



Troop 520

Operations Manual, Policies and Procedures

Chartered by VFW Post 4015, Newberg, OR.





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Dear New Troop 520 Scout and family,

Welcome!

If you are new to Boy Scouts, welcome to a new adventure. You will discover things about yourself you didn't know that you already knew. You will do things you never thought you could do. And when you look back, you will realize how far you've come.

If you are a veteran scout, but new to Troop 520, thanks for choosing to join us. We will count on you for leadership, for opinions and for ideas. We don't know everything there is to know about Scouting and your input is valuable to us. Speak up, and step up into a leadership role. You won't be sorry. We will give you the guidance you need and will abide by your decisions as long as they fit the model we have outlined.

To make your entry into the troop as smooth as possible, we have put together this information packet and checklist to guide you along the way. Please read through it carefully. Please note that all paperwork is due in full no later than the first Monday of February. This date will quickly approach, however our committee needs time to process and submit the applications to the council office prior to Crossover in March when your son will ceremoniously join Troop 520. We know this is time consuming but this is all information we need. We don't like paperwork anymore than you do.

A checklist of items due is included in this packet. Please review it carefully. If you have any questions or concerns, no matter how insignificant you think they might be, please contact any one of our leaders. It is our goal to make the enrollment process as smooth as possible for you to complete the paperwork as efficiently as possible so we can move on to the fun stuff!

We're proud you've selected us to help you help your son reach his full potential in Scouting. If you have additional questions after reading this booklet, please don't hesitate to contact the Scoutmaster or Troop Committee Chair or any other Committee Members or Assistant Scoutmasters. We hope you and your son(s) will enjoy Troop 520 and become active participants.

Yours in Scouting,

Troop 520 Committee



The History of Troop 520

Troop 520 was chartered in 1992 in full compliance with all of the requirements set forth by the Boy Scouts of America, a Congressional corporation, established in 1910. We started with just 6 scouts and now we have over 30 registered scouts. The troop is located in the Eagle Valley District of the Cascade Pacific Council. The troop maintains an excellent working relationship with the VFW Chartering Organization Representative, Louie Nuno, who monitors the Committee's work.

The guiding precepts of the troop are the **Boy Scout Oath, Law, Motto and Slogan**. Each Scout is expected to live by these standards. Each Scout learns these early in his advancement and is expected to be able to articulate them at any time when asked and most certainly at each Board of Review in his advancement.

Boy Scout Oath

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.

Boy Scout Law

A Scout is
TRUSTWORTHY,
LOYAL,
HELPFUL,
FRIENDLY,
COURTEOUS,
KIND,
OBEDIENT,
CHEERFUL,
THRIFTY,
BRAVE,
CLEAN and
REVERENT.

Boy Scout Motto

Be prepared.

Boy Scout Slogan

Do a good turn daily.



The Mission of Troop 520

“Prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law”.

One of the ultimate aims of the Boy Scouts of America is to provide quality leadership for our nation. Therefore, Troop 520 is a "boy led" troop - meaning that the Patrol Leaders' Council (aka, "Green Bar", which is comprised of scouts elected by their fellow scouts into positions of responsibility) runs the troop and makes all important decisions. This means that the lessons learned by the Scouts through their advancement, working together in patrols and community service, are intended to prepare them for their roles as America's leaders in years to come.

We try to base all troop operations on the concept that the Scouts run the troop. This is done using the patrol method which is a group of 6 to 8 Scouts, led by the Patrol Leader and his assistant. New Scouts are assigned to a patrol. Together they do what is necessary on outings and in meetings to enliven the program. The Patrol Leaders Council is comprised of the Senior Patrol Leader, Assistant Senior Patrol Leader and Patrol Leaders. Together with the Scoutmaster in attendance they establish the program for the troop. The enrolled Scouts elect all officers of the troop semi-annually. The Senior Patrol Leader is elected with the concurrence of the Scoutmaster.

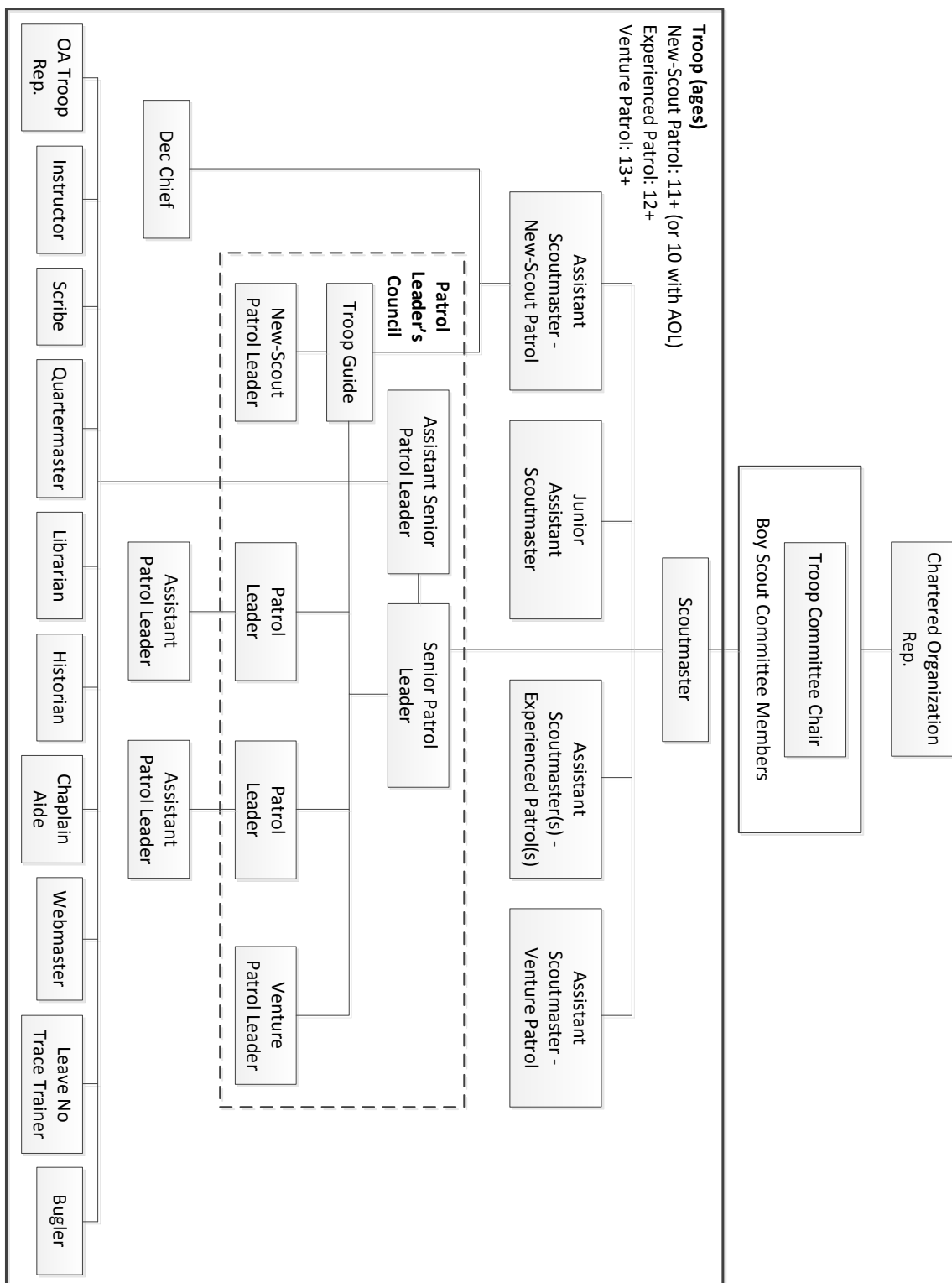
Adult leaders are confirmed by the Troop Committee. The leaders include the Scoutmaster Staff comprised of the Scoutmaster and the Assistant Scoutmasters. Additionally, the Troop Committee is made up of registered parents and other interested adults. The Scoutmaster Staff is responsible for mentoring the boys to provide an active, exciting program while providing opportunities for boy leadership to grow and watching out for health and safety related issues on a day-to-day basis. The Troop Committee ensures the permanency of the troop and exists to support the Troop's program through financial, logistical and other means.

