

Handbook
Boy Scout Troop 175
(Effective 05/2010)



Welcome to Boy Scouting and to Troop 175. This booklet will tell you about Boy Scouts in general, and about our troop's organization and expectations. We hope that both families that have been with us for several years as well as new families will take time to read this information. **We ask that you review this information and please sign and return the last page.** If you have any questions, please do not hesitate to ask any of the leaders.

Boy Scouts of America Mission Statement

It is the mission of the Boy Scouts of America to serve others by helping to instill values in young people and, to prepare them to make ethical choices during their life time and achieve their full potential. The values we strive to instill are based on those found in the Scout Oath and Law.

Organization Structure

Our troop is part of the Boy Scouts of America. We are part of the Northwest Suburban Council, Blackhawk District. Our sponsoring organizations are the Holy Name Men's Club of St John Brebeuf Church, and the North American Martyrs Council 4338, Knights of Columbus. As a troop, we have been in existence for over 40 years.

Troop 175 is a boy-led troop, as leadership is one of the key aspects of Scouting. Every boy who is active in the troop will have an opportunity to participate in both shared and total leadership. This leadership is guided by adults who volunteer their time and talents to make our Troop one of the best in the area. Parents are also key in facilitating boy leadership, and we ask that you let your son assume the responsibility that is given to him. Please refer to the troop 175 Organizational Structure in Appendix A.

Key Adult Leaders

Although the troop is boy-led, parents also need to take an active roll in supporting the troop operation. Please refer to the "Volunteer List", Appendix B for a complete list of adult leaders positions used in the troop, and their job descriptions and responsibilities. Below is a brief list.

Committee Chair (CC): The Committee Chair is the adult leader responsible for the operations and general organization of the troop volunteers. This individual is also the council liaison.

Scoutmaster (SM): The Scoutmaster is the adult leader responsible for the overall guidance of the scouts. This individual trains and guides the boy leaders, works with other adults to support the troop program, and facilitates the advancement of the individual scout.

Assistant Scoutmasters (ASM): These individuals, approved by the troop committee, assist the scoutmaster. Often the ASM is assigned a specific program task to provide guidance to the boy leadership.

Committee Members (CM) These individuals assist with the operations of the troop, and are active volunteers in the troop. All parents are invited to be committee members.

Several times a year a leadership roster and contact information will be available to all families.

Key Boy Leaders

Senior Patrol Leader (SPL): Selected by the other troop members he is the head boy leader in the troop. He, in consultation with the Scoutmaster, leads the Patrol Leaders' Council (PLC), appoints other junior leaders, assigns specific responsibilities as needed, and generally runs the weekly troop meeting the PLC has planned.

Assistant Senior Patrol (ASPL): He is selected by the SPL and fills in for him in his absence.

Patrol Leaders (PL): The patrol leaders are responsible for providing leadership to the members of their patrols. They represent their patrols at the PLC, and in consultation with the SPL appoint other junior leaders and specific responsibilities within their patrol. The PL is also responsible for holding regular patrol meetings.

Assistant Patrol Leaders (APL): Appointed by the PL, he helps the PL in running the patrol and fills in for him in his absence.

Patrol Leaders' Council (PLC): Made up of the Patrol Leaders, Assistant Senior Patrol Leader, and led by the Senior Patrol Leader. The council plans and carries out the regular troop meetings, and activities for the troop under the guidance of the scoutmaster.

Other troop leadership opportunities for scouts include Quartermaster, Scribe, Historian, Librarian, and new scout Instructors or Guides. Older scouts also have the opportunity to be Junior Assistant Scoutmasters.

Patrol System

Within the troop each boy is assigned to a group called a patrol. It is made up of six to eight Scouts led by a patrol leader they have selected (see above). During Troop meetings, the Scouts in a patrol sit together. During meetings, trips or other activities, as a patrol, they may be responsible for certain tasks. A patrol will also have separate meetings at least monthly to work on advancements or plan for other activities. The "New-Scout Patrol" is a group of boys who have just become Scouts. They are helped by a troop guide, who is an older more, experienced Scout. An Assistant Scoutmaster is usually assigned to this patrol for additional support.

