

Boy Scouts of America Troop 125



2011 Chawanakee



2010 Cherry Valley



2009 Camp Kern



2008 Emerald Bay

Scout & Parent Guide

Originally composed by: Brad Nelson, ASM 2004 to 2007

... A work in progress, last update: September 2011
red font items require review and/or updating

<http://www.troop125.com/resources/handbook.pdf>

Dear Scouts and Parents,

Welcome to Troop 125, Verdugo Hills Council, Boy Scouts of America. This troop has provided a quality Scouting experience to the youth of our community since November 1938. Our charter organization is the Glendale Kiwanis. Troop meetings are held each Wednesday in the Joe Bridges Clubhouse at the Glenoaks Park from 7:00 to 8:30 p.m. during the September to June school year. Troop 125 goes dark during the summer, except for our annual summer camp.

Troop 125 continues to provide a quality program, for your son, through the willingness of our parent volunteers – working parents, busy parents, all parents – we need **you** to step up and get involved now! Please plan on attending our monthly Troop Committee meetings, usually held on the first Monday of each month. These meetings are open to all Scout parents, and we need, and would appreciate, your inputs and ideas as we plan out our activities.

This handbook includes the Troop's Code of Conduct, By-Laws, Camping Checklist, and Troop Resource Survey as well as other useful information for you and your Scout. Other resources can be found on our troop website, www.troop125.com, where you can sign up for Troop e-mails which is the single best way to stay in touch with our program and upcoming events.

Parents are expected to attend the annual Parent Meeting in September and our three Courts of Honor during the school year. Parents are also expected to help with transportation and support the Troop's fundraising activities. In addition, the Fall Family Potluck, Mother/Son Dinner, and Father/Son Dinner are fun Troop events that you will want to attend.

Your registration fee entitles you to the following:

1. THE BOY SCOUT HANDBOOK

Scouts – Please read chapters 1 & 2 and start working on How to become a Boy Scout.

Parents – Please remove the Parent Guide, then complete the exercise with your son, How to Protect Your Children from Child Abuse, and then please initial the check-box, in your Scout's handbook

2. One year subscription to Boys Life
3. Green shoulder epaulettes for your Boy Scout uniform
4. Patrol patch (to be presented once a patrol name has been selected)
5. Troop Quality Unit and 125 patch
6. Frequent e-mail bulletins to all troop families (sign up through www.troop125.com)

All Scouts are expected to wear their uniforms proudly. At meetings, Scouts wear their Class A uniform shirt, trousers or shorts, belt and socks. During campouts, Scouts either wear their Class A uniform (kaki uniform shirt and green pants or shorts) or Activity Shirt (Troop 125 T-shirt and jeans or shorts) to and from the Scouting event. Uniforms may be purchased at the Verdugo Hills Council Trading Post, Sport Chalet, or scoutstuff.org. Our Troop also maintains an *experienced uniform* bin that all families are welcome to use. And, when you attain the rank of First Class, you will be presented with a special Troop 125 neckerchief.

Good luck, and good Scouting,

Michael Diekmann, Scoutmaster

TROOP RESOURCE SURVEY (please print and turn in at your earliest convenience)

Scouting is for adults as well as boys. We invite you to share your skills and interests so we can develop the best possible program for our Troop. Through this survey, the Committee hopes to find ways that your talents can help our Scouts advance. Please fill out this questionnaire for each adult in your family (adult siblings are also welcome).

Last Name _____ First (Father)_____ First (Mother)_____

Home street address _____ City _____ Zip _____

FAMILY CONTACT INFORMATION

	Home	Work	Cell	E-Mail (1)	E-Mail (2)
Father					
Mother					
Scout (1)					
Scout (2)					

DRIVER & VEHICLE INFORMATION

	Driver's License	Make & Model	Seatbelts	License Plate	Hitch	Insurance Liabilities Per Person/Accident/Property
Father						
Mother						

1. Your vocation or hobbies that may be applicable to our Scouting program? _____

2. How YOU can help the Troop and/or Committee _____

3. Are you, or would you be willing to become, a Merit Badge Counselor (what subjects)? _____

<http://www.scouting.org/scoutsource/BoyScouts/GuideforMeritBadgeCounselors.aspx>

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

General Activities

- Campouts / Hikes / Outdoor activities
- Troop meetings
- Bookkeeping / Record Keeping
- Transportation of Scouts
- Storage of Troop equipment
- Web-site upkeep

Special Program Assistance

- I can participate in Boards of Reviews
- I have an SUV or truck
- I can help with troop equipment maintenance
- I can help coordinate special trips and activities
- I can coordinate fund raising (like popcorn sales)
- Other _____

5. Please check any Scouting skills you would be willing to teach.

- | | |
|--|--|
| • <input type="checkbox"/> Working with ropes (knots and lashings) | • <input type="checkbox"/> Camping |
| • <input type="checkbox"/> Conservation | • <input type="checkbox"/> Map and compass |
| • <input type="checkbox"/> Aquatics | • <input type="checkbox"/> First Aid |
| • <input type="checkbox"/> Knife, wood saw, and ax handling | • <input type="checkbox"/> Star study |
| • <input type="checkbox"/> Citizenship | • <input type="checkbox"/> Outdoor cooking |

TROOP 125 2011-2012 SCHEDULE

Last update: September 25, 2011 (red font entries still being worked)

See www.troop125.com for updates, permission slips, and much more

Legend: Patrol Leaders' Council (PLC), To Be Determined (TBD), To Be Announced (TBA), Order of the Arrow (OA)

AUGUST 2011

Sun-Sat August 7-13

Sun August 28 4:00pm

Mon August 29 7:00pm

Wed August 31 7:00pm

SUMMER CAMP - CHAWANAKEE

PLC (Diekmann's)

Troop Committee Meeting (Diekmann's)

First Troop Meeting (Mandatory for Scouts & Parents)

SEPTEMBER 2011

Mon September 5

Wed September 7 7:00pm

Wed September 14 7:00pm

Sat September 17 8:00am

Wed September 21 7:00pm

Wed September 28 7:00pm

LABOR DAY – Holiday for all schools

Troop Meeting

Troop Meeting

Deukmejian Wilderness Park (service hours)

Troop Meeting

Troop Meeting

OCTOBER 2011

Sat-Sun Oct 1-Oct 2 7:30am

Sun October 2 TBD

Mon October 3 7:00pm

Wed October 5 7:00pm

Wed October 12 7:00pm

Wed October 19 7:00pm

Fri-Sun October 21-23 TBA

Sat October 22 TBA

Wed October 26 7:00pm

CAMP JOSEPHO

PLC at Camp Josepho, or during drive home

Troop Committee Meeting

Troop Meeting

Troop Meeting

Troop Meeting

CAMPOREE – Camp Tecuya

Glendale Kiwanis Duck Splash

Troop Meeting / Fall Board of Review

NOVEMBER 2011

Wed November 2 6:30pm

Sun November 6

Sun November 6 4:00pm

Mon November 7 7:00pm

Wed November 9 7:00pm

Thurs-Sun November 10-13 TBA

Sat November 12 TBA

Wed November 16 7:00pm

Sat November 19 TBA

Wed November 23

Thurs-Fri November 24-25

Wed November 30 7:00pm

Fall Court of Honor & Family Potluck

Daylight Savings Time ends

PLC (Diekmann's)

Troop Committee Meeting

Troop Meeting

DEATH VALLEY CAMPOUT

Scouting for Food – bag drop-off

Troop Meeting

Scouting for Food - collection

No Troop Meeting

Thanksgiving – Holiday for all schools

Troop Meeting

DECEMBER 2011

Sun December 4 4:00pm

Mon December 5 7:00pm

Wed December 7 7:00pm

Fri December 9 6:00pm

Wed December 14 7:00pm

Wed December 21

Wed December 28

PLC (Diekmann's)

Troop Committee Meeting

Troop Meeting

TROOP CHRISTMAS PARTY (Diekmann's)

Last Troop Meeting for 2011

No Troop Meeting

No Troop Meeting

JANUARY 2012

Wed January 4

Sun January 8 4:00pm

Mon January 9 7:00pm

Wed January 11 7:00pm

Wed January 18 7:00pm

Wed January 25 7:00pm

No Troop Meeting

PLC (Diekmann's)

