TROOP 50 PARENT HANDBOOK



"Never do anything a boy can do."

Lord Baden-Powell

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# **Introduction | Troop 50 History | Scoutmaster Vision**

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TROOP 50

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#### INTRODUCTION

Welcome to Boy Scout Troop 50! As a parent of a Boy Scout, you are setting your son out on the grand adventure of scouting. This is a tremendously important and rewarding endeavor that you will be able to share with him.

This handbook describes the organization of Troop 50, the advancement pattern that each boy will follow, the role of the adult troop volunteers, the role of the parents in supporting their Scout and the troop and serves as a guide to locate detailed information on Troop 50's web site, http://sactroop50.webs.com.

#### **TROOP 50 HISTORY**

Troop 50 was originally organized in the 1930's by the members of the Buddhist Church of Sacramento (the "Buddhist Church"). At the outbreak of World War II, the troop was disbanded. The troop was inactive until 1962 when Troop 50 was reorganized and chartered under the leadership of Mr. Akio Imai. The troop continues to be sponsored by the Buddhist Church. Troop membership has varied from less than 40 scouts with four leaders to more than 80 scouts with 30 leaders. The church also had sponsored Cub Scout Pack 50 and Explorer Post 50. The Cub Scout Pack and Explorer Post (now called Venturing Crew) continue to be active affiliated organizations within the church.

In 1970, Troop 50 had its first Scout earn the rank of Eagle Scout since its reorganization. Since that time, it has been a tradition for this troop to have a higher than average rate of its Scouts attain the rank of Eagle Scout. This is due to the cooperative nature among the Scout, the youth Boy Scout leaders, the adult Boy Scout leaders and the parent group. Each entity plays an important part in ensuring the Scout has an opportunity to gain as much as possible from his Scouting experience.

### **SCOUTMASTER VISION & OBJECTIVES**

Troop 50 Scoutmaster's vision is to take a very successful boy-led, boy-run troop and head even more in the direction of boy-led, boy-run.

"Never do anything a boy can do."

...Lord Baden-Powell

# **OBJECTIVES:**

- 1. Encourage Scouts to communicate on their own without parent involvement
- 2. Transform the current Green Bar from a reporting body to a planning and decision-making group of youth leaders
- 3. Have troop meetings planned, led and run by Scouts
- 4. Have most troop outings planned, led and run by Scouts
- 5. Have a completely boy-planned, boy-led, boy-run fundraiser
- 6. Improve patrol operations and patrol spirit
- 7. Continue to enroll youth leaders in NYLT training and adult leaders in Wood Badge training

Scoutmaster,

Bobby Janaka

Bobby Tanaka

#### TROOP ORGANIZATION

Troop 50 is boy-led/boy-run troop. Leadership is one of the methods of Scouting. Every boy will have an opportunity to participate in both shared and individual leadership. The meetings are planned and carried out by the Patrol Leaders' Council (referred to by Troop 50 as "Green Bar"). Scouts in their first through fourth years are assigned to a mixed age group of boys called a patrol. All duties for patrol activities are assigned by the patrol leader. Understanding the concepts of leadership helps the boy accept the leadership of others and helps him to grow into a more responsible adult. The following is an outline of the duties of the key leaders within the troop:

#### Scoutmaster

The Scoutmaster (SM), recruited by the troop committee, is the adult leader responsible for the image and program of the troop. The Scoutmaster and his or her assistant Scoutmasters work directly with the Scouts. The general responsibilities of the Scoutmaster include:

- Training and guiding youth leaders
- Working with other adult leaders to bring Scouting to boys
- Using the methods of Scouting to achieve the aims of Scouting.

# **Assistant Scoutmasters**

Assistant Scoutmasters (ASMs) are recruited by the Scoutmaster and approved by the troop committee to assist the Scoutmaster in the operation of the troop. ASMs are assigned program tasks by the Scoutmaster and provide guidance to the youth leadership. He or she also provides the required two-deep leadership (two adult leaders present at every Boy Scout activity).

# **Youth Leaders**

The youth leaders run the troop, each leadership position has an expectation/job description sheet that describes what the responsibilities are. This sheet can be found on the Troop 50 website.

