop Meeting. The Scout needs to turn in the “Application for Merit Badge” portion of the Blue Card and log the Blue Card into the “Blue Card Log In book”. For any specific questions, please contact the Advancement Coordinator.
- Some Merit Badges take a considerable amount of time to earn and this is fine. Your son or daughter is not behind because it takes him many months—even years—to earn the Camping Merit Badge, for example. It’s great to be motivated and committed to getting things done, but part of the value of the Scouting program is the time spent working on long-term commitments.

If you have any questions about Merit Badges or rank advancements, boys should reach out their Patrol Advisors first or any Assistant Scoutmaster or the Scoutmaster can help as well.

Board of Review

- The Board of Review (BOR) is a meeting between a Scout and an adult Board (usually made up of 3 adults from the Troop). The purpose of the BOR is to help the Scout get comfortable speaking with adults in a more formalized setting. The BOR takes place after the Scout Master Conference and is the final step in the rank advancement process.
- Is to be recognized at the next Court of Honor.
- BORs must be completed at least two weeks prior to the date of the COH. This date is communicated in advance by our Advancement Chair. It’s a busy time with everyone trying to get their rank advancements completed, so plan accordingly.
- Remember a Scout can advance in rank anytime and will be recognized at the Troop meeting following the Scout’s successful BOR.

Court of Honor

- Court of Honor (COH) is a ceremony to celebrate each scouts’ achievements over the previous six months.
- COH is held every six months, usually in October and May
- Achievements recognized include:
 - Badges earned
 - Rank advancements earned
 - Miles hiked
 - Nights camped
 - Other
- The ceremony is emceed by the Scouts fostering their leadership and public speaking skills.

- Scouts are to wear their Class A uniform, including merit badge Sash.
- Family members are encouraged to attend the COH

Calendar

- Major events planned 6 months to one year in advance
- Outings schedule available on the troop website
- Email notifications are sent weekly on Mondays
- Sign-up sheets on back table at meetings or online

Outings

- Usually two weekends per month
- Camporee - Spring
- Family Campouts
- Troop picnic each August before school starts
- Bicycle Rides
- Weekend Day Hikes
- Boating and Fishing
- Scout o Rama - May
- Backpacking- weekends and summer
- And others (if you have a new idea for an outing, suggestions are welcome. Please reach out to the Outings Committee Chair)
- Scout Conduct during Outings and Other Events

Expected Scout conduct is governed by the three elements of the Scouting program which all Scouts are familiar with and which are recited each week at Troop meetings: 1) Scout Law, 2) Scout Oath and 3) Outdoor code. As a general guideline, if the behavior is not allowed or appropriate in a church or school setting, it is not acceptable behavior while participating in Troop 657 activities. Please see the Troop 657 Parent Commitment to Scout Conduct and Behavior for more details.

Summer Camps

- Our Troop selects a different Summer Camp experience each year – from the local mountains to the Sequoias to Catalina
 - Camp usually occurs in July
- Sea Base – day camp in Long Beach
 - Sign-ups and schedules are available in April or May
 - Registration and transportation are on your own
 - Troop will help coordinate carpools

Service Projects

- All Scouts participate in a variety of service projects
- Hours are required for rank advancement
 - Food bank
 - Church improvements
 - Beach clean-up
 - School events
 - BSA events
 - Eagle Scout Projects

Resources

- Scout Handbook- comprehensive guide on Scout traditions, camping, citizenship, advancement and many other skills
- Troop website www.Troop657.org
- Merit Badge Booklets
- Internet
- Troop 657 By Laws
- Troop Committee Members
- Road to First Class Advisors
- Patrol Advisors
- Scoutmaster
- Ocbsa.org