The troop organizational chart in Appendix A outlines the complete organization of the troop, and at least semiannually a list of contact information is passed out to the scouts.

Uniforms

Philosophically the uniform is not used to hide the differences between boys or make them feel that they are all the same, but rather to identify the common bond between all scouts. The uniform also makes the troop visible as a strong positive youth image in the neighborhood and community.

Troop 175 is a uniform organization. It is expected that all scouts and adult leaders follow the uniform code, as indicated for the meeting or activity.

Class A Uniform

The long or short-sleeved BSA field shirt, with all insignia placed in the appropriate locations, with merit badge sash and no more than 3 medals. Troop neckerchief and slide is worn by all scouts. Special occasion neckerchief (i.e. religious or Eagle) may be worn instead. Adults may wear scout bolo, or uniform scarf (women). Official Boy Scout pants or shorts with official Boy Scout socks may be worn or long khaki pants or khaki shorts with official Boy Scout socks may be substituted. (Women may wear khaki skirt.) Official Boy Scout belt and appropriate shoes for the occasion should also be worn. Only an official scout cap may be worn, but is optional.

This is the uniform that one would wear to a Court of Honor, Banquet, or special event.

Class B Uniform

It is the same as the Class A uniform without the merit badge sash and medals.

This is the uniform for all other formal Scouting occasions, meetings, (troop meeting inspections) and activities.

Class C Uniform

The Troop 175 green T-Shirt along with nice jeans, pants or shorts. Pants or shorts with rips, or inappropriate sayings may not be worn. Underwear should not be showing. The T-Shirt can be worn over a long sleeve shirt or sweat shirt for cool weather.

This is the car “travel uniform” of Troop 175, and is also worn to casual activities.

Scouts will be notified as to the appropriate uniform class for the activity. **Failure to wear the appropriate uniform while participating in the activity may result in the scout being sent home.**

All scout uniform pieces as well as additional scout related items may be purchased from the
Northwest Suburban Council Scout Shop
600 N. Wheeling Rd
Mt. Prospect, IL
Phone 847- 824-6887
Please call for current hours

What is provided by the Troop?

Troop 175 provides to each boy:

175 troop # insignia,
Troop Neckerchief,
red shoulder loops,
all rank badges as earned,
patrol patch,
badge of office,
Boy Scout Handbook
1 Troop green T-Shirt

What is the Scout Responsible for?

Each scout must obtain:

Boy Scout field shirt,
Council insignia and world crest,
Neckerchief slide,
Official Belt,
Official Socks (if wearing shorts)
Official Pants/shorts or Khaki Pants/shorts
Official Cap (optional)
Additional green T-Shirts

Official placement of insignia may be found on the inside front and back cover of the Boy Scout Handbook.

Equipment

Troop 175 provides most of the equipment needed for troop camping and other activities. Scouts however, are responsible for the care of the equipment assigned to them. Families should encourage their scouts to air out tents, report problems with equipment, and return troop equipment promptly. See Appendix C for a list of the personal equipment each boy should bring for a weekend camping trip. A list of additional items needed for summer camp will be sent home at least 3 months before camp.

Volunteer Expectations

It is important to remember that scouting is a volunteer organization. All the leaders and parent volunteers are just as busy as other parents with their families, jobs, and other responsibilities. Yet these parents take the time to support their son’s and other’s involvement in scouting and look to the other parents to do their share.

A list of specific adult volunteer jobs can be found in Appendix B. **All families are expected to volunteer and to assist with several activities a year.** Besides these formal positions all parents need to volunteer several times a year to be drivers and/or chaperones for camping trips and other activities. Unfortunately if we do not have sufficient adult volunteers, activities will be canceled and we will not be able to offer the program the boys have planned.