# **Senior Patrol Leader**

The senior patrol leader (SPL) is the top youth leader in the troop. He leads the Green Bar and assigns specific responsibilities as needed. SPLs are elected by their peers with final approval given by the adult leaders and serve a one-year term.

#### **Assistant Senior Patrol Leader**

The assistant senior patrol leader (ASPL) fills in for the SPL in his absence. He is selected by the SPL with final approval given by the adult leaders and serves a oneyear term. The SPL may have more than one ASPL.

#### **Patrol Leaders**

A Scout who has obtained the rank of First Class is eligible to become a patrol leader (PL). Patrol leaders are interviewed and selected by the Scoutmaster and Assistant Scoutmasters and serve a one-year term. Selection is based on leadership readiness, Scout spirit and Scout involvement in the troop. The patrol leaders are responsible for giving leadership to the members of their patrols. Patrol leaders represent their patrol at the Green Bar. The PLs responsibilities are described in the Troop 50 Patrol Leader Expectation sheet that can be found on the Troop 50 website.

# Patrol Leaders' Council (Green Bar)

The Scouts run the program through the Green Bar. This council is composed of the senior patrol leader, his assistant senior patrol leader(s), the patrol leaders, and other Scouts who hold leadership positions such as Scribe, Historian, Librarian, Troop Guide, Leave No Trace Trainer and Quartermaster. The Green Bar as a group plans and runs the troop activities under the direction of the SPL.

#### **Senior Scouts**

Scouts that have completed two years in a leadership position are assigned to a patrol comprised of boys of the same age or older. The senior scouts operate and function as a standard patrols.

#### **Smurf Scouts**

After joining the troop in May, "Smurf" Scouts (this is a Troop 50 designation) who are in their first year start out in a special "Smurf" patrol where they learn the Boy Scout program and earn their Boy Scout badge. In September these Scouts are then assigned to a mixed age patrol for the rest of the Scouting year. These first year scouts are still referred to as "Smurf" Scouts until the beginning of their second year.

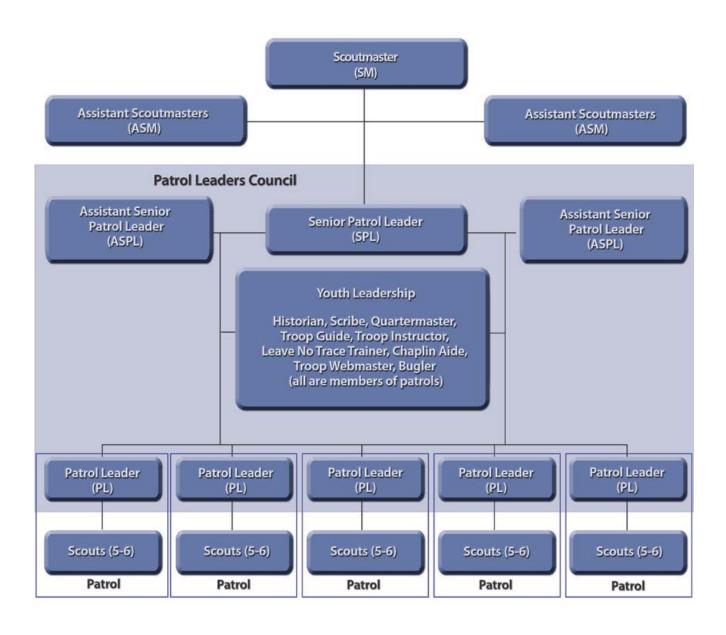
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# **The Troop 50 Organization Chart**



#### UNIFORM

The Scout uniform helps to achieve the objectives of Scouting. The uniform by itself cannot make a good Scout or a good troop, but its use has been proven to improve both the Scout and the troop because it is a visible symbol of Scouting and unity. Each Scout is required to have and wear, within a reasonable amount of time after joining the troop, the following uniform items:

# Field or "Class A" Uniform

- Tan Scout shirt with appropriate insignia, troop number and patches (Golden Empire Council strip, shoulder loops, and patrol emblem)
- Troop 50 or other Troop 50-approved neckerchief
- Troop-approved neckerchief slide
- Olive Scout pants or shorts
- Scout web belt and buckle
- **Boy Scout socks**
- Athletic shoes or hiking boots

Activity or "Class B" Uniform (to be worn as instructed by troop leadership when activities may cause damage to the field uniform)

- Designated Troop 50 t-shirt (available for purchase from the troop)
- Olive Scout pants or shorts
- Scout web belt and buckle
- **Boy Scout socks**
- Athletic shoes or hiking boots

The merit badge sash is strongly encouraged to be worn for formal occasions, such as courts of honor, boards of review, or meetings with district leaders.