Working closely with the Scoutmaster Staff, the Committee is responsible for ensuring adherence to the official Boy Scout Program, overseeing operations, supporting the Scoutmaster Staff, supporting the annual program, maintaining financial integrity, conducting the Boards of Review and resolving any difficulties that may surface.

Troop 520's Adult Leadership is dedicated to the scouting program. All are BSA trained, and some have completed BSA advanced leadership training. Each loves Scouting and brings a special talent or two into the troop. Many were Boy Scouts as youth. Most have extensive experience in outdoor skills such as camping, backpacking and hiking. All are dedicated to the personal growth of individual scouts, and to accomplishing the aims of scouting through application of the eight methods of Scouting.



Troop 520 Organizational Chart





Troop 520 Contact Information

Weekly Troop meetings are held on Thursday evening beginning at 7pm at North Valley Friends Church located at 4020 North College Street, Newberg, OR 97132.

Scoutmaster

Ron Comus
Cell: 503-899-7206
roncomus66@gmail.com

Committee Chair

Kerry Spurgin
Cell: 503-329-0242
Home: 503-538-4898
kerry.spurgin@gmail.com

Treasurer

Linda Sandberg
Cell: 503-539-4646
Home: 503-628-1234
linda@sandbergfarm.com

Advancement Chair

Kathy Roberson
Cell: 503-318-5547
Home: 503-537-9868
bbrnfd@yahoo.com

Secretary

Kathleen Gathercoal
Home: 503-537-1162
kgatherc@georgefox.edu

Activities Chair

Toby Hutchinson
Cell: 503-781-4017
pokerpros@comcast.net

Popcorn Chair

Garrett Headrick
Home: 503-538-0735
gheadrick2@frontier.com



Gearing Up For Scouting!

To help you prepare for the fun and excitement of a Troop 520 event, we've made a list of some basic camping essentials. This guide should provide some basic information of the gear you'll need during your years as a Scout. Gear can be expensive. Our goal is to help you prioritize what you need for your first overnight outing and what you'll need over the long haul.

General Principles:

1. Cotton is bad
2. Light is good
3. Light is expensive
4. Scouts lose the small stuff

For camping cotton is bad. Cotton does not wick moisture, does not keep you warm when it gets wet and unfortunately does not dry out very quickly. Try not to bring cotton on a Scout outing (camping, hiking, etc). Yes this includes sweatshirts, T-shirts, socks, briefs, Jeans, etc. Think synthetic!

Go light! Keep the weight of gear in mind. As we will be doing a fair amount of hiking and backpacking over the next few years it's best to start getting low weight gear now instead of heavy gear now and buying another set later. Light gear tends to be more expensive so prioritize purchases on the important stuff first. Sleeping bags are usually the best place to start but are also the most expensive. In addition to thinking light weight, think of saving space. A good rule for backpacking... If you're going to bring it, it should have at least two uses.

Where did my ___ go? I know it's a shock but things tend to get lost. Knives, headlamps, compasses...anything small and expensive will be the first to go. We suggest not going overboard and buying expensive versions of anything that's likely to get lost, left behind, broken or misplaced.

What do I buy first?

If your first overnighter is in a week do you have to buy everything right now for it? Probably not. In fact, the Troop Scoutmasters and others probably have some of the basic gear you can borrow. Check before you buy. After your first outing you should plan on what to buy first. Below is a general guide.

1. Sleeping Bag
2. Sleeping Pad
3. Raingear
4. Anything missing from the Scout Basic Essentials
5. Hiking boots



THE SCOUT BASIC ESSENTIALS

Any Outdoor Activity

- ☐ Medicine (held by parent / guardian)
- ☐ Scout handbook
- ☐ Paper / notebook and pen / pencil
- ☐ Scout uniform
- ☐ Hat - important in tick season
- ☐ Insect repellent
- ☐ Sunscreen
- ☐ Camera
- ☐ Watch (cheap & waterproof)
- ☐ Cell phone for emergencies

Day Trip

- ☐ Sweatshirt and/or coat
- ☐ Swimsuit & towel
- ☐ Chair
- ☐ Fishing gear / Sports equipment
- ☐ Sunglasses, eye glasses, contacts
- ☐ Spending money

Day Hike

- ☐ Medical records
- ☐ Daypack, backpack, etc.
- ☐ Good walking shoes or boots
- ☐ Change of clothes (at least socks)

Campout Items

- ☐ Sleeping bag or blankets
- ☐ Pillow
- ☐ Air mattress, cot or sleeping pad
- ☐ Ear plugs
- ☐ Mess kit (plate, cup, utensils)
- ☐ Toothbrush and toothpaste
- ☐ Soap, shampoo, towel, washcloth
- ☐ Personal items and toiletries
- ☐ Toilet paper
- ☐ Warm and cold weather clothes
- ☐ Ziploc bags to keep things dry
- ☐ Survival kit
- ☐ Work gloves (for service projects)
- ☐ Rope, string, cord
- ☐ Bible or book of faith

Outdoor Essentials

- ☐ Small personal First-Aid kit
- ☐ Water bottle / hydration pack
- ☐ Flashlight with extra batteries
- ☐ Trail food
- ☐ Sunscreen
- ☐ Whistle
- ☐ Map and Compass
- ☐ Rain gear, poncho, etc.
- ☐ Pocket knife
- ☐ Matches / fire starters, Purell

Just as important as what you bring, is what not to bring. Many of these rules are BSA National Policy.

