

# TROOP 391 GENERAL INFORMATION PACKET



## GENERAL INFORMATION PACKET

**TROOP 391**  
**November 14, 2011**

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## THE SCOUT OATH OR PROMISE

On my honor  
I will do my best  
To do my duty to God and my country and  
To obey the Scout Law:  
To help other people at all times:  
To keep myself physically strong,  
Mentally awake, and morally straight

## A SCOUT IS:

### THE SCOUT LAW

Trustworthy	Obedient
Loyal	Cheerful
Helpful	Thrifty
Friendly	Brave
Courteous	Clean
Kind	Reverent

### SCOUT MOTTO

Be Prepared

### SCOUT SLOGAN

Do a Good Turn Daily

## SCOUTMASTER BENEDICTION

**And now, may the blessing of our Heavenly Scoutmaster  
Rest upon each of us and upon all the regular scouts,  
May we follow the trail that leads to him.**

*Leader: Remember boys, a scout does a good turn daily*  
**It has been done sir.**

*Leader: Remember boys, a scout is always prepared*  
**We are prepared sir**

*Leader: I now charge you to carry on for God, your home, and your country. Good  
night.*  
**Good night sir.**

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**WE ARE A TROOP FOR BOYS,  
LEAD BY BOYS**



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## **FEES:**

Please see the “new scout parent orientation for specifics. Fees include registration, annual dues, summer camp, clothing, supplies for camping and merit badges, some extra activity fees and an annual fundraiser buyout. Some fees may be offset by fundraisers. Scout Accounts. All scout accounts need to be settled prior to an Eagle Court of Honor.

## **REGISTRATION:**

All scouts and scouters must be registered with BSA as active members before they are permitted to attend an activity. BSA insurance will not cover other participants and Troop 391 will not accept the liability for non-registered persons. BSA states that “registration” means that approved applications are in the Council’s possession. An exception to this rule is made for “family overnights”. Special permission may be granted for prospective scouts to accompany the troop’s overnight, on a one-time basis, as they make their decision to join our troop. A fully completed physical form and permission slip will, however, be required.

## **THE AIMS AND METHODS OF THE BOY SCOUT PROGRAM:**

The ideals of scouting are spelled out in the Scout Oath, Law, motto and slogan. The Scout measures himself against these ideals and continually tries to improve. The goals are high, and as he reaches for them he has some control over what he becomes.

“The goal is to use the patrol method to develop leaders and enable the boys to ‘run the show’.”<sup>i</sup>

### **Patrols**

The patrol method gives Scouts an experience in group living and participating citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it. The patrol method allows Scouts to act in small groups where they easily can relate to each other. These small groups determine troop activities through their elected representatives. Troop 391 deploys the use of perpetual (mixed age) patrols, which maximizes the opportunity for the older scouts to mentor the younger scouts.

### **Outdoors**

Boy scouting is designed to take place outdoors. It is in the outdoors that Scouts share responsibilities and learn to live with each other. It is here that the skills and activities practiced at troop meetings come alive with purpose.

Being close to nature helps Scouts gain an appreciation for God’s handiwork and mankind’s place in it. The outdoors is the laboratory for Scouts to learn ecology and practice conservation of nature’s resources.

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*When Scouts walk the same trail and cook and eat together, they learn to respect others' opinions, do their full share, and develop lasting friendships."*

## Methods

### Advancement

Scouting provides a series of surmountable obstacles and steps to overcome them through the advancement method. The scout plans his advancement and progresses at his own pace as he overcomes each challenge. The Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help a boy grow in self-reliance and the ability to help others.

### Adult Association

Boys learn from the example set by their adult leaders. Troop leadership may be male or female, and association with adults of high character is encouraged at this stage of a young man's development.

### Personal Growth

As Scouts plan their activity, and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Scouting. Boys grow as they participate in community service projects and do Good Turns for others. There probably is no device so successful in developing a basis for personal growth as the daily Good Turn.

### Aims

Boy scouting works toward three aims: One is growth in *moral strength and character*. We may define this as what the boy is himself: his personal qualities, his values, and his outlook.

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

A third aim of Boy Scouting is *development of physical, mental, and emotional fitness*. Fitness includes the body (well-tuned and healthy), the mind (able to think and solve problems), and the emotions (self-control, courage, and self-respect).

The methods are designed to accomplish these aims. Thus, it is important that you know and use the methods of Boy Scouting. Other methods are good, but they may bring different results—results quite different than we are seeking.

The religious emblems program is also a large part of the personal growth method. Frequent conferences with his Scoutmaster help each Scout to determine his growth toward scouting aims.

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## **Leadership Development**

Boy scouting encourages boys to learn and practice leadership skills. Every scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership roles of others and guides him toward the citizenship aim of Scouting.

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<sup>i</sup> BSA online learning center faststart program troop meeting <http://www.troop391.net/links.html>

<sup>ii</sup> BSA online learning center “faststart” program outdoor program <http://www.troop391.net/links.html>

## **Uniform**

The Boy Scout uniform gives boys a true sense of belonging to their patrols and troops. When people see a Boy Scout in uniform, they expect someone of good character who is prepared and helpful to those around him. Scoutmasters in full uniform set a good example for their troops and are perceived as community leaders.<sup>ii</sup>

The uniform makes the Scout troop as a force for good and creates a positive youth image in the community. Boy scouting is an action program, and wearing the uniform is an action that shows each Scout’s commitment to the aims and purposes of Scouting. The uniform gives the Scout an identity in a world brotherhood of youth who believe in the same ideals. The uniform is practical attire for Scout activities, and provides a way for Scouts to wear the badges that show what they have accomplished. (see “boy scout uniform” in the policy section of this document.)