Registration Fees, Fundraising Expectations and Troop Finances

Troop 175 charges each boy an annual registration fee of \$65.00, and each adult registering \$30.00. This covers the cost of the Boy Scouts of America registration, the troop registration, and a minimal amount toward the costs of the troop. The fee also covers a subscription to "Boys Life" for the scouts, and "Scouting" for the registered adult. All registration fees are to be paid by the last meeting in December. In addition to the registration fee, the troop also depends on troop fundraising to cover additional troop operation costs.

Several fundraising opportunities occur throughout the year. These may include popcorn sales, wreath sales, spaghetti dinners and pancake breakfasts. Each scout is asked to assist with as many as possible. For some fundraisers, part or all of the money earned will be placed in those scouts' accounts that assist with the fundraising activity. The monies in this account can be used for a scout's participation in troop activities. See Appendix D for Scout Account Rules.

No boy should be prevented from attending certain scout activities due to lack of funding. There are camperships available from council, and special funding arrangements can be made with the troop. Please contact a leader for more information.

The Boy Scouts of America require that all youth and adult members complete a Health and Medical Record form. The form is available on the Troop website, "troop175.nwsc.org".

Troop Meetings and Activities

Troop 175 meets every Monday night except occasional holidays and during summer camp. The meetings start at 7:00pm, and end around 8:30pm. A theme for the month is chosen by the PLC, and activities are planned by them for each meeting based on this theme. A typical meeting agenda includes an opening ceremony, announcements, skill instruction based on rank or level, or merit badge work, a game or other patrol activity and a closing.

Troop 175 has a very active outdoor program. Every month (except February and December) at least one camping trip and another local fun activity is also planned. Activities sponsored by the district or council may supplement troop activities. Some of these activities may be free or have a nominal charge. Camping trips are generally more expensive due to the food, transportation, camping site and possible special equipment rental. The troop also spends at least one week at summer camp. Registered Leaders, chaperones and drivers are always needed for any trip, and some of the costs are often covered by the troop. Families/siblings are welcome to come as well, but they will need to camp in a separate camping site.

Flyers/permissions slips are given out prior to the activity and it is the scout's responsibility to make sure that they are returned on time. If the slip is not returned by the due date, the scout may not be able to participate. Usually a monthly calendar is also given to the scouts that list the activities and meetings.

Often, scouts are involved in many other worthwhile activities so Troop 175 allows scouts to attend and participate in as many or as few of the troop's activities and meetings as he likes. It is important for a scout to realize however, that if they want to advance they need to stay active and regularly attend meetings and activities.

Other Meetings

Patrol Leader's Council (PLC) Meetings

The Patrol Leader's Council is the boy led decision-making and planning team consisting of the Senior Patrol Leader, Assistant Senior Patrol Leader(s), and Patrol Leaders. Under the guidance of the Scoutmaster or other designated leader they plan the weekly troop meetings and the monthly troop activities and campouts. They meet at least 6 times a year at a mutually agreeable time.

Committee Meetings

The adult leadership and interested parents meet at least 6 times a year. These meetings include the committee chair's reports and are the adult planning and information dissemination meeting. The Senior Patrol Leader also attends to report on the PLC.

Parent Meetings

Held two or three times a year, it provides to the parents information about the troop, important events, and fundraising information. It is important that each family have a representative at these meetings.

Advancement and Awards

Ranks

Unlike Cub Scouting where rank is based on age, Boy Scouting ranks are earned by demonstrating certain skills and knowledge. Everything boys do to advance and earn these ranks from the day they join, to the day they leave the program, is designed to help the boys have an exciting, fun, meaningful experience.

All the Boy Scout ranks and the requirements are listed in the Boy Scout Handbook. Below is a summary of the ranks

- Scout
- Tenderfoot
- 2nd Class
- 1st Class
- Star
- Life
- Eagle
- Eagle Palms

Scout, Tenderfoot, 2nd Class, and 1st Class requirements can be worked on together and in any order, but the rank will be given and recognized in order (i.e., you cannot receive Tenderfoot with out first receiving the Scout rank). Please note that certain troop leadership positions and council high adventure activities require the scout to be at a certain rank (usually 1st Class) and/or have reached a minimum age.