What NOT to bring

- ☐ Never bring any gun other than a squirt gun
- ☐ No BB guns, pellet guns, slingshots, etc.
- ☐ Never bring alcohol or tobacco
- ☐ Adults cannot use tobacco in the presence of Scouts
- ☐ Never bring fireworks, sparklers, etc.
- ☐ Never bring any pet of any kind
- ☐ Ask your leader before you bring an ax or saw
- ☐ CPC forbids sheath knives for Scouts
- ☐ Candy, food, snacks are not allowed in tents
- ☐ Ask before bringing any food items
- ☐ Appropriate attire and footwear are required
- ☐ Any open-toed shoe cannot be worn in camp
- ☐ Don't bring anything costly or irreplaceable
- ☐ No electronics, radios, CD's, TV's or DVD's. Cell phones are permitted.



Here are some guidelines for consideration when preparing for a camping trip or hike.

Summer Camping / Backpacking
Personal Checklist
(Please keep this list for future use)

- ☐ Backpack
- ☐ Sleeping Bag - lightweight; not bulky if you are backpacking
- ☐ Sleeping Pad - lightweight; not bulky if you are backpacking
- ☐ Tent - waterproof with a rainfly; seal seams on a new tent; lightweight if backpacking
- ☐ Rainwear - Coat with a hood and pants; or Poncho and gaiters(keep your pants dry) __ Footwear - Leather(seams sealed and waterproofed) or Goretex type hiking boots. Rubber boots if appropriate. Extra lightweight shoes for camp
- ☐ Pants and/or shorts if appropriate
- ☐ Shirt - lightweight, short and/or long sleeved depending on degree of sun protection needed
- ☐ Socks - 1 pair per day
- ☐ Lightweight jacket or sweatshirt for cool mornings and evenings
- ☐ Hat - for sun protection
- ☐ Complete change of clothes
- ☐ Water bottle, Canteen or hydration pack for water - filled if no water is available at campsite or on trail
- ☐ Personal Hygiene - toothbrush, paste, soap, wash cloth, etc.
- ☐ First Aid Kit
- ☐ Emergency Kit - space blanket, waterproof matches, tinder, candle, mirror, short rope, compass, whistle(plastic or metal with a cover), alcohol wipes, different sized bandages, etc.
- ☐ Medication if required (EPI pens, etc.)
- ☐ Flashlight (make sure batteries are strong) extra if lightweight or in a drive to campsite
- ☐ Pocket knife(if you bring a Tote'n Chip card)
- ☐ Compass
- ☐ Mess kit
- ☐ Day pack - if appropriate
- ☐ Plastic trash bags for dirty clothes
- ☐ Snacks for the trail - should be energy type foods, not just candy
- ☐ Small shovel and toilet paper
- ☐ Chapstick
- ☐ Sunscreen
- ☐ Insect repellent
- ☐ Firem'n Chit card - if you will be involved with fire of any kind
- ☐ Totin' Chip card – if you will be carrying and/or using a knife, ax or hatchet



**Winter Camping / Backpacking
Personal Checklist
(Please keep this list for future use)**

- ☐ Backpack - line it with a plastic bag to waterproof it
- ☐ Sleeping Bag - 0-20 degree; or bring a liner or extra bag; or bring something like sweats for sleeping; lightweight and not bulky if you are backpacking
- ☐ Sleeping Pad - adds insulation to keep you warmer; not bulky if you are backpacking
- ☐ Tent - waterproof with a rainfly; seal seams on a new tent; lightweight if backpacking
- ☐ Insulating type underwear
- ☐ Rainwear - Coat with a hood and pants; or Poncho and gaiters (keep your pants dry) for rain as well as wind protection
- ☐ Footwear – Leather (seams sealed and waterproofed) or Gore-Tex type hiking boots. Rubber boots if appropriate. Extra lightweight shoes for camp
- ☐ Pants and shirt - wool or fleece are best: jeans will work if you stay dry and layer for warmth
- ☐ Socks - three to four pair, two pairs should be a wool blend
Tip: lightweight grocery store vegetable bags can be worn over your socks to keep them dry even if your shoes get wet.
- ☐ Gloves/Mittens - Gloves are more appropriate for heavier exercise; mittens will keep your hands warmer when you're not moving much or when the temperature is very cold (fleece or wool blends)
- ☐ Waterproof covers for gloves and mittens
- ☐ Warm coat, preferably with a hood
- ☐ Hat - a large percentage of your body heat escapes from your head
- ☐ Complete change of clothes
- ☐ Canteen for water - filled; dehydration is a problem even in cold weather
- ☐ Personal Hygiene - toothbrush, toothpaste, soap, wash cloth, small shovel & toilet paper
- ☐ Emergency Kit - space blanket, waterproof matches, tinder, candle, mirror, short length of rope, whistle, alcohol wipes, different sized bandages, etc.
- ☐ Medication if required (EPI pens, etc.)
- ☐ Flashlight (make sure batteries are strong) extra if lightweight
- ☐ Pocket knife (if you bring a Tote'n Chip card)
- ☐ Compass
- ☐ Chapstick
- ☐ Mess kit
- ☐ Day pack - if appropriate
- ☐ Plastic trash bags for dirty and wet clothes
- ☐ Snacks for the trail - should be energy type foods, not candy
- ☐ Fire'm Chit card - if you will be involved with fire of any kind
- ☐ Totin' Chip card – if you will be carrying and/or using a knife, ax or hatchet



Your Scout Uniform

Every scout in Troop 520 is expected to wear their class A scout uniform to every troop meeting and troop function. In some cases we may wear our class B scout uniform (troop t-shirts). We will always wear our class A uniforms and neckerchiefs while traveling to and from camping/overnight events. Your scout uniform should be clean and presentable each time it is worn. Class A and class B uniforms are to be tucked in neatly. A neckerchief and slide are to be worn with your class A uniform. Many of our scouts have made their own special neckerchief slides from various materials and are encouraged to wear them as long they do not serve as an injustice to the uniform.

