

Scouts BSA – Troop 502 Mecklenburg County Council Apache District



**We are proud of our
Eagles and it shows**

Troop Handbook

Sponsoring Organization:

Harrison United Methodist Church
15008 Lancaster Highway
Pineville, NC 28134

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Scouts BSA – Troop 502

Troop Handbook

Table of Contents

Section 1 – Troop Information	5
Welcome to Scouts BSA Troop 502.....	5
A. General Information	5
B. Purpose Aims and Methods	5
1. Aims of Scouting The “Aims of Scouting” are:.....	5
C. Expectations	7
1. Uniforms	7
2. Attendance/Absenteeism and Activity with the Troop.....	8
3. Mission	9
4. Behavior Policies	9
D. Finances	10
1. Annual Dues.....	10
2. Fund Raisers	10
3. Cost of Activities	10
4. Cost Reimbursement.....	10
Section 2 – Leadership	11
A. Troop Organization	11
B. Youth Leadership	11
Troop 502 Youth Leadership Positions (Positions of Responsibility).....	12
C. Adult Leaders	12
1. Troop Adult Leaders	12
2. Troop Committee (aka, The Parents Committee).....	13
3. Other Program Opportunities for Adult Support	13
Merit Badge Counselors	14
STEM/Nova Awards	14
D. Chain of Command	15
1. What is Chain of Command?	15
2. If a Scout has an Issue	16
E. Training	16
1. Adult Leaders	16
2. Junior Leaders (Scouts).....	17
F. Youth Leaders	17
Senior Patrol Leader	18
Introduction.....	18
A. Primary Duties.....	18
B. Other Duties:.....	19
Assistant Senior Patrol Leader	20
Introduction.....	20
A. Primary Duties.....	20
B. Other Duties	21
Patrol Leader	22
Introduction.....	22
A. Primary Duties.....	22
B. Other Duties	22
Assistant Patrol Leader	23
Introduction.....	23

A. Primary Duties.....	23
B. Other Duties.....	23
Troop Scribe.....	24
Introduction.....	24
A. Primary Duties.....	24
B. Other Duties.....	24
Chaplain Aide.....	25
Introduction.....	25
A. Primary Duties.....	25
B. Other Duties.....	25
Quartermaster.....	26
Introduction.....	26
A. Primary Duties.....	26
B. Other Duties.....	26
Troop Guide.....	27
Introduction.....	27
A. Primary Duties.....	27
B. Other Duties.....	27
Instructor.....	28
Introduction.....	28
A. Primary Duties.....	28
B. Other Duties.....	28
Troop Historian.....	29
Introduction.....	29
A. Primary Duties.....	29
B. Other Duties.....	29
Troop Webmaster.....	30
Introduction.....	30
A. Primary Duties.....	30
B. Other Duties.....	30
Troop Librarian.....	31
Introduction.....	31
A. Primary Duties.....	31
B. Other Duties.....	31
Den Chief.....	32
Introduction.....	32
A. Primary Duties.....	32
B. Other Duties.....	32
Bugler.....	33
Introduction.....	33
A. Primary Duties.....	33
B. Other Duties.....	33
Outdoor Ethics Guide.....	34
Introduction.....	34
A. Primary Duties.....	34
B. Other Duties.....	34
Order of the Arrow Rep.....	35
Introduction.....	35
A. Primary Duties.....	35
B. Other Duties.....	35
Junior Assistant Scoutmaster.....	36
(JASM).....	36
Introduction.....	36
A. Primary Duties.....	36
B. Other Duties.....	36

Section 3 – Advancement	37
Introduction	37
Advancement Is Based on Experiential Learning.....	37
Personal Growth Is the Primary Goal.....	37
Advancement Requires Mentorship.....	37
A. Rank Advancement Guidelines	38
B. Signoffs, Scoutmaster Conference (SMC), Board of Review (BOR)	39
C. Merit Badges	40
D. Record-Keeping	41
E. Court of Honor	42
Scout	43
Introduction.....	43
Rank Requirements.....	43
Tenderfoot	44
Introduction.....	44
Rank Requirements.....	44
Second Class	46
Introduction.....	46
Rank Requirements.....	46
First Class	49
Introduction.....	49
Rank Requirements.....	49
Star	52
Introduction.....	52
Rank Requirements.....	52
Life	54
Introduction.....	54
Rank Requirements.....	54
Eagle	56
Introduction.....	56
Rank Requirements.....	56
Section 4 – Activities	58
A. Meetings	58
Patrol Leaders’ Council (PLC) MEETINGS.....	58
Troop 502 Weekly Meetings	59
B. Campouts	60
1. Monthly Camping.....	60
2. Summer Camp	61
C. Service Projects	61
Appendix A – Code of Conduct	62
.....	62
A. Troop 502 Code of Conduct and Agreement	62
1. Agreement:.....	62
2. Scout’s Responsibilities:	62
B. Disciplinary Actions	63
Disciplinary Action Threshold and Levels:	63
1st level offense:	63
2nd level offense:	63
3rd level offense:	63



Troop Handbook

Section 1 – Troop Information

Welcome to Scouts BSA Troop 502

Welcome: Congratulations on the step you and your son or daughter have taken in joining Scouts BSA and especially Troop 502. We hope you will have a rich experience working in this program. Like anything else in life, you and your Scout will get as much out of Scouting as you and they put into it. We hope this booklet of basic information and Troop policies will assist you in learning how to make Scouting a memorable experience within Troop 502.

A. General Information

Troop 502 is continuously chartered since 1998 by Harrison United Methodist Church in Pineville, North Carolina. Troop 502 is part of the Apache District in the Mecklenburg County Council. The current Scoutmaster is Daniel Fisher.

B. Purpose Aims and Methods

The Purpose of Troop 502 and the Boy Scouts of America is to provide an effective program designed to prepare a youth to become a responsible, participating citizen and leader who is guided by the Scout Oath and Law.

1. Aims of Scouting The “Aims of Scouting” are:

Character Development is growth in what and who the youth is as an individual: their personal qualities, their values, and their outlook. Character is moral strength observable as respect for God, others, the environment, and themselves.

Leadership Development. The youth leader training slogan is Be-Know-Do. “Be” encompasses the many of values of Scouting. “Know” describes information Scouts need to successfully fill their leadership position. “Do” provides youth with a vast set of leadership skills toolbox to be effective in his or her position

Citizenship Training. Used broadly, citizenship is the youth's relationship to others. Through Scouting, learn that their rights are balanced by obligations to other people, to the society they live in, and the government that presides over that society as the Scout Oath requires.

Personal Fitness. Development of physical, mental, and emotional fitness includes the body (well-turned and healthy), the mind (able to think and solve problems), and the emotions (self-control, courage, self-respect, and self-confidence).

2. The Methods of Scouting

The timeless instruments of the Scout Oath and Scout Law, represent Scouting ideals and the most basic method. The Scouting program provides a sense of belonging as an outcome of practicing skills, exploring interests, learning values, forming friendships, and enjoying adventure. Associations within families and with a variety of adults are critical too, especially in terms of providing support and recognition and in developing mutual respect.

Methods of Scouting (continued)

Scouting's eight methods contribute to both good character and good citizenship.

Ideals: The ideals of Scouting are as written in the Scout Oath, the Scout Law, the Scout motto, and the Scout slogan. A Scout measures themselves against these ideals and continually tries to improve. The goals are high, and, as you reach for them, you gain some control over what and who you become.

Patrols: The Patrol Method gives Scouts experience in group living and participative citizenship. It places responsibility on young leaders and teaches Scouts how to interact in small groups where they can easily relate to each other. Each scout has a voice in deciding troop activities through their Patrols and elected representatives.

Outdoor Programs: Scouting is designed to take place outdoors. It is in the outdoor setting that Scouts share responsibilities and learn to live with one another. Outdoors is where skills and activities practiced at troop meetings come alive with purpose. Being close to nature helps Scouts gain an appreciation for God's handiwork and humankind's place in it. The outdoors is the laboratory for Scouts to learn ecology and practice conservation of nature's resources.

Advancement: Scouting provides a series of surmountable obstacles and steps in overcoming them through the Advancement Method. Each Scout plans their advancement, progressing at their own pace as they meet each challenge. A Scout is rewarded for achievement, which helps them gain self-confidence. The advancement system steps help a Scout grow in self-reliance and in the ability to help others.

Association with Adults: Scouts learn a great deal by watching how adults conduct themselves. Scout leaders can be positive role models for troop youth members. In many cases an adult leader who is willing to listen to the Scouts, encourage them, and take a sincere interest in them can make a profound difference in their lives.

Personal Growth: As Scouts plan their activities and progress towards their goals, they experience personal growth. Frequent personal conferences with their Scoutmaster help each Scout to determine their Personal Growth toward Scouting's aims. One of the simplest but most powerful device of the Personal Growth Method is Scouting Ideal of Do a Good Turn Daily. Young people grow as they participate in community service projects and do Good Turns for others. The [Religious Emblems Program](#) also is a large part of the Personal Growth Method.

Leadership Development: Boy Scouting encourages youths to learn and practice leadership skills. Every Scout has the opportunity to participate in both shared leadership and total leadership situations. Understanding the concepts of leadership and becoming a servant leader helps a Scout accept the leadership role of others and guides them towards participating citizenship and character development.

Uniform Scouting is an action program, and wearing the uniform is an action makes the Scout troop visible as a force for good in the community. The uniform gives a Scout identity in a world brotherhood of youth who share the Scout's commitment to the aims and purposes of Scouting. The uniform is practical attire for Scout activities and provides a way for Scouts to wear the badges that show what they have accomplished.

REFERENCE: [The Aims and Methods of Boy Scouting](#)

C. Expectations

1. Uniforms

Scouts are required to wear the Scouting uniform to all Troop meetings and certain other activities. The uniform makes the Scout Troop visible as a unified group and creates a positive youth image in the community. Wearing the uniform create a sense of belonging while representing a democratic idea of equality. It is an action which reminds members of their commitment to the ideals and purpose of the Boy Scouts of America.' belief in God, loyalty to country, and helping others at all times. The uniform should be worn with the shirt properly buttoned and tucked into the pants.

The Class A Uniform the Scout is expected to wear the Official BSA Class A uniform at all Scouts BSA functions, while travelling and at Troop meetings from the first meeting in fall to the last meeting in late spring. The Class A uniform is shown in the Boy Scout Handbook Adventure Ahead! section and includes: The Boy Scout handbook, an official short or long sleeve tan shirt, green shoulder loops, pants, shorts or BSA Switchbacks™, socks and belt. Troop 502 does not mandate a neckerchief or hat*. Proper insignia and patches indicating rank, patrol and leadership position must be kept current and in the correct placement. Merit badges should be sewn on the merit badge sash. Temporary badges may be worn one at a time. **No jeans or team caps are allowed.** Scouts out of uniform may be sent home.

The Class B Uniform is the same as the Class A uniform except that a Troop 502 T-shirt or any Troop 502 High Adventure shirt is substituted for the uniform shirt. The Class B uniform is worn to outdoor meetings and other less formal functions.

The Class C Uniform is a Troop 502 T-shirt or any Troop 502 High Adventure shirt and plain colored pants or shorts and allowed during the summer months and on camp-outs.

Troop 502 provides a red Class B shirt, one BSA Handbook, and use of all patrol cooking equipment and tents. Scouts should purchase official uniforms at the Mecklenburg County Council Scout Shop at 1410 E. 7th St, Charlotte, NC 28204. Each Scout is responsible for personal gear such as backpack, sleeping bag & mess kit with utensils for personal use are of and are available from the Scout Shop, REI, Jesses Browns, Academy Sports, Bass Pro and Dicks Sporting Goods. Used scout gear, clothing and equipment are sometimes available from Troop 502 and local and online thrift shops.

*NOTE: Scouts may wear the official Troop 502 ballcap or any BSA official ballcap with any uniform: beret, snapback, camo, outback, skicap, Stetson or hat (BSA seal or tag inside).

REFERENCES:

[Official BSA Policy](#)

[Uniform Inspection Sheet.](#)

2. Attendance/Absenteeism and Activity with the Troop

Successful Troop meetings and activities depend on participation of all Scouts. Scouts of higher ranks must "be active in your Troop" in a position of responsibility to provide leadership to the Troop and Patrols. Scouts who are First Class rank and below can only really learn camping, outdoor ethics and scouting skills by attending and actively participating in Troop meetings and activities.

Camping is a core component of scouting (Scouting is mostly "outing"). All Scouts are highly encouraged to attend camping events. Being outdoors provides a new appreciation for nature and the world around us and camping provides outdoor experiences that Scouts may not get any other place. For a Scout to earn the ranks of Tenderfoot, Second Class and First Class many listed requirements include activities that must be performed while camping. Earning the ranks Star, Life and Eagle and earning Eagle required merit badges also requires participation in camping events.

Failure to attend camping events will prevent advancement due to lack of fulfillment of rank advancement requirements specified in the Boy Scout Handbook. Scouts grow in ways not possible without being outdoors. Plus, these events and experiences are just plain fun.

Troop 502 requires at least two senior Youth Leaders (Senior Patrol Leader, an Assistant Senior Patrol Leader, Instructor, Troop Guide, Den Chief or Jr. Asst Scoutmaster) to attend and provide leadership for all of the following activities:

- Monday Night Meetings
- Campouts & Outings.
- PLC Meetings
- Service Projects (Projects that do not earn credit towards Scout's dues)
- Court of Honor
- Camporee and other Special Troop Activities

Troop 502 requires that all Scouts attend and actively participate in a minimum of 70%* of the above activities for at least three months. This means that if the Troop does six or seven activities in a month, a Scout would need to attend and actively participate in at least five ($5/6=83\%$, $5/7=71\%$). Participation is not required to be consecutive, but time off should be preapproved by Scoutmaster. Being an active participant in the Troop is required for advancement because there is no other true method of learning scout skills and fulfilling the specified requirements for advancement, at any rank.