Troop 175 provides scouts with many opportunities for advancement and skill instruction, and would like to see all scouts reach their advancement goals. The leaders also support and aid the scouts who want to advance and will provide any special skill instruction needed if requested by the scout. If parents have concerns about a scout's advancement they should discuss it with one of the leaders. However it is up to the scout to take the initiative to advance.

Key components of any rank advancement are a demonstration of "Scout Spirit" and "Leadership". Scouts that do not consistently display these elements cannot advance. Scout Spirit refers to the effort the scout makes to live up to the ideals of scouting. The Oath, Law, motto, and slogan serve as guidelines for action in all scout activities and in everyday life. There are many opportunities to demonstrate leadership in the troop and those scouts that do not have a formal position in the troop should discuss other leadership opportunities with the Scoutmaster. There are four steps to advancement:

1. The scout learns by doing. As he learns he develops knowledge and skill that can be taught to others. The scout's ability to do his part as a member of the patrol and troop grows, and leadership develops. It is up to the scout to attend, participate, and put forth the effort needed to earn the rank.
2. The scout is tested in his acquired knowledge by a boy leader including, a troop instructor, senior patrol leader, or other designated boy leader. Once tested and passed the scout will need to have the requirement signed off. Only the Scoutmaster, Assistant Scoutmaster, Jr. Assistant Scoutmaster, or other scoutmaster designated individual can do this. **Family members of the scout are not allowed to test or sign off in their book. It is up to the scout, not his parents** to bring and have their Boy Scout Handbook signed off by an authorized adult/scout leader when a requirement or rank has been completed. Family members can assist their scout by supporting attendance at meetings and activities, encouraging learning and practice of skills.
3. After a scout has completed all the requirements for a rank, he first has a Scoutmaster conference and then a Board of Review. For Tenderfoot, Second Class, First Class, Star, Life, and Eagle Palms, members of the troop committee conduct the review. Members of the district advancement committee conduct the Eagle Board of Review. The scout must be in Class B uniform for any Board of Review.
4. When the Board of Review has certified a boy's advancement, he will receive recognition of that advancement at an informal ceremony at one of the next troop meetings. The formal recognition of his rank will be given to him at the next troop Court of Honor.

Merit Badges

Merit Badges are awards that are presented to a scout when he completes the requirements listed for one of over 100 subjects. The badge is only a small round cloth with a design embroidered on it, but signifies the scout has learned about or demonstrated skills in a particular subject. Certain merit badges are required for Eagle Scout rank (see Appendix E), and others a scout may choose to earn simply because the subject is of interest to them.

A scout cannot earn a merit badge without a merit badge counselor. This individual volunteers time, experience, and knowledge, to help guide the scout in earning the badge. The counselor may provide instruction of the material, will review the assigned projects and activities, or may observe the scout during interviews or during demonstrations on how to do the required skill. The Merit Badge counselor also certifies that the scout has completed the requirements of the merit badge.

Although it is not ideal, a scout may only complete part of a merit badge at one time and then return to complete it at a later date. Once a requirement is signed off it is "good forever". The counselor, at their discretion, may ask what the scout did to complete that section but usually will not re-question the scout.

How does a Scout Obtain a Merit Badge?

1. The scout decides which merit badge they wish to obtain. They may check out of the troop library the merit badge book, or may purchase one through the council.
2. Find a Merit Badge Counselor for the merit badge by asking the SM, ASM, or other adult leader for a list of counselors for that badge. Troop 175 has "in troop" counselors for most of the Eagle required badges, as well as other badges (See Appendix E).
3. Get a Merit Badge Requirement card from the SM, ASM, or adult leader. Complete the identifying information and make sure that the card has been signed by an adult leader. (See Appendix F for how to fill one out)
4. Before beginning any work on the badge call the counselor and let him/her know that you would like to begin work on the merit badge. Ask him/her if they would like to meet with you, or how you should proceed. Let the counselor know either at the first meeting or at the first call, your goal date for your completion of the requirements, or progress/review date.