Your class A shirt may be a long sleeved or short sleeved shirt. The choice is up to your individual preference. Below is a listing of everything you will need for your class A uniform and how you can obtain these items.

New Scout Checklist

- ☐ Long sleeve OR short sleeve khaki shirt (recommend short sleeve)
- ☐ Scout pants (recommend the zip-off pants/shorts combo)
- ☐ Neckerchief (troop provides at crossover)
- ☐ Neckerchief slide (troop provides at crossover)
- ☐ Activity t-shirt (Class B uniform. Troop provides at Chicken BBQ)
- ☐ Hat (baseball style recommended)
- ☐ Cascade Pacific Council shoulder patch
- ☐ Unit 520 numerals (troop provides at crossover)
- ☐ Patrol emblem (troop provides when patrol name is decided)
- ☐ Dark green shoulder loops (troop provides at crossover)
- ☐ World crest emblem
- ☐ Eagle Valley District patch
- ☐ The Boy Scout Handbook (recommend the spiral bound version)
- ☐ Boy Scout Handbook protective cover/sleeve (trust us, you'll want this)

All of the items above can be obtained at one of the Scout Shops listed below. We recommend the Portland store because of its proximity and largest inventory.

Nor'West National Scout Shop
2145 SW Naito Pkwy
Portland, OR 97201
503.243.5022

Salem Scout Shop
4395 Liberty Rd. S.
Salem, OR 97302
503.226.3423

Longview Scout Shop
1339 Commerce Ave
Longview, WA 98632
360.423.6960

LaHaies
277 E Main St
Hillsboro, OR 97132
503-648-2341
Scout apparel,
patches, alterations.



What Can I Do As A Scout To Strengthen The Troop?

Youth Job Descriptions

Senior Patrol Leader:

- Engage older scouts in troop activities by asking them to lead specific training activities, merit badge leadership for sub-group, arrange field trip on a topic of their interest they would like to share, etc.
- Creates an agenda for and runs all troop meetings, activities, and the annual program planning meeting.
 - Completes this Annual Troop Planning Guide with monthly themes and preliminary activities of each weekly meeting. This is typically complete 3 months in advanced at quarterly planning meetings.
 - Reviews this completed Troop Meeting Outline with SM or ASM before start of meeting.
 - Appoints a “Camping Chair” to each of the campouts planned.
- Runs the patrol leader’s council (green bar) meeting. If he can’t go to the meeting he makes sure the ASPL or someone else is there with the agenda.
 - Completes the Green bar agenda outline and hands out copy to entire Green Bar 1 day before the start of the meeting.
 - Publishes this monthly agenda on website under forum for Green Bar meetings 1 day before start of meeting with notification sent to scribe and Green Bar committee.
- Appoints ASPL, Troop Quartermaster, Scribe, Librarian, Troop Guide(s) and Den Chief(s) with the counsel of the Scoutmaster. Assigns duties and responsibilities to others.
- Calls the patrol leaders at least 72 hours before a meeting with any information they need to pass on to their patrols.
 - Send weekly meeting announcements, via Scoutlander that contains an overview of Activates / Merit Badges / Planning / etc. that will be accomplished.
- Works closely with the Scoutmaster on all troop activities, by meeting weekly.
 - Also uses e-mail, text and meets with SM and Troop Mentors, as needed, outside of meetings to help with planning of activities, lessons and/or events.
- Meets with the patrol leaders for 5-10 minutes after each weekly meeting to coordinate.
 - Assign various patrol and assistant patrol leaders tasks that help in planning activities, campouts etc. on the Troop calendar.
- Candidate approved by the Scoutmaster, is at least 1st Class, and preferably has attended leadership training.
- Sets a good example, and wears the Scout uniform correctly at all scout functions.
- Reports to the Scoutmaster.



Assistant Senior Patrol Leader:

- Attends the monthly patrol leader's council (green bar) meeting.
- Follows the guidelines for the senior patrol leader's responsibilities and qualifications.
- Trains and gives direction to the Troop Quartermaster, Scribe, Historian, and Librarian.
- Sets a good example, and wears the Scout uniform correctly at all scout functions.
- Reports to the Senior Patrol Leader.

Patrol Leader:

- Creates an agenda for and runs the weekly patrol meeting and activities.
- Represents his patrol at the monthly patrol leader's council (green bar) meeting, and gives a report to his patrol during the weekly meeting.
- If he can't go to a meeting he makes sure his Assistant Patrol leader can or appoints someone else to take over, and gives them his notes or agenda. Then follows up with that person to find out what went on and what needs to be ready for the next meeting.
- Calls his patrol at least 48 hours before the meeting with any new or important information, and also to make sure everything is ready for the meeting or outing.
- Sets a good example, and wears the Scout uniform correctly at all scout functions.
- Reports to the Senior Patrol Leader.

Assistant Patrol Leader:

- Follows the guidelines set for the patrol leader, & attends the patrol leader council meeting.
- Leads the patrol in the patrol leader's absence, and helps him when he is present.
- Sets a good example, and wears the Scout uniform correctly at all scout functions.
- Reports to the patrol leader.

Historian:

- Collects and maintains troop information about meetings, outings, & service projects by taking pictures, and collecting literature, then putting them in an album with notations of location and who attended, including adults. (The Camping Chair can help you with attendance).
 - Publishes 1 to 4 pictures on public website displaying what we do as a troop
 - Archives the bulk of pictures on Troop picture archive system.



- Sends out announcements from time to time via Scoutlander notifying troop of new publications of Troop activities on the website or other sources.
- Sets a good example.
- Reports to the assistant senior patrol leader.

Librarian:

- Keeps a record of troop books, pamphlets, videos, etc.
 - Maintains Troop song book.
 - Leads Troop in Vesper and other patrol building songs / skits.
 - Plans campsite activities on camp outs and summer camp. When not able to attend a campout the librarian writes an agenda for the campfire and gives to replacement.
- Puts a pocket and card in each new book, and adds the title to the current list of articles owned by the troop.
- Report lost or missing books to the ASPL.
- Checks books in and out.
- Sets a good example, and wear the Scout uniform correctly at all scout functions.
- Reports to the assistant senior patrol leader.