Troop Committee Meeting

First Troop Meeting for 2012

Troop Meeting

Troop Meeting

FEBRUARY 2012

Wed	February 1	6:30pm	Father & Son Dinner
Fri-Sat	February 3-4	TBA	SNOW VALLEY SKI TRIP
Sat	February 4		PLC during drive back from Snow Valley ski trip
Mon	February 6	7:00pm	Troop Committee Meeting
Tues	February 7	6:00pm	Pack 125 Blue & Gold Dinner
Wed	February 8	7:00pm	Troop Meeting
Tues	February 14	6:00pm	Pack 125 Blue & Gold Dinner
Wed	February 15	7:00pm	Troop Meeting / Winter Board of Review
Sat	February 18	TBD	Troop activity
Mon	February 20		President's Day – Holiday all schools
Wed	February 22	7:00pm	Winter Court of Honor
Wed	February 29	7:00pm	Troop Meeting

MARCH 2012

Sun	March 4	4:00pm	PLC (Diekmann's)
Mon	March 5	7:00pm	Troop Committee Meeting
Wed	March 7	7:00pm	Troop Meeting
Sun	March 11		Daylight Savings Time Begins
Wed	March 14	7:00pm	Troop Meeting
Sat-Sun	March 17-18	TBD	LAKE CAMPOUT – LOCATION TBD
Wed	March 21	7:00pm	Troop Meeting
Wed	March 28	7:00pm	Troop Meeting

APRIL 2012

Sun	April 1	4:00pm	PLC (Diekmann's)
Mon	April 2	7:00pm	Troop Committee Meeting
Wed	April 4	7:00pm	Troop Meeting
Sun	April 8		Easter Sunday
Wed	April 11		No Troop Meeting
Wed	April 18	7:00pm	Troop Meeting (Pat Novolanic award nominations)
Wed	April 25	7:00pm	Troop Meeting
Fri	April 27	TBA	Present Flags for Glenoaks Golden Oak Awards
Fri-Sun	April 27-29	TBA	LEO CARILLO FAMILY CAMPOUT (with PACK 125)

MAY 2012

Wed	May 2	7:00pm	Troop Meeting
Sun	May 6	4:00pm	PLC (Diekmann's)
Mon	May 7	7:00pm	Troop Committee Meeting
Wed	May 9	7:00pm	Troop Meeting
Sun	May 13		Mother's Day
Wed	May 16	7:00pm	Troop Meeting
Fri-Sun	May 18-20	TBA	PISMO BEACH CAMPOUT
Wed	May 23	6:30pm	Mother & Son Dinner
Sun	May 20	4:00pm	PLC (Diekmann's)
Mon	May 21	7:00pm	Troop Committee Meeting
Wed	May 23	7:00pm	Summer Camp Meeting (Mandatory for Scouts & Parents)
Mon	May 28		Memorial Day – Holiday for all schools
Wed	May 30	7:00pm	Troop Meeting - Troop Elections

JUNE 2012

Sun	June 3	4:00pm	PLC (Diekmann's) – develop 2012/2013 calendar
Wed	June 6	7:00pm	Troop Meeting
Sat or Sun	June 9 or 10	TBD	Troop Committee meeting to vet 2012/2013 calendar
Sun	June 10	TBA	Pack 125 Picnic
Wed	June 13	7:00pm	Troop Meeting - Spring Board of Review
Sun	June 17		Father's Day
Wed	June 20	7:00pm	Spring Court of Honor
Fri-Sun	June 22-24		BEACH CAMPOUT – LOCATION TBD

JULY 2012

Sun-Sat	July 29 – Aug 4	TBA	SUMMER CAMP – Camp Fiesta Island
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AUGUST 2012

USEFUL INFORMATION

Websites

Troop 125 www.troop125.com
Verdugo Hills Council www.vhcbbsa.org
Los Angeles Council www.boyscoutsla.org
San Gabriel Valley Council www.sgvcbbsa.org
On-line BSA Training <https://myscouting.scouting.org>
Merit Badge Requirements www.meritbadge.com
Misc. Scouting Information www.scoutmaster.org

Phone Numbers and email addresses

Scoutmaster, Michael Diekmann	818-790-7972	diekmann@earthlink.net
Committee Chair, Sirvart Mouradian	818-790-6535	smouradian@gusd.net
Outing Coordinator, Betty Fritz	818-547-0698	bettyfritz@sbcglobal.net
Advancement & Membership Chair, Kim Kunitake	818-956-0187	kimkunitake@charter.net
Board of Review Chair & Treasure, Debbie Izumi	818-429-8511	debizumi@yahoo.com

Uniforms and Supplies

Verdugo Hills Council - BSA

1325 Grandview Avenue
Glendale, California 91201
Hrs: Mon-Fri: 9am-5pm; 2nd & 4th Thurs:9am-8pm
(818) 243-6282; (818) 243-5169 (fax)
<http://www.vhcbbsa.org>

Los Angeles Council / Boy Scout House

2333 Scout Way
Los Angeles, CA 90026
Hrs: Mon-Fri: 8:30am-5pm; Sat: 10am-3pm
(213) 413-0575
<http://www.boyscoutsla.org>

Sport Chalet

920 Foothill Blvd
La Canada Flintridge, CA 91011
(818) 790-9800
<http://www.sportchalet.com>

San Gabriel Valley Council - BSA

3450 E. Sierra Madre Blvd
Pasadena, California 91107-1934
Hrs: Mon-Thurs: 10am-7pm; Fri:10am-5pm; Sat: 10am-3pm
(626) 351-8815
<http://www.sgvcbbsa.org>

<http://scoutstuff.org/bsasupply/>

Online BSA Store

Scout Guide

TROOP ORGANIZATION

A Boy Scout Troop is made up of many different kinds of people. Some are younger, some are more experienced, some are leaders and some are learning the qualities of leadership. Very often the best leaders may not be the most popular, but they are the most remembered.

LEADERSHIP STRUCTURE

The overall leader of the Troop is the Scoutmaster. He is responsible for the general activities of the troop including instruction, advancement, troop and patrol activities, as well as general supervision in helping the boys run the troop.

Next in line is the Senior Patrol Leader (SPL). The SPL is one of the most experienced scouts in the Troop who has a thorough understanding of all scouting principles and activities. He reports to the Scoutmaster and disseminates information and gives direction to the Patrol Leaders and his assistant, the ASPL. The Patrol Leaders help the SPL run the troop, and in case of an SPL absence, the ASPL takes over.

The Patrol Leader provides the guidance and direction for his patrol of approximately four to eight Scouts. It is his responsibility to assign tasks to his patrol on campouts. For example, the Patrol Leader determines tent layouts, who prepares the fire, who cooks, and who cleans. The Patrol Leader reports directly to the Senior Patrol Leader and may look to him or his assistant for help. The purpose of this Scout & Parent Guide is to help the Patrol Leader understand what to do. As time goes by, the Patrol Leader will enjoy the rewards of leadership which include the personal satisfaction of seeing his patrol members operate well, gaining their respect, and gaining leadership experience as he advances to higher ranks.

The Assistant Patrol Leader helps the Patrol Leader carry out the troop directions to their patrol. He also helps to supervise as well as participates in the various activities and jobs assigned by the Patrol Leader. The Assistant Patrol Leader reports directly to the Patrol Leader and is next in line to run the Patrol in case of a Patrol Leader absence.

The Troop Guide has a very important leadership role that links an experienced Scout with the Troop's newest members. Although he does not have Scouts report directly to him, the Troop Guide teaches and encourages the new Patrol, and to a lesser extent the Webelos II Scouts that will soon be joining the Troop. The Troop Guide works with an Assistant Scoutmaster to orient the new Patrol, and essentially "shows them the ropes".

CEREMONIES

One of the most important parts of a Troop meeting is the opening ceremony, or *Flags*. The opening ceremony sets the tone for the rest of the meeting. And when taken seriously by the scout leadership, the Troop usually functions better for the duration of the meeting.

If the structure of the Troop meeting is not maintained, there is a risk that little will be accomplished, and the meeting will be boring. Each Patrol Leader helps maintaining order during the Troop meeting, so that the SPL and Scoutmaster can focus on the theme and goals of the meeting.