## **Troop Meetings:**

Regular Troop meetings are held Monday nights from 6:45 p.m. to 8:15 p.m., except there will be no Troop meeting on the Monday of Committee meetings, usually following an overnight campout. All Scouts will wear the class A scout uniform unless otherwise instructed. Usually class B or activity wear is allowed during the summer months. The troop meeting generally includes opening, roll call, announcements, troop business, merit badge instruction, etc. Always consult your troop calendar to be sure a meeting is scheduled. Parents are welcome and encouraged to attend, especially through opening announcements and at the closing roundup.

## **Participation:**

Each scout is expected to participate in the majority of the troop and patrol meetings and activities. Scouts in leadership positions will be required to have greater attendance than other scouts. You cannot lead if you are not there.

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## **Troop Organization:**

**Patrol:** The patrol is the basic unit of a Boy Scout Troop and each new scout will be assigned to a patrol, which is a group of seven to ten scouts who work and camp together, under the leadership of a scout patrol leader. You need to get acquainted with the other scouts in your patrol, because you probably will stay with this group during your scouting career.

**Leadership:** One of the most critical components of Boy Scouts is the opportunity for each Scout to learn leadership and responsibility. Most of the upper rank advancements in scouts require the Scout to hold a leadership position in the Troop. There are many positions available and are detailed in our Troop Leadership Guide and summarized below. Before holding a position of leadership, a scout must first attend a troop leadership training course, which will be conducted on an annual basis by the PLC (Patrol Leader Council).

### **Senior Patrol Leader (SPL):**

Works with the Scoutmaster and is the top Junior Leader in the troop. The SPL is responsible for planning and leading the troop meetings and troop activities.

### **Assistant Senior Patrol Leader (ASPL):**

Works with the SPL and assumes all duties and responsibilities of the SPL if he is unable to attend the troop meeting or function.

### **Patrol Leaders (PL):**

Works with the SPL and is the leader of and responsible for his patrol. Plans all activities of the patrol, with the assistance and consensus of his patrol. The PL is responsible for informing the patrol members of activities, policies, events and troop information. Responsible to insure his patrol has patrol yell, skits, songs, flag and equipment.

### **Assistant Patrol Leader (APL):**

Works with the PL and assumes all duties and responsibilities of the PL if he is unable to attend the troop meeting or function.

### **Bugler:**

Works with SPL and plays all bugle calls at campouts.

### **Chaplain's Aide:**

Works with the SPL and Adult Leader Chaplain and helps plan and lead religious services as well as meal and closing prayers.

### **Den Chief:**

Works with the SPL and the Cub Scout Leader of the assigned den. Assists the Den Leader in teaching Cub Scouts and attends the assigned den functions and associated Pack functions. Training occurs at November's University of Scouting.

### **Historian:**

Works with the SPL and the Adult Leader Publicity Chairman. Gathers pictures and facts about past troop activities and keeps these in scrapbooks, wall displays or files. Takes care of troop trophies, keepsakes, etc.

### **Instructor:**

Works with the Merit Badge Coordinator and the Assistant Scoutmaster. Must demonstrate the knowledge and skill required to teach younger scouts.

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**Librarian:**

Works with the SPL and Adult Leader Merit Badge Coordinator. Keeps records on literature owned by the troop and maintains a system to check literature in and out. Keeps merit badge counselor list. Inventories literature and advises the Merit Badge Coordinator when new or replacement items are needed.

**Quartermaster:**

Works with the SPL and Scouter Quartermaster. Helps store, clean, repair and inventory troop camping and ceremonial equipment.

**Scribe:**

Works with the SPL and records troop meeting and outing attendance. May attend and keep notes of Patrol Leaders Council meetings.

**Troop Guide:**

Works with the SPL and the Assistant Scoutmasters in charge of the new scout patrols. Assists the SPL teaching new scouts basic scouting skills.

**ADULT LEADERSHIP:****Committee Chair:**

Acts as presiding officer at all troop committee meetings and conducts matters of scout business. Maintains a close working relationship with the Chartered Organization Representative, Institutional Head, and the Chartered Organization. Interprets national and local policies for the troop. Ensures the troop is represented at the district roundtables and meetings. Arranges for a charter review and annual re-chartering.

**Secretary:**

Records, publishes, and distributes the minutes of each committee meeting at the next committee meeting. Writes, publishes and distributes the troop's monthly newsletter. At the committee meetings, report on all secretarial items.

**Treasurer:**

Conducts all financial transactions (income and expenses) for the troop and keeps the troop's financial records. Manages the troop's checking and savings accounts. Attends troop fundraisers to perform financial transactions. Delivers to the Council all approved membership applications and associated fees. Provide the troop with updated Scout/Scouter rosters. Reports on financial matters at Committee meetings.

**Advancement Chair:**

Procures and provides all awards for scouts at meetings and courts of honor. Keep all advancement records. Delivers to Council the necessary advancement forms and associated fees. Provides Troop 391 neckerchiefs, patches, cue holders for new, transferred and existing (if required) scouts. Reports on all scout advancements at the committee meeting.

**Camping Activities Chairman:**

Assists the Scoutmaster with the troop camping program. Locates, and secures permission to use campsites. Assists with transporting troop equipment to and from troop activities. Obtains scout activity permission slips and files the necessary tour permits with the Council Camping Office.

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## **Equipment Chair:**

Provides, distributes, checks, inventories, and stores troop equipment. Ensures troop equipment is transported to troop activities. Maintains a valid license on the scout trailer. Maintains maintenance records. Assess costs of overt (not normal wear and tear) damage to scout equipment and forwards this information to the responsible scout(s) and the troop treasurer.

## **Eagle Coordinator:**

Assists Life Scouts with finding Eagle Projects, the writing of their Eagle Projects, and filling out the Eagle Award Application. Set up Eagle Boards of Review for Eagle candidates. Forwards Eagle Award Applications to the District Council. Procures or have procured all Eagle Awards and Eagle Neckerchiefs and assure that they are at the Eagle Court of Honor. At the committee meeting, report on all Eagle Projects and Boards of Review.