Troop Guide:

- Introduces new Scouts to the troop program, and shields them from harassment.
- Helps new Scouts achieve first class in their first year or two.
 - Meets with each scout to review their advancements.
 - Motivates scouts to participate in the Troop.
 - Learns what new scouts want to do and becomes their advocate in Green Bar.
 - Arranges activities allowing new scouts to learn and achieve First Class advancement.
- Coaches the patrol leader on his duties.
- Assists the Patrol Advisor with training of the boys.
- Sets a good example, and wears the Scout uniform correctly at all scout events.
- Reports to the Patrol Advisor for the new patrol.

Quartermaster:

- Keeps records of troop/patrol equipment and makes sure it's in good working condition.
 - Maintains equipment lists with master copies stored on website.
- Issues equipment and makes sure it's returned in good condition.
 - Reports dirty or broken equipment to ASPL & camping/outdoor coordinator.
 - Makes suggestions for improvements of equipment and the management of it.



- Makes suggestions for new or replacement items to the camping/outdoor coordinator.
 - Prepares a budget and identifies new equipment to be purchased.
 - Ultimately is responsible for overseeing all steps to maintain & replace equipment.
- Sets a good example, and wears the Scout uniform correctly at all scout functions.
- Reports to the assistant senior patrol leader.

Scribe:

- Attends and keeps a record of the patrol leader's council meeting.
 - Prepares with help from SPL agenda for Green Bar meeting. Sends to Troop at least 1 day before the Green Bar meeting.
 - Takes notes and publishes Green Bar meetings minutes once a month or as needed.
 - Publishes Green Bar meeting minutes on website forum for "Green Bar Minutes".
 - Send out notices of minutes published, via Scoutlander, to entire troop.
- Creates a schedule of meeting topics and monthly activities to hand out to the members.
 - Works with the SPL to collect and publish topics to be discussed at monthly Green Bar meetings.
 - Maintains website calendar of all events and changes to the events as they near.
 - Sends out notices via Scoutlander of any changes to Troop calendar.
- Records individual Scout attendance at troop meetings and activities.
 - Produces a check list of names that are checked off as attending each weekly meeting / event / activity and turned into the Activities chair.
- Distributes and collects permission slips; collects money-turns both in to adult camping coordinator or adult treasurer as indicated.
 - Works with Campout Coordinator to collect and maintain proof of annual medical exams, permission slips and any other information required to be kept in Emergency Binder.
- Sets a good example, and wears the Scout uniform correctly at all scout functions.
- Reports to the assistant senior patrol leader.

Den Chief:

- Knows the purpose of Cub Scouting.
- Helps Cub Scouts advance through rank & assists with activities in the den meetings.
- Encourage Cub Scouts to join a Boy Scout troop.
 - Maintains communication with each Cub Scout troop's Scout Master.



- Offers help where needed in Cub Scout activities throughout year.
 - Attends Webelos Den meetings to talk about Boy scouts and invite them to Webelos woods.
- Attends Den Chief training before working with a den.
- Sets a good example, and wears the Scout uniform correctly at all scout functions.
- Reports to Den Leader (pack), and the Assistant Scoutmaster for the new patrol (troop).

Instructor:

- Each instructor is an older troop member proficient in a Scouting skill.
- He must also have the ability to teach that skill to others.
- An instructor typically teaches subjects that Scouts are eager to learn—especially those such as first aid, camping, and backpacking—that are required for outdoor activities and rank advancement. A troop can have more than one instructor.

Leave No Trace Trainer:

- The Leave No Trace Trainer specializes in teaching Leave No Trace principles and ensuring that the troop follows these principles on outings.
- He can also help Scouts learn the Leave No Trace award. He should have a thorough understanding of and commitment to Leave No Trace.
- Ideally, he should have completed Leave No Trace training and earned the Camping and Environmental Science merit badges.

Chaplain Aide:

- The chaplain aide assists the troop chaplain (usually an adult from the troop committee or the chartered organization) in serving the religious needs of the troop.
- He ensures that religious holidays are considered during the troop's program planning process and promotes the BSA's religious emblems program.

Bugler:

- The bugler plays the bugle (or a similar instrument) to mark key moments during the day on troop outings, such as reveille and lights out.
- He must know the required bugle calls and should ideally have earned the Bugling merit badge.



Order of the Arrow Troop Representative:

- The Order of the Arrow representative serves as a communication link between the troop and the local Order of the Arrow lodge.
- By enhancing the image of the Order as a service arm to the troop, he promotes the Order, encourages Scouts to take part in all sorts of camping opportunities, and helps pave the way for older Scouts to become involved in high-adventure programs.
- The OA troop representative assists with leadership skills training. He reports to the assistant senior patrol leader.

Troop Webmaster:

- The troop webmaster is responsible for maintaining the troop's website.
- He should make sure that information posted on the website is correct and up to date and that members' and leaders' privacy is protected.
- A member of the troop committee may assist him with his work.

Junior assistant Scoutmaster:

- A Scout at least 16 years of age who has shown outstanding leadership skills may be appointed by the senior patrol leader, with the advice and consent of the Scoutmaster, to serve as a junior assistant Scoutmaster.
- These young men (a troop may have more than one junior assistant Scoutmaster) follow the guidance of the Scoutmaster in providing support and supervision to other boy leaders in the troop.
- Upon his 18th birthday, a junior assistant Scoutmaster will be eligible to become an assistant Scoutmaster.
-

Offices held for 6 month terms. Elections held and appointments made during the last meeting in October and March. After discussing the job description with parents (remember this will be a commitment for them as well since they need to get you to the meetings), the boys may sign up for the desired positions during October and March. SPL candidates are approved by the Scoutmaster. **Voting** is to be done by secret ballot. The **troop** votes for SPL. The **patrols** vote for their own Patrol leaders. The **Patrol Leader** selects his Assistant Patrol leader. The remaining positions are on a volunteer basis and appointed by the new SPL with advice from the Scoutmaster. If a scout is not fulfilling his duties, and has been counseled without success, with the SPL and the Scoutmasters approval, the right to hold that leadership position will be removed.



What Can I Do As A Parent To Strengthen The Troop?

Adult Job Descriptions

Troop Committee Chairperson:

- Create an agenda and conduct regular monthly parent meetings.
- Organize the committee to see that all functions are delegated and tasks completed.
- New adult applications: review, call at least two of the references, sign, get charter representative to sign then give copies to Treasurer & Advancement Chairperson.
- Maintain a close relationship with chartered organization representative and Scoutmaster.
- Interpret national and local policies to the troop.
- Sign off on Eagle Projects and Applications with Eagle Committee approval.
- Ensure troop representation at monthly roundtables.
- Secure trained individuals for camp leadership.
- Recharter annually.

