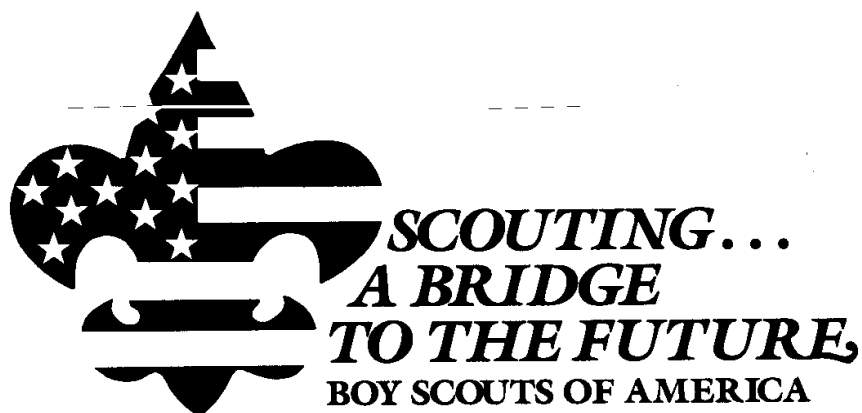


BSA TROOP 220 HANDBOOK

POLICIES & PROCEDURES

2008



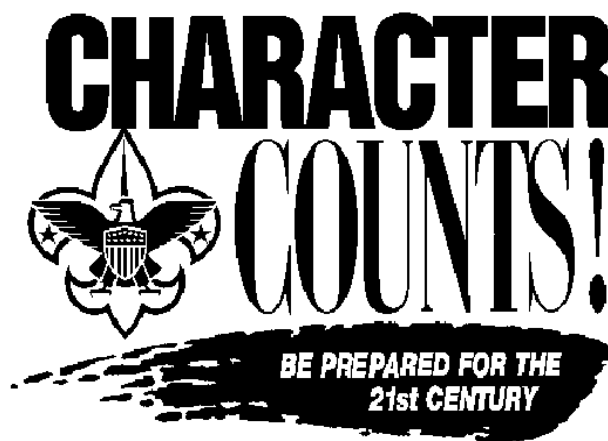
GREAT SALT LAKE COUNCIL #590

STONE CREEK DISTRICT #02

SPONSORED BY BOUNTIFUL ELKS LODGE #2442

INDEX

- WELCOME
- MEETINGS (TIMES & LOCATIONS)
- MONEY MATTERS
- FAMILY INVOLVEMENT
- TROOP COMMITTEE
- ACTIVITIES
- FORMS & REGISTRATION
- SCOUT INVOLVEMENT
- CODE OF CONDUCT
- UNIFORM
- TROOP LEADERSHIP & STRUCTURE
- PARTICIPATION & ADVANCEMENT
- TROOP ASSETS & EQUIPMENT
- TROOP LIBRARY
- COMMUNICATIONS
- SCOUT SHOPS



WELCOME

Welcome to the Boy Scouts of America and Troop 220. We hope this handbook helps you to become familiar with Troop 220 and Boy Scouting, and answers many of your questions. After reading this handbook, if you still have any questions, concerns or would like to talk to us, please call one of our current staff:

- Pat Smith, Scoutmaster, 936-3633
- Mitch Eiting, Asst. Scoutmaster over rank advancement 298-2890
- Al Walker, Asst. Scoutmaster over rank advancement 936-3078
- Jim Lansbarkis, Troop Committee Chairperson, outdoor program, 295-9868
- Al Smith, Committee Member & Advancement Co-Chairperson 295-2439
- Jodi Petersen, Committee Member & Advancement Co-Chairperson, 298-8034
- Robert Lemmon, Committee Member & Transportation Chairperson, 292-9444
- Bill Boom, Asst. Scoutmaster, 298-3828
- John Boom, Asst. Scoutmaster
- Evan Deneris, Asst. Scoutmaster
- Brian Morin, Asst. Scoutmaster
- Stephen Eiting, Asst. Scoutmaster
- Brett Sutherland, Asst. Scoutmaster
- Cameron Smith, Asst. Scoutmaster
- Phil Davis, Asst. District Commissioner & Troop Treasurer



MEETINGS

- GENERAL TROOP MEETINGS & PATROL LEADERS COUNCIL MEETINGS

Unless announced otherwise, general Troop meetings are held weekly on **Monday** evenings at **6:45 p.m.** (typical meeting lasts about 1.5 hour) at the Bountiful Elks Lodge. **Your scout needs to be on-time to every troop event unless prior notification is given.** A scout is *COURTEOUS*.