Once the Patrol Leader has the attention of his Patrol, and they are in formation for the opening ceremony, the Patrol Leader's best form of leadership will be leading by example.

TROOP ACTIVITIES AND GAMES

The troop meets once a week during the school year. And these meetings should balance Scout themed activities and advancements, with fun. As a reward for being on time, the Troop will generally engage in a game at the beginning of the meeting, and wrap the game up, and settle down, before starting the meeting with *Flags*.

Competition is an important part of Scouting. It is fun to compete against other Patrols and when we are given the opportunity, it is also fun to compete against other Troops. Competitive games will give experience that can be applied to real life situations as well as the chance to win awards and recognition for the Troop.

The Patrol Leader and his assistant can help keep his fellow Scouts interested in the program and interested in participating. Patrol Leaders often give their Patrol encouragement to strive for their best performance, and this helps unify their group, and fosters camaraderie.

If you need some help, don't be afraid to ask one of the senior Scouts or adult leaders to give you a hand. *Scouting is a team effort.*

CAMPING

Scouting is to a large extent an outdoor activity. A large portion of the fun and adventure that Scouts enjoy takes place outdoors. All different types of camping can be fun if everyone is prepared. It is the job of the Patrol Leader to see that his group is properly organized, and that the Patrol campsite is set up in a proper and safe manner.

Remember - if things are forgotten like food or camping essentials, it can seriously impact the Patrol,

and scheduled activities. Remind your patrol members to "**Be prepared!**".

CAMPSITE PREPARATION - ON ARRIVAL

First thing! Hang up the Duty Roster! Let there be no doubt in any one's mind what they have to do. Place the duty roster where everyone can see it.

The Patrol Leader should assign tasks that will keep the whole Patrol engaged in camp preparation. This means parallel-tasking of all members to avoid some Scouts having to wait for other Scouts to finish-up, before they can begin their job.

Prior to arriving at camp, the Patrol Leader should be cognizant of Scouts who may need to fulfill a Tenderfoot or Second Class requirement of tent pitching and/or campsite selection, and allow those Scouts to complete these requirements. The Patrol tents should be set up quickly, and gear stowed before any play activities begin.

Tents: Before the Patrol tents are pitched, the Patrol Leader will select a site (unless a Scout needs to fulfill a Second Class requirement), and will describe how the tents are to be arranged, which direction the doors will be facing, and any safety issues (walkways, fire-ring, potential flash-flood areas, etc) that should be considered. The Patrol Leader will then assign two Scouts per tent, and those two Scouts will be responsible for clearing the ground area for their tent, placing the ground cloth, pitching the tent, and storing their gear in the tent.

Fire: Depending on the campsite, the Patrol Leader may assign two Scouts to gather kindling and firewood for the Troop's campfire. If this is the first assignment after campsite setup, make sure that Scouts do not venture too far away, until they become familiar with the area, and can easily find their way back to camp.

Ax Yard: Depending on the campsite, an Ax Yard may be setup to allow for the safe cutting and splitting of firewood. This area should be clearly marked by boundary ropes, and for safety reasons only one Scout should be assigned to the Ax Yard at any one time.

Cooking: Before each meal begins, the Patrol should look at the Duty Roster to see who will be involved in food preparation, cooking, and cleanup. These three tasks should be rotated from meal to meal, so that each Scout experiences different phases of meal preparation and cleanup.

If a Scout is working on his First Class cooking requirement he is to prepare the Duty Roster for cooking on his own. The Patrol Leader can give that Scout advice, but please let him do this important job on his own.

The jobs that are to be assigned for each meal are as follows:

Cook: Prepares meals and washes utensils used for preparation.

Assistant Cook: Helps with food preparation. Washing vegetables, cutting, chopping, slicing tasks, and opening packages or cans, etc. The Assistant Cook handles preparation, so that the Cook can focus on cooking the meal. The Assistant Cook may also help the Cook as requested.

Fire: Makes sure that there is a bucket of water close to the cooking area in case of emergency. And surveys the area for potential fire hazards (overhanging trees, loose clothes, paper towels, Scout handbooks, etc).

KP (Kitchen Police) Duty: Scout(s) assigned to KP duty are responsible for heating a pot of water for dish washing and rinsing; and remember, the rinse water needs to be hot to help disinfect the dishes after washing. KP Scout(s) insure that each Scout cleans up after himself, and brings their dishes to the wash area for cleaning. They wash, rinse, and dry dishes, pots, and pans. They throw out the trash, so that animals will not scavenge, they make sure the eating area is clean, and that all food items have been properly stowed.

Water: Retrieves drinking water and water to wash mess kits, dishes, pots and pans.

CAMPSITE INSPECTION

Campsite inspection should be performed intermittently, to insure that the campsite is orderly, clean, and functions properly. The following list can be used as a guide to insure that the campsite is setup properly. Some items are for safety, and some for convenience, but all listed items are important.

Tents

1. Are all tents set up properly?
2. Are the insides of the tent neatly arranged?
3. Does each tent have a ground cloth and rain fly?
4. Was the ground bed properly prepared?
5. Are sleeping bags and duffle bags stored neatly?

Fires

1. Are all fires areas at least 15 feet from any tent?
2. Is the ground cleared for at least 10 feet from each fire?
3. Is there a water bucket to put out a fire in the case of an emergency?
4. Is there enough firewood?
5. Is the firewood protected?
6. Does the Ax Yard have a well marked boundary?
7. Are all cutting tools sharp and stored in a safe manner?

General

1. Is the Duty Roster posted?
2. Is the Outdoor Code being followed?

Breaking Camp

1. Have all tents been stored properly with no parts missing? If not, a list of repair or replacement needs should be handed to the Quartermaster when the equipment is turned in.
2. Has all garbage been properly disposed of?
3. Has the campsite been swept for trash?
4. Is the campsite in better condition than when the Troop arrived?

TROOP JOB DESCRIPTIONS

SENIOR PATROL LEADER

- Appoints Assistant Senior Patrol Leader who will function as Senior Patrol Leader in his absence.
- Sends out PLC meeting notice with required actions for meetings, and conducts PLC meetings monthly.
- Works directly with Patrol Leaders and adult leaders on Patrol responsibilities for Troop meetings and outings.
- Works with the Assistant Senior Patrol Leader to guide and oversee the following Troop Leadership positions: Patrol Leaders, Troop Guide, Historian, Librarian, Quartermaster, and Scribe. Makes sure that each is performing his duty.
- Coordinates with any planned speakers or Troop guests on their availability. Leads all Troop meetings and outings.
- Helps any members of the Troop with advancement through First Class, either by teaching the required skills or working with the Patrol Leaders and Troop Guides to set up training sessions during meetings and outings that enable Scouts to meet those requirements.
- He is responsible for placing Scouts with drivers for all outings. Is responsible for maintaining a count of all Scouts present for these activities and accounts for each Scout during all stops.
- Conducts regular uniform inspections for all Scouts.

PATROL LEADER

- Appoints an Assistant Patrol Leader who will function as Patrol Leader in his absence.
- He reports directly to the Senior Patrol Leader and may look to him or his assistant for help.
- Provides the guidance and direction for his Patrol.
- He is responsible for assigning tasks to his Patrol on campouts.
- Determines the Patrol tent layout for campouts, cooking and eating areas; and establishes the Duty Roster for food preparation, cooking, and cleaning (on a rotation bases).
- Helps any members of his Patrol with advancements, and can be asked to help teach

required skills as the Troop engages in training sessions during meetings and outings.

- Conducts uniform inspections prior to the start of each Troop meeting.

TROOP GUIDE

- Works with the new Scout Patrol(s) to ensure that the new Scouts are acclimated to the Troop's way of doing business, and helps orient the new Scouts for meeting, and outing events.
- Help train the new Scout Patrol Leader to properly run his patrol.
- Helps new Patrol plan for outings, including equipment lists, menu planning, duty roster, etc.
- Help the new Scouts with advancement through First Class, either by teaching the required skills or by setting up training with older Scouts to meet the requirements.