Scoutmaster:

- Train and guide boy leaders.
- Work with other responsible adults to give Scouting to boys.
- Help boys grow by encouraging them to learn for themselves.
- Use the methods of Scouting to achieve the aims of Scouting
- Meet monthly with the patrol leaders council for coordination and planning of troop activities. Meet weekly with SPL during troop meetings to coordinate.
- Attend all troop meetings or have a qualified adult substitute for you.
- Give a short report to the troop committee during their meetings.
- Attend as many training courses and roundtables as possible or send a qualified adult substitute.
- Take part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation.
- Conduct Scoutmaster conferences.
- Approve service projects and merit badges for rank advancement.
- Supervise troop elections for the Order of the Arrow.
- Make it possible for each Scout to experience at least 10 days and nights of camping each year.
- Participate in council and district events.
- Build a strong program using methods presented in Scouting literature.
- Conduct all activities under qualified leadership, safe, conditions, and the policies of the chartered organization and the Boy Scouts of America.
- Advises Senior Patrol leader on his choices for junior leadership within the troop.
- Approves Senior Patrol leader candidates.



Patrol Advisor:

- Work with a patrol & guide the patrol leader by answering questions, and providing resources.
- Help the patrol leader keep the meeting under control and focused. Discuss with the patrol leader what his meeting agenda is and what he is trying to accomplish before the meeting starts.
- Discuss the advancement needs of the patrol with the leader.
- Attend all troop meetings - if you can't go to a meeting then make sure another adult can cover for you and that they know the meeting agenda.
- Encourage the boys to: bring their books to meetings, wear their uniforms, take an active role in the patrol, and follow the Boy Scout Oath and Law.

Assistant Scoutmaster:

- Serve as the adult troop leader in absence of the Scoutmaster at meetings or events.

Secretary:

- Keep minutes of each meeting and distribute copies to each member of the Committee.
- Maintain and distribute a troop roster and yearly activity schedule to each family. Don't forget new scout families that join throughout the year.

Treasurer:

- Handle all troop funds. Pay bills with authorization of the troop committee.
- Maintain a troop checking account and individual boys savings accounts. Have this information readily available during each meeting.
- Report to the troop committee at each meeting.
- Lead in the preparation of the annual troop budget.
- Be responsible for the troop insurance program.

Camping/Outdoor Coordinator:

- Help in securing permission to use camping sites.
- If a boy is not attending very many of the outdoor events or summer camp, meet with the family to encourage participation.
- Work with the Quartermaster, Senior Patrol Leader, and Scoutmaster on inventory, storage, and proper maintenance of troop equipment.
- Maintain health records for all scouts and adults.
- Work with the Troop Scribe to secure permissions slips from boys attending scout functions, coordinate transportation and file tour permits with the local district office.



Fund-raiser Coordinator:

- Work with the treasurer on the troop budget.
- Organize fundraising opportunities as needed and acquire chairpersons for individual fundraising activities.

Advancement Chairperson:

- Encourage Scouts to advance in rank.
- Arrange and conduct troop boards of review as necessary.
- Conduct frequent courts of honor, at least quarterly.
- Develop and maintain a merit badge counselor list.
- Conduct troop resource surveys.
- File reports to the council service center of any merit badges or rank advancements earned by the scouts.
- Secure badges, certificates, insignia, merit badge applications, parent pins, and any other record forms.
- Provide advancement records to members of patrol leader's council to help them set the advancement schedule for the next month.
- Work with patrol advisors in maintaining individual advancement records for their patrol.
- Advise the Scoutmaster and troop committee about any changes in rank advancement.

Phone Tree Chairperson:

- Call parents to remind them of the monthly parent meeting.
- Call parents and/or scouts as directed by the Scoutmaster or other committee chairperson to inform them of events or activities.

Training Coordinator:

- Keep the adults of the troop informed of all training opportunities. These are listed in Compass Points and announced at Roundtable. Keep track of who has attended training. Conduct or find someone qualified to conduct "in unit" training for patrol advisors, merit badge counselors, boards of review, and Boy Scout Fast Start for new members.

Webelos Transition Coordinator:

- Schedule 2 or 3 recruitment activities during the year for Webelos and other boys wanting to join scouting; give troop calendar to Webelos leaders.
- Explain the troop program to new families, and provide them with copies of our troop program pamphlet, job opportunities, calendar, camp fees, etc.
- Distribute applications, check them for completeness. Give adult apps to the Committee Chair, and youth apps to the Scoutmaster for signatures. Then give them to the treasurer to send to district along with any fees due.
- Follow up with new families in the troop making sure they know what is going on.



Refreshment Coordinator for Court of Honor:

- Provide punch, napkins, small plates, and cups for refreshments. The troop will reimburse you for expenses.

Merit Badge Counselor:

- Be a registered adult member of the Boy Scouts of America.
- Men or women of good character over the age of 18.
- Be recognized as having the skills and education in the subjects for which they are to serve as merit badge counselors through vocation or avocation.
- Be able to work with Scout-age boys.
- The merit badge counseling relationship is a counselor-scout arrangement in which the boy is not only judged on his performance of the requirements, but receives maximum benefit from the knowledge, skill, character, and personal interest of his counselor.
- No individual may counsel a Scout in excess of five merit badges.
- Remember the Scout one on one policy (buddy system).
- Group instruction is only encouraged where special facilities and expert personnel make this most practical, or when there are only a few counselors available. However, this group experience should be followed by attention to each individual candidate's projects and his ability to fulfill all requirements.



Troop 520 Policies & Procedures

Uniforms:

Meetings - The Class A (tan) shirt is required. If the boys are coming from another event they are still expected to bring their scout shirt. Hats should not be worn inside the building, unless it is a scout hat and the boy is involved in a flag ceremony.

Outings - Either the Class A shirt and / or the Class B blue troop T-shirt. Whichever one is designated.

Court of Honor Ceremonies - The Class A shirt with the neckerchief and slide.

*****Parents: Please help your boys remember their uniform!***

Training:

Youth Protection Training required every two years - Adults who accompany scouts on outings or work with them as merit badge counselors or at the meetings must provide proof of a valid Youth Protection Certification.

<http://www.scouting.org/Training/youthprotection.aspx>

Youth Protection for the scouts is given annually.

Junior Leader Training is given to all boys who take a leadership position within the troop. This is usually held within a month of elections.