Uniforms and insignia are worn a certain way. The troop leaders and staff at the Scout shop will be able to answer any questions you might have on where to place badges and patches. There are guides for badge placement inside the cover the Boy Scout Handbook.

#### **ADVANCEMENT**

The Boy Scout advancement program provides a ladder of skills that a Scout climbs at his own pace. As he acquires these skills he moves up through a series of ranks, for which he is awarded badges: Scout, Tenderfoot, Second Class, First Class, Star, Life, and Eagle.

There are four advancement steps:

- 1. The Boy Scout Learns
- 2. The Boy Scout is Tested
- 3. The Boy Scout is Reviewed
- 4. The Boy Scout is Recognized

Advancement is not a goal. It is a natural outcome of a planned, quality troop program.

The Troop's Advancement Policy (revised December 1, 2010) is available on the web site under **Requirements** > Advancement Policy or by going to http://sactroop50. webs.com/pdf/AdvancementPolicy.pdf.

#### Advancement through First Class

From the time the Scout enters the troop through the time he earns advancement to First Class, he is learning basic Scouting skills to enable him to camp. hike, swim, cook, tie knots, administer first aid, and perform other tasks in the outdoors and to work as a member of a team. With those first steps the Scout begins to build himself physically, mentally, and morally. He will start to live with the Scout Oath and Law. Soon he will learn the symbolism inherent in the Scout badge; he will learn that there are three points of the trefoil which stand for the three parts of the Scout Oath: duty to God and country, duty to other people, and duty to yourself. The goal of this troop is for the Scout to achieve the rank of First Class within his first year in the troop. This is a sign that the Scout has mastered the fundamentals of Scouting and can begin to start the process of learning to lead others, refining the learned skills and learning additional skills. After earning the rank of First Class the Scout is eligible to start his first leadership role, typically den chief.

Scouts may complete requirements on rank simultaneously, except where specifically noted in BSA rules.

# Advancement from First Class to Eagle

From the achievement of First Class through Eagle, the Scout will be demonstrating leadership, performing service projects, earning merit badges and using the skills learned previously. The next ranks he will earn are Star and Life. These ranks are harder to obtain than the earlier ranks, but are also more interesting for the older Scouts. Upon completion of all the requirements

# **Board of Review | Merit Badges**

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for Star and Life the Scout will be eligible to work for Eagle. The final steps toward Eagle are filled with leadership experiences. Details for advancement are contained in the *Boy Scout Handbook*, which every Scout should obtain as soon as possible after joining the troop. Scouts are expected to read the advancement summary in Chapter 1.

#### **Board of Review (BOR)**

When a Scout has completed all the requirements for a rank, he appears before a board of review composed of members of the advancement committee. The review is not an examination. The purpose is to determine the Scout's attitude and acceptance of Scouting's ideals; to ensure that the requirements have been met for advancement; to discuss the Scout's experiences in the troop and the troop's program; and to encourage him to keep working towards advancement, not to "retest" him. A board of review may also be held to counsel a Scout about his lack of progress toward advancement. Board of review interviews are usually scheduled the first Friday of the month. When a Scout is ready to advance in rank, he (not his parent) must call the advancement committee chair at least one week in advance to schedule an appointment for his board of review meeting.

# **Merit Badges**

The goal of the merit badge program is to expand a Scout's areas of interest and to encourage the Scout to meet and work with adults on a chosen subject. Merit badges are earned by a Scout working with a registered merit badge counselor. The Scout must first discuss his plans and obtain a merit badge card ("Blue Card") from the Scoutmaster. The Scout should then team up with another Scout and the Scouts, not the parent, will then contact the counselor to arrange for times and places to meet and discuss completing the badge requirements with the counselor. When the Scout completes the requirements of the merit badge, the counselor will sign the Blue Card and return it to the Scout. The Scout must turn in the completed Blue Card to the merit badge coordinator who will then turn it in to the advancement merit badge committee chair for recording on the Scout's official record. Merit badges earned will be presented to the Scout during the troop's next court of honor.