SCRIBE

- Collect attendance/inspection sheets at each event. If not present at a meeting or outing, prearranges for another Scout to gather the information for recording later.
- Provides reports to the PLCs on patrol attendance and inspections each month.
- Write letters on behalf of the Troop -- letters of inquiry, Thank You letters to all who assist the Troop in any way, invites Webelo II's to visit the Troop, and invites special guests to Troop events.
- Some letters may be at the request of leaders, but most should be initiated by Scouts when an outside individual has assisted the Troop. Letters should be brought to Troop meetings to be approved before mailing, so that the Troop is aware of the content of each correspondence being mailed out.
- A file of all such correspondence is to be kept by the Scribe.
- Act as a recording secretary for PLC meetings, in particular, noting Action Items, who is responsible for the Action, and when it needs to be done. Based on the discussions, prepares the final Troop meeting plans/calendar and distributes the plan to the Patrol Leaders.
- Forwards camping log to Troop Advancement Chair.

QUARTERMASTER

- Arranges for storage and keeps track of all Troop equipment. Keeps an inventory of all Troop and Patrol equipment.
- Works with Patrol Leaders to determine that all Patrol equipment is being maintained properly by intermittent inspections, typically at the Troop meeting following the scheduled outing.

- Is responsible for checking equipment out and checking it back in on return. Makes sure that returned equipment is clean and in good working order, and will coordinate the repair or replacement of any damaged or lost equipment.
- Assesses Troop equipment needs for outings and events (e.g., number of Troop tents, Patrol Boxes, lashing poles, stakes, etc.) and is responsible for drawing that equipment and returning that equipment.
- With assistance from the Senior Patrol Leader and Scoutmaster, oversees the annual redistribution of Patrol equipment so that each Patrol has a fair share of equipment based on the make-up of their Patrol.
- Makes suggestions for new or replacement items.

HISTORIAN

- Keeps a journal of Troop events for historical purposes. Includes reports of each outing or activity and documents with photographs and maps when possible. This journal should be made available at each Court of Honor so that Troop members and families may review it.
- Such a journal may be used by the Troop in future years to look back and know what kinds of activities the Troop was engaged in. And the journal can also be used for recruiting new Scouts.
- Maintains a Troop album for showing at the annual Troop dinner to Cub Scout Pack. Obtains pictures from recent trips to keep the album current, and removes pictures from older trips.
- Gathers as much history of the Troop as possible, in whatever form is available. Collects pictures and other artifacts when available.
- Keeps an archive on places to go and trips the Troop has made. A short write-up of each past trip - indicating numbers to call for reservations, facilities, positive/negative impressions, etc. Also collects and catalogs articles on potential places the Troop could go on outings. Provides this information to people planning future trips as requested.
- Takes care of Troop trophies, ribbons, and other awards.

LIBRARIAN

- Keeps a library of merit badge pamphlets and other Troop materials available for check out and use by Troop members and leaders. Keeps track of who has what material and is responsible for having the material returned.
- Keeps an inventory of all library material.

BUGLER

- Plays the bugle, as requested by Troop, including campouts and flag retirements.
- Upon request, plays Reveille at the beginning of Troop Meetings and Taps at the conclusion of Troop Meetings.

CHAPLAIN'S AIDE

- Keeps Troop leaders apprised of religious holidays when planning activities
- Assist the Scoutmaster/Senior Patrol Leader in meeting the religious needs of Troop members while on activities.
- Encourages saying grace at meals while camping or on activities as well as leading the Troop in an invocation before a special Scouting event.
- Tells Troop members about religious emblem program of their faith.

WEBMASTER

- Manages digital outing documents and uploads these documents to the Troop website on a regular basis.
- Updates the Troop Calendar and outing pages.
- Obtains photos from Historian and uploads to Website.
- Obtains Website improvement ideas at PLCs and work on these improvement ideas.
- Works with the adult leaders and Committee Members on website needs and updates.

PATROL LEADERS' COUNCIL (PLC)

The Patrol Leaders' Council PLC is comprised of all Troop Leaders: Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders, Troop Guide, Scribe, Quartermaster, Historian, Librarian, and the Scoutmaster and Assistant Scoutmasters. And, Scouts in other Troop leadership positions such as Bugler, Chaplain's Aide, and Webmaster are encouraged to attend and contribute to these meetings.

The PLC will usually meet on the first Sunday of each school month, at a location and time to be announced.

The Scribe shall keep a record of the decisions made by the PLC and the planned events. The PLC meets once per month to plan and confirm the next month's Troop calendar, and works on a two month tentative look-ahead calendar. These plans will then flow to the Troop Committee via Scoutmaster for discussion and approval.

The Patrol Leaders' Council shall be the Troop governing body. It shall have the authority to hear complaints concerning individual Scouts, adult leaders, and past or upcoming Scout events. The PLC shall recommend disciplinary action (in the case of a Scout) up to, but not including, expulsion from the Troop. Any expulsions from the Troop shall be the responsibility of the Troop Committee. In the case of a complaint concerning an adult leader or a Scout outing/activity, after hearing the complaint, the PLC may forward the complaint to the Troop Committee Chair.

Any Troop or Patrol officer may be removed from office for failure to do his job properly by a two thirds vote by the PLC. And the PLC shall be responsible for appointing a replacement Scout to fill the vacant position, until the next Troop election.

RULES OF CONDUCT

See Troop 125 Code of Conduct on the following page.

IMPORTANT:

Scouts who display behavioral differences, or who cause frequent disruptions to the Troop, will be required to have a parent attend, and supervise their Scout at all events including, but not limited to, weekly Troop meetings, campouts, and community service events. This extra supervision is important since the Scoutmaster, Assistant Scoutmasters, and adult leaders will be focusing their attention on the Troop, and Troop program, as a whole.

Code of Conduct

As a member of Troop 125, I _____ understand that my participation in
(Scout name)

Scouting requires responsibility on my part, to always behave in accordance to the Scout Oath, Scout Law, Outdoor Code, and the Troop 125 Code of Conduct as described below:

1. I will not be disruptive, I will pay attention, and I will show respect to Adult Leaders, elected Scout Leaders, all Troop members, and non-Troop guests.
2. I will be on time, and in the proper uniform for all meetings and scheduled Scouting events.
3. I will participate in, and support the activities of, my Patrol and Troop to the best of my ability.
4. I will not haze, threaten, injure, intentionally embarrass, or verbally abuse another person.
5. I will not make offensive comments based on a person's race, creed, or life-style choices.
6. I will respect and not abuse the property of others, including our Troop equipment.
7. I will not borrow another person's property without asking for their permission first.
8. I will not leave a meeting, or Scouting activity without an adult's knowledge and permission; and if I need to go somewhere within the Scout activity, I will use the Buddy System.
9. I will not use profanity, drugs, alcohol, or tobacco while at any Scouting function.
10. I will use matches and stick lighters only when appropriate and safe to do so, and only if I have my "Firem'n Chit" (Cigarette lighters are not appropriate.)
11. I will follow the "Totin' Chip" rules when using knives, axes, and saws.
12. I will not take dangerous or unauthorized items (such as fireworks, firearms, illegal weapons, sling shots, laser pens, etc.) to Scouting activities.
13. I will not take electronic devices to Scouting activities unless authorized by the Scoutmasters.
14. I will perform the duties of my office, or my assigned position, in a responsible manner, to the best of my ability.
15. I will not ask another Scout to perform a task I am not willing to do myself.
16. I will attempt, by word and deed, to bring honor to my Patrol, my Troop, and myself.
17. I understand that when I am with my Patrol or Troop, whether in public or a private Scouting activity, whether in uniform or not, my conduct and demeanor reflects directly upon my Troop.

The Scouts of Troop 125 elect the Senior Patrol Leaders and the Patrol Leaders to run the Troop through the Patrol Leader's Council (PLC).

Disciplinary Action for Improper Behavior:

The PLC will initially address any violations of the Code of Conduct; however more severe violations of the Code of Conduct may be referred to the Scoutmaster or Troop Committee. Disciplinary Action can include a verbal warning, writing a letter of apology, writing a letter on a Scouting Topic (e.g. from the Scout Law), suspension from Scouting activities, removal from leadership position, or ultimately suspension from the Troop. Any suspensions from Troop activities or Troop membership will be rendered by the Troop Committee.