3. Mission

The mission of Scouts BSA is to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath, Law, Motto & Slogan

The Scout Oath:

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

The Scout Law:

A Scout is
Trustworthy,
Loyal,
Helpful,
Friendly,
Courteous,
Kind,
Obedient,
Cheerful,
Thrifty,
Brave,
Clean, and
Reverent.

Scout Motto:

Be Prepared.

Scout Slogan:

Do a Good Turn Daily.

4. Behavior Policies

Scouts & parents are encouraged to read the BSA Handbook. Guidelines for acceptable behavior at all Scout activities are contained in the Scout Oath, Law, Motto, and Slogan. Each Troop 502 Scout (& family members) are responsible to respect and protect our meeting places, Troop property and property of fellow Scouts. Damage or loss incurred (intentional, accidental, or otherwise) will be the responsibility of those who cause it.

National Scouts BSA policy prohibits possession and/or use of alcohol, tobacco and drugs at all Scouts BSA functions. Also, violence, hazing, bullying, sexual activity, theft and verbal insults have no place in the Scouting program. Any scout threatened by other Troop members including pranks on the Scout, their tent or possessions or violence, verbal insults or other forms of bullying or hazing should seek help from Adult Leaders or parents. Each scout and their parent(s) must sign the Troop 502 Code of Conduct in this Handbook Appendix A, which describes expected behavior and consequences for violations which can include revocation of privileges and/or membership in the Troop.

D. Finances

1. Annual Dues

Annual dues are \$250 which includes re-chartering fees in January each year.

2. Fund Raisers

Fundraisers provide the youths with great opportunities to earn the Salesmanship Merit Badge and to understand the value of money while reducing the financial burden for parents. While fundraising is challenging work, "helping to pay their own way" instills a sense of pride in youth. It is hereby agreed to accept the following as a declaration of the Troop 502 fundraising program that will include the following provisions as required to qualify for exemption under section 501(c)(3) of the Internal Revenue code:

- a. It is the policy of Scouts BSA Troop 502 to offer the same scouting program to all scout members; this program offering does not depend on the fund-raising effort of a scout's parents nor require scout's parents to be a Troop Committee member or Troop Adult Leader. If scouts are unable to raise the funds they need, the Troop can offer a payment arrangement. We will make this policy clearly known to our Troop members.
- b. Scouts BSA, Troop 502 will not participate in any fund-raising program where there is any direct benefit to the Troop member who raises the funds. For example, proceeds from any fundraiser (unless specifically identified as a troop general fund fundraiser, for example, the troop annual golf outing) will be applied directly to the troop members 's dues obligation or high adventure trip fees, if applicable, but should a Troop member have a credit balance when their membership ends, those monies will be released to the troop general fund and will not refunded to the member.

Each youth will be solely responsible for money, product, order lists, and any other items entrusted to him/her during a fund raiser.

3. Cost of Activities

The majority of Troop 502's activities expenses including troop equipment, transportation, camping reservations, entrance fees, etc. are covered in full by annual dues and fundraising efforts of each Scout. Each Scout must be current on annual dues in order to travel with the Troop. If the amount of fundraising participation and success is low, and/or the cost of the trip is high, the Scout will have to contribute to trip expenses in order to participate. Such trips may include rafting, climbing, caving, deep sea fishing, high adventure, etc. We try and limit these trips a few per year if we can. Annual Dues are due by the end of December of each year. Troop 502's year runs from August to July.

4. Cost Reimbursement

Adult Leaders, Committee Members and other adult volunteers such as Merit Badge Councilors are generally entitled to reimbursement from Troop funds for the purchase of materials, gas and/or supplies for Troop trips and activities. Submit reimbursement requests and expenditure receipts to Committee Treasurer. Expenditures over \$25 should be authorized in advance by Troop Committee.

The coordinator should consult the Committee to determine in advance the amount authorized for expenditures for any Troop activity. Coordinator should not exceed authorized expenditure amount without consulting the Committee Treasurer, if circumstances permit



Troop Handbook

Section 2 – Leadership

A. Troop Organization

Troop 502 is run by Scouts, notably the Senior Patrol Leader, Assistant Senior Patrol Leader and Patrol Leaders using the "Patrol Method." Patrols are the building blocks of the Troop. Our Troop is generally divided into three to four patrols of eight to ten Scouts in each. Each patrol meets, two to four times a month, usually during a block of the regular Monday evening Troop meetings. This enables Regular Patrols to work on rank advancement or merit badges, prepare for Troop activities, or plan their own activities or outings as a patrol.

Scout Patrol: When a youth crosses over from the or joins the Troop with them will generally be in the Scout Patrol for two years to gain scout skills, experience and ranks that incoming Scouts lack. Scout Patrol is led by Troop Guide, Instructor, or Jr. Asst Scoutmaster who are experienced senior scouts, past SPLs, and Eagle Scouts.

High Adventure Patrol: about every two years, Troop 502 forms a High Adventure Patrol to plan a 5 to 10 day major excursion. Past High Adventure Patrols have sailed and snorkeled The Florida Keys and Bahamas, canoed 65 miles through the US -Canadian Boundary Waters, climbed glaciers in the Alaska wilderness, and hiked Grand Tetons & kayaked Yellowstone.

Volunteers: parents, former Scouts over age 21 and adults run the Troop Committee which provides overall guidance and sets Troop policies. Scoutmaster and Assistant Scoutmasters provide adult supervision, leadership and oversight all Troop 502 activities. Other adult volunteers serve as Merit Badge Counselors, STEM Nova Award Counselors and Mentors and provide Adult supervision. All adults must be properly BSA trained.

B. Youth Leadership

With the guidance of the Scoutmaster and Assistant Scoutmasters, the Scouts of Troop 502 plan the Troop's programs, conduct meetings, and provide leadership among their peers. Scouts must hold a **Position of Responsibility** to advance past First Class rank, and all Scouts are encouraged to review [orientation videos for Positions of Responsibility](#).

Troop 502 Youth Leaders serve a six-month term generally beginning in February and August, with 1-month transition. The [Senior Patrol Leader](#) (SPL), [Assistant Senior Patrol Leader](#) (ASPL) and lead the entire troop. Each [Patrol Leaders](#) (PL) leads a patrol. These Youth Leaders are typically experienced Scouts with higher ranks and significant leadership training who are selected by the adult leadership and/or elected by the Troop.

Past SPLs, Eagle Scouts and other more experienced senior Scouts go on to Positions of Responsibility of [Den Chief](#), Scout Patrol [Instructor](#), [Troop Guide](#), and [Jr. Asst Scoutmaster](#).

Troop 502 Youth Leadership Positions (Positions of Responsibility)

- [Senior Patrol Leader](#)
- [Assistant Senior Patrol Leader](#)
- [Patrol Leaders](#)
- [Quartermaster](#)
- [Den Chief*](#)
- [Instructor](#)
- [Troop Guide](#)
- [Jr. Asst Scoutmaster](#)
- [Outdoor Ethics Guide](#)
- [Chaplain Aide](#)
- [Scribe](#)
- [Historian](#)
- [Librarian](#)
- [Webmaster](#)
- [Bugler](#)
- [Order of the Arrow Representative](#)

REFERENCES:

[Scouts BSA Senior Patrol Leader Handbook](#) for SPL & ASPL

[Scouts BSA Patrol Leader Handbook](#) for PL, APL

[Outdoor Ethics Guide Handbook](#)

[Den Chief Info sheet](#), Den Chief Handbook, [Den Chief Leaders Guide](#)

*Den Chiefs should focus on earning [Den Chief Award](#).

C. Adult Leaders

Troop 502 is a relatively large and very active Troop. All efforts on behalf of our youths are done by volunteers. Therefore, we ask that parents plan to do their part to help the Troop function. It takes numerous adult drivers, hikers, and campers to transport and supervise our Scouts on their various outings. Whether you would like to join the Troop on a hike or campout, or just want to drive to/from an activity, adult volunteers for activities are always needed. Participation in outings provides parents opportunities to observe and/or share their sons or daughters Scouting experiences, as well as, occasions to get to know the other parents in the Troop. No knowledge of camping or the outdoors is needed, just complete an [Adult Application form](#) and we'll show you the ropes and how to help the Troop succeed.

1. Troop Adult Leaders

The day-to-day operation of the Troop's program as it relates to the Scouts is the responsibility of the Scoutmaster and Assistant Scoutmasters. The Scoutmaster is appointed by and reports to the Troop Committee and has three basic roles:

1. Provide tools [ILST Training](#) & skills to Develop successful Youth Troop Leaders
2. Make sure BSA and chartered partner rules are followed
3. Be a good mentor and positive role model

Assistant Scoutmasters support the Scoutmaster to promote recruiting, rank advancement strategy, Eagle Advisement, skills training, ceremonies, monthly District Round Table attendance and updates, summer camp, event logistics and reservations, and attendance. *Parents are strongly encouraged to commit to attend on two main Troop events every year.*

REFERENCES:

[Troop Leader Guidebook](#) – Vol 1, Page 83

Leader Minute ([LIBRARY: Leader's Minutes](#))

[The Guided Discovery Process](#) shared objectives, give Scouts tools, ask questions.

[Campcraft Skill Videos](#)

[Troop Meeting Ceremonies](#),

2. Troop Committee (aka, The Parents Committee)

The [Troop Committee](#) Members set troop policies and handle administrative functions, allowing the Scoutmaster and Assistant Scoutmasters to focus on working directly with the Scouts. Committee Officers are Chair, Secretary, Treasurer and Chartered Organization Representative, who is the liaison between Troop 502 and HUMC.

Parents are expected to attend the Parents Committee Meeting which is held one Monday night a month (please check the latest calendar). Attendance gives every parent an opportunity to learn more about Scouts BSA, stay informed about Troop activities, provide input to our Scouting program and complete specific small tasks

Chairs, subcommittee, and functions of the committee include:

- Troop a [Journey to Excellence](#) unit Chair
- Finance & [Fundraising](#)
- Troop Membership ([Recruiting](#)) Chair: develops and implements a year-round growth plan that incorporates all methods of recruitment, working closely with Den Chief and Cub Scout packs in the community, the district membership committee, and the unit commissioner. Generally, a good year-round recruiting plan addresses all three methods of recruiting new Scouts into the Troop:
 - [Graduate Webelos into Troop](#) (year-round August to July sequence)
 - [Host a Troop Open House](#) (sequential activity list from Feb through May)
 - [Youth Recruitment - Scouts recruit peers](#) (sequential activity list Sept to Dec)
- Duty to God [Religious Emblems Program](#) Chair
- Records & Training Chair
- Advancement, Board of Review, Court of Honor (COH) & Awards Chair(s)

REFERENCES:

[Committee Members Resources](#)

[Scouts BSA Marketing Tools](#).

[Religious Emblems Program](#)

[Ceremonies](#)

[Scholarship](#)

[BSA Guide to Advancement](#)

[Scouting Awards Central](#)

[Mecklenburg County Apache District Advancement](#)

[Mecklenburg County Opportunities](#)

3. Other Program Opportunities for Adult Support

To better understand the program, parents are encouraged to read the Boy Scout Handbook along with the other Scouting resources and to encourage their youths to do the same.

Parents are asked to participate in Troop activities, get their youths to meetings and activities on time, and encourage their Scouts progress on rank advancement and merit badges. Parents unable regularly volunteer with the Troop or Committee should:

- 1) sign up for a Scouts Board of Review
- 2) sign up for two Troop trips a year

Merit Badge Counselors

Scouts BSA offers over 130 merit badges for youth to earn as they learn about the subjects they cover. Each merit badge has its own pamphlet that Scouts should consult while working on the merit badge. Do you have skills, experiences, education and training that would benefit Troop 502 scouts? Please review the [BSA Merit Badge List](#) identify three or four Merit Badges and [sign up](#).

REFERENCES:

[Merit Badge Pamphlets](#)

[Merit Badge List](#)

[The Essentials of Merit Badge Counseling – Advancement Educational Presentation](#)

[A Guide for Merit Badge Counseling](#) , No. 512-065

[Merit Badge Counselor Information, No. 34405](#)

[Merit Badge Group Instruction Guide](#) , No. 512-066

STEM/Nova Awards

From archery to welding, Scouts can't help but enjoy the wide range of STEM-related activities. Are you a subject matter expert in a STEM (science, technology, engineering, mathematics) field? Please be a Supernova Mentor. Or a Nova Counselor. Info at [STEM/Nova Awards](#)

All Troop 502 adult leaders are all unpaid volunteers.