OCBSA Opportunities

- Order of the Arrow
 - The Order of the Arrow (OA) is the National Honor Society of Scouting. Members of the Order of Arrow are chosen as part of an election process at a Troop meeting.
 - There are minimum requirements to be eligible for this honor.
- National Youth Leadership Training (NYLT)
 - Youth leadership training. <http://nylt.ocbsa.org/>
 - Must be rank of First Class
 - Must be 1 years of age by specified date in June
 - Attend a week-long summer camp
 - Scoutmaster's recommendation and his/her signature on application

Finances

- **Costs:**
 - Annual dues are normally due in November and the amount adjusts annually based on national and regional re-charter fees. For returning Scouts dues are paid in November for during our Troop Re-charter process. Dues are collected with the Scout Registration Form. Dues cover the costs of patches, outings equipment food for events, Troop donation, COH and meeting expenses.

- Summer camp (optional) ranges from \$250 to \$500, depending on location
- Other campouts & activities fees are modest, usually between \$10 and \$40
- Fundraising Opportunities:
 - Fundraisers include: Scout-O-Rama discount cards in spring, Carwash coupons, SCRIP, etc. We are always open to your ideas!
 - Scout-O-Rama discount cards are District-mandatory fundraisers. Our Troop has a buy-out option for Scouts who elect not to participate. Amounts vary but have historically been \$50.
- Payments and Reimbursements:
 - Payments for outings, re-charter and apparel made be made with:
 - Check – put Scout’s name and event on memo line
 - Cash – receipt will be given
 - Scout Account

To be reimbursed you must submit a Troop 657 Reimbursement Form (www.troop657.org/forms) to the treasurer. The Expense Reimbursement Form is an MS Excel file. Fill out all required information. Note if you would like to be reimbursed by check or scout account. Attach receipts.

How Parents Can get Involved

- Read your Scout’s handbook to understand the purpose and methods of Scouting.
- Get involved in Troop Committee – various positions available. Parents always welcome to attend
- Be an Outings Coordinator – select an outing, send out email information, take sign ups, collect money, order Tour Permit in necessary
- Become a Merit Badge Counselor
- Support and/or run Fundraisers
- Act as a Patrol Advisor
- Join committees
- Get active.
- Adult Training and Leadership positions are available!
- Adult Leadership

The role of parents within Troop 657 is to be supportive of the Troop's efforts and to provide the atmosphere a Scout needs to learn and excel.

Parents should:

- Take Youth Protection Training (YPT). This can be done online at <http://www.scouting.org/pubs/ypt/ypt.jsp>
- Actively follow their Scout's progress (or lack thereof) and offer encouragement and a nudge when needed.
- Show support to both the individual Scout and the Troop by attending all Troop Courts of Honor.
- Assist in all Troop fundraisers and stay current on all payment schedules
- Be aware of the Troop program and annual calendar.
- One of the best things you, as a parent, can do on a campout is keep a watchful eye open for safety issues. Parents are encouraged to imagine that their hands have been tied behind their

backs. If a Scout isn't able to light his camp stove, DON'T DO IT FOR THEM! Encourage him/her to ask his youth leader to teach him how! If a Scout has trouble setting up his tent, and no youth leader is around to help him, feel free to give him ""verbal" instructions, but DON'T SET IT UP FOR THEM! Don't cook for the Scouts and don't clean up for them. Many parents have found, over the years, that the best way to make sure their son/daughter learns a lot and has a lot of fun on a campout is by keeping some distance between them.

- If you want to advise a patrol, pick a patrol that does not include your own child. If things seem to be going awry, it's great to go to the Senior Patrol Leader and ask him to work more closely with the scouts. Scouting is all about guided discovery and positive reinforcement. Your son/daughter will never learn for himself if we, as adults, are constantly doing things for them. Always remember nothing ever goes exactly right the first time; however, praise and recognition should always be given to encourage to try and try again.