5. Begin work on the requirements as directed by the counselor. Most Merit Badge Books contain all the information needed to complete the badge. Should you have any questions or difficulties contact your counselor for further information.
6. Contact the Merit Badge counselor to set up a meeting when you have completed the material or when you were scheduled to contact them for a review. When meeting with a counselor you should have a buddy or a parent with you at all times (BSA Youth Protection Rules). You should also plan to wear your Class B uniform.
7. At the meeting, the Merit Badge Counselor will sign off on the card all the requirements that have been completed. You may have more than one meeting with a counselor.
8. After all the requirements are completed the counselor will sign the card indicating the badge has been completed. Turn in the completed card to the Scoutmaster or Advancement Chair.
9. All merit badges earned will be given to the scout within one month. The completed merit badge card will be returned with the badge. Remember to keep the card as proof the badge has been completed.

Totin' Chip/ Firemen Chit

A scout is not allowed to carry, bring (unless given permission from the Scoutmaster), or use a pocketknife, or any type of axe, hatchet, saw, etc, to any troop event, activity, or campout unless they have earned the BSA "Totin' Chip" card. To earn this privilege, the scout will have to learn skills related to the proper use and safety of these tools including understanding of the "Outdoor Code". Similar cards earned at the Cub Scout level are not valid.

A scout is not allowed to start or use any type of fire until they have completed and earned the BSA "Firemen Chit" card. To earn this privilege, the scout will have to learn how to properly start a fire, use fire-fighting tools, understand safety regulations, and the understanding of the "Outdoor Code".

If a scout earns either of these privileges he must have the card(s) with him when working with tools, fire, or carrying a pocket knife. If the scout has violated any of the safety rules or has improperly used a tool the card may be taken away or a corner of the card may be removed as an indication a violation has occurred. When all four corners of the card have been removed the card will be confiscated and the privileges will be revoked. The scout must re-complete the requirements to have a new card issued.

Court of Honor

When a scout advances or earns a merit badge he is recognized twice, once at a regular troop meeting and second at a public formal ceremony called a Court of Honor.

Troop 175 has formal Courts of Honor at least 2 times a year. All families are invited to attend and guests are welcome.

A special Court of Honor is the Eagle Court of Honor. It is usually planned by the scout attaining that rank, the family, and the scoutmaster. All members of the troop are invited as well as council members and other guests.

Scout of the Year

Scouts in Troop 175 have an opportunity to earn the troop award of "Scout of the Year". Points are accumulated by the scouts for attendance at meetings, uniform wear, advancement attained and merit badges earned. Points are also given for participation in other troop activities and in service projects. The scout with the most points is awarded "Troop Scout of the Year". The scout with the most points within each patrol also is honored as "scout of the year" for the patrol.

"A Scout is Reverent"

An optional program of Troop 175 is monthly "Scout Mass" attendance. The second Sunday of the month at 9:00am Mass, scouts are asked to gather in prayer at St John Brebeuf. Boy Scouts must attend all but 2 Masses to receive the "Mass attendance" award. All scouts must meet in the back of the church by 8:45am, sign in, sit with the scouts and wear their Class B uniform.

In addition the Catholic Committee on Scouting offers our scouts an opportunity to earn the Ad Altari Dei or the Pope Pius XII medal. More information is given out prior to the classes starting for these awards.

Scouts not of the Catholic faith are also encouraged to complete their religious award as well and are welcome to attend the monthly Masses. Please contact the committee chair for more information about the religious awards.

Camp and Activity Policies

In order to provide a safe and effective program, the following policies have been adopted by the leaders of Troop 175. Many of these policies are also required by the National Council of the Boy Scouts of America and include some state and local regulations. Failure to follow the established policies may result in disciplinary action (See next topic). In addition, there may be additional policies or rules for special camps or activities the troop may participate in.

Youth Protection, Safe Swim, Climb on Safely, CPR: For all activities and trips leaders will have the appropriate BSA required leader training and these safety rules will be followed. (See training section).