Parents are strongly encouraged complete an [Application](#) and help the Troop succeed

**REMEMBER,
STRONG TROOPS HAVE
STRONG PARENT INVOLVEMENT & SUPPORT!**

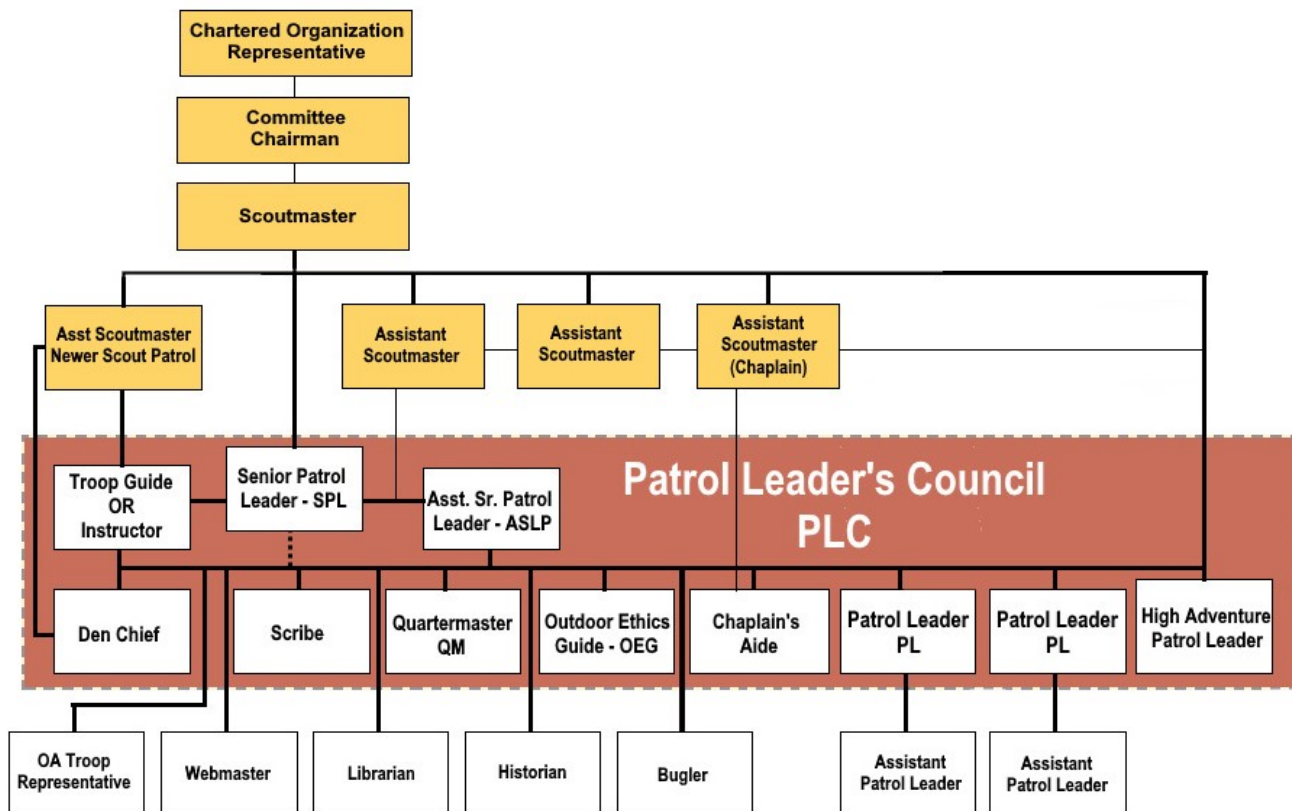
D. Chain of Command

1. What is Chain of Command?

Simply stated, Chain of Command is a system where authority passes down from the top through a series of positions in which each person is accountable to the position directly above.

For the Patrol System to work (i.e. Scouts leading Scouts), the correct sequence in the Scouting chain of command must be followed:

1. Troop Committee
2. Scoutmaster (SM)
3. Assistant Scoutmasters (ASM) and Junior Assistant Scoutmasters (JASM)
4. Senior Patrol Leader (SPL)
5. Assistant Senior Patrol Leader (ASPL)
6. Patrol Leader (PL)
7. Assistant Patrol Leader (APL)
8. Scouts



While older Scouts often lead and mentor younger Scouts. Skill rank does not mean that you are the leader. The authority of a youth leaders depends ONLY on their place in the Chain of Command and NOT on their skill rank (Tenderfoot, 2nd Class, 1st Class, Star, Life, Eagle)

Commands flow down from the SPL to other ASPLs who direct PLs, Troop Instructor and other Scouts in Positions of Responsibility. Only on rare occasions would the SPL direct an individual Scout. Questions, requests for clarification or issues flow up from Scout to PL, to ASPL, to SPL, to Scoutmaster

There should be no confusion: A Leader's authority comes directly from their place in the chain of command. It would be very inappropriate for a Star Scout to challenge the authority of their Patrol Leader who is a First-Class skill rank. The Patrol Leader is the one giving direction and leading.

2. If a Scout has an Issue

A scout's most important leader is their Patrol Leader. If the issue is not resolved at the Patrol Leader level, then the ASPL and then the Senior Patrol Leader should be involved. If the SPL cannot resolve the issue within the youth leadership team, that includes the Jr. Assistant Scoutmaster, if any, it should be escalated to either the Scoutmaster or one of the Assistant Scoutmasters.

The final escalation is from Scoutmaster to the Troop Committee. Troop 502 follows this same escalation process when disciplinary action needs to be involved, by training and encouraging youth leaders' police their own issues, if possible.

If any issue ever involves conduct that endangers personal safety, involves harassment (or other non-Scout behaviors), the process escalates directly to the adult leaders.

E. Training

1. Adult Leaders

Troop 502 strongly encourages all adult leaders to take advantage of BSA training. Scoutmaster Position-Specific Training course provides Scoutmasters and Assistant Scoutmasters with the basic information and tools they need to lead successful BSA Scout Troops. Completion of these courses, *Introduction to Outdoor Leader Skills*, CPR certification and *Youth Protection Training* (every two years) are considered "trained" for those positions. Safe Swim Defense, Safety Afloat, Weather Hazards, Climb On Safely, are also available at my.scouting.org: (log in using BSA member number to receive credit).

Troop Committee Members must complete Youth Protection training and the Troop Committee Challenge to be considered "trained." Committee members are encouraged to take the classroom portion of Scoutmaster Specific Leader training.

All adult leaders are encouraged to participate in advanced BSA training such as [Wood Badge](#) Leadership Training and [Powder Horn](#) troop high-adventure program contacts and tools. Training costs will be reimbursed from Troop funds.

REFERENCES:

- [BSA Training for Adults](#) and [Guide to Safe Scouting](#)
- [Scouter Code of Conduct](#)
- [Youth Protection Training](#)
- <https://www.scouting.org/Training/Adult>
- <https://www.scouting.org/training/adult/supplemental/youth-leadership-training-continuum>

2. Junior Leaders (Scouts)

All Scouts are encouraged to take on **Youth Positions of Responsibility** review the [Troop Positions website](#) and [position orientation videos](#). Positions of responsibility include:

- [Senior Patrol Leader](#)
- [Assistant Senior Patrol Leader](#)
- [Patrol Leader](#)
- [Troop Guide](#)
- [Quartermaster](#)
- [Scribe](#)
- [Den Chief](#)
- [Chaplain Aide](#)
- [Historian](#)
- [Instructor](#)
- [Librarian](#)
- [Webmaster](#)
- [Order of the Arrow Representative](#)
- [Outdoor Ethics Guide](#)
- [Bugler](#)
- [Junior Assistant Scoutmaster](#)

Scouts holding a Position of Responsibility are required to participate in *Introduction to Leadership Skills for Troops* ILST training by Scoutmaster and SPL. Youth leaders are also expected to participate in **SEAL'S. training** (age 11-14) and **NYLT/TopGun Training** (age 15-17). National Advanced Youth Leadership Experience at Philmont or SeaBase **NAYLE** (age 15-17) is strongly encouraged. All Youth Troop Leaders should complete Wilderness First Aid and CPR every 2 years. Scouts over 15 should complete [BSA Lifeguard Award](#).

From time to time, training for Scouts holding or planning to hold leadership positions is provided by District or Council. WEBELOS den chief training which equips a youth Scout with the skills to assist a Cub Scout WEBELOS den leader is an example of District level training. National Youth Leader Training is offered by Council to train the top youth leaders in the skills of leadership.

The Troop share of any costs associated with youth training will be determined by the Committee at the time that Troop members apply for the training. The Troop will also hold a Junior Leader Training over a weekend to teach new leaders and refresh old ones. This training is mandatory regardless of how many times you have been to it. The Senior Patrol leader will be responsible for all activities associated with this weekend.

[Kodiak Challenge](#) is an adventure that pushes the boundaries of every participant that has its underpinnings in the application of the leadership skills Scouts learn in the Introduction to Leadership Skills for Troops SEALS, NYLT, and/or NAYLE.

F. Youth Leaders



Senior Patrol Leader

(SPL)

Introduction

The Senior Patrol Leader (SPL) position is the most important leadership position in the Troop. What does it mean to be the highest youth leadership position in a troop? It means that you have the sole responsibility to direct all Troop activities (you are the leader of the Troop). All Scouts in the Troop are under your authority.

You lead through our Asst Senior Patrol Leaders (ASPLs) and the Troop Guide (TG). Your charge is to:

- Let the ASPLs know what is expected of them (tasks, timeframe, resources, etc.),
- Answer any questions
- Make sure that they carry it out.

This does not mean that you do any of the work or even assist. This means that you direct, lead, command and/or delegate. Demonstrating an activity or skill is also a way of leading by example as long as Scouts/patrols have an opportunity to try it on their own. Because of this leadership role, the success or failure of an activity rests with you (no one else).

Responsible to: Assistant Scoutmasters, Scoutmaster, Troop Committee (reporting requirements)

A. Primary Duties

The SPL is responsible for directing all Troop activities. This includes:

- Planning meetings and events,
- Carrying out the plan at meetings/activities,
- Setting up training for younger Scouts,
- Running ceremonies,
- Reviewing the successes and failures of each meeting/activity.

It is expected that at this point in your pathway through Scouting you already have the skills and knowledge to take care of yourself and a patrol. Your focus now is on leading the entire Troop. This is a much larger role. To do this you can use the following:

1. Other leaders
 - a. Subordinate Leaders: (ASPLs and other Scouts in leadership positions.) Review their roles in the Troop. They are your keys to success. If they do not perform then you must work with them to improve their performance. The ASPLs should be the Scouts you work with most often. They must carry out the SPL's directions and report back..
 - b. Scoutmaster & Assistant Scoutmasters: They are the SPL's sounding board for help and guidance. They should only step in when there are issues of safety involved.
2. Troop meetings and activity plans developed by the scribe. These are the monthly notes from PLC Meeting. The SPL cannot run a meeting without being prepared. Things will

fall apart quickly. Meeting plans should be reviewed with an adult leader and will be the guide for each meeting. The SPL must ensure that everything is in place for the meeting. Check with whomever was assigned a meeting task to make sure they are ready. Do not assume that anyone will be prepared! The SPL must constantly remind and get commitment.

3. Backup activities listing and plans.

The SPL should always have a list of activities that you can use, just in case things are not going well. In some cases, they might need to stop and re-direct the Troop if an activity is not going well.

Note cards for running ceremonies or Court of Honors.

The success of your tenure as SPL will depend on their preparation and leadership skills.

B. Other Duties:

In addition to the previous section, other duties the SPL is expected to perform include:

- Preside at all Troop meetings, events, activities, and the program planning conferences.
- Chair the [Patrol Leaders Council](#).
- Assist the Scoutmaster with the process of appointing leadership.
- Assign duties and responsibilities to other junior leaders.
- Work with the Scoutmaster and Assistant Scoutmasters in training junior leaders.
- If the SPL cannot attend a campout they must assign an ASPL, Instructor, Troop Guide, Jr Asst Scoutmaster to lead the events.

Personally:

- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Finally, in Troop 502 leadership comes with its own rewards. As the Senior Scout Leader of the Troop you are welcome to enjoy these additional privileges. They are:

- So that your focus can be on the Scouts, food for all campouts and activities will be provided to you by the Adult Leadership. When the adults eat together, you're welcome to join them, if you like.
- You also have first selection of Troop equipment.
- You have first pick among Scouts for tent site or bunk selection.
- You have authority to recommend Scouts for skill signoff (Scout to First Class ranks).

RESOURCE

Scouts BSA [Senior Patrol Leader Handbook](#) Item: 647789



Assistant Senior Patrol Leader

(ASPL)

Introduction

The Assistant Senior Patrol Leader (ASPL) position is the second highest youth leadership position in the troop, working closely with the senior patrol leader to help the troop move forward.. Please read over the Senior Patrol Leader (SPL) section of this document because you will be called upon to lead the Troop in the Senior Patrol Leader's absence. It is also important to learn about how a Troop is run at this higher level because you will, most likely, have an opportunity to become the SPL in the future.

Responsible to: Senior Patrol Leader

A. Primary Duties

Specific Duties:

- Directing the activities of the Troop as described by the Senior Patrol Leader.
- Be responsible for training and giving direct leadership of the following junior leaders:
 - Patrol Leaders
 - Scribe
 - Quartermaster
 - Chaplains Aide
 - Instructor
 - Bugler
 - Outdoor Ethics Guide
 - Historian
 - Webmaster
 - Librarian
 - OA Troop Representative
- Help with leading meetings and activities as called upon by the Senior Patrol Leader.
- Take over Troop leadership in the absence of the Senior Patrol Leader.
- Function as a member of the Patrol Leaders Council.

The ASPL has a very unique role to play in the Troop. Many times during an activity, it is the most important role. While the SPL works with the Adult Leadership and Troop as a whole, the ASPLs work directly with the PLs and Scouts to get things done.

Here's how it works:

1. The SPL gives you direction on:
 - What they want done
 - What you can use or need to use to get it done
 - In some cases, how it should be done
 - Who you can use or who should participate?
 - When it needs to be done by
2. Any other information you will need. You use what you have been given to carry out the request. From this point on you are in charge of the activity.

3. When complete, you report back to the SPL.

Most of the time this does not mean that you do the work or even assist a patrol or Scout. Most of the time, this means that you direct, lead, and command. Demonstrating an activity or skill is also a way of leading by example as long as Patrols and Scouts have an opportunity to try it on their own.

It is expected that at this point in your pathway through Scouting you already have skills and knowledge to take care of yourself and a patrol. Your focus now is on leading projects within the Troop to get things done. This is a much larger role.

To do this you can use the following:

1. Leaders and Scouts:
 - a. Subordinate Leaders: (Other Scouts in leadership positions.) Review their roles in the Troop. They are your keys to success. If they do not perform then you must work with them to improve.
 - b. Scoutmaster & Assistant Scoutmasters: They are your sounding board for help and guidance. They should only step in when there are issues of safety and discipline are involved.
 2. Troop meetings and activity plans developed by the scribe. (These are the monthly notes from PLC Meeting).
-

B. Other Duties

Personally:

- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

The success of your tenure as Assistant Senior Patrol Leader will depend on your ability to take direction from the SPL and lead smaller groups to get things done.

RESOURCE

Scouts BSA [Senior Patrol Leader Handbook](#) Item: 647789



Patrol Leader

(PL)

Introduction

When you were assigned the position of Patrol leader, you agreed to provide a service and leadership in our Troop. That responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a Junior Leader.

In general, you take direction from the SPL and ASPLs and carry those directions out with your patrol. You are the leader of the patrol. It does not matter if other Scouts in your patrol have a higher rank (First Class, Second Class, etc.) if you are the Patrol Leader, you are the leader of the patrol. This does not mean that you do all the work. It means that you work with each member of your patrol to get a task done. Most often it should mean that others are doing the tasks that you assign. It also means that questions from the Scouts in your patrol should be filtered through you to the ASPL.