All parents of Troop 50 Scouts are encouraged to become registered merit badge counselors. To become a merit badge counselor, complete a merit badge counselor application and the Boy Scouts of America (BSA) adult leader application located on the Troop 50 web site under **Forms > Merit Badge Counselor Application** and return to the troop committee chair. You also can access the form by going to http://www.gec-bsa.org/fs/page/000245/mbcapp1007.pdf.

All merit badge counselors must take the Youth Protection training through the BSA web site, https://myscouting.scouting.org/Pages/Home.aspx.

#### **Conflict of Interest Policy**

Troop 50 has a policy to avoid conflict of interest regarding Scouts and family members who are higher ranked Scouts or adult leaders. This policy is located on the home page of the web site or http://sactroop50.webs.com/info/2009Jun30Conflict OfInterestPolicy.pdf.

# **Scout Disciplinary Issues**

Scout disciplinary issues will be handled swiftly at the lowest level possible starting with the youth leadership. If the patrol leader and senior patrol leader are not able to resolve the issue, it will be elevated to the Assistant Scoutmaster(s) and Scoutmaster. At this Scoutmaster Conference, the Scout will be given a warning to correct his behavior. If this warning is ignored, at a subsequent Scoutmaster Conference, the Scout's Scout spirit will be reviewed and a decision may be made to delay the Scout's next rank advancement. This Scoutmaster Conference will include the Troop Committee Chair.

If the disciplinary incident is severe from the beginning, or safety is at issue the assistant Scoutmaster(s) and Scoutmaster and possibly the Troop Committee Chair will work on the issue immediately.

#### **Court of Honor**

Troop 50 conducts a court of honor three times a year. The court of honor recognizes all Scout appointments, elections, awards, and advancements since the previous court of honor. Adult recognition may be presented prior to the opening of a court of honor. The Troop's senior patrol leader and assistant

# **Boy Scout Camps and Camporees**

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senior patrol leaders plan and conduct the court of honor. The troop committee will support the court of honor as requested.

The court of honor is a public ceremony, and is a chance for the Scouts to be publicly recognized for their achievements. Merit badge sash are strongly encouraged to be worn by the Scouts. Parents and all other interested individuals are encouraged to attend.

#### **BOY SCOUT CAMPS AND CAMPOREES**

#### Scout Council Summer Camps

Local area Scout councils offer a variety of camping experiences at their fully-accredited summer camps which are considered more traditional Scout summer camps. Attendance at these week long summer camps is recommended for all Scouts including newly bridged first year Scouts.

Activities include hiking, crafts, water activities, rank advancements activities and merit badge classes. These camps typically convene during the month of June or July. Most merit badges that are taught at these camps are not offered at the Troop 50 August summer camp.

#### **Troop Summer Camp**

Each year Troop 50 conducts its own 4-6 day camp usually held in August. The location of this camp varies but has included Yosemite, houseboating on different lakes, Lake Tahoe and other places of interest. Every other year our troop hosts Scouts from Matsuyama, Japan and the troop summer camp serves as a camp for these Scouts to experience Troop 50 Scouting.

This camp also gives the Scouts who attend summer school and are not able to go to the Scout council summer camp an opportunity to participate in a summer camp.

## **Nembutsu and Nikkei Camporees**

A camporee is a weekend gathering of Boy Scout troops where the Scouts (as patrol members) come together in friendly competition and camaraderie.

The Nembutsu Camporee is sponsored by the Buddhist Churches of America. Boy Scout troops and Girl Scout troops sponsored by Buddhist churches in the western region gather every two years for this camporee. The event is hosted on a rotational basis and the date of the event is at the discretion of the host troop.

The Nikkei Camporee is a weekend campout with approximately twelve other Asian American Boy Scout troops, most of which are from the Bay Area and Central Valley. This event is hosted by member troops on a rotational basis and the date of the event is at the discretion of the host troop.