Alcohol, Illegal Drugs: The consumption, possession or being under the influence of alcohol or illegal drugs (smoking of tobacco is included for those under 18) while participating in the program is explicitly prohibited by leaders, parents involved in the activity, and scouts. When violation of this policy occurs, local, state, and federal laws will be enforced and appropriate law enforcement agencies will be notified. There is no exception to policy. **ZERO TOLERANCE IS THE POLICY.**

Medication for Scouts: The scout is to turn over to the leadership any prescription medication, and over the counter drugs with the exception of those necessary for immediate relief (i.e. inhalers and epi-pens.) while on a camping trip or activity.

Fireworks: Under no circumstances may fireworks be brought to or transported on a Scout activity.

Firearms, Ammunition, Bows and Arrows: Personal firearms, ammunition, bows, and crossbows are **not** permitted by the scouts. Parents participating in a scout activity may only bring these items if approved by a leader, however, at no time may a scout use them.

Damage to Camp, Troop or Other's Property: The troop will assess the cost to repair or replace any equipment damaged by an individual, and fines shall be paid by the parents. Vandalism to camp, troop, or other's property will not be tolerated.

Security of Personal Possessions: The security of personal possessions is the responsibility of the individual. It is virtually impossible to provide security for valuables (watches, jewelry or money), and the troop cannot be responsible for the loss of personal possessions. Marking clothing and other items can help to identify personal property.

Buddy System: Any time a scout leaves the rest of the group (even to go to the kybo) he must have a buddy, and inform the SPL or adult leader.

Electronic Devices: Electronic devices including but not limited to radios, CD players, MP3's, computers, electronic games or cell phones may be used only during transport to and from an activity or camping trip. Troop leadership will confiscate any devices in camp and they will only be returned to the parent at the conclusion of the trip. If a scout needs to use his cell phone during the trip

the leader will be given the phone by the parent prior to the trip with instructions as to when the phone should be used.

Food in Tents: At no time is there to be food, candy, gum, or any drinks other than water in a tent.

Troop Discipline Policy

It is our aim as leaders to provide a safe, comfortable environment for all scouts. The BSA calls this a "Safe Haven". The rules of the troop are based on the Scout Oath and Law. It is not our goal to provide punishment when rules are broken, but to provide growth in moral strength and character, teach the scout of his relationship and obligations to others, and encourage self control and self respect.

Proper behavior is the responsibility of each scout, however, the unit leadership is responsible for determining if there was a violation of the rules. Repeated violation of the rules or serious intentional violations of the rules during a meeting or activity will result in immediate consequences. Serious violations that occur outside of a troop activity may also result in troop consequences.

Serious Violations

If a scout violates one or more of the following rules it is considered a serious violation:

- Stealing, damaging, or trespassing on another scout's/person's belongings or property
- Endangering the safety and/or the well-being of another scout/person. (This includes any hazing or physical action against another. Name calling, racial or ethnic slurs, sexual or gender references of any kind are also included)
- Bringing or using any type of weapon; including firearms, ammunition, bows and arrows, non-regulation knife, martial art techniques or weapons
- The consumption, possession or being under the influence of alcohol or illegal drugs (smoking of tobacco is included for those under 18)
- "Overstepping" or exceeding the authority of one's position of leadership and responsibility.
- Ignoring, failing to report, or lying about a violation regarding these rules

It is the responsibility of any scout or leader to report any person who violates any of these serious rules to the Senior Patrol Leader, Scoutmaster, or any adult leader (or acting representatives).

First Offense

If a scout is reported for violating a "serious" rule, the Scoutmaster, (or designee), another adult leader, and /or the Senior Patrol will convene a "disciplinary council". They will interview the scout, and others as they see fit, and determine if the violation is true. If the violation is true, the council will also determine if the violation was intentional or unintentional.

If unintentional, a warning with a review of all the rules will be given to the scout by the Scoutmaster or his designee, and his family will be notified. The scout will be placed on probation for 1 month and will not be able to sit for an advancement board of review during the probation. If the violation occurs during camp the leadership has the option of asking the family to pick up the scout.