## **High Adventure Chair:**

Recommends and coordinates all High Adventure activities, and reports on such to the Troop Committee.

## **Fund Raiser Chair:**

Ensures that the SM and Troop Committee approve all fundraising activities and that the "Unit Money Earning Application" is filed with the Council. Ensures that all fundraising is conducted in accordance with BSA Policy. Oversees, but is not in charge of, all fund raising activities. Reports on all fundraising at committee meetings.

## **Religious Award Coordinator:**

Sees that proper religious observances are conducted at troop meeting/activities. Provides opportunities for Boy Scouts to grow in their duty to God and their fellow scouts. Promotes regular participation of each member in the activities of the religious organization of their choice. Promotes and encourages scouts to earn their religious emblems.

## **Camp Scoutmaster:**

Attend the Council lottery for Camp, Campsite, and Session draw. Plan and coordinate all pre-scout camp and scout camp activities with Camp ASM's, scouts, scouters, and parents/guardians. Scout camp activities should include, but not be limited to, publishing and distributing a pre-camp information memorandum, pre-camp merit badge signup, pre-camp ranger program scheduling, camp supplies, transportation of personnel/equipment to/from camp, feasts, etc.

## **Membership Chair:**

Works to ensure continued growth of the troop and retention of current scouts by participation in Scout week at schools, occasional visits to pack meetings, and by phone calls to scouts who have diminishing attendance.

## **Adult Training Coordinator:**

Tracks and encourages training and development of the troop's adult leadership.

## **Committee Members:**

Attend all troop committee meetings, unless impossible to do so. Vote on all matters and give their active support to all items agreed upon. Provide a method for financing the troop and its activities. Serve on Boards of Review and attend Courts of Honor when called upon. Cooperate when called upon to furnish transportation to/from troop activities. Serve on committees as directed by the Committee Chair whenever possible.

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## **POLICY ON STANDARDS OF BEHAVIOR:**

The main purpose of the Scouting program is to teach boys leadership, self-reliance, self-discipline, reverence, good citizenship, and how to get along with others.

All scouts should be able to enjoy troop activities and to achieve their full potential without interference from a scout who is disruptive. For the few occasions when it is needed, a policy has been developed and approved by the troop committee. Troop leaders will counsel Scouts who continually fail to comply with the troop committee's standards of behavior. If a scout's behavior remains unacceptable after the counseling, the problems will be referred to the troop committee for action. When warranted, the difficult scout's parents will be contacted, usually by letter.

When this happens, the letter will require that one of the parents be present at all Troop 391 functions to monitor their son's conduct. The parent will be expected to be in the boy's presence at all times rather than to visit with other adults or to be distracted in some other way from observing their son. One of the parents must provide support at every troop meeting, patrol meeting, campout, service project or other troop or patrol activity in which their son participates.

The troop leader's decision to take this action will be reached in an objective manner after careful deliberation. It will be made to allow the leaders to offer the same quality program and to give the same amount of attention to all of the boys in the troop rather than to the few who require time at the expense of the other scouts.

## **POLICY ON RESPONSIBILITY FOR DAMAGE TO TROOP PROPERTY:**



Throughout this policy, any reference to an ad hoc committee shall mean a committee of three registered adult troop leaders who are appointed by the Scoutmaster or the Troop Committee Chair or his/her delegate and will be chaired by the Troop Equipment Chair. Members of the family responsible for the damage cannot serve on an ad hoc committee. The troop has camping equipment available and all scouts are expected to take care of the equipment. This is especially true of tents. Food, drinks, and open flames are not allowed inside tents. Scouts and/or their parents may be liable for damage to troop property. When damage occurs to troop property, the individual or individuals who caused the damage will be responsible for the full cost of repair or replacement. The parents or guardians of scouts or boy visitors will be responsible to the same extent that their sons are responsible. When more than one person shares the responsibility, the cost will be shared equally unless otherwise decided by an ad hoc committee.

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Individuals who decide to make repairs themselves must meet quality standards acceptable to the committee who will inspect the completed repairs. Neither the repairer nor the repairer's family will be allowed to serve on that committee.

Camping Equipment. To encourage our Scouts to bring the tents and tarps back to the Troop after campouts, the Committee passed a new inventory procedure to track which scouts take the tents and tarps home. If the items are not returned within (1) month after the campout, a letter will be sent to the Scout's parent(s) to remind them. At the end of (3) months, if the items are still outstanding, the replacement cost of the tent OR the tarp will be deducted from their troop account. The final decision as to the replacement cost to be charged will be decided by the troop committee, along with the camping equipment chairperson. This will allow them to take into account current market prices, and other factors if needed.

## **POLICY ON TRANSPORTATION OF SCOUTS:**

BSA policy requires that drivers and vehicles transporting scouts, be properly licensed and shall have a seat belt available for each scout, and ensure that each scout shall wear these restraints. and vehicles shall carry liability insurance. In addition, each vehicle shall carry adequate liability insurance, which is currently listed in BSA policy as \$50,000/\$100,000/\$50,000 for a car and \$100,000/\$300,000/\$100,000 for a van or bus. Youth leaders and scouts under the age of 21 may not transport scouts, except for their immediate family members.

## **POLICY ON CONTRABAND:**

The following items are considered to be contraband and will not be permitted on any troop activity: Fireworks, TV's, sheath knives, adult magazines, martial arts equipment, tobacco by scouts, or anything else so decreed by the Adult Leadership. Confiscated items will be turned over to the scout in charge of the activity who will transfer the contraband to the scout's parents/guardians after the troop function. Controlled substances (illegal) and alcoholic beverages are not permitted on any troop function. These items will be confiscated and turned over to the proper authorities. The offending scout's parents/guardian will be notified as soon as the troop function practically permits. Troop leadership reserves the right to limit and restrict the use of cell phones and other electronic devices, to specific hours of the day on overnight campouts. These periods will usually be during troop downtime, such as during trading post hours at Bartle.