# Scout Events and Other Items of Interest

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#### SCOUT EVENTS AND OTHER ITEMS OF INTEREST

# **Crab Feed Fundraiser**

The annual Crab Feed is the troop's major fundraiser held in January. All Scouts and parents are required to participate with exception of those serving as troop committee officers, ASMs and Scoutmaster.

#### **Other Fundraising Activities**

Other fundraisers will be announced throughout the year to help supplement the troop funds.

#### **Buddhist Church Bazaar**

Helping to run this bazaar is the troop's major service project. To maintain our status as a quality unit, we are required to perform a service project for our chartered organization, which is the Buddhist Church. The Scouts assist with tent and equipment setup. All Scouts and all parents are required to serve a shift on behalf of the troop at this bazaar, which is held on the second weekend of August.

# National Youth Leadership Training (NYLT)

Youth leaders are Scouts with leadership positions in the troop. These are the Scouts who run the troop.

When a Scout is ready to accept a responsibility of leadership, he has the opportunity to attend the Boy Scout Council National Youth Leadership Training (NYLT). This is usually held during the month of May. A Scout enrolled in NYLT is working on his Star or Life rank.

# The Order of the Arrow

The Order of the Arrow (OA) is a Boy Scouts of America honor society. Scouts, who are First Class and above, have the opportunity to be nominated into the OA once a year in the spring. OA members in the Capital City District meet on the second Thursday of every month.

### Matsuyama Exchange Program

In 1981, Matsuyama, Japan, and Sacramento became members of the International Sister City Organization. Both cities share common qualities: a castle or fort is located within their boundaries; the camellia is their common city flower; and each is a site of a prefecture or state government. The Sister City agreement has

made it possible to share cultures, ideas, goodwill, and friendship between the citizens of both cities.

The Boy Scout exchange program was started in 1983 and both Troop 50 and Troop 250 of Sacramento partner in this program. Sacramento and Matsuyama Scouts alternate years in visiting each other and staying with Scout families. This tradition continues to this day.

The Matsuyama Scouts usually visit in August and homestay with Troop 50 and Troop 250 families and attend the troops' summer camps. The Japanese Scouts who homestay with Troop 250 go to Camp O-KI-HI. Those who homestay with Troop 50 attend the troop's summer camp or a joint camp with both troops may be planned.

The Japanese Scouts are greeted with a welcome party and bid farewell at the sayonara party. Activities with host families include local sightseeing, Discovery Kingdom, California's Great America, and shopping. Also, the group usually charters a bus to a Bay Area baseball game. When Sacramento Scouts and their leaders visit Matsuyama, they homestay with Japanese families, attend a camporee or jamboree, and are treated to an exciting and educational cultural experience.

Participation in the exchange program, both as hosts and as visitors, has been an enriching experience for families of Troops 50 and 250.

# **Scout Sunday**

Scout Sunday is part of the observance of National Scout Week. Scouts participate in a special Scout service at the Buddhist Church or their own church on the first Sunday in February.

## Boys' Life Magazine

*Boys' Life* magazine is a monthly magazine for Scouts. Parents may subscribe to it when they register or recharter their Scout.

YEARLY ACTIVITIES		
January	Troop 50 Crab Feed Fundraiser Family Snow Trip Court of Honor	
February	Scout Sunday Snow Camping	
March	Spring Food Festival	
April	Iron Chef Cook-off Webelos Camp Out	
May	Nikkei Camporee Court of Honor National Youth Leadership Training	
June	Smurf Camp Out Summer Swim Event w/Cub Scouts	
July	Council Summer Camp Bazaar Help	
August	Bazaar SPL Elections Matsuyama Scout Exchange Troop 50 Summer Camp	
September	New Scout Year Begins Court of Honor Bodega Bay Camp Out	
October	Weekend Camp Out - location TBA Halloween Haunted House Setup	
November	Rock Wall Overnighter	
December	Year End Dinner Scavenger Hunt Overnighter	

## PARENT ROLE

Troop 50 has enjoyed a successful program due to the efforts of the youth Boy Scout leaders, the adult Boy Scout leaders and the troop committee; however, the parents play an integral part in the program by encouraging their Scout, volunteering to be one of the leaders, or working on a committee.