If the behavior was found to be intentional, the family will be notified immediately and the scout will be sent home with the family. A scoutmaster's conference will be held with the parent and scout and the rules reviewed. The scout will also be placed on probation for 2 months, and will not be able to sit for an advancement board of review during the probation.

Second Offense

If a second violation occurs (no matter which rule, intentional or unintentional) during a scout's probationary period the scout will be suspended from all scouting activities for 1 month. Any fees already paid to participate in activities during that period will be forfeited. A Scoutmaster conference with the

scout and the parents will be held prior to the scout returning to troop activities. The scoutmaster at his discretion may also ask the scout to perform service hours prior to return.

Third Offense

If a 3rd violation occurs within 1 year of the first violation, the scout will be asked to leave the troop. Any fees paid will be forfeited.

Failure to Act in a Scout like Manner

A scout's actions may violate the Scout Oath and Law, but are not considered serious violations. This might include scouts who repeatedly are disrespectful to leadership, does not follow the buddy system, lacks reverence in church, or is disruptive during meetings or other activities (i.e., a scout is courteous, obedient). Violations of this nature will be handled by the SPL, PL, ASPL, SM, ASM, or other adult leader in the following manner:

- The leader (boy or adult) will indicate to the scout that he has been given "one" warning.
- If the scout again fails to act in a Scout like manner within a 48 hour period or 2 meetings the leader (boy or adult) will in the presence of another adult leader ask the scout to come to the side and take a 30 minute "reflection". During this time the scout will sit away from the troop in a quiet area without communicating with any other scout. He is allowed to read or write. Any adult leader can issue this "reflection" time.
- If for the third time a scout violates the Scout Oath and Laws within a 48 hour period, or 2 meetings, the leader (boy or adult) will take him to the Scoutmaster or his designee and in the presence of another adult his actions will be reviewed by the Scoutmaster. His family will then be contacted for his pickup.
- If a scout is sent home two times within a 30 day period this will now be considered a first offense and he will be placed on probation for 60 days.
- If a scout is sent home one more time (3 Un-Scout like behaviors) while on probation or he will be considered to have committed a 2nd offense, and will be suspended from participating in troop activities for 1 month. Any fees already paid to participate in those activities will be forfeited.
- If a scout is sent home 2 more times (6 Un-Scout like behaviors) within any 90 day period, he may, after review by the committee, be expelled from the troop.

In addition, Troop 175 is committed to following all guidelines of the Youth Protection Program. Any suspected offenses of the Youth Protection Program must be reported to the Committee Chair, the Scoutmaster, and these individuals must report it to the Council Executive.

If you have any questions or problems with this discipline policy, please contact one of the leaders.

Training

There are many training opportunities both, within the troop and in council, available to boy leaders, parents, and adults working with the scouts. At the minimum all registered adult leaders in the troop must have the following training. In addition depending on the role that the leader has within the troop the leader may have supplementary training as well.