Bountiful Elks Lodge is located at: **544 West 400 North, West Bountiful, Utah**

There is usually no general Troop meeting one Monday of each month. Instead, there is a Patrol Leaders Council (PLC) meeting. PLC meetings are very important in the running of the Troop. These meetings are attended by youth leaders and adult leaders and they plan many of the Troop activities (general troop meetings, campouts, service projects, fund-raisers, courts of honor).



Patrols are encouraged to meet outside of regular troop meetings to work on advancement, merit badges, or just have fun. That is what Scouting is all about!

The Troop keeps a website calendar at <http://www.troop220.org/> in an attempt to keep everyone up to date on all Troop activities. **This is your best source of information outside of troop meeting and the phone tree.** **Please view the website calendar regularly for updates.** In addition, we have a Patrol phone list and Troop roster for you upon request. All patrol leaders get a phone list and they make phone calls, through the Patrol

calling tree, to the Scouts and their families when needed



General Troop meetings are **not** usually held the Monday following a big week-end activity or event such as a campout. This is usually when the PLC will meet.

MONEY MATTERS

- BSA REGISTRATION, FOS, TROOP DUES & ADDITIONAL FEES

Registration fees we must pay to the council are \$10.00 per year, per scout and are due from you in December. (pro-rated if you join the Troop mid-year). No fee to transfer from another unit. This \$10 is your individual registration to the local BSA council.

- Boys Life magazine subscription is optional at an additional \$10

From its operating funds, the troop pays for many things including:

- Troop and individual insurance policy
- Troop re-charter fee
- Troop 220 neckerchief and slide (replacement or extra neckerchief \$5.00)
- Court of Honor awards and supplies
- Subsidy for regular activities, such as campouts.

Friends of Scouting and Troop Dues are \$72.00 per year, per scout and are due in April. These dues are typically earned individually by each scout through Spaghetti Dinner ticket sales, so the parents do not have to pay if enough tickets are sold.

The council and district provide many services to make the Scouting program possible for our Troop. These services include support materials, Scout and adult training, roundtable's, camping activities and facilities, and personnel available to assist in making possible a better program for our Troop. Friends of Scouting dues are a primary source of operating income for the council and district.

There can be additional fees for Troop activities, such as hikes, campouts, etc., to cover cost of food, gas, registrations, and the like. The amount is variable, ranging from about \$8.00 - \$15.00 for monthly campouts to \$2500 for a National Jamboree.



- FUND RAISING

Our annual Spaghetti Dinner, usually held in April, is the Troop's largest and most significant fundraiser. The dinner is set up so that the excess money after expenses goes toward the operation of the troop. **Therefore, it is extremely important that your scout sell as many spaghetti dinner tickets as possible. The FOS dues and dinner overhead take a big part of our dinner revenue. Operating money for the troop comes from profit only after these 2 big expenses get paid. The more tickets that are sold, the less the cost to parents for troop activities for the coming year. If your scout does not sell an assigned quota, the parents may be asked to pay the balance.** As other opportunities become available, the Troop may participate in any fund-raiser deemed appropriate by the PLC and the adult committee. Troop 220 is always open to suggestions.

FAMILY INVOLVEMENT

- TROOP COMMITTEE

One of the fun and easy ways parents can help is to become a member of the Troop Committee. This group is like a board of directors of a company who guide and direct the programs and activities of the Troop. The Troop Committee has many different and important positions. These include *Committee Chairperson, Scoutmaster, Advancement, Transportation, Outdoor Program, etc.* There is no limit to the number of committee members a Troop has, so please ask one of the current committee members what you can do to help your child's Troop. The Troop Committee meets once each quarter from 7:00 p.m. to 8:00 p.m. on Sunday evening at the Elk's Lodge. Check the Troop Calendar on the web site (<http://www.troop220.org/calendar.htm>) for exact dates. Special interim meetings may be scheduled, as needed. Notification of interim meetings by email and/or by telephone will be made as early as possible. Every adult of a scout in Troop 220 is encouraged to attend even if they are not on the committee. Remember, Scouting is a family activity and this is one of the many ways to keep it that way.