Forms

- Permission Slips and Medical Forms – for all events
- Medical A, B and C – for trips longer than 48 hours and High Adventure weekends, like rock climbing
 - Medical Forms are valid for one year
 - Medical Forms can be found on the Troop 657 website (Troop657.org)

New Member Essentials

Uniforms and Insignia

- BSA short sleeve Shirt
- Scout Pants
- Scout shorts
- BSA Belt & Buckle
- BSA Socks
- Merit Badge Sash
- Class B T-shirt (Sold by the Troop)
- Red High Adventure Shirt (Sold by the Troop)
- Orange County Council Shoulder Insignia
- Unit Numbers 657- (provided by the Troop)
- United States Flag Patch
- Patrol Emblem (TBD- dependent on patrol your boy is in)
- Olive Green shoulder loops (epaulettes)
- World Crest Emblem
- BSA Hat (optional)

Gear

- Scout Handbook
- Scout Handbook Cover (highly recommended)
- Large duffel or backpack
- Insulated pad or air mattress, sleeping bag & ground cloth
- Mess kit: Personal eating utensils, bowl, mug
- Long pants, wide-brim hat

- Pen, pencil & notebook
- Soap, comb, toothbrush & toothpaste
- Hiking boots/shoes
- 10 Essentials
 - Pocketknife
 - First Aid kit
 - Sun Protection - Sunblock, Chapstick, hat, sunglasses
 - Extra Clothing
 - Water Bottle (non-disposable)
 - Trail Food
 - Matches and fire starters
 - Rain Gear i.e. poncho
 - Flashlight and/or headlamp, Extra batteries
 - Compass and map

Additional Scouting Information

Troop Organization

- Troop 657 is a "youth run" Troop with adult guidance. Leadership is one of three methods of Scouting. Every scout will have an opportunity to participate in both shared and total leadership. The Troop meetings are planned and carried out by the Patrol Leaders Council (PLC). All duties for patrol activities are assigned by the Patrol Leader. Understanding the concepts of leadership helps the boys/girls accept the leadership of others and helps them to grow into a more responsible adult. The following is an outline of the duties of the key Adult Leaders within the Troop.
- **Scoutmaster**
 - The Scoutmaster is the adult leader responsible for the image and program of the Troop. The Scoutmaster and/or his Assistant Scoutmasters work directly with the Scouts. The general responsibilities of the Scoutmaster and his assistants include:
 - Working with other adult leaders to bring Scouting to boys/girls. (Recruitment)
 - Using the methods of Scouting to achieve the aims of Scouting.
 - Meeting regularly with the Patrol Leader Council (PLC) for training and coordination in planning Troop activities.
 - Attending all Troop meetings or arranging for a qualified adult substitute.
 - Attending all Troop committee meetings
 - Conducting parent sessions to share the program and strongly encourage parent participation and cooperation.
 - Taking part in annual membership inventory and uniform inspection
 - Charter review and presentation
 - Conducting Scoutmaster Conferences for all Scout rank advancements.
 - Providing a systematic recruiting plan for new members and seeing that they are promptly registered.
- **Senior Patrol Leader (SPL)**
 - The SPL is elected by the Scouts to represent them as the top Junior Leader in the Troop.
 - Reports to: Scoutmaster