Annually, each parent is required to volunteer for either a leadership position or work on one of the committees. Those who desire to serve as a troop committee officer may volunteer for any open position. All other parents will volunteer for a committee during the designated sign-up period.

With exception of those serving as an adult troop leader, all parents are required to work the following:

- Annual Troop 50 Crab Feed fundraiser (January)\*
- Assigned shift during the Buddhist Church bazaar (August)\*
- \* Parents are responsible to find replacements to fill their shifts if they unable to fulfill these obligations

The Youth Protection training through the BSA web site, https://myscouting.scouting.org/Pages/Home.aspx is required for all leaders and Troop Committee members, however all parents are encouraged to take the training. The on-line training takes 30 to 45 minutes.

A parents' meeting is normally held on the first Friday of every month at 7:30 P.M. at the Buddhist Church. All parents are strongly encouraged to attend. The purpose of the meetings is to provide troop updates to the parents. These meetings are scheduled to coincide with the biweekly Troop 50 meeting.

An important component for parents helping their Scout be successful in developing his skills through the program is a "hands-off" approach by letting him "do the work." To quote Lord Baden-Powell, "Never do anything a boy can do." The Scout has resources from which he can receive guidance. He can refer to the Troop 50 web site, http://sactroop50.webs.com, and his chain of command: patrol leader, assistant senior patrol leader, senior patrol leader, assistant Scoutmaster, and Scoutmaster.

If the Scout has addressed his question or concern through the chain of command, but did not receive proper response, the parent can then address the issue with an ASM or the Scoutmaster. If the parent is not satisfied or the problem is not resolved at this point, the parent may bring the matter to the attention of the troop committee chair.

The parent should never contact a youth leader directly unless the parent is involved in planning a troop event or activity.

The boy-led structure is one that parents must learn to get accustomed to. The boys will learn and develop skills, through trial and error, as they fulfill their merit badge and advancement requirements.

# **Troop Committee | Troop Committee and Officers**

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This is not a quick process as it develops over time. Parents will be tempted to tell their Scouts how to accomplish a task or to simply do it for them. This defeats the purpose of the Scouting experience. The boys' leadership development is a work in progress. With their parents' understanding and patience, they will succeed.

#### TROOP COMMITTEE

The troop committee is the troop's board of directors and supports the troop's program. The troop committee consists of parents of Scouts and members of the troop's chartered organization (i.e., the Buddhist Church).

The troop committee consists of the committee officers, standing committees, and special committees.

The following is a list of officer positions and committees with a brief explanation of their roles. For more information contact the troop committee chair.

# TROOP COMMITTEE AND OFFICERS

Troop Committee Chair - Chairs the monthly troop committee board meetings and parent meetings. Directs other Troop Committee positions. Reviews and approves Eagle projects; attends Scout functions; solicits parents to serve on committees; oversees parent committees; liaison to adult leader meeting; serves as a liaison to the Buddhist Church; holds secondary party signatory authority; position is exempt from a crab feed volunteer assignment.

Assistant Chair - Assists the troop committee chair in special projects; attends the monthly troop committee board meetings; attends meetings in committee chair's absence; develops committee descriptions; solicits parents to serve on committees; oversees committee sign-up process; organizes final troop committee assignments for distribution for the upcoming year (starts in September of each year); updates and maintains approved troop policies; oversees activities and recording secretaries; position is exempt from a crab feed volunteer assignment.

Activities Secretary – Tracks parent committee's activity calendar; provides guidance to committee chairs; provides previous year's notes and activity reports to committee chairs; contacts committee chairs in advance of event to commence activity; follows up with each committee to collect written activity/debriefing and expense reports; attends troop committee board meetings; reports monthly updates to the troop committee board; position is exempt from a crab feed volunteer assignment.

Advancement Committee Chair(s) - Organizes and plans the Board of Review; and coordinates the panel members for BOR; provides signatory approval for BOR candidates; records and maintains Troop 50 rank advancement records and advancements; purchases rank advancement badges and related items; orders and picks up nationally-approved Eagle packets, pin kits and orders American flag; prepares advancement guidelines binder; attends troop committee board meetings and provides monthly activity report to the troop committee board; position is exempt from a crab feed volunteer assignment.