- MERIT BADGE COUNSELORS

At times, Troop 220 will maintain a list of registered and qualified merit badge counselors (MBC). Every adult involved with Troop 220, whether in leadership positions or not, is encouraged to register as a MBC for Troop 220. MBC registration forms (Forms #34405 & #28-501) are available from the Committee Chairperson and are required to be submitted prior to signing any merit badge cards. If your scout wants to work on any merit badge on his own, please encourage him to do so. Ask at troop meeting, which adult can be his counselor for that merit badge. There are a lot of classes offered locally also. Your scout can just sign up, attend the class, do the work and get the merit badge in a short time frame. Ask at troop meeting for the list of local classes.

The requirements for merit badge counselors are:

1. Be 18 years of age or older and of good character.
2. Be recognized as having sufficient skills and education in the subjects for whom they are to serve as merit badge counselors.
3. Be registered as an adult member of the Boy Scouts of America.

The Troop 220 Merit Badge Counselor Sign-up Sheet is available for download from the Troop Web Site (<http://www.troop220.org/>). Remember, only **registered** and qualified merit badge counselors are allowed to sign merit badge cards.

- FORMS & REGISTRATION

When a boy or an adult joins our Troop, we need to obtain certain medical and personal information to be filled out on BSA and/or Troop forms. Some forms are available for download at (<http://www.troop220.org/>).

- These forms include:
- BSA Registration form #28-200 (for scouts)
- BSA Adult Registration form #28-501 (for adult members)
- BSA Personal Health & Medical Record CLASS 1: (updated annually for all participants) Includes any event that does not exceed 72 consecutive hours. Examples: day camp, hike, swimming party, or an overnight camp.
- BSA Personal Health & Medical Record CLASS 2: (required once every 36 months for all participants under 40 years of age) Includes any event that exceeds 72 consecutive hours. Examples: summer camp, tour camping, or recreational sports.
- BSA Personal Health & Medical Record CLASS 3: (required within the past 12 months of the CLASS 3 activity) Includes any event involving strenuous activity such as backpacking, high altitude, extreme weather conditions, athletic competitions, or remote locations where readily available medical care cannot be assured. Examples: high-adventure activities, jamborees, Wood Badge, Explorer Olympics, and extended backpacking trips in remote areas. **Adults over age 40 will use this form for CLASS 2 and CLASS 3 activities.**
- Parent/Guardian Permission Slip - To maintain liability coverage and to be sure Scouts are being responsible, parental or guardian permission slips are required for each activity other than normal Troop meetings. Please help us by taking care of these (registration, medical, permission slips, etc.) as soon as possible.
- BSA Merit Badge Counselor form #34405

Note, this is only a small list of forms a Scout or an adult may have to complete during their time spent in Scouting.



SCOUT INVOLVEMENT

- CODE OF CONDUCT

At all Troop activities and events, each Scout is expected to live up to the Scout Law and the Scout Oath. In order to promote Scout-like behavior at our activities, including weekly meetings, campouts, etc., the Troop has instituted an ***HONOR SCOUT*** award. This award is issued to a Scout who lives up to the Scout Law, Scout Oath and most importantly who shows respect for their fellow Scouts in the Troop and **ALL THE ADULTS** involved in the operation of the Troop. Because behavior and respect is indicative of Scout Spirit, **a Scout's record in these matters will be considered in Scoutmaster Conferences and Boards of Review.**

- UNIFORMS

Every Scout is expected to be in full uniform (pants, shirt, troop neckerchief, slide, scout belt, scout socks and dark shoes or boots) for all Troop and Patrol activities (unless specified otherwise) that call for a full uniform. Examples: Troop meetings, Boards of Review, Courts of Honor, flag day ceremonies, flag retirement ceremonies and certain service projects. Troop 220 understands the cost of the Scout uniform (shirt, pants, socks, belt, etc.) is a substantial investment, but we believe that it is one investment that helps achieve the *aims* of Scouting and gives pride to the Scout and the Troop. Additionally, the Troop does maintain a modest uniform bank of used Scout apparel. Please feel free to ask if you can check out the sizes of what we have in the bank. The only stipulation is that once your son outgrows the borrowed items or is no longer involved in Scouting, please return it to the uniform bank. Conversely, if you have any Scout uniform items that you would like to donate to the bank this would help the Troop immensely. Troop 220 red T-shirts (activity shirts) are available at cost -- \$5.