I will do my best to live up to the Scout Oath, Scout Law, the Outdoor Code, and agree to follow this Code of Conduct:

Scout's Signature _____

Date: _____

Parent's Signature _____

Date: _____

Last update: September 11, 2011

CAMPING / BACKPACKING CHECKLIST

(these are the Scout 10-essentials)

WATER/FOOD

- Water and refillable water bottle
- Iodine tablets or water filter (for backpacking)
- Breakfast, Lunch and Dinner (coordinated by the Patrol)
- Snacks – “Trail mix” type in sealed bag
- Juice/Gatorade
- Stove, fuel, and backup fuel (coordinated at the Troop level)
- Stick matches or fire starter
- Pots, pot holder (in Patrol Box)
- Plates, cup, knife, fork, spoon (personal mess kit)
- Extra Ziploc freezer bags
- Paper towels
- Bear canister (for backpacking)

SHELTER

- Backpack (for backpacking) or Duffle bag (for car camping)
- Sleeping bag
- Air mattress or ground pad
- Tent and ground cloth (coordinated at the Troop level)

CLOTHES – Extra clothes

- Hiking boots (for backpacking) or sturdy closed-toe shoes for car camping
- Full Class A uniform
- Activity T-Shirts
- Sunscreen, Hat, and sunglasses (optional)
- Underwear
- Shorts
- Socks
- Long pants
- Long-sleeved shirt
- Sweater
- Jacket
- Poncho or rain gear
- Sandals/Sneakers

TOILETRIES

- Personal toilet paper
- Toothbrush/toothpaste
- Comb
- Sunscreen
- Soap
- Towel
- Insect repellent
- Glasses
- Contact lens and solutions
- Prescription drugs (advise adult leaders of prescription drug needs and usage)

FIRST AID KIT

- Advil, Tylenol, or aspirin (advise adult leaders of prescription pain medications)
- Itch medicine
- Allergy medicine
- Ace bandage (optional)
- Band-Aids

- Second Skin/Moleskin
- Neosporin
- Emergency blanket

FUN

- Books
- Binoculars
- Camera and extra batteries
- Playing cards
- Games (no electronic games please)
- Field guides

MISCELLANEOUS

- Flashlight or Headlamp with extra batteries
- Compass and Map (optional)
- Hiking stick (optional)
- 50 foot nylon rope (optional)
- Handheld flashlight and optional headlamp, and extra batteries
- Money & ID
- Paper & pen
- Wrist watch (optional)
- Pocket knife if Scout has Tot'in Chip card
- Whistle (optional)
- Trash bags (optional)
- Duct tape (optional)

PATROL BOX CHECK LIST

UTENSILS

- Water Jug
- 2 Propane Bottles (Full)

COOK KIT

- Camp Stove
- Griddle
- Frying Pan
- Large Pot
- 3 piece Pot and Pan set

CLEAN UP KIT

- 2 Cleaning Buckets
- 2 Scrub Sponges
- Liquid Dish Soap
- Cleanser
- Dish Towels

UTENSILS

- Spatulas
- 2 Knives
- Potato Peeler
- Tongs
- Serving Spoons
- Can Opener
- Cutting Board

SUPPLIES

- Aluminum Foil
- Paper Towels (extra roll of paper towels)
- 2 Boxes of Kitchen Matches
- Cooking Oil
- Hot Pad or Oven Mitt
- Salt and Pepper
- Zip Lock Bags
- Large Trash Bags

Parent Guide

PARENTS GUIDE - QUICK START

An old salt-of-the-earth Boy Scout summer camp Counselor asked a group of Scoutmasters, "What do your boys want from Scouting program?" And then he said, "If they reply, 'I want to hang-out with my buddies, or I want to be an Eagle Scout.' that is not the right answer."

"But if they reply, 'If I become lost in the woods, I want to be able to orient myself to find my way back, I want to learn how to build a shelter, make a fire, cook a meal, and clean-up after myself. I want to learn First Aid skills and how to rescue people faced with a variety of emergencies. I want to give back to my community through service and good deeds, and help other Scouts and individuals accomplish their goals.' Then that is the right answer, and that is a Scout who will go far in this program and life."

Parent information:

- Parent involvement is needed, expected and welcome! We appreciate new idea, ways of accomplishing tasks, and we appreciate your help, in any capacity.
- The Troop decision-making body is the Troop Committee. All parents are welcome at our monthly Committee meetings, and it's a great way to stay informed on what's happening within the Troop. Please see the Troop calendar for meeting dates, plan on attending, and get involved!
- Each Troop outing will have a fee associated with it – usually comprised of a "camp" portion, and a "food" portion. Shopping for the Patrol's meals is a requirement for rank advancement, and is done on a rotation bases, so don't be surprised when your son comes home one day and says, "We need to go shopping for the Patrol."
- We attempt to have one overnight trip and one day event each month. Some months have more, others less. Your Scout will not have a problem with meeting rank advancement requirements if he attends these outings.
- If you are interested in being an Assistant Scoutmaster, please step forward! A constant flow of new leadership invigorates the Troop, and keeps it running smooth and consistent. In the past, when our adult leader numbers have dwindled, the Troop has had to cancel some outings. BSA requires 2-deep adult leadership at any Scout meeting or event. Our Troop likes to have a minimum of 4 adult leaders on any outing, in case we need to split the Troop up into two groups, or in case of emergency where one Scout may need to be transported home, or to another destination.
- Troop Meetings start at 7:00pm, and a added incentive for arriving on time is that our Troop game is played at the beginning of the meeting.
- Parents should always come into the Clubhouse, when dropping off, and picking up their son. Important announcements are made at the end of each meeting, take home material may be

distributed, and as a courtesy to the adult leaders, please make contact before, and after each meeting.

OTHER INFORMATION FOR PARENTS

Boy Scouts is a young men's organization. It teaches boys the skills and leadership responsibilities that they will rely upon as men. They will get as much out of the Scouting program as they put into it.

Unlike the Cub Scouts, the Boy Scouts is a boy-run program. The SPL runs the Troop meetings. And the adult leaders monitor what is happening, and will only step in when needed. The Patrol Leaders teach Scouts skills individually and as a group. Usually, at a meeting, one Patrol Leader will be charged with teaching a skill and another will demonstrate the skill. Until the boys reach the rank of First Class, they must bring their Scout Handbook to each Troop meeting and outing, to record what they have completed, and to check what they need to do in the future to attain their next rank. The Patrol Leaders review the required skills with individual Scouts and when ready, recommend that the Scout ask for a Board of Review. The Board of Review will be a group of older Scouts for Tenderfoot, Second Class, and First Class rank advancement. After successfully completing the Board of Review, the Scout must ask the Scoutmaster for a Scoutmaster's Conference. This will test their comprehension of material learned, Scout skills, and Scout spirit, in order to reach their next rank.

For the rank of Star and Life, a Scout will also be required to go before a Board of Review (a group of parents) and they must complete a Scoutmaster's Conference. It is the Star and Life Scout candidate's responsibility to contact the Board of Review Chairperson, to request a Board of Review. At the review, the Scout is expected to wearing his full Class A uniform, he will answer questions about his achievements, as well as demonstrate skills he has learned along the way.

There are three Court of Honor (CoH) meetings held each year. At this time, Scouts are recognized for achieving new ranks, earned merit badges, and other advancements. This is a special time for Scouts and parents alike. Rank advancement patches are presented to the Scout, and a rank advancement pin (to be worn on an Advancement Ribbon) is presented to the Scout's mother.

Eagle Board of Reviews are performed by the Council (not the Troop), and their Court of Honor is held as a separate event, usually planned by the parents of the individual(s) who have earned this rank.

WHAT CAN YOU DO TO HELP?

Parents, the Troop leaders ask that you please review your son's Scout Handbook on a regular basis, in the area of rank advancements (toward the back of their book). The adult leaders cannot keep track of every Scout's individual requirement sign-offs. And some Scouts, who were very close to attaining their next rank, did not do so at a Court of Honor, because we did not know how close the Scout was to rank completion. Staying on top of your Scout's rank advancements helps the adult leaders, and helps your son advance in the most expeditious manner.