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## THE BOY SCOUT UNIFORM:

**Please note the basic scout shirt consists of the following items:**

Khaki Scout Shirt (recommend short sleeve shirt for year round wear)

Troop epilates for shoulder loops

Heart of America Council Patch

U.S. flag patch

Numerals 3, 9, 1

Arrow of Light patch (if awarded)

Patrol patch

World scout crest with centennial ring

### **Class A Uniform**

**Summer:**

Scout Shirt

Scout belt and buckle

If wearing shorts they must be the green scout shorts

Scout socks

Troop neckerchief with slide

Camping cue

**Winter:**

Scout Shirt

Scout belt and buckle

Scout pants or blue jeans

Scout socks red topped

Troop neckerchief with slide

Camping cue

### **Class B Uniform**

Troop recognized scout T-shirt

Scout belt

Scout shorts

Scout socks

**Handbook:** Scouts should bring their **BOY SCOUT HANDBOOK** to all meetings and campouts. Your handbook contains rank advancement requirements and the date you complete each requirement. When you have completed an advancement requirement you must have an adult leader date and initial the entry. When you have completed all the advancement requirements show your book to your Patrol Advisor so you can receive your award.



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## RANK ADVANCEMENT:

You will find the requirements for rank advancement in the **BOY SCOUT HANDBOOK**. Each scout is responsible for keeping track of what he needs to do to finish each rank. Check with your *Patrol Advisor* to find out what must be completed for rank advancement. After completing all requirements for a rank, contact the Scoutmaster to arrange for a Scoutmaster's Conference. During this conference the Scoutmaster will test your knowledge on the requirements for advancement and he will verify that you are ready for a **Board of Review**.

After completing the Scoutmaster's Conference, show your signed Scout Handbook to your Patrol Advisor who will arrange a Board of Review. The Board of Review is made up of at least three adult leaders who will ask questions to determine if the scout has completed all the requirements satisfactorily. The parent or guardian of the scout may sit in on the meeting, but may not participate. Scouts should wear their class A uniform to the Board of Review. After approval by the Board of Review, go immediately to the Troop Advancement Chair so that the advancement can be entered in the troop records.

After completing the Board of Review, show your signed Scout Handbook to any Patrol Advisor or assistant patrol advisor, so they can complete and submit your paperwork to the Troop Awards Chair. As soon as the Board of Review is complete the scout has reached that particular rank, however the actual badge will not be issued until the next Court of Honor. In addition to the rank badge, the scout will receive a lapel pin indicating the rank achieved, a card for his records, and a parent's pin to wear on the Parent's ribbon.

## **Merit badges:**

Merit badges are an important part of rank advancement. Merit badges are a part of scouting for two reasons. First, they encourage scouts to increase their skill in things they like to do. Second, they challenge scouts to try out new activities that may result in fresh interests or hobbies. Scouts may begin earning merit badges immediately. After selecting a merit badge the scout must do the following: (a) Get a blue merit badge card from the Advancement Chairman and have it signed by the Scoutmaster; (b) Contact the merit badge counselor responsible for the badge being worked on (the Advancement chairman will have a list of counselors and the badges they are responsible for); (c) buy a merit badge book or borrow one from the troop library; (d) Begin working on the badge. When all of the requirements have been completed have the merit badge card signed by the merit badge counselor and the Scoutmaster and turn it in to the Advancement Chairman who records progression in the troop records. Retain your portion for the merit badge card for your personal records.

In Troop 391, we expect parents to help with counseling in merit badges of interest to them. Some badges may relate to jobs or hobbies of parents. Others may simply be of general interest to parents. Others may simply be of general interest to parents. We ask you to review the list of merit badges and to select from one to six badges for which you would be willing to be a counselor. Once you have selected the merit badges you plan to counsel, please contact the troop's Advancement chairman. A scouting leader may become a merit badge counselor by attending training at a district roundtable held the first Tuesday of each month.

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## **Court of Honor:**

Courts of Honor are to a Scout Troop what Pack Meetings are to a Cub Pack. These are special award ceremonies held up to four times during the year, usually on Monday nights. During these ceremonies scouts receive rank advancements, merit badges and other special awards they have earned since the last Courts of Honor. Parents and family members are encouraged to support their scout by attending Courts of Honor.

## **Eagle Court of Honor:**

Special courts of honor are held for scouts who have earned the Eagle Scout Award. At an Eagle Court, one or two scouts who have successfully completed the requirements for the coveted rank of Eagles are honored in a very impressive ceremony. Please consider attending these ceremonies as they can go a long way in encouraging a young scout to keep working for rank advancement.

## **Honor Camping Programs:**

### ***Mic-O-Say***

Mid-O-Say is an honorary scouting program available in only two councils in the world: Heart of America and Pony Express (St. Joseph area). It was instituted by H. Roe Bartle almost 70 years ago and is a powerful force in our council and the lives of those invited to take part in the program. One example of the proof of its affect is that, in the Heart of America Council, we have a higher percentage of scouts become Eagle than any others council in the country for decades. Also, due to Mic-O-Say, those who evaluate camps such as H. Roe Bartle Scout Reservation tell us that they are amazed how many older scouts come to camp and how very many scouts give up their entire summer to serve on staff.

The symbols of Mic-O-Say tribal members are the double claws and brave pouches you will see on many of our older scouts and adult leaders. Those who wear two claws in the shape of a moon are honorary warriors, which mean they came into the tribe as adults. Those who wear the claws back to back are hard way warriors, which means they became warriors as boy Scouts. The foxman sticks you see around some scouts note those who are heading towards admission to the tribe. How one comes to be invited into the tribe and the workings of the tribe and the workings of the tribe are kept to tribal members only. Young scouts are simply asked to “scout well” and demonstrate good scout spirit in all they do.