Campouts/Activities:

Permission slips - Activity permission slips are created and stored on-line in ScoutLander for each event and are controlled by the Outdoor Activities Coordinator. Sign-up opportunities are available anytime by logging into ScoutLander. Sign-ups for any event are due no later than the Friday two weeks before the scheduled departure date. Most of our events have an unlimited amount of spaces available. However, some events do have a maximum number of attendees allowed and this information is communicated. Any scout or adult who wishes to sign up after the cut-off date will be put onto a stand-by list. If someone cancels, that space goes to the first name on the stand-by list.

Cancellations - Please let the Outdoor Activities Coordinator know if you and/or your scout cannot attend an outing which you have already signed up for. This affects the number of drivers, our total food expenses, as well as knowing if everyone is present before departing. In an effort to minimize waste due to last minute cancellations, the policy has been enforced that those who cancel the Monday prior to the event departure



date or later, will forfeit any prepaid camping money, and will be charged for their planned portion of food expenses after the fact if their spot isn't taken by someone on stand-by. For exceptions to this policy, it is at the discretion of the Scoutmaster to determine if someone is entitled to a refund of their camping deposit.

Electronics - **NO** electronic devices are allowed on campouts with the exception of GPS devices. Mobile devices or personal music players with a GPS app are not to be brought to camp.

Behavior - The scouts are expected to follow the rules and do what is asked of them. If a scout's behavior becomes totally unacceptable, the parents will be called to come and get their son. No matter where we are at the time.

Meetings:

Time – The first Thursday of each month is a Green Bar meeting which begins at 6:30pm for all Patrol Leader levels. The third Thursday of each month is a Parent Meeting and also begins at 6:30pm. Troop meetings start at 7pm sharp. Please arrive 5 minutes before.

Scout Handbooks - The scouts need to bring their books to every meeting. This is their official record of advancement. If it's not signed off in the book, it's not done yet! If they are coming from another event they are still expected to bring their book.

Court of Honor - These are held every 6 months in April and October to acknowledge the boys achievements. They are held on standard meeting nights.

Attendance:

Expectations - The troop expects the scout to participate in meetings, outings, projects, etc. at a minimum level of 50%. This will affect his rank advancement after First Class when participation is a requirement.

Outings - A scout should be in attendance for planning sessions for an outing. One of these **has to be** the meeting previous to going, unless he is involved in a school or family function that is mandatory. In either case, he is required to call his patrol leader to explain why he won't be at that meeting.

Advancement:

Who signs off rank advancements requirements in the Handbooks...? The Scoutmaster, Assistant Scoutmasters, Patrol Leaders and First Class scouts as well as scouts who are cleared for particular skills by the Scoutmaster.

****Parents:** You cannot sign off requirements in your sons Scout Handbook.



Scoutmaster Conferences - Before going to the Scoutmaster check with the Advancement Chairperson to make sure all dates and signatures match what is recorded. Ask the Scoutmaster for a conference a week ahead so he can plan his time at the meeting. **The scout has to bring his book and must wear his Class A.**

Board of Review - After the scout has completed his Scoutmaster Conference, ask the Advancement Chairperson if she or he could set up a Board of Review. Again, a weeks notice would be nice so that the Chairperson can make sure the necessary adults are there for the review. **The scout has to bring his book and must wear his Class A.**

Merit Badges - The scout needs to receive **pre-approval** from the Scoutmaster, and get a blue card signed by the Scoutmaster **before** beginning on a merit badge. Then he can check with the Advancement Chairperson to locate a counselor.

Service Projects - For projects that are not part of the troop program, the scout needs to receive **pre-approval** from the Scoutmaster **before** beginning on an individual project. The service project form, pre-signed by the Scoutmaster, is then signed by the person who the scout did the project for, then returned to the advancement chairperson to be recorded for the scout.

Eagle Scout Project - When a scout is ready to start on his project, even if he doesn't know what he wants to do yet, he should discuss it with the Scoutmaster, who in turn will have him contact the Troop Eagle Advisor.



Troop Financial Policy

The treasurer and committee members take the management and stewardship of troop monies very seriously. Troop 520 has Treasurer who is responsible for all troop finances with oversight by the Committee. All troop finance can be reviewed by parents and scouts at any time. From time to time the treasurer will ask committee members to spot check records. Currently the troop is using Quickbooks as our financial program.

Scout Accounts: Each scout has an account used for billing items and receiving payment for those items. Debits and Credits for camping activities will be applied to that account. Scouts may also make deposits into the account to accumulate funds for upcoming events. Scouts with accounts in arrears of more than \$100 for a period of 60 days will not be permitted to participate in troop events that require a fee until arrangements are made with the treasure to balance the account. Statements are sent out via email on a regular basis. Parents can request a statement at anytime via email from the Treasurer.

Scout Dues: Dues are \$36 per year for scouts. Dues are billed in and collected in January of each year. If a Scout joins mid-year dues are prorated.

Parent Registration: If a parents wishes to be a registered committee member they are required to pays dues. Yearly dues are also \$24. The Scoutmaster, Assistant Scoutmaster, Committee Chair, Secretary, Activity Chair, Treasurer, Advancement Chair, Fundraising Chair are not required to pay dues. The Parent Patrol (aka, "Silverbacks") must pay their dues to be registered.

Campouts / Activities Payments – Our campout fees are calculated based on actual expenses. With the exception of Summer Camp, campout costs are determined based on actual totals for food and any reservations fees. Once the totals have been calculated that amount is divided by the total number of attendees. This payment will be automatically deducted from your sons scout account. A weekend campout on average cost between \$25 and \$35 per person. If the activity will cost more than \$25 the Activity Chair will advise all scouts.

Cancellations - Please let the Outdoor Activities Coordinator know if you and/or your scout cannot attend an outing which you have already signed up for. This affects the number of drivers, our total food expenses, as well as knowing if everyone is present before departing. In an effort to minimize waste due to last minute cancellations, the policy has been enforced that those who cancel the Monday prior to the event planned departure date or later, will forfeit any prepaid camping money, and will be charged for their planned portion of food expenses from their scouts individual account, after the fact if their spot isn't taken by someone on stand-by. For exceptions to this policy, it is at the discretion of the Scoutmaster to determine if someone is entitled to a refund of their camping deposit.



Reimbursement: All reimbursement requests must use the troop's reimbursement form. Receipts must accompany the form. Troop expenditures other than campout / activity costs must be approved by the Scoutmaster, Treasurer or the Committee. The food budget for campouts is \$3.00 per person per meal. If the designated campout Grubmaster requires money in advance to pay for the food and supplies, make arrangements with the Treasurer. If you spend less than the allotted amount, that money goes back to the Treasurer to be put into the troop account. Leftover food from the campout should either be divided up equally among the participating troop members or put into the scout pantry for the next campout.