Responsible to: Assistant Senior Patrol Leaders and Senior Patrol Leader

A. Primary Duties

Specific Duties:

- Take direction from the SPL & ASPL
- Work with your patrol to carry out assignments.
- Assign each patrol member a job and help him or her or her succeed.
- Keep patrol members informed (phone calls, e-mails, etc.).
- Prepare the patrol to take part in all Troop activities.
- Ensure that the patrol is ready for campouts. Make sure food and equipment are ready. (Note: This does not mean that you have to do it)
- For campouts, present a planned menu to a Troop leader or ASPL and get SPL sign off.
- Represent your patrol at Patrol Leaders' Council (PLC) meeting.
- Make sure you have a count of all Scouts in your Patrol at all times.
- Develop patrol spirit.
- Work with other Troop Leaders to make the Troop run well.

B. Other Duties

Personally:

- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

RESOURCE

[Scouts BSA Patrol Leader Handbook](#)



Assistant Patrol Leader

(APL)

Introduction

When you were assigned the position of Assistant Patrol leader, you agreed to provide service and leadership in our Troop. That responsibility should be fun and rewarding. This prepares you for leadership positions of responsibility in the Troop so you need to learn as much as you can about how to work with the Patrol Leader to lead your patrol because you will be asked to lead the patrol or Troop in the future. Appointed by the Patrol Leader with Scoutmaster approval. May not serve two consecutive terms

This job description provides some of the things you are expected to do while serving as a Junior Leader.

Responsible to: Patrol Leader (Take direction from ASPL if PL is absent).

A. Primary Duties

Specific Duties:

- Assist Patrol Leader fulfill their duties which are:
 - Work with your patrol to carry out assignments.
 - Assign each patrol member a job and help him or her or her succeed.
 - Keep patrol members informed (phone calls, e-mails, etc.).
 - Prepare the patrol to take part in all Troop activities.
 - Ensure that the patrol is ready for campouts. Make sure food and equipment are ready.
 - For campouts, present a planned menu to a Troop leader or ASPL and get SPL sign off.
 - Represent your patrol at Patrol Leaders' Council (PLC) meeting if your PL cannot attend.
 - Make sure you have a count of all Scouts in your Patrol at all times.
 - Develop patrol spirit.
 - Work with other Troop Leaders to make the Troop run well.
-

B. Other Duties

Personally:

- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

RESOURCE

[Scouts BSA Patrol Leader Handbook](#)



Troop Scribe

Introduction

The scribe is the troop's secretary. Though not a voting member, they attend meetings of the patrol leaders' council and keep a record of the discussions. They record attendance at troop meetings and to maintain troop advancement records. The troop scribe may be assisted by a member of the troop committee.

Responsible to: Assistant Senior Patrol Leader (and works with the Troop committee member responsible for records and finance).

A. Primary Duties

Specific Duties:

- Need a notebook for campouts and meetings. This should be a bound book so we do not lose the sheets.
 - Attend and keep a log of Troop meetings.
 - Attend and keep a log of Patrol Leaders' Council meetings (Take meeting minutes, write them up and distribute them to the Troop leadership).
 - Record attendance at all meetings, campouts and events.
 - Prepare calendar updates for monthly activities and distribute it to PLC and Troop Leaders.
-

B. Other Duties

Personally:

- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.



Chaplain Aide

Introduction

Chaplain aides assist the troop chaplain (usually an adult from the troop committee or the chartered organization) in serving the religious needs of the troop. They lead the troop in opening or closing prayer and mealtime blessings. Chaplain aides ensure that religious holidays are considered during the troop's program planning process and promotes the BSA's religious emblems program.

Responsible to: Assistant Senior Patrol Leader (and works with the Chaplain and/or Troop committee member responsible for the Religious Emblems program).

A. Primary Duties

Specific Duties:

- Encourages troop members to strengthen their own relationships with God through personal prayer and devotion and participation in religious activities appropriate to their faith
 - Gives Troop Closing Prayer.
 - Encourages saying grace at meals while camping or at other activities
 - Plans [Interfaith Worship Services](#) and religious observances in Troop activities, especially campouts and Courts of Honor.
 - Helps promote annual Scout Sunday or Scout Sabbath
 - Makes sure religious holidays are considered during Troop program planning.
 - Tells Scouts about the Religious Emblems program for their faith at least once a year
 - Helps recognize troop members who receive their religious emblems, (such as at a Court of Honor)

B. Other Duties

Personally:

- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

REFERENCE:

[Chaplain Aide](#)



Quartermaster

Introduction

Quartermasters serve as the troop's supply boss. As the Troop Quartermaster, you are responsible for all the equipment the Troop uses. This is a position is one requiring responsibility, trustworthiness and dedication. No Scout can be issued any equipment without your knowledge and approval. The equipment of the Troop is a critical asset of our Scouting program. You must keep an inventory of [troop equipment](#) and make sure that Troop gear is in good condition. At meetings of the patrol leaders' council, you report on the status of equipment in need of replacement or repair. In carrying out their responsibilities, they may have the guidance of a member of the troop committee.

Responsible to: Assistant Senior Patrol leader / Senior Patrol Leader (and works with the Assistant Scoutmaster responsible for Troop equipment)

A. Primary Duties

Specific Duties:

- Keep records of Patrol and Troop equipment.
 - Make sure equipment is in good working condition
 - Issue equipment and make sure it is returned in good condition
 - Make suggestions for new or replacement items
 - Personally checks out equipment immediately before the Troop leaves for an outing. (Always issue equipment in good order).
 - Check-in the equipment at first Monday meeting after an outing (all equipment MUST be returned clean and in good working order.)
 - Report any lost, damaged or late returns of equipment to ASPL. Make sure you know who was responsible for the equipment when it was lost or damaged.
 - Ensure that all equipment is locked and secured in the storage area
 - Works with Assistant Scoutmaster and troop committee member responsible for equipment.
 - If you cannot attend a campout, assign a Quartermaster for that campout and show them the process of checking in and out equipment.
-

B. Other Duties

Personally:

- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.



Troop Guide

Introduction

The Troop Guide works actively as both a leader and a mentor to the members of the new-Scout patrol introducing them to Troop operations. The Troop Guide helps scouts navigate early Troop experiences and helping them become comfortable in the Troop and the outdoors. them feel comfortable in the Troop.

This is a more senior scout skilled in all rank requirements who holds at least the First-Class rank and can work well with younger scouts. He or she must have served as a Patrol Leader and must already have proven leadership abilities. This position is selected by the SPL and approved by the Scoutmaster.

Responsible to: Senior Patrol Leader, Scoutmaster and Assistant Scoutmasters

A. Primary Duties

Specific Duties:

- Introduce new Scouts to troop operations
- Guide new Scouts keeping them from harassment by older Scouts
- Teach basic Scout skills
- Ensure that each new Scout feels a part of the Troop and has a rewarding and safe experience.
- Help Scouts meet advancement requirements through First Class.
- Counsel individual Scouts on Scouting challenges
- Coaches the new-Scout patrol leader, or IS the new scout patrol leader if troop is small
- Advise new-Scout patrol leader about duties and responsibilities at Patrol leaders' council meetings.
- Attend [patrol leaders' council](#) meetings with the [patrol leader](#) of the new-Scout patrol
- Help train new Patrol Leaders.

B. Other Duties

Personally:

- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.



Instructor

Introduction

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

Responsible to: Assistant Senior Patrol Leader

A. Primary Duties

Specific Duties:

- Teaches basic Scouting skills in Troop, patrols and one-on-one settings.
- Schedule/coordinate merit badge counselor(s) for troop/Scout instruction.

B. Other Duties

Personally:

- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.
- Shows Scout spirit

REFERENCE:

[Instructor](#)



Troop Historian

Introduction

The historian collects, assembles, and preserves troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia, and makes materials available for Scouting activities, courts of honor, the media, and troop history projects.

Responsible to: Assistant Senior Patrol Leader.

A. Primary Duties

Specific Duties:

- Gather photos and facts about troop activities and keeps them in a historical file or scrapbook
 - Takes care of troop trophies, ribbons, and souvenirs of troop activities
 - Keeps information about former members of the troop
-

B. Other Duties

Personally:

- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

REFERENCE:

[Historian](#)



Troop Webmaster

Introduction

Troop webmasters are responsible for maintaining the troop's website. They make sure that information posted on the website is correct and up to date and that the privacy of youth and adult troop members is protected. A member of the troop committee may assist them with their work.

Responsible to: Assistant Senior Patrol Leader

A. Primary Duties

Specific Duties:

- Ensure the website is as youth-run as possible
 - Maintain the Troop 502 website as needed
 - Maintains Facebook page
 - Work with various unit members on needed topics
-

B. Other Duties

Personally:

- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

REFERENCE:

[Webmaster](#)



Troop Librarian

Introduction

Troop librarians oversee the care and use of troop books, pamphlets, magazines, audiovisuals, and merit badge counselor lists. They check out these materials to Scouts and leaders and maintain records to ensure that everything is returned. They may also suggest the acquisition of new literature and report the need to repair or replace any current holdings.

Responsible to: Assistant Senior Patrol Leader

A. Primary Duties

Specific Duties:

- Set up and takes care of the troop library
- Keep records of books and pamphlets owned by the troop
- Add new or replacement items as needed
- Keep books and pamphlets available for borrowing
- Keep a system for checking books and pamphlets in and out, and follows up on late returns

B. Other Duties

Personally:

- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

REFERENCE:

[Librarian](#)



Den Chief

Introduction

Den chiefs are Scouts who assist a Cub Scout den leader or Webelos den leader. They are selected by the [senior patrol leader](#) and [Scoutmaster](#), and approved by the cubmaster and the pack committee for recommendation to the den leader. Den chiefs help Cub Scouts advance through Cub Scout ranks and encourage Cub Scouts to join a troop upon graduation.

Responsible to: Senior Patrol Leader, (and coordinates with Pack 502 Cubmaster)

A. Primary Duties

Specific Duties:

- Know the purposes of Cub Scouting
- Help Cub Scouts achieve the purposes of Cub Scouting
- Serve as the activities assistant at den meetings
- Set a good example through attitude and uniforming
- Be a friend to the members of the den
- Help lead weekly den meetings
- Help the den in its part of the monthly pack meeting.
- Know the importance of the monthly theme and pack meeting plans
- Meet regularly with the den leader to review den and pack meeting plans
- Meet as needed with adult members of the den, pack, and troop
- Receive training from the den leader (and cubmaster or assistant cubmaster)
- Take Den Chief Training [Take Den Chief Training now!](#)
- Encourage Cub Scouts to become Webelos Scouts when they are eligible
- Encourage Webelos Scouts to join a Scout troop upon graduation
- Help the denner and assistant denner to be leaders.

B. Other Duties

Personally:

- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

REFERENCE:

[Take Den Chief Training now!](#)

[Den Chief](#)

[Den Chief Service Award](#)



Bugler

Introduction

The Bugler plays the bugle at troop meetings, outings and ceremonies. They can use a bugle, trumpet or cornet. Bugles are perfect for communicating a message in a large area where yelling strains the voice. If a scout learns 15 bugle calls they can also earn the Bugling merit badge. There are calls designed to get Scouts' attention ("First Call"), let everyone know it's time to eat ("Mess Call"), honor the country during a flag ceremony ("To the Colors") and even signal when everyone can go for a dip in the pool ("Swimming"). Get the [Music and Bugling merit badge pamphlet](#) to read the notes for these calls. Bugler can be used as a position of responsibility for the ranks of Star or Life, but not for the rank of Eagle.

Appointed by Senior Patrol Leader and Assistant Senior Patrol Leader with Scoutmaster approval. Tenderfoot Rank or higher. May not serve three consecutive terms.

Responsible to: Assistant Senior Patrol Leader

A. Primary Duties

Specific Duties:

- Play bugle as requested by Troop leadership.
- Play taps during evening closing ceremony.
- Practice bugling daily until proficient.
- Arrive 5 minutes before the start of troop meetings.

B. Other Duties

Personally:

- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

REFERENCE:

[Bugler](#)

[Music and Bugling merit badge pamphlet](#)



Outdoor Ethics Guide

Introduction

Outdoor ethics guides help troops plan and conduct an outdoor program that emphasizes effectively practicing the [Outdoor Code](#), the [Leave No Trace principles](#), and the [Tread Lightly! principles](#). Guides work to help Scouts improve their outdoor ethics decision-making skills to help minimize impacts as they hike, camp, and participate in other outdoor activities. In particular, they should support Scouts who are working to complete the relevant requirements for the Tenderfoot, Second Class, and First Class ranks.

Responsible to: Assistant Senior Patrol Leader

A. Primary Duties

Specific Duties:

- Assure the troop adheres to the Principles of the [Outdoor Code](#), the [Leave No Trace principles](#), and the [Tread Lightly! principles](#).

B. Other Duties

Personally:

- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

REFERENCE:

[Outdoor Ethics and the BSA](#)

[Outdoor Ethics Guide](#)

[Outdoor Ethics Guide Handbook](#)

[Outdoor Ethics Website](#)

[Teaching Leave No Trace](#)



Order of the Arrow Rep

Introduction

Order of the Arrow representatives serve as a communication link between the troop and the local Order of the Arrow lodge. By enhancing the image of the Order as a service arm to the troop, they promote the OA, encourage Scouts to take part in all sorts of camping opportunities, and helps pave the way for older Scouts to become involved in high-adventure programs.