- Suggested Prerequisites
 - Attends NYLT
 - Minimum Rank of First Class
 - Previously held a leadership position
- Duties:
 - Runs all Troop meetings, events, activities, and annual planning conference.
 - Runs the patrol leaders' council meetings
 - Appoints other Troop junior leaders with the advice and counsel of the Scoutmaster.
 - Assigns duties and responsibilities to junior leaders
 - Sets a good example!
 - Assists the Scoutmaster with junior leader training.
 - Enthusiastically wears the Scout uniform correctly.
 - Lives by the Scout Oath and Law.
 - Shows Scout Spirit!
- **Assistant Senior Patrol Leaders (ASPL)**
 - The ASPL is the second-highest-ranking junior leader in the Troop. He/she is appointed by the SPL with the approval of the Scoutmaster. She/he acts as the SPL in the absence of the SPL or when called upon. He also provides leadership to the other junior leaders in the Troop.
 - Reports to: Senior Patrol Leader.
 - Suggested Prerequisites
 - Attends NYLT
 - Minimum Rank of First Class
 - Previously held a leadership position
 - Duties:
 - Helps the Senior Patrol Leader lead the meetings and activities
 - Runs the Troop in the absence of the Senior Patrol Leader.
 - Helps train and supervise the Scribes, Quartermasters, Instructors, Librarian and Historian
 - Serves as a member of the Patrol Leaders Council
 - Enthusiastically wears the Scout uniform correctly.
 - Lives by and Scout Oath and Law.
 - Sets a good example!
 - Shows Scout Spirit!
- **Patrol Leader**
 - Patrol Leaders (PL) are the elected leader of the Patrols. He/She represents his/her patrol on the Patrol Leaders Council.
 - Reports to: Senior Patrol Leader
 - Duties:
 - Represents the patrol on the Patrol Leaders Council
 - Plans and steers patrol meetings
 - Coordinates with the Assistant Patrol Leader when he will be absent from Troop

Meetings

- Keeps patrol members informed
- Helps Scouts advance.
- Wears the uniform correctly.
- Knows what his patrol members and other leaders can do.
- Lives by the Scout Oath and Law.
- Shows Scout Spirit!
- Sets a good example!

- **Assistant Patrol Leader**

- The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence.
- Reports to: Patrol Leader
- Duties:
 - Helps the Patrol Leader plan and steer patrol meetings and activities
 - Leads the Patrol in absence of the Patrol Leader
 - Helps keep the patrol members informed
 - Wears uniform correctly
 - Helps the patrol get ready for all Troop activities.
 - Sets a good example!
 - Represents his patrol at the Patrol Leaders Council meetings when the Patrol Leader cannot attend
 - Lends a hand controlling the patrol and building patrol spirit
 - Lives by the Scout Oath and Law.
 - Shows Scout Spirit!

- **Troop Guide**

- The Troop Guide works with new scouts. Appointed by a joint decision made by the Scoutmaster and SPL, the Guide must focus on new scouts to ensure they feel comfortable and earn their First Class rank within their first 18-24 months
- Reports to: Senior Patrol Leader
- Suggested Prerequisites
 - Previously held a leadership position
- Duties:
 - Introduces new scouts (potential scouts) to Troop operations, and assists them through Scouting activities
 - Assists a Cub Scout Den with general meetings and operations
 - Shields new scouts from harassment by older scouts
 - Teaches basic scouting skills and helps new scouts earn their First Class rank within their first year
 - Works with the PL at Patrol Leaders meetings.
 - Enthusiastically wears the Scout uniform correctly.

— Lives by the Scout Oath and Law. Sets a good example! Shows Scout Spirit!

- **Quartermaster**

- Makes sure that the Troop equipment is organized and in good working order.
- Reports to: Senior Patrol Leader
- Suggested Prerequisites
- Minimum Rank of First Class Scout
- Previously held a leadership position
- Duties: insures that the Troops outdoor equipment is stocked and in good operational shape
- Works with the PL at Patrol Leaders meetings.
- Attends the Patrol Leaders meetings with the PL of the new scout patrol
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath and Law. Sets a good example! Shows Scout Spirit!

- **Scribe**

- Makes sure that the Troop library is organized, and all merit badge books are accounted for.
- Reports to: Senior Patrol Leader
- Suggested Prerequisites
- Previously held a leadership position
- Duties:
 - Works with the PL at Patrol Leaders (PLC) meetings.
 - Attends the Patrol Leaders meetings with the PL of the new scout patrol
 - Enthusiastically wears the Scout uniform correctly.
 - Lives by the Scout Oath and Law. Sets a good example! Shows Scout Spirit!