Also, it's good to stay abreast of the skills your son is learning during our Troop meetings. The boys are regularly required to demonstrate how to tie certain knots (square knot, two half-hitches, taut-line, bowline, clove hitch and timber hitch). Ask your son what knots the Troop is currently working on and how to tie them, and then ask your Scout what each knot is used for. The boys also need to know their 10 essentials: pocketknife, First Aid kit, extra clothing, flashlight, poncho, water bottle, map (optional) & compass, matches or fire starters, sun protection, and trail food.

As the Scouts earn new rank and merit badges, these badges should be added to their uniform. The Scout Handbook has illustrations inside the front and back cover to help you properly locate these badges on their Class A uniform.

HINTS FOR SEWING ON BADGES

- Before sewing on your scout's patches, consult <http://www.troop125.com/resources/uniform.htm> for exact placement of each badge.
- Have the Scout try sewing on one of the large badges – sewing is a life skill, and it's time to learn.
- Hint: sew the troop numbers together as a unit (number to number), then flatten them out and sew the new single large badge onto the uniform. This prevents the numbers from moving during the sewing process, and prevents awkward spacing.



- Try securing the badges to the uniform with Scotch tape before sewing, and sew through the tape. (Some parents have used a light tacky-glued to hold the badges in place, and then sewn the badges in place.)
- If you are in need – some Dry Cleaners will sew on badges for a fee. And the Verdugo Hills Council usually has a staff member who can provide this service for a fee, on a shirt-by-shirt, or

merit badge sash basis, please contact the Council for this service.

- If you think your son will be tall, buy the large merit badge sash and tack the top seam together to fit your son. As he grows you can let the top stitching out and add badges at the top to fill in the space. This means you don't have to re-sew all those badges on a new sash in two years. (The merit badge sash is not normally worn at Troop 125 meetings until the Scout has attained at least six merit badges.)

BE PREPARED

To move up in rank, the Scouts must do their own grocery shopping for campouts. Their menu plan will be approved by an adult leader, and they will need to go shopping before the campout. The boys in the patrol have determined what they want to eat – it may not be what you want, but remember, they will live through the meals and they will learn more as they go through this process over and over.

BLUE CARDS

Blue cards are used to document a Scout's work to earn a merit badge. When he receives a merit badge he will also receive a Blue card documenting his work. If he decides to earn the Eagle Rank, he will need the blue cards to document the attainment of required merit badges. Badges earned at camp and other venues often cannot be duplicated. If they are lost, the boy might have to repeat the merit badge. Suggestion: use plastic baseball card holders in a binder to file blue cards as the Scout goes up in rank.

NEED AN APPLICATION OR BSA FORM?

The Verdugo Hills Council website has almost all the forms on line – and you can print them out at home.

<http://vhcbsa.org/forms/index.htm>

**RULES AND REGULATIONS OF TROOP 125,
VERDUGO HILLS COUNCIL,
BOY SCOUTS OF AMERICA**

TROOP ORGANIZATION

1. The troop shall be organized as indicated in the Scoutmaster's Handbook, Boy Scouts of America.
2. The sponsoring organization for Troop 125 is the Glendale Kiwanis.
3. The troop committee consists of the Scoutmaster, Assistant Scoutmasters, Committee Chair, Committee leadership positions, and all parents willing to participate.
4. The Troop meetings shall be held every Wednesday at the Joe Bridges Clubhouse (at Glenoaks Park), at 7:00 to 8:30 p.m. during the school year.

TROOP OFFICERS

Senior Patrol Leader (SPL)

1. To qualify for nomination, the Scout must have attained the rank of Star or higher, and has served as Patrol Leader or Assistant senior Patrol Leader for at least one school year. He should also have indicated a proficiency in Scouting, have strong leadership ability and be of good character.
2. He shall be elected by the Troop. His appointment is authorized by the Troop Committee on the Scoutmaster's recommendation.
3. His term of office shall be one school year in duration, from August to June, unless the SPL turns 18 during the school year. No Senior Patrol Leader shall serve more than one year.
4. In the event the Senior Patrol Leader is unable to complete his term of office, the Assistant Senior Patrol Leader shall serve out the remainder of his term, and the Troop's Patrol Leaders' Council shall appoint another Assistant Senior Patrol Leader.

Assistant Senior Patrol Leader (ASPL)

1. To qualify, a Scout must have attained the rank of First Class or higher and have served as a Patrol Leader or Assistant Patrol Leader for at least six months.
2. He shall be appointed by the Senior Patrol Leader, and his appointment shall be approved by the Scoutmaster.
3. His term of office shall be one school year in duration, from August to June.

Quartermaster, Scribe, Chaplain, Librarian, Bugler, Chaplin's Aide, and Webmaster

1. To qualify for the above offices, a Scout must have attained the rank of Second Class.
2. These officers shall be appointed by the Senior Patrol Leader and PLC, and approved by the Scoutmaster.
3. The duties of these officers shall be as enumerated in the Scoutmaster's Handbook and

as listed below. They shall attend all Troop meetings and PLC meetings unless excused by the Scoutmaster.

PATROL ORGANIZATION

1. Each Patrol shall be named by a Patrol majority vote; and the new name shall be approved by the Scoutmaster and Troop Committee for appropriateness.
2. Each Patrol shall have a Patrol Leader, and an Assistant Patrol Leader.

Patrol Leaders and Assistant Patrol Leaders

1. The officers shall be elected, by secret ballot of the Patrol, and is elected by a majority vote.
2. The term of office shall normally be one school year. A Patrol Leader shall be limited to two consecutive terms.

Troop Entrance Qualifications

1. A boy can qualify for admission into Troop 125 by attending at least one Troop meeting with his parent or guardian. At the first meeting he will receive an application which must be returned at the second meeting with the appropriate membership fee.
2. Upon receipt of the application, the applicant and his parents will be interviewed by the Scoutmaster and one of the Assistant Scoutmasters or a Committee Member. It will be the duty of the Scoutmaster to explain the applicant's duties and responsibilities to the Troop and Patrol, and to explain the parent's duties and responsibilities to the Scout, to the Troop and to the Troop Committee.

If, in the opinion of the Committee, the candidate should be accepted, the candidate will be notified that he will be admitted.

A candidate Scout must pass his Scout requirements in the presence of:

1. The Scoutmaster or Assistant Scoutmaster.
2. Within a reasonable time of joining the troop a Scout will be expected to acquire the following Scouting equipment: Complete Class A uniform, and Activity Shirt(s), sleeping bag, and ground pad (or air mattress), pocket knife (after the Scout has earned his Tot'in Chip card), First Aid kit, flashlight, poncho, water bottle, and compass that has a degree-graduated bezel,

PATROL LEADERS' COUNCIL

(copied here from "Troop Job Descriptions", under the **Scout Guide** portion of this handbook)

The Patrol Leaders' Council PLC is comprised of all Troop Leaders: Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders, Troop Guide, Scribe, Quartermaster, Historian, Librarian, and the Scoutmaster and Assistant Scoutmasters. And,

Scouts in other Troop positions such as Bugler, Chaplain's Aide, and Webmaster are encouraged to attend and contribute to these meetings.

The PLC will usually meet on the first Sunday of each school month, at a location and time to be announced.

All planning and coordination within the Troop shall be done by the PLC. The Scribe shall keep a record of the decisions made by the PLC and the planned events. The PLC meets once per month to plan and confirm the next month's Troop calendar, and works on a two month tentative look-ahead calendar. These plans will then flow to the Troop Committee via Scoutmaster for discussion and approval.

The Patrol Leaders' Council shall be the Troop governing body. It shall have the authority to hear complaints concerning individual Scouts, adult leaders, and past or upcoming Scout events. The PLC shall recommend disciplinary action (in the case of a Scout) up to, but not including, expulsion from the Troop. Any expulsions from the Troop shall be the responsibility of the Troop Committee. In the case of a complaint concerning an adult leader or a Scout outing/activity, after hearing the complaint, the PLC may forward the complaint to the Troop Committee Chair.

Any Troop or Patrol officer may be removed from office for failure to do his job properly by a two thirds vote of the PLC. And the PLC shall be responsible for appointing a replacement Scout to fill the vacant position.