A special note to new leaders who are tribesman: our tribesmen have been extremely faithful in keeping tribal secrets. Of course, we hope all tribesmen associated with the troop will continue upholding that same standard.

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## Order of the Arrow



The Order of the Arrow is Scouting's national honor society. The purpose of the Order of the Arrow is fourfold:

- To recognize those Scout campers who best exemplify the Scout Oath and Law in their daily lives
- To develop and maintain camping traditions and spirit
- To promote Scout camping
- To crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others

The Order of the Arrow (OA) was founded by Dr. E. Urner Goodman and Carroll A. Edson in 1915 at the Treasure Island Camp of the Philadelphia Council, Boy Scouts of America. It became an official program experiment in 1922 and was approved as part of the Scouting program in 1934. In 1948 the OA, recognized as the BSA's national brotherhood of honor campers, became an official part of the national camping program of the Boy Scouts of America.

Scouts are elected to the Order by their fellow unit members, following approval by the Scoutmaster or Varsity team Coach. To become a member, a youth must be a registered member of a Boy Scout troop or Varsity Scout team and hold First Class rank. The youth must have experienced fifteen days and nights of Boy Scout camping during the two-year period prior to the election. The fifteen days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America. The balance of the camping must be overnight, weekend, or other short-term camps.

Adult selection is based on their ability to perform the necessary functions to help the Order fulfill its purpose, and is not for recognition. Selected adult Scouters must be an asset to the Order because of demonstrated abilities, and provide a positive role model for the youth members of the lodge.

### **CAMPING:**

Overnight camping is generally scheduled once each month throughout the year. A permission slip specific for this outing, and a current completed Class I and II physical are required for each event. Patrols plan each campout during the meeting prior to a campout. Preparations include planning meals, assigning cooking and cleaning duties, and assigning one patrol member to buy the food. The parent of the scout who is assigned

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food-shopping responsibilities is asked to help his/her son keep the cost of food to approximately \$6.00 per scout. The “shopper” scout should bring a cooler for food needing refrigeration. After doing the shopping, the parent turns receipts over to the Treasurer for reimbursement. Generally speaking, the patrols don’t buy snack food. Scouts may bring their own if they wish. The troop provides all pots, pans, etc.

Parents/guardians must wait at the departure point until their scout’s personal equipment and food is checked to determine if the scout is prepared to go on the activity. If the scout is not prepared, he will be sent home. It is the scouter in charge of the activity that is responsible for making this decision.

## **Summer Camp at H. Roe Bartle Scout Reservation:**

A policy and informational packet specific for major camping events, such as at the H. Roe Bartle Scout reservation will be handed out prior to the event. Please read the information carefully and discuss with your scout.



## **CAMPING SUPPLIES:**

Clearly mark all items with **YOUR NAME AND TROOP NUMBER**. Many lost items are found and owners cannot be identified. The following list includes the items you will need at summer camp. You will need all of them in most cases, so take your own and do not plan to borrow someone else’s.

# **BASIC EQUIPMENT FOR THE NEW SCOUT**

Scouting involves camping on a regular basis, so with that, we have provided a list of some basic items which a new Scout will need for campouts.

- Sleeping bag (down to at least 0 degrees)
- Canteen or water bottle
- Overnight bag for equipment & clothes OR backpack
- Hiking boots
- Rain poncho
- Small first aid kit (this can be put together from supplies at home)
- Flashlight

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## Miscellaneous:

- Compass
- Mosquito net for cot (optional)
- Clothesline, clothespins, & plastic hangers
- Insect repellent (no aerosol sprays)
- Chigger-rid or other bite ointment
- Handkerchief and Kleenex
- Spending money if required for the event, will be specifically requested
- Suntan lotion
- Writing tablet (6" by 9") for merit badge work, pen and pencil
- Small throw rug (next to bed)
- Boy Scout Handbook

## Bedding:

- Pillow
- Weather appropriate sleeping bag or blankets

## Clothing Items:

- Scout uniform
- Clothing for daily wear:
  - Underwear                      Socks
  - T-shirts
  - Shorts
- Long pants
- Jacket, pancho
- Hat or other headgear
  - Gloves for work projects and rock climbing
- Swim gear

## Hygiene Items:

- Toothbrush and toothpaste
- Comb/ brush
- Hand soap in a soap tray
- Washcloth
- Bath towels (2)
- Shower thongs
- Toilet tissue (in a plastic bag for rain protection)
- Shampoo
- Mirror
- Razor (adult)
- Shaving lather (adult)

**Medications:** All prescription and non-prescription medicines must be given to the scoutmaster or designated adult leader, for distribution. In addition, written instructions

# TROOP 391 GENERAL INFORMATION PACKET

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on administration of medications must be provided to the scoutmaster. Scouts must ensure they have sufficient quantities of medications to last through the troop activity.

**The following items are necessary for cold weather camping. The key to cold weather camping is to layer clothing and bedding.**

- Stocking cap with facemask
- Parka with hood
- Insulated boots
- Neck muffler
- Hooded sweatshirt
- Thermal Underwear (2 pair recommended)
- Gloves Mittens (one pair of each)
- Wool socks (2 pair recommended)
- Insulates coveralls, or equivalent, are optional but highly recommended

**Important Note:** Besides the clothes you wear; always take two complete changes of clothing in case you get wet, even slightly. Wet clothes conduct heat away from your body faster than dry clothes. You may need spare dry clothes on the first day of a campout and again on the second day.