Responsible to: Assistant Senior Patrol Leader

A. Primary Duties

Specific Duties:

- Attend troop, chapter and lodge meetings regularly as a youth representative of the troop and Order
 - Serve as a two-way communication link between the troop and the lodge or chapter
 - Arrange with the lodge or chapter election team to conduct an annual Order of the Arrow election for the troop at a time approved by the [patrol leaders council](#)
 - Arrange with the lodge or chapter for at least one camp promotion visit to the unit annually
 - Make at least one high adventure presentation to the troop, to include the OA programs, annually
 - Participate in [troop courts of honor](#), as requested by the [senior patrol leader](#), by recognizing: high adventure participation of troop members, induction of new OA members, changes in OA honors of troop members, and other appropriate activities
 - Coordinate the ordeal induction process for newly elected candidates by: ensuring they know the time and location of the ordeal, providing information of what to bring to the ordeal, assisting (as needed) in arranging transportation to the ordeal, and offering assistance (as needed) to the lodge in the ordeal process
 - Assist current ordeal members in the troop in sealing their membership by becoming brotherhood members by: ensuring they know the time and location of brotherhood opportunities, assisting (as needed) in arranging transportation to the brotherhood opportunities, and offering assistance to the lodge (as needed) in the brotherhood process
 - Offer periodic training and discussions of OA principles, symbolism, and the Legend as needed by and appropriate for the troop members of the Order, at the discretion of the PLC
 - Assist the troop (as appropriate) as a trainer of leadership and outdoor skills.
 - Advocate environmental stewardship and Leave No Trace camping
-

B. Other Duties

Personally:

- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout Spirit
- OA Obligation



Junior Assistant Scoutmaster (JASM)

Introduction

Scout at least 16 years of age who has shown outstanding leadership skills may be appointed by the Scoutmaster to serve as a junior assistant Scoutmaster (JASM). The junior assistant Scoutmaster functions just like an assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 years of age or older). In this capacity, junior assistant Scoutmaster(s) follow the guidance of the [Scoutmaster](#) in providing support and supervision to other youth leaders in the troop. Upon their 18th birthday, a junior assistant Scoutmaster will be eligible to become an assistant Scoutmaster.

Responsible to: Scoutmaster

A. Primary Duties

Specific Duties:

- Perform duties as assigned by the Scoutmaster.

B. Other Duties

Personally:

- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit

REFERENCE:

[Junior Assistant Scoutmaster](#)



Troop Handbook

Section 3 – Advancement

Introduction

Scouting provides a series of age-appropriate surmountable obstacles and steps in overcoming them. Advancement is not an end in itself rather, the advancement system steps help a Scout grow in self-reliance and in the ability to help others. As one of the eight Methods of Scouting (Ideals, Patrol Method, Outdoor Programs, Advancement, Association with Adults, Personal Growth and Leadership Development and Uniform) advancement is designed to help Troop 502 leadership carry out the aims and mission of Scouts BSA

Advancement Is Based on Experiential Learning

All advancement, earning ranks, awards and recognition is *Experiential learning* which comes from doing. This can be done on your own, in patrol and Troop meetings, and during other Troop functions such as campouts. while attending Troop and patrol meetings and participating in the programs, campouts, and other Troop and patrol activities. Rushing through requirements like a competition or just to obtain a badge is not the goal. Scout skills cannot be mastered by performing them just once. You will have many opportunities to practice each skill, and you will be tested on each requirement before it is "signed off".

Personal Growth Is the Primary Goal

As Scouts learn skills and are tested on them, and then are reviewed and recognized, they come to realize they can learn and do other similar things. Through active participation in Troop 502 Scouts achieve *personal growth* in character development, citizenship training, leadership, and mental and physical fitness and begin to demonstrate personal responsibility, self-reliance, and caring for themselves and others. Scouting ideals result in Scouts being positive contributors to our American society. Rank advancement is the responsibility of each individual Scout. Scouts plan their own advancement and progress at their own pace as they meet each challenge. Scouts are recognized and rewarded for each achievement, which helps them gain self-confidence.

Advancement Requires Mentorship

Though much is done advancement is done individually at their own pace, youth often work together in groups to focus on advancement in Patrols and Troop meetings, camping and outings. Advancement is a joint effort involving the adult leaders, the youth members, other volunteers such as merit badge counselors who lend assistance and encourage youth according to their abilities. In Scouting, after a requirement has been passed, the Scout is placed in practical situations that build retention through repeated use of skills and through practical application. As you progress, you will also have opportunities to teach these skills to less experienced Scouts; mentoring others further reinforces your knowledge and skills.

A. Rank Advancement Guidelines

Advancement sets a pattern of setting positive goals and reaching them throughout life. Advancement is made by following these four basic steps: Learning, Testing, Review, and Recognition. Scouts learn and develop according to a standard of exciting and meaningful activities designed to educate and expand horizons. For example, a youth may read about first aid, hear it discussed, and watch others administer it, but they will not learn it until they practice and demonstrate it.

First, the Scout learns

Experiential learning comes from participation in the Troop program; every patrol activity, hike, camping trip, outing offers potential learning experiences.. Learning also comes working with other youths in the Patrol or Troop and from personal advancement, earning ranks, awards and recognition. A Scout learns by doing: they learn to pitch a tent by pitching one, to use a compass by finding directions, and to cook a meal by having to prepare and eat it.

Second, the Scout is tested

The specific requirements determine the kind of testing. Verbal testing is sufficient in some instances. In other instances, a Scout must demonstrate their skills by doing or leading.

Third, the Scout undergoes leadership review

The purpose of the review is to ensure that all requirements for advancement have been met. This includes a check of the Scout's attitude and practice of the ideals of Scouting, in addition to his or her Scout craft skills. The decision regarding whether a Scout has met the required standards to qualify for rank advancement begins with the Troop and, for the Eagle Scout rank, is approved by the district, local council, and finally, the National Council.

Fourth, the Scout is recognized

The final step in advancement involves presentation of the badge, usually at a ceremony before the entire Troop.

To attain the higher ranks in Scouting (Star, Life, and Eagle), a Scout must acquire certain merit badges. Each of these ranks specifies a number of required badges and a number of optional ones selected from a list of over 100 merit badges. The Scout is also required to successfully hold leadership positions, perform service projects, and show Scout spirit. Much of the work required on merit badges will occur at campouts, summer camp, and outside of the regular meetings.

REFERENCE [Mechanics of Advancement in Scouts BSA](#)

The joining requirements and the ranks of Scouting, along with the requirements to advance through them, are described in the Boy Scout Handbook and in [Scouts BSA 2019 GUIDE TO ADVANCEMENT](#) publication 33088 Requirements for each rank are outlined in the current Boy Scout Handbook. The rank requirements in this handbook are official as of Jan. 1, 2019. Any progress toward a rank that is begun after Jan. 1, 2019, must use the requirements as they are presented in this [Scouts BSA Requirements book](#).

B. Signoffs, Scoutmaster Conference (SMC), Board of Review (BOR)

The requirements for the ranks of Tenderfoot through First Class prepare the scout take full advantage of all that Scouting has to offer. Star, Life, and Eagle requirements focus on service to others and developing leadership skills. It's up to you to take advantage of advancement opportunities available to you. You are responsible for recording your service hours, campouts, Troop activities, and keeping leadership positions and personal advancement record updated in your handbook. You must take initiative to ask for a leadership review of your skills when you are ready.

As you complete each requirement, you will be tested and "signed off" in the back section of your handbook by the Scoutmaster or by someone they designate such as an Assistant Scoutmaster or a Troop Committee Member. In Scouts BSA, parents do not sign off rank requirements for their son or daughter. An exception may be made when teaching several Scouts at once such as a merit badge or specialized skills, however a non -parent leader should sign off the instructing leader's son or daughter whenever possible.

Scoutmaster Conference (SMC)

You will be meeting regularly with the Scoutmaster to discuss your activity in the Troop and your understanding and practice of the ideals of Scouting. This Scoutmaster conference is also used to discuss your goals and accomplishments. Each Rank will require you to take part in a Scoutmaster Conference. After a rank advancement, SMC, the Scoutmaster will recommend you for your Board of Review which are normally held once a month, and are composed of three to six registered members of the Troop committee. The Board of Review may not include the Scoutmaster, Asst Scoutmasters, or the scout's family members.

Board of Review (BOR)

The purpose of the Board of Review is to determine the quality of the Scout's experience and decide whether the requirements for the rank have been fulfilled. If so, the board not only approves the Scout's advancement but also provides encouragement to continue the quest for the next rank.

When you appear before a Board of Review, you wear your Class A uniform which of course also includes your Boy Scout Handbook. At the beginning of the review, a member of the board will bring you into the room, introduce you to the board, and invite you to be seated. During the review the board will discuss your development along your trail to Eagle, and evaluate you in terms of Troop activities and life activities in readiness for the next rank. It is also a time for you to ask any questions you might have and to give feedback to the Troop committee about activities and your Scouting experience in your Troop and in your patrol. At the end of the review you will be asked to leave the room while the board discusses your qualifications. The board will then call you back into the room and inform you either that you have been approved for the next rank or what additional actions you must take to qualify.

After passing the Board of Review, you will be recognized in front of the Troop as soon as possible. You will receive your new rank patch shortly after, usually at the next Troop meeting. You will be formally recognized for your rank advancements and merit badges in

front of family and friends during a ceremony at a Court of Honor. At this time, you will be presented with your wallet-sized certificate card and, a rank pin ("parents' pin").

REFERENCE: [BOR Particulars for Tenderfoot Through Life Ranks](#)

Notes: Requirements for Scout, Tenderfoot, Second Class, and First Class ranks may be worked on simultaneously; however, these ranks must be earned in sequence. Alternative requirements for the Scout rank are available for Scouts with physical or mental disabilities if they meet the criteria listed in the Scouts BSA Requirements book.

C. Merit Badges

Earning merit badges allows you to explore many fields, helps round out skills, and introduces subjects that could become lifelong interests or a rewarding career. There are more than 100 merit badges for a scout to choose from. You don't need to reach a certain rank to be eligible to earn a merit badge. However, A scout should not overwhelm themselves by trying to complete too many badges at one time. It is recommended that a scout work on one at a time until they achieve the rank of First Class, and no more than three at once after that.

To start a merit badge, you only need approval of the Scoutmaster and a Merit Badge Counselor. A scout may earn any merit badge at any time; you should not wait for someone to tell you which merit badge to work on. Throughout the year there are BSA authorized merit badge colleges, group merit badge events and many opportunities to complete merit badges. Please note prerequisites are often required prior to attending these events.

Information about merit badge requirements is at: [ScoutBook.com](#) and in the current merit badge pamphlets. All merit badge pamphlets are available from the Scout Shop or Council Trading Post or online. Some may be available in the Troop library. If a scout purchases a merit badge pamphlet, the Troop encourages donation to the Troop library after the scout has earned that Badge. Printable instructions & forms are available at official BSA websites.

Here are the steps to earning a merit badge:

1. Get a merit badge blue card from a Merit Badge Counselor*, Scoutmaster or Committee Advancement Chairperson. Fill in Merit Badge name (3 places), Troop 502, Apache District, Mecklenburg County Council, your name (the applicant) and your address. Talk to Scoutmaster and get their signature on your blue card. *Scoutmaster or Advancement Chairperson can provide names and phone numbers of qualified Merit Badge Counselors as needed. YOU (not the counselor, Scoutmaster, or Advancement Chairperson) are responsible for keeping YOUR blue card until you have completed all merit badge requirements and the counselor has signed the card. If you lose YOUR blue card, you will have to start the badge over unless the counselor is willing and able to sign off what you already completed.
2. You MUST have a buddy (Scout Buddy System) every time you call, contact or meet with a Merit Badge Counselor. A buddy can be another Scout, a family member, or a friend. Set an appointment with a Merit Badge Counselor so they can explain the requirements for the merit badge to you and your buddy and help you get started.

3. Work on merit badge requirements until you complete them, meeting with the counselor (along with your buddy) as necessary and to sign YOUR blue card as you complete each section. You must complete the stated requirements and satisfy the standards for the merit badge. The Merit Badge Counselor may encourage you to do more than the stated requirements, but may not require it. When fully complete, ask the Merit Badge Counselor to sign YOUR blue card. If you change counselors for any reason, it is up to the new counselor whether they will accept work you did with a previous counselor. Normally, a new counselor will ask you a few questions, and if they are satisfied that you actually did the work, they will accept it.
4. After you complete the merit badge and the counselor signs YOUR blue card, they will tear off and keep the counselor's section and return the rest of your blue card to you. Bring the rest of your blue card to the Advancement Chairperson, who will keep the Troop section and return the Scout section to you. You will receive your merit badge shortly after you turn in the blue card (usually the next Troop meeting). Your wallet-sized certificate card will be presented to you at the next Court of Honor. YOUR blue cards are important permanent records which you should maintain in safe place.

Parents are encouraged to serve as merit badge counselors. If you have some skill or knowledge that pertains to one or more of the merit badges, please consider making a direct contribution to success of the Troop by serving as a counselor. You will have to fill out an adult volunteer application form and a merit badge qualification form both of which can be obtained from the Troop that must be submitted to the District Advancement Chairman.

D. Record-Keeping

Your advancement records are kept in three places: your Council office, with the Troop Advancement Chairperson, and yourself. The Council office keeps records supplied to them by the Committee Advancement Chairperson, who also keeps copies of these records for the Troop. Many Troop Advancement Chairs also maintain advancement information on computers and in [ScoutBook](#)

You will receive three kinds of documents that you need to KEEP IN A SAFE PLACE UNTIL AFTER YOU TURN 18 (or earn Eagle rank, whichever is later)! These documents are:

- 1) your Scout Handbook with requirements signed off,
- 2) your portion of completed blue merit badge cards, and
- 3) the certificate cards for rank advancement and merit badge completion.

Make sure all of them are dated and signed or initialed by the appropriate Scout leader. All of the cards are the same size and can be safely kept in plastic protector pages (available commercially).

IT IS EXTREMELY IMPORTANT THAT YOU KEEP THESE DOCUMENTS IN A SAFE PLACE AND DO NOT LOSE THEM!!! If it should happen that there is any discrepancy or missing records, your personal records are your most important allies in proving what you completed.

E. Court of Honor

A Court of Honor is the ceremony in which formal recognition of achievement is given to all the members of the Troop who have advanced in rank, completed merit badges, earned awards, or otherwise distinguished themselves. Courts of Honor are usually held 2 to 3 times a year. Parents are invited and expected to attend all Courts of Honor whether or not their scout(s) are receiving any awards. The scout's presence and other family members at the Court of Honor shows that the scout supports involvement in Scouting. All scouts are encouraged to invite a friend to attend a Court of Honor and to join Troop 502.