Secretary – Attends parent meetings; records and distributes minutes at the following month's parent meeting; attends troop committee meetings, records minutes and distributes one (1) week prior to the following month's troop committee meeting; maintains electronic and hard copy minutes in binder with other reports and information distributed at meetings; position is exempt from a crab feed volunteer assignment.

Treasurer – Collects and deposits receipts; disburses funds; writes checks for payments; keeps track of various financial accounts; attends troop committee board meetings; prepares monthly treasurer's reports; forwards financial information to troop committee; position is exempt from a crab feed volunteer assignment.

#### **COMMITTEES AND COORDINATORS**

Each year all parents are required to serve on a committee. Each committee is led by a committee chair. At the July parent meeting, parents select the committee they want to serve on. Each committee has a limited number of members. Parents will be scheduled to sign-up based on a priority system. Parents who are not available during the sign-up period will be assigned to committees that have vacancies. All positions will be held for a one-year term, beginning in September.

Committees may vary each year but typically include:

Advancement Committee – Scouts appear before an advancement committee panel known as the Board of Review. The purpose of this interview is to ensure that the Scout has completed all the requirements for a specific rank and to monitor his progress. Panel members must be available the first Friday of the month with one week's notice to assist on a review panel; be available to assist with offsite troop Eagle BOR; the District Eagle BORs are held on the 3rd Wednesday evening of the month; provides monthly activity report to the troop committee board.

Advancement Merit Badge Card Coordinator – Collects and organizes blue merit badge cards from Scouts; updates and maintains Scouts' history to Golden Empire Council; purchases merit badge patches, cards, certificates as requested by Scoutmaster.

Crab Feed Co-Chairs (2) - Plans and organizes the troop's major fundraiser, the annual Crab Feed (January); plans, organizes and manages all crab feed meetings and activities; provides monthly activity reports to the troop committee board. Fulfilling the Chair positions satisfies the troop's mandatory parent obligations of Parent Committee.

Crab Feed Assistant Co-Chairs (2) - Chairs the following year's crab feed event; attend all crab feed meetings to learn the process of the crab feed chairs and individual committees' duties; attends the entire event to observe all event activities, takes notes on how committees are working including any changes or improvements for post-crab feed

debriefing meeting(s). Fulfilling the Chair positions satisfies the troop's mandatory parent obligations of Parent Committee.

Crab Feed Raffle Committee Chair and Assistant Chairs - Solicits donations (either in person or via letter) from local businesses, follow-ups on requests, collects donations/raffle prizes; request donations from Troop 50 families, purchases prizes with monetary donations, wraps, sets up and distributes prizes, coordinates with crab feed sign, Entertainment and Sunshine committees relating to raffle donations. Fulfilling the Chair positions satisfies the troop's mandatory parent obligations of Parent Committee.

Eagle Ceremony Setup Committee - Assists the family of the Eagle candidate with the planning of activities and coordination of the Eagle Ceremony; orders and picks up a cake provided by the troop, decorates the social hall for the ceremony and assists in the cleanup with the Scouts; provides activity report to the Troop Committee board as requested. (Approximately four to five times per year). This is a very important committee as the Troop wants to ensure a memorable ceremony to both the Scout and his family. It is preferred that members of this committee are not first year parents so that families that have experienced scouting can draw on their experiences to develop a memorable ceremony.

Family Outdoor Committee – Organizes and coordinates various day trips or outings for the Scouts and their families and other family outings as required; provides activity report to the troop committee board; the chairperson oversees three coordinators of three outings:

- Family Snow Trip (January)
- Iron Chef (April)
- Joint Cub Scouts/Boy Scout Family Outing at the Wackford Aquatic Complex (June)

Friends of Scouting Coordinator - Administers the annual drive to collect donations to support the BSA Golden Empire Council (GEC); gives presentation to parents, collects cash and check donations, develops spreadsheet and submits donations to GEC; provides activity report to the troop committee board. (January)

# **Committees and Coordinators**

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Halloween Haunted House Committee – Provides refreshments for the Scouts as they set up and operate the haunted house; applies makeup to Scouts participating in the haunted house; provides activity and expense report to the troop committee board. (October)

Inventory Committee – Inventories the troop's equipment and supplies storage locations; provides activity report to the troop committee board. (September or as needed)

Kitchen Clean Up Committee (usually parents of scouts in their last year) – Cleans the church kitchen. (September or as scheduled)

Mini-Fundraiser Committee – develops ideas and processes for two to three troop mini-fundraisers (dates are determined by the troop committee board); presents ideas to the troop committee board for approval; carries out fundraisers; provides activity and expense reports to the troop committee board.