Fundraising: It is important and expected that all scouts and scout families participate in fundraising activities. Fundraising allows our troop to keep scouting affordable for all families. Our biggest fundraiser is our annual Chicken BBQ held on Memorial Day weekend each year. Mark your calendar now!

Summer Camp: The average cost of summer camp is \$300 per scout. A \$90 deposit is due early to mid-March to secure your space. No specific due date can be put on the deposit until Council has released their itinerary. ***This \$90 deposit is non-refundable.*** Final payments are due early to mid-May. Cancellations between when the deposit is paid and two weeks prior to your camp date: a refund of all fees paid, less \$90 per scout. Within two weeks of camp date, no refunds are given unless the scout moves out of council, there is a death or serious injury in his immediate family requiring his attendance, he himself becomes ill. The deposit is always non-refundable.

The "Scotty Account": The Scotty Account is available for scouts that may need financial assistance to participate in the various activities. Please contact the Scout Master, Committee Chair or Treasurer if your family needs financial assistance.



Troop 520 New Scout Information Checklist

We're thrilled you've decided to join Troop 520!

This checklist is to help you make sure you've got all of the forms required for a successful and quick transition. If you are crossing over from Cub Scouts to Boy Scouts, please return this checklist along with all forms (noted herein) completely filled out to Kerry Spurgin (Committee Chair), Ron Comus (Scoutmaster) or Kathy Roberson (Advancement Coordinator) two weeks prior to your sons cross over.

If you are new to scouting, please return this checklist along with all forms (noted herein) completely filled out to Kerry Spurgin (Committee Chair), Ron Comus (Scoutmaster) or Kathy Roberson (Advancement Coordinator) at the first meeting your son attends.

Our regular troop meetings are on Thursday evening beginning at 7pm at North Valley Friends Church, located at 4020 North College Street, Newberg, OR 97132.

- ☐ Youth Application
- ☐ Adult Application
- ☐ Medical Forms (parts A, B and C). Remember parents and scouts to sign and date these forms.
NOTE: Part C is required by the BSA for all campouts exceeding 72-hours (ie... Summer Camp)
- ☐ Photocopies front and back of all medical insurance cards
- ☐ Youth Protection Certification (BSA required for all adults only)
- ☐ Troop 520 Resource Survey For Adults (page 29)
- ☐ Troop 520 Vehicle & Driver Information Form (page 30)
- ☐ Photocopies front and back of adult drivers license and proof of automotive insurance
- ☐ E-mail address and phone contact info for you and/or your scout so we may add you to our troops Scoutlander e-mail distribution list.

E-mail

Parent: _____

Scout: _____

Phone

Parent: (Home) _____
(Cell) _____

Scout: (Home) _____
(Cell) _____



Troop 520 Resource Survey For Adults

Boy Scouting is for adults as well as boys. We invite you to share your skills and interests so the best possible program can be developed for the Boy Scouts in this troop. In making this survey the committee wishes to find ways you can enjoy using your talents to help the Scouts.

Please return this survey to Kathy Roberson, the troop's Advancement Chairperson.
(Please print)

Name: _____

Home address: _____

Mailing address (if different): _____

City: _____ State: _____ ZIP Code: _____

Home phone: _____ Cell phone: _____

Occupation: _____ Favorite hobby: _____

Please check the areas in which you would be willing to help.

General Activities

- ☐ Campouts
- ☐ Hikes
- ☐ Swimming supervision
- ☐ Bookkeeping
- ☐ Outdoor activities
- ☐ Transportation of Scouts
- ☐ Transportation of equipment
- ☐ Other: _____

Special Program Assistance

- ☐ Participate in boards of review
- ☐ I have a workshop
- ☐ I have family camping gear
- ☐ I can make contacts for trips and activities
- ☐ I can help with fundraising
- ☐ I can substitute for the Adult Patrol Advisor during troop meetings as needed.
- ☐ I can help new families become familiar with our troop program
- ☐ I would like to be a merit badge counselor

Please check at least one skill, or part of a skill, that you would be willing to teach.

- | | |
|--|--|
| <input type="checkbox"/> Rope work (knots, lashings) | <input type="checkbox"/> Flag etiquette |
| <input type="checkbox"/> Cooking (nutrition, meal planning, transportation, storage and safe handling of food) | <input type="checkbox"/> Citizenship |
| <input type="checkbox"/> Camping (Leave No Trace, setting up a campsite, equipment use and how to pack it) | <input type="checkbox"/> Aquatics (safe swim, safety afloat, rescue, survival skills swimming strokes) |
| <input type="checkbox"/> Plants (poisonous, native) | <input type="checkbox"/> Fitness |
| <input type="checkbox"/> Local wild animals | <input type="checkbox"/> Fire building and safety |
| <input type="checkbox"/> Map and compass use / orienteering | <input type="checkbox"/> First-Aid / CPR |
| <input type="checkbox"/> Safe hiking, using the buddy system | <input type="checkbox"/> Celestial navigation |
| | <input type="checkbox"/> Conservation |
| | <input type="checkbox"/> Knife and ax handling |



Troop 520 Vehicle & Driver Information Form

**** The Boy Scouts of America requires that all persons who intend to transport Scouts or Scouters to or from an event must provide vehicle, driver and drivers insurance information.**

Driver Information

Drivers name: _____ Drivers DOB: _____

Drivers home address: _____

City: _____ State: _____ ZIP Code: _____

Home phone: _____ Cell phone: _____

Drivers license number: _____ State of issue: _____

Vehicle #1 Information

Year: _____ Make: _____ Model: _____ Color: _____

Vehicles seating capacity: _____ License plate: _____ State: _____
(including the driver)

Name on vehicles registration: _____
(if different than Drivers Name from Driver Information section above)

Vehicle #2 Information

Year: _____ Make: _____ Model: _____ Color: _____

Vehicles seating capacity: _____ License plate: _____ State: _____
(including the driver)

Name on vehicles registration: _____
(if different than Drivers Name from Driver Information section above)

Drivers Insurance Requirements

**** The BSA requires that all vehicles MUST be covered by a liability AND property damage policy with the following minimum requirements.**

	Public Liability (per person)	Public Liability (per accident)	Property Damage
Minimum coverage required	\$50,000.00	\$100,000.00	\$50,000.00
Your coverage			

**** Oregon State Law and the BSA require that seatbelts are to be worn by all persons in the vehicle.**

Drivers Signature: _____ Date: _____