ATTENDANCE

1. Attendance – You must attend three out of four meetings, or the last three meetings before an outing to be eligible to go. Exceptions will be granted for good reasons by the Scoutmaster. If a Scout is not present at 50% or more of all activities, he will not be re-registered.
2. Excused absences will be allowed for the following reasons:
3. Illness.
4. Important family functions.
5. Participation in a school activity of an educational or enrichment nature; or study requirements during exam week.
6. Participation in a church activity of a religious nature.
7. Absences will not be approved for any other reason, especially the following:
 - Failure to plan to do school homework assignments.
 - Social functions.
 - Failure to secure transportation to meetings.
 - Part time jobs.

8. Absences must be excused in advance by the Scoutmaster, Assistant Scoutmaster or a Troop Committee member.

ADVANCEMENT

Rank advancement is a core component of the Boy Scouts which sets Scouting aside from social clubs and the like. The advancement program is often considered to be divided into two phases. The first phase from joining Scouts to First Class, is designed to teach the boy Scoutcraft skills, how to participate in a group, and to learn self-reliance.

The second phase of Star, Life and Eagle is designed to develop leadership skills and allow the Scout to explore potential vocations and avocations through the merit badge program. The Star and Life ranks require that the Scout serve in a position of responsibility, and perform community service.

These are rank advancement guidelines:

1. Scouts should advance to Tenderfoot within a period of six months.
2. Tenderfoot Scouts should advance to Second Class within a period of nine months.
3. Second Class Scouts should advance to First Class within a period of one year.
4. Scouts with rank of First Class, Star or Life should earn at least five merit badges per year.
5. To meet the requirements to show Scout spirit you must meet attendance requirements and help the Troop during Scout activities, training, and participate in games.
6. A Scout who fails to advance in accordance with the above will need to consult with the Scoutmaster or Assistant Scoutmaster to understand what the boy is trying to get out of the Scouting program.

UNIFORM

The Troop Class A uniform consists of the Scout trousers or shorts, short sleeved khaki shirt, belt, socks, and clean shoes. Unless otherwise directed, full Class A uniform is required at all Scout functions. Scouts who have earned the rank of First Class should also wear their Troop 125 neckerchief.

For many outdoor outings and activities, the Scout may be required to wear the Troop Class B uniform which consists of the Troop Activity T-shirt, and appropriate long or short pants (like blue jeans), active attire belt, shoes and socks to meet the needs of the outing event.

DUES

Annual troop dues are to be paid by cash or check (payable to Troop 125), and must be paid in full by October 15 of each Scouting year. Troop 125 believes that all boys who want to be Scouts should

have that experience, regardless of financial circumstances. Parents of prospective Scouts who have financial challenges should contact the Scoutmaster about Troop Scholarships and other forms of financial assistance.

FOOD PURCHASED BY PATROLS

On campouts where Patrol cooking is done, the Patrol Leader will be responsible for handling or assigning the purchase of food for his Patrol. On the Wednesday prior to the campout, the number of Scouts going on the outing will be finalized. A menu will be planned for a specified number of meals, and once approved; the Patrol Leader or the assigned Scout will be put in charge of food purchases for the Patrol. Receipts should be kept and submitted to the Troop Treasurer for reimbursement. It is important to keep in mind that the Troop will reimburse a Patrol for food purchases up to, but not exceeding the Troop meal budget, that is identified on the Troop Meal Planning form. This budget encourages careful shopping and economic use of the funds.

CAMPOUT PLANNING

Head-count for Scouts and adult leaders/drivers, Parent Permission Slips, and fees for outings should be firmed-up, and turned in two Troop meetings in advance. The Troop Tour Permit (or Tour Plan) should be submitted and approved 21 days in advance of the outing. Transportation commitments needed to be secured, and all drivers must be shown on the Troop Tour Permit, with their appropriate insurance information. Patrol leaders and adult leaders must generate an equipment needs list, and turn that list into the Quartermaster for review, and equipment draw.

TROOP REIMBURSEMENT POLICY

Troop 125 strives to keep the cost of our Scouting program to a minimum. This allows all of our Scouting families, some facing financial challenges, to engage in our program. In accordance with this goal, the Troop's reimbursement policy is as follows:

Troop will reimburse a parent for Patrol food purchases, up to, but not exceeding, the Troop meal budget identified on the Troop Meal Planning form. The reimbursement for food does not include meals-on-the-road, in which Scouts have the option to bring a sack-meal, or purchase fast food at a designated Troop stop during an extended drive to or from an outing.

Troop will reimburse a parent for the following camping associated expenditures: campsite deposits, campsite fees, and camping consumables, such as lantern mantels, lantern and stove propane tanks, lantern batteries, and firewood.

Troop will reimburse a parent who pays for Troop activities such as bowling, rock climbing, rafting, wind surfing, and kayak rentals. Troop will not reimburse for individual Scout elective activities such as scuba diving, horseback riding, and ammunition costs associated with shooting.

Troop will reimburse drivers who transport Scouts to and from outings. The Troop's goal will be to fill vehicles to their seatbelt-capacity to minimize the transportation cost per Scout. Reimbursement will be made for gas, tolls, parking fees, and Adventure Passes. Gasoline reimbursements will be made for the actual cost of gas consumed to and from the Troop activity. Troop will not reimburse a parent who drives his or her own son to or from a Troop outing for schedule or convenience reasons; this often happens when a Scout has a time conflict and is unable to leave and/or return with the rest of the Troop. Drivers who are reimbursed for Troop activities must be identified on the Troop's Tour Permit. On short trips within our community (under 50 miles round trip) gasoline expenses are usually not reimbursed.

Troop will not reimburse incidental equipment or material costs for items used to support a Troop activity that ultimately remain with the adult leader. An example would be the purchase of a compass and topography map to help teach map and compass skills. If the adult leader elects to keep the map and compass after the training is complete, there should be no expectation of reimbursement.

Upon request, the Troop Committee will consider other reimbursements, not identified above, that benefit the Troop. These reimbursement considerations must be submitted prior to the event or purchase.

DISCIPLINARY ACTION

1. The Patrol Leaders Council (PLC) will review all of the facts before recommending an appropriate disciplinary action to the Scoutmaster. The Scoutmaster may take disciplinary action, if necessary, with or without consulting the PLC. Disciplinary action may be assessed for a Scout under the following:
 - Chronic, unexcused absence from Troop meetings, or Troop outings
 - Willfully misconduct by himself at any time, in any manner, which goes against the Scout Oath or Scout Law.
2. The following penalties may be imposed:
 - Scout may be required to write a letter of apology to the affected person(s) or organization.
 - Scout may be required to write a paper on, "What it means to be _____", with one of the Scout Law's as the topic of the paper (trustworthy, loyal, helpful, friendly, courtesy,

kind, obedient, cheerful, thrifty, brave, clean, or reverent).

- Exclusion from Troop activities for a period of time.
- Expulsion from the Troop, with concurrence from the Troop Committee.
- Other penalties at the Scoutmaster's discretion, with the concurrence of the Troop Committee...

CHANGES IN RULES

These Rules and Regulations can be amended at any time by a two-thirds majority vote of the registered members of the Troop Committee.

TROOP PARENT COMMITTEE

ROLE OF TROOP COMMITTEE MEMBERS

- Advise the Scoutmaster on policies relating to Scouting and the chartered organization.
- Assure that quality adult leadership are recruited and trained, and encourage new adult leader to join the Troop and Committee.
- Carry out the policies and regulations of the Boy Scouts of America
- If needed, assist in transportation.
- Coordinate the Friends of Scouting Campaign
- Engaging in, recommending, or concur with the disciplinary action for a Scout whose behavior was not consistent with the Scout Oath or Law.

SCOUTMASTER & ASSISTANT SCOUTMASTERS

- Train and guide Scouts and Scout adult leaders.
- Meet regularly with the Patrol Leaders' Council for training and coordination in planning of Troop activities.
- Make it possible for each Scout to experience at least 10 days and nights of camping each year.
- Conduct Scoutmaster conferences for all rank advancements.
- Supervise Troop elections (for elected positions) and the Order of the Arrow elections.
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.
- Conduct periodic parent sessions to share the program, and encourage parent participation.
- Participates in monthly Troop Committee meeting.
- Participate in Council and District events.