Re-charter Coordinator – Coordinates, tracks and collects annual re-chartering registrations and fees for the troop and submits them to the BSA Golden Empire Council; provides activity report to the troop committee board. (September through November)

Refreshment Committee – Provides refreshments for the monthly parent meetings, Scout Sunday and court of honor; provides activity and expense reports to the troop committee board. (Monthly)

Risk Management Coordinator – Coordinates and maintains records relating to auto insurance coverage from the transportation coordinator, tour permits, monitors and updates training courses of troop committee members and adult leaders under the Council's risk management guidelines; collects and maintains the Youth Protection training certificates; and provides activity report to the troop committee board. (As scheduled by troop committee chair).

Sunshine Coordinator(s) – Sends sympathy and getwell cards to current and past Scout families who have had a death or serious illness in their family; ensures that "thank you" cards are completed by the Scouts for donations received by the troop. (As needed)

Transportation Committee –Members will fulfill a minimum of three (3) one-way trips to transport Scouts and leaders for designated troop outings during the Program Year (September to August). All Transportation Committee members must complete the Youth Protection Training through the BSA site: https://myscouting.scouting.org/Pages/Home.aspx. Drivers must be reliable and be able to transport a minimum of four (4) scouts and their gear; drivers are eligible for gas reimbursement, as approved by the Transportation Coordinator.

The Transportation Coordinator coordinates committee members, secures additional volunteer drivers when needed, and collects cell phone numbers and automobile insurance information from all drivers to ensure adequate coverage. The SPL and ASM in charge of each outing inform the Transportation Coordinator of their transportation needs and the Coordinator, in turn, provides a list of drivers in a timely manner to ensure that seating arrangements can be made by the SPL. Transportation Coordinator provides activity report to the troop committee board, as requested.

Year End Dinner Committee – Coordinates the end of the year catered and potluck dinner for Scouts and their families held on the first Friday in December; coordinates catering and potluck sign-up sheet; collects money from families for dinner and table decorations; selects a nonprofit organization to assist during the holidays and requests donations from the Scouts; provides activity and expense report to the troop committee board.

#### **FEES**

# Re-chartering and Annual Registration

Re-chartering is the annual collection of registration fees for the Scouts and adult leaders. The troop also makes a formal visit to the chartering organization to renew their commitment for the coming year. The process of re-chartering the troop must be completed by the end of December of each calendar year. The annual re-charter fee varies from year to year and is collected by the Re-chartering Coordinator.

# **Fees for Outings and Activities**

Individual activities may have fees associated with them. If so, the parents will be notified. For most weekend camping trips, the troop covers the cost of campsite fees, adult leader food and equipment expenses and other operational costs of the activity. Scouts will pay for their own food through their patrol budget. Summer camps and activities where there is a registration fee are paid for by the Scout. All fees are required to be paid before signup deadline to be registered for the activity. In the event of cancellation and a refund is requested, each circumstance will be reviewed and refund granted on a case by case basis.

# Friends of Scouting

Each year, the Golden Empire Council (GEC) operates its Friends of Scouting (FOS) campaign to raise money for the council operations. The suggested amount for each family will be determined by the troop committee each year. The GEC is responsible for maintaining the council camps, the council Scout-O-Rama, the council camporees, as well as other council activities, local BSA administration and local advertising. Contributions are voluntary, but are highly encouraged as the troop has maintained a good record of support for this activity. FOS has become a critical source of BSA funding.

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#### **TROOP 50 WEB SITE**

Troop 50's Web site, http://sactroop50.webs.com, is a valuable resource for both the Scout and parents. It includes a calendar that lists all of the troop's activities for the entire Scouting year; the monthly newsletters; forms; Scout checklists; photos of past

events; policies; the monthly theme and service patrol schedule; patrol roster; the parent handbook; and Boy Scout related links.

Scouts and parents should consult the site first whenever they have questions.