Camping coups are presented at the end of the campout or activity. If the activity is an overnight, the scout or scouter must camp overnight to earn a coup. The Heart of America Council coup colors and associated meanings are:

Red	Summer Camp (10 days)
Yellow	Camporees
Red & White	Quality Unit
Clear	Below 0 degrees F.
White	Snow
Black	Rain
Green	Warm Weather – above 50 degrees
Blue	Cold Weather- below 50 degrees F.
Orange	High Adventure
Purple	Troops discretion- Usually day activities
Brown	Troops discretion- Usually hikes
Canoes	Canoe Trips
Shell Casings	Rifle & Shotgun
Special Coups	Awarded as function dictates

**Build Camp boxes or purchase at:  
Raven Outdoor  
816-836-0300  
3501 S Sterling, suite F Independence, MO**

# **TROOP 391 GENERAL INFORMATION PACKET**

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## **INSURANCE:**

BSA provides Accident & Sickness insurance for all registered Scouts and Scouters for all approved scout functions.

## **GENERAL INFORMATION FOR PARENTS**

In order for your son to get the most from scouting, he needs your help. Keep track of rank advancement requirements and encourage your son to complete the requirements. Otherwise, he will fall behind the other scouts. Also, encourage your son to participate in campouts; community good turn projects, fundraisers, Eagle Scout service projects, etc. Without that participation, he will miss some of the most important features of scouting which are to teach self-reliance, self-discipline, leadership, and citizenship. Further, he cannot advance in rank or in honorary scouting organizations unless he participates in campouts, community service projects, etc.

## **HOW PARENTS KEEP INFORMED OF TROOP ACTIVITIES**

Troop calendars showing major troop activities for several months in advance are always available for review on the troop website at [www.troop391.net/news](http://www.troop391.net/news) and events. Parents and scouts need to check them weekly. It shows what is planned, special events and Monday nights with no meeting. Leaflets with information concerning monthly campouts are often handed out a week or two before a campout. It is crucial that the scout and the parents read the leaflets because they tell what to bring, how much it costs, departure times, special instructions for the particular campout, etc. A periodic troop newsletter is published with interesting and important information. Parents can attend troop meetings and troop committee meetings to keep informed and to have a voice in. A calling tree is sometimes used to communicate by telephone. You will be asked occasionally to help call a few other families to pass along information.

## **WAYS PARENTS CAN HELP**

Because there are many things to do to make a troop function, you can expect several phone calls during the course of a year to ask for your help. If you care to volunteer for some of the projects, please notify the scoutmaster or the committee chairman. Although there are many ways to help besides these, some representative jobs for parents are:

- Serve on committees: troop committee, fund raising committees, etc.
- Provide transportation for campouts, field trips, etc.
- Tow the troop trailer on campouts.
- Serve as a merit badge counselor.
- Perform typing and copying (sometimes on a one's day notice).
- Help at summer camp.
- Help supervise on campouts.
- Help boys buy groceries for campouts.
- Perform woodworking or mechanical tasks to make or repair troop equipment
- Perform sewing tasks for the troop;
- Locate and collect donations of items to be awarded for prizes in contests.

# TROOP 391 GENERAL INFORMATION PACKET

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## ADULT TRAINING PLAN

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Thank you for your commitment to scouting, and to Our Lady of the Presentation's BSA Troop 391.

**THESE ARE THE STEPS FOR YOU TO BE CONSIDERED TRAINED AS A SCOUT LEADER**

- A) READ: **TROOP 391 NEW SCOUT / PARENT ORIENTATION**
- B) READ: **TROOP 391 INFO PACKET**
- C) REGISTER FOR AND ATTEND **PROTECTING GOD'S CHILDREN** THROUGH THE KANSAS CITY- ST JOSEPH DIOCESE
- D) COMPLETE THE **FAST START** TRAINING ON-LINE
- E) COMPLETE THE **TROOP COMMITTEE CHALLENGE** ON-LINE
- F) COMPLETE THE **THIS IS SCOUTING** TRAINING ON-LINE
- G) COMPLETE THE **YOUTH PROTECTION** TRAINING ON-LINE

- A) GO TO [WWW.TROOP391.NET](http://WWW.TROOP391.NET) AND CLICK ON THE LINK TO **TROOP 391 NEW SCOUT / PARENT ORIENTATION** AND READ THROUGH THE PACKET. THIS IS FOR YOUR INFORMATION ONLY AND IS NOT PART OF THE FORMAL BSA TRAINING PROGRAM
- B) GO TO [WWW.TROOP391.NET](http://WWW.TROOP391.NET) AND CLICK ON THE LINK TO **TROOP 391 INFO PACKET** AND READ THROUGH THE PACKET. THIS IS FOR YOUR INFORMATION ONLY AND IS NOT PART OF THE FORMAL BSA TRAINING PROGRAM
- C) GO TO [WWW.VIRTUS.ORG/VIRTUS/](http://WWW.VIRTUS.ORG/VIRTUS/) TO REGISTER FOR AN UPCOMING **PROTECTING GOD'S CHILDREN** TRAINING SESSION.
  - 1. PLAY THE PRE-REGISTRATION PROCESS TUTORIAL (IT WILL HELP YOU)
  - 2. CLICK "VIEW A LIST OF SESSIONS"
  - 3. SELECT YOUR ORGANIZATION AS "KANSAS CITY-ST JOSEPH, MO DIOCESE"
  - 4. FIND A NEARBY SITE THAT FITS INTO YOUR SCHEDULE
  - 5. CLICK "START REGISTRATION"
  - 6. CREATE USER ID USING YOUR EMAIL ADDRESS
  - 7. CREATE PASSWORD
  - 8. CLICK "CONTINUE"
  - 9. FILL OUT E-FORM COMPLETELY
  - 10. CLICK "CONTINUE"
  - 11. DESIGNATE **OUR LADY OF THE PRESENTATION PARISH** AS YOUR PRIMARY LOCATION, AND DESIGNATE A SECOND LOCATION IF APPROPRIATE (IE. YOU ARE A MEMBER OF ANOTHER PARISH BUT INVOLVED IN THE OLP SCOUT TROOP)