COMMITTEE CHAIR

- Call, preside over, and promote attendance at monthly Troop Committee meetings.
- Organize the Committee to see that all functions are delegated, coordinated, and completed
- Arrange for Charter Review and Recharter annually.
- Interpret National and Local Policies mandates to the Troop.
- Participate in Council and District events.
- Participates in monthly Troop Committee meetings.

ADVANCEMENT CHAIR

- Arrange Troop Courts of Honor (COH).
- Develops and maintains a Merit Badge Counselor list.
- Secures badges and certificates for presentation at COHs.
- Make a report to the Council when a Troop BOR is held.
- Works with the Troop Scribe to review and record Scout attendance records.

- Maintains Troop attendance/advancement data base.
- Maintains individual Scout hiking mileage, camping nights, and service hours.
- Participates in monthly Troop Committee meetings.

BOARD OF REVIEW CHAIR

- Upon request from advancing Scout, arranges for a parent-run, Board of Review (BOR) for **First Class**, Star, and Life ranks.
- Participates in monthly Troop Committee meetings.

TREASURER

- Handles all Troop funds, pays bills on recommendation of the Scoutmaster and authorization of the Troop Committee.
- Maintains checking and savings accounts.
- Supervises money-earning projects, including obtaining proper authorizations.
- Participates in monthly Troop Committee meetings..

SOCIAL CHAIR

- Arranges food for Troop special event, and solicits volunteers to help setup, for CoH, Family Potluck, Mother/Son, and Father/Son Dinners.
- Participates in monthly Troop Committee meetings.

MEMBERSHIP CHAIR

- Processes adult and youth new member applications, including medical forms and releases, insuring that all signatures, approvals, and Youth Protection Training (YPT) certificates are complete. Once completed, forwards applications and certificates to Council in a timely fashion, and updates Troop roster and database accordingly.
- In November/December timeframe, processes annual Council re-charter. This action includes, but is not limited to, facilitating re-charter payment to Council, and submitting Quality Unit Application.
- Attends Verdugo Hills Council Annual program kickoff in the fall.
- Organizes, schedules, and conducts regular recruitment at Glenoaks Elementary and other suitable locations.
- Participates in monthly Troop Committee meetings.

TROOP TO CUB SCOUT PACK LIAISON

- Liaison between Troop and local Cub Scout Pack.
- Coordinates Webelo II visit to Troop meeting.

EQUIPMENT COORDINATOR (ADULT)

- Store, or arrange for storage of Troop equipment and/or supplies.

- Work with the Quartermaster to maintain an inventory of tents, Patrol Boxes, equipment, Troop trailer, and other miscellaneous gear.
- Arranges to make available, required equipment to support a Troop event/activity prior to scheduled departure of the Troop.
- Participates in monthly Troop Committee meetings.

OUTING COORDINATOR

- In coordination with the Scoutmaster, plan and organize monthly Troop outings according to the annual Troop calendar as scheduled in June of each year.
- Obtains advance reservations/permits at campsites, motels, lodges or summer camps as needed.
- Arranges payment of advance fees as required.
- Serves as transportation coordinator.
- Collects fees for events prior to departure and forward money to Treasurer.
- Participates in monthly Troop Committee meetings.

SECRETARY

- Keeps minutes of meetings and sends out Committee meeting notices.
- Prepares a family newsletter of troop events and activities.
- Conducts the Troop resource survey.
- Keeps minutes at Troop Committee meeting, and publish minutes via e-mail to all parents.
- At each meeting, report the minutes of the previous meeting.
- Participates in monthly Troop Committee meetings.

TRAINING CHAIR

- Ensures Troop leaders and Committee members have opportunities for training.
- Works with the District team in scheduling Fast Start training for all new leaders
- Is responsible for insuring that all adult leaders are BSA Youth Protection trained.
- Encourages periodic Junior Leader training within the Troop at the Council and National levels.
- Participates in monthly Troop Committee meetings.

COMMUNICATIONS/WEBSITE CHAIR

- Updates "troop125.com" website monthly with photos, upcoming events, etc.
- Distributes, via email, comprehensive email address list and cell phone list of all Scouts, adult leaders, and parents.
- Publishes and maintains Troop contact information including contact information for Scouts and parents.

- Archives and maintains digital photos from Troop outings, CoHs and other special events.
- Participates in monthly Troop Committee meetings.

THE PAT NAVOLANIC AWARD

The annual Pat Navolanic Award distinguishes a Troop 125 Scout who, in the opinion of the Troop, most nearly represents the high ideals of Scouting and other community service and activities for which Pat was so well known.

The purpose of creating this award is twofold:

- First, it will perpetuate the memory of one of Troop 125's outstanding Scouts.
- Second, it will inspire the Troop's current members to greater and better achievement and instill the desire to strive for the excellence which was Pat's standard.

Because of the nature of this award it is necessary that Scouts meet certain minimum requirements in Scouting, education, and extra-curricular activities to qualify for candidacy.

SCOUTING

Attendance at 80% of all Troop activities with no equivocation.

1. The basic rank of Star Scout.
2. One rank advancement within the year the award is made. (Eagle Palms qualify).
3. Holding a Troop Leadership office within the year the award is made.

EDUCATIONAL & EXTRA CURRICULAR ACTIVITY

1. An average scholastic grade 2.5 or better on a 4.0 scale.
2. Active participation in organized athletics within the year the award is made.
3. The candidate shall demonstrate good citizenship within the Troop by his conduct at all Troop activities and within the community to the satisfaction of the Scoutmaster and Troop Committee.

NOMINATION AND ELECTION

An announcement for nominations for the Pat Navolanic Award shall be made to the Troop early in the calendar year. The Scouts who believe they are eligible candidates should present themselves to the Scoutmaster. The Scoutmaster may encourage individual Scouts to come forward. A final list of eligible candidates shall be made by the Scoutmaster by early May.

The election will be held in May on a date set by the Troop Committee and published in the "Troop calendar" and Committee Newsletter. In this way conflicts with major school or sports activities may be

avoided. The names of eligible candidates will be read to the Troop at least one week prior to the election.

On the date of the election a quorum of Scouts must be present, defined as 60% or greater of total Scouts registered in the Troop. If a quorum is not present the election will be rescheduled. The elected candidate must receive 50% or greater of the Scout votes. The election will be held even if there is only one eligible candidate. After the first vote if no candidate receives 50% or greater number of votes than a runoff shall be immediately held for the candidates receiving the top two votes (or the top 3 or more candidates if they are tied for the top number of votes). The election will be by secret ballot. Adult leaders will tally the ballots but not announce the final results until the next CoH.

Candidates may present themselves, prior to voting, in front of the Troop for a short campaign speech or statement of qualifications.

Award: At an appropriate time during the end of school year Court of Honor, the following written statement regarding the Pat Navolanic Award will be read as the award is made.

“Fellow Scouts and Scouters, tonight marks the annual presentation of the Troop 125 Pat Navolanic Award. Our purpose in making this award tonight is two-fold.

First, our award is designed to perpetuate the memory of Pat Navolanic, one of Troop 125’s most outstanding member in all its accounts.

Pat Navolanic: 1946 to 1965. Eagle Scout, Bronze Palm, Gold Palm. And Order of the Arrow.

You probably have not heard of Pat Navolanic’s accomplishments, even though you are a member of Troop 125. Pat was a very unusual boy, scholar, athlete, and servant to his community; yet so regular that he was at home in any group. He had the unique ability to accomplish every task with remarkable perfection. Pat even changed an unpleasant duty into a challenge -- a game -- and a victory. And he seemed to enjoy it all the while. Wherever Pat went, his positive influence was felt.

Second, our award is designed to inspire today’s members of Troop 125 to greater achievements and to help our Scouts strive for the excellence that was Pat’s signature. Scouts: if our award succeeds in its purpose, when you do achieve a measure of excellence, you will perpetuate and contribute to Pat Navolanic’s legacy in Troop 125.

The qualified Scouts have been nominated and elections held. This year’s Pat Navolanic Award belongs to: _____”

Notes