Scout Joining Requirements

Introduction

The following list the requirements for joining Scouts BSA and earning the Scout Rank. **These Requirements became effective January 1, 2019.**

Rank Requirements

- 1a. Repeat from memory the Scout Oath, Scout Law, Scout motto, and Scout slogan. In your own words, explain their meaning.
- 1b. Explain what Scout spirit is. Describe some ways you have shown Scout spirit by practicing the Scout Oath, Scout Law, Scout motto, and Scout slogan.
- 1c. Demonstrate the Scout sign, salute, and handshake. Explain when they should be used.
- 1d. Describe the First-Class Scout badge and tell what each part stands for. Explain the significance of the First-Class Scout badge.
- 1e. Repeat from memory the Outdoor Code. In your own words, explain what the Outdoor Code means to you.
- 1f. Repeat from memory the Pledge of Allegiance. In your own words, explain its meaning.
2. After attending at least one Scout troop meeting, do the following:
 - 2a. Describe how the Scouts in the troop provide its leadership.
 - 2b. Describe the four steps of Scout advancement.
 - 2c. Describe what the Scouts BSA ranks are and how they are earned.
 - 2d. Describe what merit badges are and how they are earned.
- 3a. Explain the patrol method. Describe the types of patrols that are used in your troop.
- 3b. Become familiar with your patrol name, emblem, flag, and yell. Explain how these items create patrol spirit.
- 4a. Show how to tie a square knot, two half-hitches, and a taut-line hitch. Explain how each knot is used.
- 4b. Show the proper care of a rope by learning how to whip and fuse the ends of different kinds of rope.
5. Tell what you need to know about pocketknife safety.
6. With your parent or guardian, complete the exercises in the pamphlet *How to Protect Your Children from Child Abuse: A Parent's Guide* and earn the Cyber Chip Award for your grade¹.
7. Since joining the troop and while working on the Scout rank, participate in a Scoutmaster conference.

¹ If your family does not have internet access at home AND you do not have ready internet access at school or another public place or via a mobile device, the Cyber Chip portion of this requirement may be waived by your Scoutmaster in consultation with your parent or guardian.



Tenderfoot

Rank Requirements

Introduction

The following list the requirements for advancing to Tenderfoot. **These Requirements became effective January 1, 2019.**

Rank Requirements

- 1a. Present yourself to your leader, prepared for an overnight camping trip. Show the personal and camping gear you will use. Show the right way to pack and carry it.
- 1b. Spend at least one night on a patrol or troop campout. Sleep in a tent you have helped pitch.
- 1c. Tell how you practiced the Outdoor Code on a campout or outing.
- 2a. On the campout, assist in preparing one of the meals. Tell why it is important for each patrol member to share in meal preparation and cleanup.
- 2b. While on a campout, demonstrate the appropriate method of safely cleaning items used to prepare, serve, and eat a meal.
- 2c. Explain the importance of eating together as a patrol.
- 3a. Demonstrate a practical use of the square knot.
- 3b. Demonstrate a practical use of two half-hitches.
- 3c. Demonstrate a practical use of the taut-line hitch.
- 3d. Demonstrate proper care, sharpening, and use of the knife, saw, and ax. Describe when each should be used.
- 4a. Show first aid for the following:
 - Simple cuts and scrapes
 - Blisters on the hand and foot
 - Minor (thermal/heat) burns or scalds (superficial, or first-degree)
 - Bites or stings of insects and ticks
 - Venomous snakebite
 - Nosebleed
 - Frostbite and sunburn
 - Choking
- 4b. Describe common poisonous or hazardous plants; identify any that grow in your local area or campsite location. Tell how to treat for exposure to them.
- 4c. Tell what you can do while on a campout or other outdoor activity to prevent or reduce the occurrence of injuries or exposure listed in Tenderfoot requirements 4a and 4b.
- 4d. Assemble a personal first-aid kit to carry with you on future campouts and hikes. Tell how each item in the kit would be used.
- 5a. Explain the importance of the buddy system as it relates to your personal safety on outings and in your neighborhood. Use the buddy system while on a troop or patrol outing.
- 5b. Describe what to do if you become lost on a hike or campout.

- 5c. Explain the rules of safe hiking, both on the highway and cross-country, during the day and at night.
- 6a. Record your best in the following tests:
- Pushups _____ (Record the number done correctly in 60 seconds.)
 - Sit-ups or curl-ups _____ (Record the number done correctly in 60 seconds.)
 - Back-saver sit-and-reach _____ (Record the distance stretched.)
 - 1-mile walk/run _____ (Record the time.)
- 6b. Develop and describe a plan for improvement in each of the activities listed in Tenderfoot requirement 6a. Keep track of your activity for at least 30 days.
- 6c. Show improvement (of any degree) in each activity listed in Tenderfoot requirement 6a after practicing for 30 days.
- Pushups _____ (Record the number done correctly in 60 seconds.)
 - Sit-ups or curl-ups _____ (Record the number done correctly in 60 seconds.)
 - Back-saver sit-and-reach _____ (Record the distance stretched.)
 - 1-mile walk/run _____ (Record the time.)
- 7a. Demonstrate how to display, raise, lower, and fold the U.S. flag.
- 7b. Participate in a total of one hour of service in one or more service projects approved by your Scoutmaster. Explain how your service to others relates to the Scout slogan and Scout motto.
8. Describe the steps in Scouting's Teaching EDGE method. Use the Teaching EDGE method to teach another person how to tie the square knot.
9. Demonstrate Scout spirit by living the Scout Oath and Scout Law. Tell how you have done your duty to God and how you have lived four different points of the Scout Law in your everyday life.
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10. While working toward the Tenderfoot rank, and after completing Scout rank requirement 7, participate in a Scoutmaster conference.
11. Successfully complete your board of review for the Tenderfoot rank.

TENDERFOOT Rank Requirements Notes: The requirements for Scout, Tenderfoot, Second Class, and First Class ranks may be worked on simultaneously; however, these ranks must be earned in sequence.

Alternative requirements for the Tenderfoot rank are available for Scouts with physical or mental disabilities if they meet the criteria listed in the Scouts BSA Requirements book.



Second Class

Rank Requirements

Introduction

The following list the requirements for advancing to Second Class. **These Requirements became effective January 1, 2019.**

Rank Requirements

- 1a. Since joining Scouts BSA, participate in five separate troop/patrol activities, at least three of which must be held outdoors. Of the outdoor activities, at least two must include overnight camping. These activities do not include troop or patrol meetings. On campouts, spend the night in a tent that you pitch or other structure that you help erect, such as a lean-to, snow cave, or tepee.
- 1b. Explain the principles of Leave No Trace and tell how you practiced them on a campout or outing. This outing must be different from the one used for Tenderfoot requirement 1c.
- 1c. On one of these campouts, select a location for your patrol site and recommend it to your patrol leader, senior patrol leader, or troop guide. Explain what factors you should consider when choosing a patrol site and where to pitch a tent.
- 2a. Explain when it is appropriate to use a fire for cooking or other purposes and when it would not be appropriate to do so.
- 2b. Use the tools listed in Tenderfoot requirement 3d to prepare tinder, kindling, and fuel wood for a cooking fire.
- 2c. At an approved outdoor location and time, use the tinder, kindling, and fuel wood from Second Class requirement 2b to demonstrate how to build a fire. Unless prohibited by local fire restrictions, light the fire. After allowing the flames to burn safely for at least two minutes, safely extinguish the flames with minimal impact to the fire site.
- 2d. Explain when it is appropriate to use a lightweight stove and when it is appropriate to use a propane stove. Set up a lightweight stove or propane stove. Light the stove, unless prohibited by local fire restrictions. Describe the safety procedures for using these types of stoves.
- 2e. On one campout, plan and cook one hot breakfast or lunch, selecting foods from MyPlate or the current USDA nutritional model. Explain the importance of good nutrition. Demonstrate how to transport, store, and prepare the foods you selected.
- 2f. Demonstrate tying the sheet bend knot. Describe a situation in which you would use this knot.
- 2g. Demonstrate tying the bowline knot. Describe a situation in which you would use this knot.
- 3a. Demonstrate how a compass works and how to orient a map. Use a map to point out and tell the meaning of five map symbols.
- 3b. Using a compass and map together, take a 5-mile hike (or 10 miles by bike) approved by your adult leader and your parent or guardian.

- 3c. Describe some hazards or injuries that you might encounter on your hike and what you can do to help prevent them.²
- 3d. Demonstrate how to find directions during the day and at night without using a compass or an electronic device.
4. Identify or show evidence of at least 10 kinds of wild animals (such as birds, mammals, reptiles, fish, or mollusks) found in your local area or camping location. You may show evidence by tracks, signs, or photographs you have taken.
- 5a. Tell what precautions must be taken for a safe swim.
- 5b. Demonstrate your ability to pass the BSA beginner test: Jump feetfirst into water over your head in depth, level off and swim 25 feet on the surface, stop, turn sharply, resume swimming, then return to your starting place.
- 5c. Demonstrate water rescue methods by reaching with your arm or leg, by reaching with a suitable object, and by throwing lines and objects.³
- 5d. Explain why swimming rescues should not be attempted when a reaching or throwing rescue is possible. Explain why and how a rescue swimmer should avoid contact with the victim.
- 6a. Demonstrate first aid for the following:
 - Object in the eye
 - Bite of a warm-blooded animal
 - Puncture wounds from a splinter, nail, and fishhook
 - Serious burns (partial thickness, or second-degree)
 - Heat exhaustion
 - Shock
 - Heatstroke, dehydration, hypothermia, and hyperventilation
- 6b. Show what to do for “hurry” cases of stopped breathing, stroke, severe bleeding, and ingested poisoning.
- 6c. Tell what you can do while on a campout or hike to prevent or reduce the occurrence of the injuries listed in Second Class requirements 6a and 6b. 6d. Explain what to do in case of accidents that require emergency response in the home and backcountry. Explain what constitutes an emergency and what information you will need to provide to a responder.
- 6e. Tell how you should respond if you come upon the scene of a vehicular accident.
- 7a. After completing Tenderfoot requirement 6c, be physically active at least 30 minutes each day for five days a week for four weeks. Keep track of your activities.
- 7b. Share your challenges and successes in completing Second Class requirement 7a. Set a goal for continuing to include physical activity as part of your daily life and develop a plan for doing so.

² If you use a wheelchair or crutches, or if it is difficult for you to get around, you may substitute “trip” for “hike” in requirement 3b and 3c.

³ Under certain exceptional conditions, where the climate keeps the outdoor water temperature below safe levels year round, or where there are no suitably safe and accessible places (outdoors or indoors) within a reasonable traveling distance to swim at any time during the year, the council Scout executive and advancement committee may, on an individual Scout basis, authorize an alternative for requirements 5b and 5c. The local council may establish appropriate procedures for submitting and processing these types of requests. All the other requirements, none of which necessitate entry in the water or entry in a watercraft on the water, must be completed as written.

- 7c. Participate in a school, community, or troop program on the dangers of using drugs, alcohol, and tobacco and other practices that could be harmful to your health. Discuss your participation in the program with your family, and explain the dangers of substance addictions. Report to your Scoutmaster or other adult leader in your troop about which parts of the Scout Oath and Scout Law relate to what you learned.
- 8a. Participate in a flag ceremony for your school, religious institution, chartered organization, community, or Scouting activity.
- 8b. Explain what respect is due the flag of the United States.
- 8c. With your parents or guardian, decide on an amount of money that you would like to earn, based on the cost of a specific item you would like to purchase. Develop a written plan to earn the amount agreed upon and follow that plan; it is acceptable to make changes to your plan along the way. Discuss any changes made to your original plan and whether you met your goal.
- 8d. At a minimum of three locations, compare the cost of the item for which you are saving to determine the best place to purchase it. After completing Second Class requirement 8c, decide if you will use the amount that you earned as originally intended, save all or part of it, or use it for another purpose.
- 8e. Participate in two hours of service through one or more service projects approved by your Scoutmaster. Tell how your service to others relates to the Scout Oath.
- 9a. Explain the three R's of personal safety and protection.
- 9b. Describe bullying; tell what the appropriate response is to someone who is bullying you or another person.
10. Demonstrate Scout spirit by living the Scout Oath and Scout Law. Tell how you have done your duty to God and how you have lived four different points of the Scout Law (not to include those used for Tenderfoot requirement 9) in your everyday life.
11. While working toward the Second-Class rank, and after completing Tenderfoot requirement 10, participate in a Scoutmaster conference.
12. Successfully complete your board of review for the Second-Class rank.

Notes: The requirements for Scout, Tenderfoot, Second-Class, and First-Class ranks may be worked on simultaneously; however, these ranks must be earned in sequence.

Alternative requirements for the Second-Class rank are available for Scouts with physical or mental disabilities if they meet the criteria listed in the Scouts BSA Requirements book.