# TROOP 391 GENERAL INFORMATION PACKET

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12. CHOOSE VOLUNTEER AS YOUR ROLE, UNLESS ANOTHER FITS YOUR SPECIFIC SITUATION.
13. TYPE IN YOUR TITLE, IE..SCOUTMASTER, SCOUT LEADER, ETC.
14. CLICK "CONTINUE"
15. ANSWER QUESTIONS AND CLICK "CONTINUE"
16. CHOOSE THE SESSION YOU WISH TO ATTEND AND CLICK "OK"
17. YOU ARE NOW REGISTERED AND SHOULD RECEIVE AN EMAIL OF CONFIRMATION
18. ATTEND THE SESSION (2-1/2 TO 3 HOURS). YOU WILL RECEIVE A CERTIFICATE OF COMPLETION. BRING A PHOTOCOPY TO THE SCOUTMASTER OR ADVANCEMENT CHAIR.

D) GO TO [WWW.TROOP391.NET](http://WWW.TROOP391.NET)

1. CHOOSE SCOUTING LINKS ON THE LEFT
2. CHOOSE BSA ON-LINE LEARNING CENTER
3. CREATE AN ACCOUNT USING YOUR SCOUTING ID NUMBER WHICH CAN BE FOUND ON YOUR REGISTRATION CARD.
4. LOG IN
5. SELECT "BOY SCOUT"
6. CLICK ON "REVIEW COURSE" FOR ***FAST START***
7. COMPLETE THE COURSE WORK.
8. CLICK "VIEW CERTIFICATE"
9. PRINT 3 COPIES ONE FOR YOU, ONE FOR SCOUTMASTER OR ADVANCEMENT CHAIR, AND ONE TO TAKE TO THE NEXT ROUNDTABLE MEETING(MORE TO COME)

E) GO TO [WWW.TROOP391.NET](http://WWW.TROOP391.NET)

1. CHOOSE SCOUTING LINKS ON THE LEFT
2. CHOOSE BSA ON-LINE LEARNING CENTER
3. LOG IN USING YOUR ACCOUNT NAME AND PASSWORD
4. SELECT "BOY SCOUT"
5. CLICK ON "REVIEW COURSE" FOR ***TROOP COMMITTEE CHALLENGE***
6. COMPLETE THE COURSE WORK.
7. CLICK "VIEW CERTIFICATE"
8. PRINT 3 COPIES ONE FOR YOU, ONE FOR SCOUTMASTER OR ADVANCEMENT CHAIR, AND ONE TO TAKE TO THE NEXT THUNDERBIRD DISTRICT ROUNDTABLE MEETING(MORE TO COME)

F) GO TO [WWW.TROOP391.NET](http://WWW.TROOP391.NET)

1. CHOOSE SCOUTING LINKS ON THE LEFT
2. CHOOSE BSA ON-LINE LEARNING CENTER
3. LOG IN USING YOUR ACCOUNT NAME AND PASSWORD
4. SELECT "GENERAL"
5. CLICK ON "REVIEW COURSE" FOR ***THIS IS SCOUTING***

# TROOP 391 GENERAL INFORMATION PACKET

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6. COMPLETE THE COURSE WORK.
  7. CLICK "VIEW CERTIFICATE"
  8. PRINT 3 COPIES ONE FOR YOU, ONE FOR SCOUTMASTER OR ADVANCEMENT CHAIR, AND ONE TO TAKE TO THE NEXT ROUNDTABLE MEETING(MORE TO COME)
- G) GO TO [WWW.391.NET](http://WWW.391.NET)
1. CHOOSE SCOUTING LINKS ON THE LEFT
  2. CHOOSE BSA ON-LINE LEARNING CENTER
  3. LOG IN USING YOUR ACCOUNT NAME AND PASSWORD
  4. SELECT "GENERAL"
  5. CLICK ON "TAKE COURSE" FOR **YOUTH PROTECTION TRAINING**
  6. COMPLETE THE COURSE WORK.
  7. CLICK "VIEW CERTIFICATE"
  8. PRINT 3 COPIES ONE FOR YOU, ONE FOR SCOUTMASTER OR ADVANCEMENT CHAIR, AND ONE TO TAKE TO THE NEXT ROUNDTABLE MEETING(MORE TO COME)

**YOU MAY NOW PROUDLY WEAR THE "TRAINED" PATCH ON THE LEFT SHOULDER OF YOUR CLASS A UNIFORM ACCORDING TO INSTRUCTIONS. HOWEVER, I ENCOURAGE YOU TO GO BACK TO THE ON-LINE LEARNING CENTER TO REVIEW OTHER COURSES, SUCH AS SAFETY AFLOAT, SAFE SWIM, CLIMB ON SAFETY, WEATHER HAZARDS, ETC. OTHER SKILL SPECIFIC TRAINING IS AVAILABLE AT BARTLE SCOUT RANCH AS WELL, SUCH AS SCOUTMASTER AND ASSISTANT SCOUTMASTER TRAINING, AND OUTDOOR SKILLS. GO THE EXTRA MILE AND COMPLETE THE WOOD BADGE PROGRAM.**

**TAKE ALL OF YOUR CERTIFICATION CARD COPIES TO THE TRAINING TABLE AT AN UPCOMING THUNDERBIRD DISTRICT ROUNDTABLE MEETING. THESE MEETINGS ARE HELD THE FIRST TUESDAY OF EACH MONTH, AT HICKMAN MILLS HIGH SCHOOL AT 7:00 PM. GET DIRECTIONS FROM YOUR COMMITTEE CHAIR OR SCOUTMASTER. THEY WILL NOT NEED THE PROTECTING GOD'S CHILDREN CERTIFICATE, HOWEVER.**