TROOP LEADERSHIP



- JUNIOR LEADERSHIP & STRUCTURE

The Troop is actually led by the boys, primarily in the person of the Senior Patrol Leader (SPL) and his assistant the Assistant Senior Patrol Leader (ASPL). The whole Troop, including active adult committee members, elects the SPL and the ASPL. The typical term for the SPL and ASPL is 6 or 12 months. However, the term or terms of junior leadership can vary from election to election. The SPL and ASPL, along with the Patrol Leaders (PL) and Assistant Patrol Leaders (APL) form the Patrol Leaders Council (PLC).

The PLC decides and plans most of the Troop activities. Examples: Troop meetings, campouts, service projects, etc.. These boys truly lead the Troop, although they are encouraged to consult and ask for help from the Scoutmaster and Assistants, and they must follow advice and consent of the Troop Committee.

- TROOP STRUCTURE

The general structure of the Troop will typically consist of 4 to 7 Patrols. Each Patrol has 5 to 8 boys, including a Patrol Leader (PL) and a Assistant Patrol Leader (APL). A Patrol may also have a Quartermaster and Scribe within each Patrol. The PL and APL represent their respective Patrols at the PLC meetings. This allows the boys to build leadership skills and gain valuable experience while the Troop keeps some continuity with the adults involved.

Junior Leadership Training (JLT) will be made available at least once a year and as soon as logistically possible after elections of new Scout leadership within the Troop. Elections are usually held in November (and June if on a 6 month schedule). The Great Salt Lake Council offers a week-long JLT called Silver Moccasin. Please ask the Scoutmaster for further details. This is a great opportunity for your scout.



PARTICIPATION & ADVANCEMENT

Having fun while advancing is what Scouting is all about. The Boy Scouts of America and Troop 220 have set up a great program to do this. Advancement is only possible by attending as many of the Troop functions and activities as possible. Your scout handbook shows the ranks in scouting and the requirements to achieve ranks.

Gaining First Class Rank within the first year is possible, encouraged and fun. Signing off rank advancement activities in the Scout's own handbook or Troop worksheet can be done by any other Scout who is at least one rank higher, or any Troop Committee member. Rank advancement is usually done at campouts, troop meetings and in patrol meetings. Therefore to advance, your scout must come to troop functions. **Scouts should make every effort to attend summer camp every year, as this is where scouts really "grow" and merit badges can be earned in 1 week. A scout and his parents do not do rank advancement at home.**

A scout needs a minimum of 21 merit badges to become an Eagle Scout. 12 of those must be "Eagle Required" merit badges. **It is extremely important that scouts start right away earning eagle required merit badges.** The number one reason an active scout does not become an Eagle Scout is lack of merit badges. It has been our experience that the older they get, the less they tend to like earning merit badges. **It is our recommendation that a scout have met the minimum number of merit badges by his 15th birthday at the latest.** The troop maintains a list of local places that offer merit badges. The parents should get this list and sign their scout up for these classes. The troop generally does not offer eagle required merit badges because they are available locally.

Merit badges may be worked on and earned at any time of year (not just summer camp). Rank advancements may be worked on in any order (except Eagle rank service project), but ranks must be **earned** in order. For example, a Tenderfoot Scout can work on some of his First Class requirements or merit badges but must **earn** his Second Class before he can receive his First Class rank. Rank advancement is only official after the Scout presents himself to and is approved by a Board of Review (BOR). Remember a Scout **must be in full uniform** when appearing before a BOR.

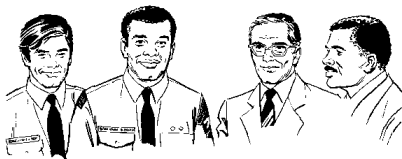
- **BOARDS OF REVIEW (BOR) & COURTS OF HONOR (COH)**

When a Scout has completed all the requirements for a rank and held a Scoutmasters conference, he is invited to appear before a Troop board of review composed of at least two and not more than six troop committee members. The review has three purposes:

1. To make sure that the work has been learned and completed.

2. To find out what kind of experience the scout is having in his Patrol and Troop.

3. To encourage the Scout to progress further.



The Board of Review is **not a time to re-test the Scout**, but to determine the Scout's attitude and his acceptance of Scouting ideals. The one exception to Troop BOR is the Eagle Board of Review, which is held on a district or council level. The Eagle BOR will generally be set up as a separate BOR, attended by our Troop's committee members and conducted by an advancement representative from the Stone Creek District.