First Class

Rank Requirements

Introduction

The following list the requirements for advancing to First Class. **These Requirements became effective January 1, 2019.**

Rank Requirements

- 1a. Since joining Scouts BSA, participate in 10 separate troop/patrol activities, at least six of which must be held outdoors. Of the outdoor activities, at least three must include overnight camping. These activities do not include troop or patrol meetings. On campouts, spend the night in a tent that you pitch or other structure that you help erect, such as a lean-to, snow cave, or tepee.
- 1b. Explain each of the principles of Tread Lightly! and tell how you practiced them on a campout or outing. This outing must be different from the ones used for Tenderfoot requirement 1c and Second Class requirement 1b.
- 2a. Help plan a menu for one of the above campouts that includes at least one breakfast, one lunch, and one dinner, and that requires cooking at least two of the meals. Tell how the menu includes the foods from MyPlate or the current USDA nutritional model and how it meets nutritional needs for the planned activity or campout.
- 2b. Using the menu planned in First Class requirement 2a, make a list showing a budget and the food amounts needed to feed three or more youth. Secure the ingredients.
- 2c. Show which pans, utensils, and other gear will be needed to cook and serve these meals.
- 2d. Demonstrate the procedures to follow in the safe handling and storage of fresh meats, dairy products, eggs, vegetables, and other perishable food products. Show how to properly dispose of camp garbage, cans, plastic containers, and other rubbish.
- 2e. On one campout, serve as cook. Supervise your assistant(s) in using a stove or building a cooking fire. Prepare the breakfast, lunch, and dinner planned in First Class requirement 2a. Supervise the cleanup.
- 3a. Discuss when you should and should not use lashings.
- 3b. Demonstrate tying the timber hitch and clove hitch.
- 3c. Demonstrate tying the square, shear, and diagonal lashings by joining two or more poles or staves together.
- 3d. Use lashings to make a useful camp gadget or structure.
- 4a. Using a map and compass, complete an orienteering course that covers at least one mile and requires measuring the height and/ or width of designated items (tree, tower, canyon, ditch, etc.).
- 4b. Demonstrate how to use a handheld GPS unit, GPS app on a smartphone, or other electronic navigation system. Use GPS to find your current location, a destination of your choice, and the route you will take to get there. Follow that route to arrive at your destination.

- 5a. Identify or show evidence of at least 10 kinds of native plants found in your local area or campsite location. You may show evidence by identifying fallen leaves or fallen fruit that you find in the field, or as part of a collection you have made, or by photographs you have taken.
- 5b. Identify two ways to obtain a weather forecast for an upcoming activity. Explain why weather forecasts are important when planning for an event.
- 5c. Describe at least three natural indicators of impending hazardous weather, the potentially dangerous events that might result from such weather conditions, and the appropriate actions to take.
- 5d. Describe extreme weather conditions you might encounter in the outdoors in your local geographic area. Discuss how you would determine ahead of time the potential risk of these types of weather dangers, alternative planning considerations to avoid such risks, and how you would prepare for and respond to those weather conditions.
- 6a. Successfully complete the BSA swimmer test.^{4,5}
- 6b. Tell what precautions must be taken for a safe trip afloat.
- 6c. Identify the basic parts of a canoe, kayak, or other boat. Identify the parts of a paddle or an oar.
- 6d. Describe proper body positioning in a watercraft, depending on the type and size of the vessel. Explain the importance of proper body position in the boat.
- 6e. With a helper and a practice victim, show a line rescue both as tender and as rescuer. (The practice victim should be approximately 30 feet from shore in deep water.)^{4 5}
- 7a. Demonstrate bandages for a sprained ankle and for injuries on the head, the upper arm, and the collarbone.
- 7b. By yourself and with a partner, show how to:
 - Transport a person from a smoke-filled room.
 - Transport for at least 25 yards a person with a sprained ankle.
- 7c. Tell the five most common signals of a heart attack. Explain the steps (procedures) in cardiopulmonary resuscitation (CPR).
- 7d. Tell what utility services exist in your home or meeting place. Describe potential hazards associated with these utilities and tell how to respond in emergency situations.
- 7e. Develop an emergency action plan for your home that includes what to do in case of fire, storm, power outage, and water outage.
- 7f. Explain how to obtain potable water in an emergency.
- 8a. After completing Second Class requirement 7a, be physically active at least 30 minutes each day for five days a week for four weeks. Keep track of your activities.
- 8b. Share your challenges and successes in completing First Class requirement 8a. Set a goal for continuing to include physical activity as part of your daily life.

⁴ See the Swimming merit badge requirements for details about the BSA swimmer test.

⁵ Under certain exceptional conditions, where the climate keeps the outdoor water temperature below safe levels year-round, or where there are no suitably safe and accessible places (outdoors or indoors) within a reasonable traveling distance to swim at any time during the year, the council Scout executive and advancement committee may, on an individual Scout basis, authorize an alternative for requirements 6a and 6e. The local council may establish appropriate procedures for submitting and processing these types of requests. All the other requirements, none of which necessitate entry in the water or entry in a watercraft on the water, must be completed as written.

- 9a. Visit and discuss with a selected individual approved by your leader (for example, an elected official, judge, attorney, civil servant, principal, or teacher) the constitutional rights and obligations of a U.S. citizen.
- 9b. Investigate an environmental issue affecting your community. Share what you learned about that issue with your patrol or troop. Tell what, if anything, could be done by you or your community to address the concern.
- 9c. On a Scouting or family outing, take note of the trash and garbage you produce. Before your next similar outing, decide how you can reduce, recycle, or repurpose what you take on that outing, and then put those plans into action. Compare your results.
- 9d. Participate in three hours of service through one or more service projects approved by your Scoutmaster. The project(s) must not be the same service project(s) used for Tenderfoot requirement 7b and Second-Class requirement 8e. Explain how your service to others relates to the Scout Law.
10. Tell someone who is eligible to join Scouts BSA, or an inactive Scout, about your Scouting activities. Invite this person to an outing, activity, service project, or meeting. Provide information on how to join, or encourage the inactive Scout to become active. Share your efforts with your Scoutmaster or other adult leader.
11. Demonstrate Scout spirit by living the Scout Oath and Scout Law. Tell how you have done your duty to God and how you have lived four different points of the Scout Law (different from those points used for previous ranks) in your everyday life.
12. While working toward the First-Class rank, and after completing Second Class requirement participate in a Scoutmaster conference.
13. Successfully complete your board of review for the First-Class rank.

Notes: The requirements for Scout, Tenderfoot, Second Class, and First Class ranks may be worked on simultaneously; however, these ranks must be earned in sequence.

Alternative requirements for the First Class rank are available for Scouts with physical or mental disabilities if they meet the criteria listed in the Scouts BSA Requirements book.



Star

Rank Requirements

Introduction

The following list the requirements for advancing to Star Scout. **These Requirements became effective January 1, 2019.**

Rank Requirements

1. Be active in your troop for at least four months as a First-Class Scout.
2. As a First-Class Scout, demonstrate Scout spirit by living the Scout Oath and Scout Law. Tell how you have done your duty to God and how you have lived the Scout Oath and Scout Law in your everyday life.
3. Earn six merit badges, including any four from the required list for Eagle. You may choose any of the 17 merit badges on the required list for Eagle to fulfill this requirement. See Eagle rank requirement 3 for this list.

Name of Merit Badge	Date Earned
_____	(Eagle-required)
_____	(Eagle-required)
_____	(Eagle-required)
_____	(Eagle-required)

4. While a First-Class Scout, participate in six hours of service through one or more service projects approved by your Scoutmaster.
5. While a First-Class Scout, serve actively in your troop for four months in one or more of the following positions of responsibility⁶ (or carry out a Scoutmaster-approved leadership project to help the troop):
 - Senior Patrol Leader,
 - Assistant Senior Patrol Leader,
 - Troop Guide,
 - Order of the Arrow Troop Representative,
 - Den Chief,
 - Scribe,
 - Librarian,
 - Historian,
 - Quartermaster,
 - Bugler,
 - Junior Assistant Scoutmaster,

⁶ Assistant patrol leader is not an approved position of responsibility for the Star rank.

- Chaplain's Aide
 - Instructor.
 - Troop Webmaster,
 - Outdoor Ethics Guide.
 - Patrol Leader
 - Lone Scout. Leadership responsibility in your school, religious organization, club, or elsewhere in your community.
 - Venturing crew. President, vice president, secretary, treasurer, den chief, historian, guide, quartermaster, chaplain aide, or outdoor ethics guide.
6. With your parent or guardian, complete the exercises in the pamphlet *How to Protect Your Children from Child Abuse: A Parent's Guide*⁷ and earn the Cyber Chip award for your grade.
7. While a First-Class Scout, participate in a Scoutmaster conference.
8. Successfully complete your board of review for the Star rank.⁸

⁷ If your family does not have internet access at home AND you do not have ready internet access at school or another public place or via a mobile device, the Cyber Chip portion of this requirement may be waived by your Scoutmaster in consultation with your parent or guardian.

⁸ If the board of review does not approve the Scout's advancement; the decision may be appealed in accordance with Guide to Advancement topic 8.0.4.0.



Life

Rank Requirements

Introduction

The following list the requirements for advancing to Life Scout. **These Requirements became effective January 1, 2019.**

Rank Requirements

1. Be active in your troop for at least six months as a Star Scout.
2. As a Star Scout, demonstrate Scout spirit by living the Scout Oath and Scout Law. Tell how you have done your duty to God and how you have lived the Scout Oath and Scout Law in your everyday life.
3. Earn five more merit badges (so that you have 11 in all), including any three additional badges from the required list for Eagle. You may choose any of the 17 merit badges on the required list for Eagle to fulfill this requirement. See Eagle rank requirement 3 for this list.

Name of Merit Badge	Date Earned
_____	(Eagle-required)
_____	(Eagle-required)
_____	(Eagle-required)
_____	(Eagle-required)

4. While a Star Scout, participate in six hours of service through one or more service projects approved by your Scoutmaster. At least three hours of this service must be conservation-related.
5. While a Star Scout, serve actively in your troop for six months in one or more of the following troop positions of responsibility⁹ (or carry out a Scoutmaster-approved leadership project to help the troop).
 - Senior Patrol Leader,
 - Assistant Senior Patrol Leader,
 - Troop Guide,
 - Order of the Arrow Troop Representative,
 - Den Chief,
 - Scribe,
 - Librarian,
 - Historian,
 - Quartermaster,

⁹ ⁹ Assistant patrol leader is not an approved position of responsibility for the Star rank.

- Bugler,
 - Junior Assistant Scoutmaster,
 - Chaplain's Aide
 - Instructor.
 - Troop Webmaster,
 - Outdoor Ethics Guide.
 - Patrol Leader
 - Lone Scout. Leadership responsibility in your school, religious organization, club, or elsewhere in your community.
 - Venturing crew. President, vice president, secretary, treasurer, den chief, historian, guide, quartermaster, chaplain aide, or outdoor ethics guide.
6. While a Star Scout, use the Teaching EDGE method to teach another Scout (preferably younger than you) the skills from ONE of the following choices, so that the Scout is prepared to pass those requirements to their Scoutmaster's satisfaction.
- a. Tenderfoot 4a and 4b (first aid)
 - b. Second Class 2b, 2c, and 2d (cooking/tools)
 - c. Second Class 3a and 3d (navigation)
 - d. First Class 3a, 3b, 3c, and 3d (tools)
 - e. First Class 4a and 4b (navigation)
 - f. Second Class 6a and 6b (first aid)
 - g. First Class 7a and 7b (first aid)
 - h. Three requirements from one of the required Eagle merit badges, as approved by your Scoutmaster
7. While a Star Scout, participate in a Scoutmaster conference.
8. Successfully complete your board of review for the Life rank¹⁰.

¹⁰ *If the board of review does not approve the Scout's advancement, the decision may be appealed in accordance with Guide to Advancement topic 8.0.4.0.*



Eagle Rank Requirements

Introduction

The following list the requirements for advancing to Eagle Scout. **These Requirements became effective January 1, 2019.**

Rank Requirements

1. Be active in your troop for at least six months as a Life Scout.
2. As a Life Scout, demonstrate Scout Spirit by living the Scout Oath and Scout Law. Tell how you have done your duty to God, how you have lived the Scout Oath and Scout Law in your everyday life, and how your understanding of the Scout Oath and Scout Law will guide your life in the future. List on your Eagle Scout Rank Application the names of individuals who know you personally and would be willing to provide a recommendation on your behalf, including parents/guardians, religious (if not affiliated with an organized religion, then the parent or guardian provides this reference), educational, employer (if employed), and two other references.
3. Earn a total of 21 merit badges (10 more than required for the Life rank), including these 13 merit badges:
 - (a) First Aid,
 - (b) Citizenship in the Community,
 - (c) Citizenship in the Nation,
 - (d) Citizenship in the World,
 - (e) Communication,
 - (f) Cooking,
 - (g) Personal Fitness,
 - (h) Emergency Preparedness OR Lifesaving,
 - (i) Environmental Science OR Sustainability,
 - (j) Personal Management,
 - (k) Swimming OR Hiking OR Cycling,
 - (l) Camping, and
 - (m) Family Life.

You must choose only one of the merit badges listed in categories h, i, and k. Any additional merit badge(s) earned in those categories may be counted as one of your eight optional merit badges used to make your total of 21.

Name of Merit Badge Date Earned

_____	1.
_____	2.
_____	3.
_____	4.
_____	5.

- _____ 6.
- _____ 7.
- _____ 8.
- _____ 9.
- _____ 10.

4. While a Life Scout, serve actively in your troop for six months in one or more of the following positions of responsibility¹¹ (or carry out a Scoutmaster-approved leadership project to help the troop).
- Senior Patrol Leader,
 - Assistant Senior Patrol Leader,
 - Troop Guide,
 - Order of the Arrow Troop Representative,
 - Den Chief,
 - Scribe,
 - Librarian,
 - Historian,
 - Quartermaster,
 - Bugler,
 - Junior Assistant Scoutmaster,
 - Chaplain's Aide
 - Instructor.
 - Troop Webmaster,
 - Outdoor Ethics Guide.
 - Patrol Leader
 - Lone Scout. Leadership responsibility in your school, religious organization, club, or elsewhere in your community.
 - Venturing crew. President, vice president, secretary, treasurer, den chief, historian, guide, quartermaster, chaplain aide, or outdoor ethics guide.
5. While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than the Boy Scouts of America.) A project proposal must be approved by the organization benefiting from the effort, your Scoutmaster, Eagle advisor, and Troop 502 committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, BSA publication No. 512-927, in meeting this requirement. (To learn more about the Eagle Scout service project, see the Guide to Advancement, topics 9.0.2.0 through 9.0.2.16.)
6. While a Life Scout, participate in a Scoutmaster conference.