Scout Troop Elections

- Scout leadership positions are voted on during one of two elections held annually
- To obtain a Scout Leadership position, the scout must first meet the pre-requisites for the position

GENERAL TROOP OPERATIONS AND 10 POINT SUMMARY

1. Parents and Guardians of all applicants must meet with the Scoutmaster, an Assistant Scoutmaster or the Committee Chairman for a personal interview before a boy/girl will be registered with the Troop. The Troop cannot function without the involvement of every parent. Accordingly, the Troop would like at least one parent to volunteer for a committee or adult leader position, participate in at least one outing or activity annually in a supervisory capacity and sit on Boards of Review for the Scouts on a rotating basis.
2. An annual Parent Meeting will be convened by the Scoutmaster and the Committee. The purpose of his meeting is to review plans for the ensuing year, including the next year's Activity Calendar, proposed budget and associated fund-raising activities. Attendance is strongly encouraged for the parents/guardians of all boys currently registered with the Troop. Anyone

who is unable to attend the meeting should notify the Scoutmaster or Committee Chairman in advance.

3. Participation in the Orange County Council fundraisers (Scout-O-Rama tickets) is considered mandatory. Prior to each of these fundraisers, the Troop Committee will determine the minimum sales goals for each Scout. If the Scout does not meet the sales goals, then a buyout payment will be due. These fundraising events help keep the annual dues lower.

4. Committee Positions

Key Committee Position include the following:

- a. Troop Committee Chair: elected by the parents annually
- b. Treasurer: assigned by the Committee Chair
- c. Advancement Chair: assigned by Scoutmaster
- d. Outings Chair: assigned by Scoutmaster

Other Committee Positions.

- a. Fundraising Chair
- b. Eagle Advisor
- c. Quartermaster
- d. Training Coordinator
- e. Trip Leader Resources
- f. Awards Incentives Leaders
- g. Transportation Coordinator
- h. Summer Camp Team
- i. Uniform Exchange/Recycling

Please review the Troop 657 Adult Leader Positions document for more positions and descriptions.

5. Program Planning Meetings. The key Committee Officers shall meet regularly to discuss Troop business. The meetings shall be open to parents, registered members of the Troop and non-key Committee Officers
6. Camping permission slips and campout money shall be collected by the Scouts for that event and turned in to the appropriate adult leader at least one week prior to the activity.
7. Parents are responsible for ensuring the transportation of their sons to campouts and other Troop activities. Carpools will be coordinated wherever possible; however, the ultimate responsibility will lie with the parents. Licensed youth drivers under the age of 18 may drive themselves to Scout events but cannot drive other youth under the age of 18.
8. All drivers must carry liability insurance of at least \$50,000 (each person), \$100,000 (each accident) and \$50,000 (property damage). All riders must wear seat-belts while traveling as required by California State Law. Parents and adult leaders must provide updated information about their vehicles and associated insurance to the Troop annually.
9. The Scoutmaster has the authority and discretion to suspend any scout who refuses to carry out the instructions of the Scoutmaster or his designated representatives. In the event such a suspension occurs, the parents/guardian of the boy/girl will be contacted immediately and will be required to make arrangements to take custody of the youth. The Troop shall not be liable

for any cost involved; these will be solely the responsibility of the parent/guardian. Any scout who has been suspended may be reinstated at the discretion of the Scoutmaster, but only after the boy/girl and his parents have discussed the situation in detail with the Scoutmaster and are prepared to recommend a course of action to ensure that the behavior will not be repeated.

10. The parents are responsible for picking up their son/daughter after a Troop activity, at the pre-announced location. The Troop will not leave a Scout at home after a Troop activity unless a responsible adult is present. If a boy is to be dropped off somewhere other than his residence address or to be picked up by someone other than a family member or the parent of another Scout in the Troop, the adult leader must be informed by the parent in advance.

Parents are responsible for asking questions about the program in which their son has been enrolled!