BOR are usually held a week before each COH. Also, the night of the BOR is the last time to turn in any completed and signed merit badge cards in order to receive the merit badge at the following COH.

The main purpose of the Court of Honor is to furnish formal recognition for advancement and achievement. Individual Scouts will be recognized and receive their awards and honors in front of the Troop and their families.

Also, a COH provides incentive for other Scouts to continue to advance. Troop 220's COH are usually held on Sunday evenings at 6:00 p.m. in the Elks Lodge and is a *pot-luck* style of dinner. This is also a good time to look back at the Troop's recent past and have a pleasant social evening with one another.

Troop 220 holds four COH a year (March, June, September and December).



ACTIVITIES & CAMPOUTS



- CAMPING (OUTDOOR PROGRAM)

It is said that 75% of Scouting happens in the great outdoors, and in Troop 220 we will try our best to provide a quality outdoor program for you and your child. Troop 220 tries to plan several campouts and other outdoor activities each year. Our week-long summer camp has historically been held in the month of July. We also try to have at least 8 to 10 other weekend (Friday though Sunday) campouts a year. Tell us where you would like to go and we will assess if it meets the needs of the troop.

Troop 220 occasionally organizes a *major trip*, such as a National Jamboree, Philmont High Adventure Trek, 50-mile hike or canoe trip, high adventure camping, etc.. For such trips we may require Scouts who want to attend to be of a certain age and to hold a certain rank and/or to have earned relevant merit badges as well to have certain forms and registrations properly filled out (CLASS 3 medical form, permission slips, etc.).

We typically leave on a Friday night or a Saturday morning for a weekend campout. We usually have a separate “pre-load” before we go, to load troop gear and to buy groceries. Check the monthly camp flyer for dates, times and details. A scout brings his personal gear at departure and generally not to pre-load. The next monthly camp flyer is posted on the website in advance of the campout. Copies are often available at troop meetings also.

All parents are generally welcome and encouraged to attend all troop functions.

- EQUIPMENT & GEAR

Because the Troop camps all year long some essential equipment will be required. Examples: a quality sleeping bag rated for the season, backpack or duffel bags, personal tent, sleeping pad, suitable footwear and clothing in accordance with the climate and terrain conditions at the time of year the outdoor activity is being held. For further information about gear and equipment you will need, please consult a BSA handbook or a BSA fieldbook. Gear needs for a campout will be listed on that camp’s flyer.

Personal gear for Scouts is expensive but worth the investment. For Scouts whose families may have a financial concern, the Troop may have some gear available for loan. Talk to the Scoutmaster or an adult committee member.

TROOP ASSETS & EQUIPMENT

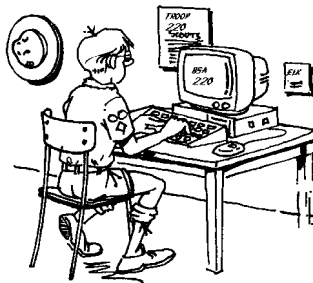
Troop 220 owns quite a lot of gear and equipment; most of it is in great condition. For example, we have large cabin type canvas tents, several cooking stoves, gas lanterns, Troop first aid kit, Troop and Patrol cooking utensils, several *Dutch Ovens*, and many other items that help us provide a safe and fun program for everyone involved. Please note, much of this equipment is expensive and would be very difficult and costly to replace. Scouts and adults should always respect and treat Troop equipment properly. Remember, a Scout is *THRIFTY*. As mentioned earlier, the Troop is always open to donations of gear that will help our program.



TROOP LIBRARY

Troop 220 owns a fairly extensive library of merit badge booklets and other printed resources. You can check them out (instead of buying a new one). Scouts and adults are encouraged to donate books to our library after they have earned the merit badge or are finished with Scouting. A full selection of up to date merit badge books are also available at the public library. If working on a merit badge, ask one of the Troop adult leaders for a qualified merit badge counselor (MBC). Remember, only registered and qualified merit badge counselors are allowed to sign merit badge cards.