**IF ON-LINE TRAINING IS NOT YOUR BAG, MANY OF THESE COURSES ARE ALSO AVAILABLE LIVE AT THE SCOUT RANCH AND AT ROUNDTABLE. YOU MAY WISH TO SUPPORT THE TROOP BY BECOMING A MERIT BADGE COUNSELOR. THIS TRAINING IS ALSO AVAILABLE AT THE ROUNDTABLE. USE YOUR EXPERTISE OR CAREER SKILLS TO PICK THE BADGE WHICH BEST MATCHES YOUR INTERESTS.**

**Effective June 1, 2010:**

**\* Youth Protection Training is required for all registered volunteers.**

**\* New Leaders are required to take Youth Protection Training before they submit an application for registration. The certificate of completion for this training must be submitted at the time application is made, and before volunteer service with youth begins.**

# TROOP 391 GENERAL INFORMATION PACKET

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**\* Youth Protection training must be taken every two years. If a volunteer's Youth Protection training is not current at the time of re-charter, the volunteer will not be re-registered.**

Attached is a Resource Survey. Please **fill** it out and return it. It will help the committee to determine your interests and areas of expertise. He/she will give you information on how to register as a merit badge counselor.

# TROOP 391 GENERAL INFORMATION PACKET

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## Scouting Websites

(Be sure to click on the refresh button to ensure the most current information is displayed)

### Official Boy Scouts of America Sites

#### [Boy Scouts Of America](#)

[Heart Of America Council](#)

[Thunderbird District](#)

[High Adventure](#)

[Heart of America Council Documents Resource](#)

[COPE - Challenging Outdoor Personal Experience](#)

[BSA Online Learning Center](#)

### Eagle Scout Sites

#### [NESA - National Eagle Scout Association](#)

[NESA - Scholarship Information](#) - **NEW**

### Instruction Sites

[Patrol Leaders Role](#)

[Climb On Safely](#)

[Animated Knots](#)

[MeritBadge.com](#)

[Scouting Service Project](#)

### Publications

[Boy's Life Magazine](#)

[Guide to Safe Scouting](#)

### For Fun!

[Scout Chess](#)

[H. Roe Bartle Sings Hills of Osceola](#)

[Charles in Space](#)

### Scouting Web Sites

[Scouting Online](#)

[MacScouter.com](#)

[US Scouting](#)

[National Catholic Committee on Scouting](#)

[Bartle Camp Staff eGroup](#)

[The Scouting Zone](#)

[Scouting Parents](#) - **NEW**

[2007 Boy Scout Jamboree](#)

### Cooking

[391's Dutch Oven Cooking, Cleaning, Care & Recipes](#)

[MAC Scouter Dutch Oven Recipes](#)

[US Scouts Cooking](#)

[Troop 120 Recipe Winners](#)

[International Dutch Oven Society](#)

[Reflector Oven Plan 1](#)

[Reflector Oven Plan 2](#)

[About Reflector Oven Baking](#)

[Indian Nations Council recipes](#)

### Camping Related

[Cold Weather Camping Tips](#)

### Tribe of Mic-O-Say Web Sites

[Tribe Of Mic-O-Say](#)

[Unofficial Tribe Of Mic-O-Say](#)

[Mic-O-Say Dancers](#)

[Pony Express Council Tribe Of Mic-O-Say](#)

[Scott's Iconium Store](#)

We meet every Monday, 6:45 - 8:15 at [Our Lady of Presentation Catholic Church](#), 130 NW Murray Road ([map](#)). Charter organization is Catholic Families For Scouting. We have been a Quality Award Troop for over 6 years!

# TROOP 391 GENERAL INFORMATION PACKET

## Welcome to Troop 391 *Lee's Summit, MO*

Thank you for taking time to visit our Troop's website. Our Boy Scout Troop is located in Lee's Summit, Missouri. We chartered in 1992, and currently, our membership consists of about 40 Scouts and 30+ adults. As part of the Thunderbird district in the Heart of America Council, we camp year round, in addition to attending a long term session at the H. Roe Bartle Scout Camp.

We're sponsored by the Catholic Families for Scouting organization and hold our troop meetings at Our Lady of Presentation Catholic Church in Lee's Summit.

If you're interested in joining our Troop, please contact us by sending an email from the link on the left, or attend an upcoming troop meeting. You may also contact us with any questions you might have regarding Scouting. You may also click below for a basic information packet on our troop for additional details.

[Troop 391 Info Packet](#)

[Troop 391 New Scout/Parent Orientation](#)

### *Mailing Address:*

Phil Spitznagle-Committee Chair Troop 391  
2537 SW Samuel Lane  
Lee's Summit, MO 64081

## New Updates

Please remember to visit the "News & Events" page regularly for updated information on upcoming campouts and troop events. You can also download the latest troop calendar of upcoming events for 2009 and 2010 on this page.

**Recent Updates:**  
*Campout Pictures (10/15)*

## HAPPY Birthday Scouts & Adults

**NOVEMBER** Birthday wishes go out for the following Scouts and leaders.

### Scouts

### Adults

*Steve P.  
Mitch Y.*

## In God We Trust

In March, 2005, this song was performed at a Diamond Rio concert. They received an immediate standing ovation, and continue to do so every time they perform it! Sadly, major radio stations wouldn't play it because it was considered politically incorrect.

Consequently, the song was never released to the public. If this song speaks to your heart, share it with friends and loved ones, please. Then, regardless of our ethnic origin, let us cease being the silent majority and join together. Not as a particular political party, but as Americans! Song written by Bill Nash.

Click [here](#) for the video.

## Weather.Com Forecast

[10 Day Forecast](#)

## Email us at:

[boyscouts\\_troop391@yahoo.com](mailto:boyscouts_troop391@yahoo.com)



# TROOP 391 GENERAL INFORMATION PACKET

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