Note: All requirements must be completed before a candidate's 18th birthday, however the Eagle Scout board of review can be held after the candidate's 18th birthday. For more information, see Advancement Committee Policies and Procedures, publication No. 33088. Eagle Required Merit Badges:

¹¹ Assistant patrol leader and bugler are not approved positions of responsibility for the Eagle Scout rank. Likewise, a Scoutmaster-approved leadership project shall not be used in lieu of serving in a position of responsibility



Troop 502 Handbook

Section 4 – Activities

A. Meetings

Troop meetings are held on each Monday evening at Harrison United Methodist Church. The meetings begin at 7:00 p.m. and end at 8:30 p.m. unless designated otherwise. There are NO regular Troop meetings on the Monday following a campout weekend. The Patrol Leaders' Council (PLC) meets on this day from 7:00 pm to 8:30 pm.

Patrol Leaders' Council (PLC) MEETINGS

The PLC plans the yearly troop program at the [annual planning conference](#), then meets monthly to fine-tune plans for the upcoming month. The PLC is made up of the [senior patrol leader](#), who presides over the meetings, the [assistant senior patrol leader](#), all [patrol leaders](#), Scribe, Troop Quartermaster and the [Troop Guide](#). Start a written “how to run a Troop 502” guidebook & regularly update ref: Troopleader.Scouting.org

REFERENCES:

- [Tools and Skills Overview](#)
- [Troop Meeting Activities – Games & Challenges](#)
- PLC Meeting [Agenda PDF](#)

Annual Planning Meeting

During transition of Spring PLC and Fall PLC just before school starts, draft and update 12-Month Program Plan, including: meeting dates, times, location, Crossover, High Adventure Trip, 502 Merit badge college, Summer Camp, recruiting plans, fundraisers service opportunities, district and council activities, and Troop “Main Event” of trips, campouts & clinics for each month. The Troop Calendar is published annually at the end of August and is updated as necessary during the year. Be sure and post this calendar so you will know when meetings and activities are planned throughout the year. The Troop Calendar is also posted on our web site (www.Troop502.com)

Monthly Planning Meeting

The [troop meeting planning form](#) is the PLC planning team’s go-to tool for creating a smooth-running agenda for a successful troop meeting. [Program Features for Troops and Crews](#) contain 48 themed program features with a mix of topics: outdoor, sports, health and safety, citizenship and personal development, STEM, and arts and hobbies. The PLC members use these to plan programs, help facilitate advancement and personal growth, and keep youth members engaged. Each feature comes with its own set of meeting plans and activities.

Monthly Planning Meeting (cont.)

Choose a [BSA Program Feature](#) theme for one month, develop plans for each meeting and the Main Event during that month.

- ◆ Choose a theme from [BSA Program Features](#)
- ◆ [Basic Resources for Planning Troop Meetings](#)
- ◆ [Preopening](#) ([Preopening Gathering Period Activities](#) PDF)
- ◆ [Opening Ceremony](#)
- ◆ [Instruction](#) ([LIBRARY: "How To" Videos](#))
- ◆ [Activity: Game or Challenge](#) ([LIBRARY: Activities](#))
- ◆ [Closing Ceremony](#)
- ◆ Leader Minute ([LIBRARY: Leader's Minutes](#))

Below are examples of meetings for the New Scout Patrol planned using Program Features.

- **First Aid Series** using [First Aid Program Features](#) and [First Aid Games](#)
 - [Meeting 1 - First Aid \(Evaluating the Scene\)](#)
 - [Meeting 2 - First Aid \(Basic Skills\)](#)
 - [Meeting 3 - First Aid \(Bandages\)](#)
 - [Meeting 4 - First Aid \(Breaks Splints & Transport\)](#)
 - ["Main Event" - Three First Aid Plans](#)
- **Hiking Series** using [Hiking Program Feature Information](#) and [Hiking Games](#)
 - [Meeting 1 - Hiking \(the basics - Hiking 101\)](#)
 - [Meeting 2 - Hiking \(Gear to Bring\)](#)
 - [Meeting 3 - Hiking \(Techniques\)](#)
 - [Meeting 4 Hiking \(Food, 1st Aid & Outdoor Ethics\)](#)
 - ["Main Event" - A 5 mile hike](#)

Troop 502 Weekly Meetings

All Troop meetings are led by the Senior Patrol Leader (SPL) or Assistant Senior Patrol Leader and the activities are run by the scouts. They follow the program plan developed by the Patrol Leaders' Council in Annual and Monthly meeting plans.

Troop Meetings are held to:

- Provide leadership opportunities for youths.
- Plan and prepare for various Troop activities.
- Reinforce the principles of Scouting.
- Provide experiences toward advancement and merit badge attainment.
- Feature occasional speakers on a variety of topics of interest to youths.
- Enjoy lively games, competition, and other recreational events.

Additionally, Troop meetings are the best opportunity for Scouts and parents to see what activities are scheduled for the year. Signup sheets are also available for upcoming activities that require advance "registration" by Scouts who plan to attend and for adults who plan to attend and/or drive. Information about upcoming trips, registration deadlines, and campout information can be found on the website, www.Troop502.com.

Scouts should also see the Scoutmaster to sign up for a Scoutmaster Conference, which is required for a Scout's rank advancement and must be completed prior to a Board of Review. Upon completion of the Scoutmaster Conference, they should schedule their Board of Review, which is also required for rank advancement.

B. Campouts

When the Troop schedules campouts, tours or other outings, scouts are to arrive at the appointed time. Schedules and agendas may not allow the Troop to wait for Scouts who cannot be ready to leave on time.

It is advised that at least one parent wait at the assembly location until the responsible "Troop Leader" arrives. This will allow the leader the opportunity to correct problems with medical forms, fees, and inform the parents of any changes to the event. The usual assembly location for Troop 502 is Harrison United Methodist Church parking lot unless otherwise designated.

The camping, hiking, and other outdoor activities are essential elements of the advancement and overall youth development process. Scouting in the outdoors helps to teach self-reliance by utilizing and developing skills such as swimming, camping, hiking, canoeing, cooking, bicycling, backpacking, and climbing. Scouts learn to accommodate the group needs as well as to eventually provide group leadership. The Troop is organized so that the older Scouts and trained adults provide instruction and support as new experiences are encountered.

REFERENCE [BSA Camping programs](#)

1. Monthly Camping

Camping and other outdoor experiences through the year are normally held at a variety of parks, campgrounds, and reserves. Troop 502 generally has at least one outing every month. These include day hikes, service projects, drive-in camps, long term camps, short weekend backpacking trips, and others. These are planned by the Patrol Leaders Council (PLC) with the supervision of the Scoutmaster and Assistant Scoutmasters.

Each patrol will camp as a group in the Troop campsite and will be responsible for their area of the campsite. All BSA camping etiquette will be followed and low impact camping procedures used. All scouts must be prepared for the prevailing weather and activities. Each patrol pays for its own meals and assesses the cost of food among the scouts attending the camp out. If a Scout decides at the last minute not to attend, his or her money will not be refunded. Money for food for each campout is due the Monday night prior to the campout. Last chance of refund is the Wednesday before the event.

Parents are frequently needed to drive Troop equipment or youths to the campsites. Parent volunteers are requested. Late arrivals and early departures for camp-outs can be accommodated to allow youths the most opportunity to participate but please inform the Scoutmaster or other Troop Leader in charge of the campout if you need to arrive late or depart early. Upon returning from a camp-out, all Scouts must stay until the Troop gear/equipment is properly stored. Two leaders will stay until the last Scout is picked up.

Monthly Camping (Cont.)

The Troop does not allow unsafe or "distractive" items on outings and other Scout activities. Such items as audiovisual equipment (CD players, portable radios, tape players, video games, or TVs), any guns or water-spewing items (water guns, balloons, etc. with some exceptions), knives (other than pocket knives), or any toy or other item that might be potentially unsafe to use or distracting from Scout activities must be left at home. If there is any question on an item that is brought on a Scout outing, an Adult Leader should be asked prior to using it and if it becomes dangerous or distractive, it will be confiscated and returned to the Scout's parents with an explanation.

2. Summer Camp

Usually during the Summer months of June or July and consists of a Sunday to Saturday camping experience. Costs range from \$200-\$280 depending on the camp the Troop chooses each year. Each participant will need to have a current health form on file.

C. Service Projects

Troop 502 participates in at least four service projects a year; one each quarter. These may include church clean-up days, Eagle Scout projects, Beach Sweep and River Sweep, etc. Part of being active in the Troop will require each Scouts participation in Service Projects. Scouts will earn service hours toward rank advancement while doing these. Scout Sunday, which is held in February each year, is also recommended for everyone to attend to gain their Scout spirit towards rank.



Troop 502 Handbook

Appendix A – Code of Conduct

A. Troop 502 Code of Conduct and Agreement

Troop 502 is committed to making Boy Scouts safe and fun for every Scout.

1. Agreement:

The goal of this **Code of Conduct** is to make each Scout understand that they alone are responsible for their behavior and the consequences of their actions. Scouts and Leaders are expected to be responsible representatives of their community, family and Troop. Serious misconduct, bad behavior and breaking the rules may result in disciplinary actions that include expulsion from Troop activities, meetings and trips and revocation of membership. Each Scout and their parents must sign and agree to this **Code of Conduct** as a condition for membership and participation in Troop 502.

2. Scout's Responsibilities:

All adult leaders and youth members of Troop 502 shall conduct themselves and behave in accordance with the principles in the Scout Oath and Law. Physical violence, foul language, sexual activity, emotional abuse, spiritual abuse, unauthorized weapons, hazing, discrimination, harassment, initiation rites, bullying, cyberbullying, theft, verbal insults, smoking, drugs, alcohol, and pornography have no place in the Scouting program. If any Scout is confronted by threats of violence, verbal insults or other forms of bullying or hazing including pranks performed on the Scout, their possessions or tent by other Troop members, that Scout should seek help from the SPL, Adult Leaders and parents.

Violators will be subject to discipline including revocation of a Scout's privileges and/or revocation of membership in the Troop. Reference BSA's resources at www.scouting.org *Guide to Safe Scouting*, www.scouting.org/health-and-safety *Youth Protection* www.scouting.org/training/youth-protection *Bullying* www.scouting.org/training/youth-protection/bullying

- a. I PROMISE ON MY HONOR AS A SCOUT THAT I WILL LIVE BY THE SCOUT OATH AND THE TWELVE POINTS OF THE SCOUT LAW AT ALL TIMES AND TO USE THESE IDEALS OF SCOUTING AS GUIDES FOR MY BEHAVIOR
- b. I understand that Troop 502 has a "no hands" policy in effect and that pushing, shoving, hitting, tripping, back slaps and similar physical contact is strictly prohibited. I promise that I will keep my hands to myself unless a troop activity such as climbing, physical fitness, camporee challenge, relay race, etc., requires cooperation and physical contact.
- c. I promise that I will wear the Scout uniform at all times when designated by Troop leader and set a good example by keeping myself neatly dressed and presentable.
- d. I promise to follow instructions and cheerfully perform tasks as requested by Adult Leaders and youth leaders of the Troop. If I believe that a task or instruction is illegal, dangerous or wrong, I will go to a Scoutmaster for a final decision.
- e. I promise that I will respect the rights of my fellow Scouts and Adult Leaders.
- f. I promise that I will respect and not use the property of others without permission.
- g. If I am issued a troop tent or other property to use on a trip or event, I will be personally responsible for proper use and to take home, set up, dry and clean my troop tent and return it to the next PLC or troop meeting. If I lose, break, vandalize or improperly use property issued to me, or if my tent molds, rots or rusts, I will pay for its replacement.
- ~~h. I promise that I will be responsible for keeping my personal gear clean and neat.~~

B. Disciplinary Actions

Serious or repetitive unacceptable behavior by a Scout may result in loss of privileges and/or revocation of the Scout's membership in the Troop. Such behavior includes, but is not limited to: a) physical violence, initiation rites, theft, sexual activity, possession of pornography, possession or use of fireworks, alcohol, *non-prescription drugs, any smoking product or device, real or fake unauthorized weapons; b), threats of violence, discrimination, all forms of harassment, hazing and emotional abuse such as pranks performed on another Scout, their possessions or tent, bullying, cyberbullying, spiritual abuse; c) cursing, swearing, verbal insults or foul or unacceptable language; d) dishonesty, cheating or gambling. **Note: All Over the Counter (OTC) and prescription (Rx) drugs must be declared & handled per BSA rules.*

Disciplinary Action Threshold and Levels:

At least two (2) Scoutmasters must agree that an incident of unacceptable behavior occurred. Disciplinary Action is not necessarily sequential but is based on the serious or repetitive nature of the unacceptable behavior. *For Example: a first violation of any item in section a) is usually a 3rd level offense and could result in revocation of membership.*

1st level offense:

Two-week suspension from all Scouting activities and events. For this Disciplinary Action to be taken, the Scout and their parent(s) shall attend an informal conference with the two or more Scoutmasters who agree that the incident occurred.

2nd level offense:

One-month suspension from all Scouting activities and events. For this Disciplinary Action to be taken, the Scout and parent(s) shall attend a Board of Review (BOR) chaired by at least one Troop Committee Member and at least two (2) Scoutmasters who agree that the incident occurred and was of a serious and/or repetitive nature.

3rd level offense:

Three-month suspension from all Scouting activities and events and Scout shall lose leadership position. For this Disciplinary Action to be taken, the Scout and parent(s) shall attend a BOR chaired by at least one Troop Committee Member and at least two (2) Scoutmasters who agree that the incident occurred and Troop Committee Chairs and Scout Master must approve the BOR decision.

Records, Return and Probation: Scouts returning from suspension will be under a four-month probation, after which the Scouts record will be wiped clean. Lost leadership positions will not be restored. BOR and Scoutmasters keep Scout suspensions confidential so a Scout can return as though nothing happened. Any Scout who violates this Code of Conduct while on probation will go before a BOR to determine his or her continuing involvement with the Troop.

I PROMISE ON MY HONOR AS A SCOUT THAT I WILL DO MY BEST TO LIVE UP TO THE SCOUT OATH AND SCOUT LAW AND I AGREE TO FOLLOW THIS CODE OF CONDUCT.

SIGNATURE OF SCOUT

Date: _____

PARENT WITNESS TO SCOUT'S PROMISE

Date: _____