COMMUNICATIONS



Troop 220 is a large troop and requires effective and efficient communications to operate smoothly. Outside of regular troop meetings, the communication tools used by Troop 220 consist of the following:

- CALLING TREE

Verbal notification of meetings and events are typically performed via telephone calling trees. The Scoutmaster or adult leader will notify the Senior Patrol Leader (SPL) of an event or meeting. The (SPL) will then notify all Patrol Leaders, who will then notify each member of their patrol. It is the responsibility of each Patrol Leader to verify that every scout in their patrol received the message. Messages need to be delivered as soon as possible and at least 24 hours before an event so that scouts can plan their time, etc.

- TROOP WEB SITE (<http://www.troop220.org/>)

The Troop maintains a web site at <http://www.troop220.org/> to use as a communication tool for events. The Troop web site contains information such as:

- Troop Handbook (this document!)
- Calendar of Events (check this weekly)
- Monthly Camp Flyer (generally posted 1-2 weeks before a campout)
- Summer Camp Flyer
- Recommended Packing List
- Boy Scout Links
- Down-loadable Forms

Digital photos of events can be posted on the troop web site, upon request. Transfer appropriate photos to the Troop FTP site and notify the [webmaster](#) of your request to post photos. Web site content is monitored by adult leadership to assure proper content. For youth protection reasons and in accordance with the [Children's Online Privacy Protection Act](#), no names will be associated with photographs and only a scout's first name and last initial, (if required), is used elsewhere on the web site. Information will not be collected from youth through the website. Any recommended changes or additions to the web site can be sent to webmaster@troop220.org

- EMAIL

We often get out time sensitive messages via email to the parents. Therefore, it is critical to always update your email address with us when it changes. Also, checking your email often may be a benefit to you. Also – when you move, provide us with your new address and phone number!

Free email accounts are available to all Troop 220 scouts and adults. Email accounts can be setup either as a POP3 account or an email forwarding account that forwards Troop 220 email to your existing email address.

The email account naming nomenclature is `firstname.lastname@troop220.org`. Send requests for email accounts or questions to email@troop220.org. Requests need to include whether you want a POP3 account or if you want an email forwarding account, the email address of where you want to forward your Troop 220 email. Those scouts who do not have access to email will have email notices sent to them via 1st class U. S. mail.

- FTP SITE (<ftp.troop220.org>)

Troop 220 also has an FTP site where forms and photos can be uploaded or downloaded via FTP client software. The ftp address is <ftp.troop220.org>. The username and password can be provided, upon request, from ftp@troop220.org. Approximately 200MB is available for storage. Please do not abuse this FTP space. Inappropriate or non-troop related files will be deleted immediately. Email any questions, problems, or concerns regarding the FTP site to ftp@troop220.org

- "SNAIL MAIL"

Occasionally, U. S. mail will be used when the telephone or the Internet will not meet the communication needs of the Troop. As a large Troop, mass-mailings are expensive and electronic means are preferred, when appropriate.

SCOUT OFFICES & SHOPS

- **GREAT SALT LAKE COUNCIL *SCOUT SHOP***
525 FOOTHILL BLVD., SLC, UTAH, 84113
MONDAY - FRIDAY 8:30 a.m. – 6:00 p.m.
SATURDAY 9:00 a.m. - 12:00 noon
(801) 582-3663, FAX (801) 582-7401
- **South Valley Camping & Events Service Center**
(located within the South Valley Scout Shop)
8395 S 700 W
Sandy, UT 84070
(801)571-6015
- **Oquirrh Service Area Office**
1759 W 4160 S
Taylorsville, UT 84119
(801) 417-1228
Fax (801) 963-1279
Hours: 9:00 a.m. to 5:30 p.m.
Monday through Friday (Closed Saturday)
- **DICKS MARKET** (very limited supply)
2280 SOUTH ORCHARD DRIVE, BOUNTIFUL, UTAH, 84010
(801) 292-1432
- **DICKS HOME CENTER** (limited supply, but it has uniforms)
380 EAST PAGES LANE, CENTERVILLE, UTAH, 84014

(801) 292-1431

DISCLAIMER: All quoted prices, times, dates, leadership positions and locations etc. are subject to change. As needed, Troop 220 will make an attempt to notify everyone involved with the Troop as logistically and timely as possible.

Thank you for your cooperation and support of BSA Troop 220.