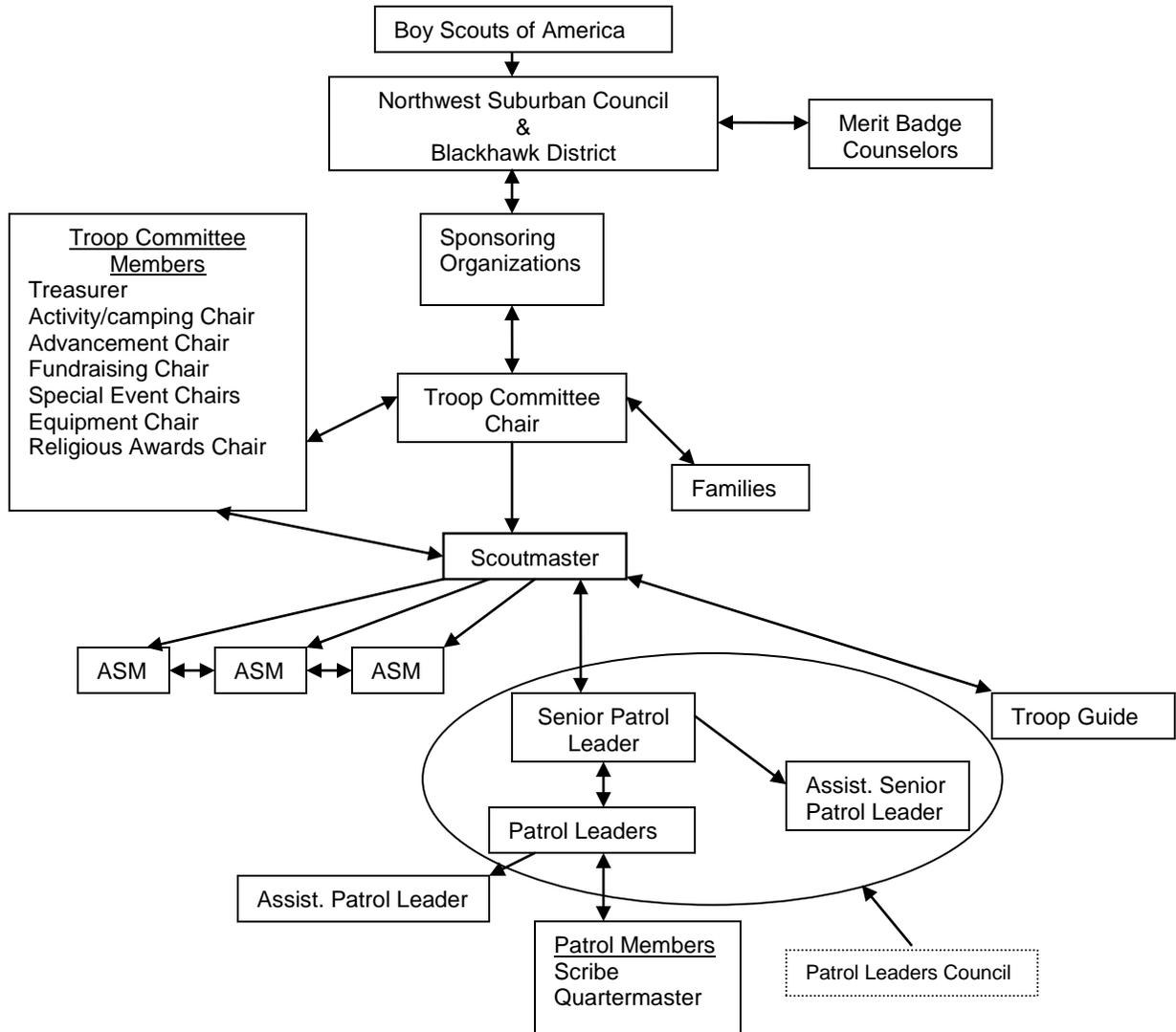
BSA Leader Basics: An overview training of the philosophy and methods of scouting. General rules of scouting are covered and the various leader roles and general responsibilities are defined.

Position Specific: Each leader attends training specific to their position which covers in detail the roles and responsibilities of that position. For some positions the training may take no more than 2 hours. For other positions it may take 10 or more hours.

Youth Protection: Training in prevention and identification of child abuse. Information is also given to leaders in the “Parents Guide” “How to Protect Your Child for Child Abuse and Drug Abuse”.

CPR: All registered leaders in Troop 175 have been trained in Basic Life Support, Cardio Pulmonary Resuscitation. Some leaders also have training in Advance Life support, First Aid, or Wilderness First Aid.

Appendix A Troop 175 Organizational Structure



Other scouts in the troop may hold one of these positions in addition to being Patrol Members:

- Troop Scribe
- Troop Librarian
- Troop Quartermaster
- Troop Historian
- Troop OA Representative

APPENDIX B

Boy Scout Troop 175 Adult Volunteer Positions and Job Descriptions

POSITION	JOB DESCRIPTION AND TASKS
Committee Chairperson	Responsible for the operations and general organization of the troop volunteers Responsible for running the monthly troop committee mtg., and maintains records necessary to complete Troop charter. Assists treasurer and committee to develop budget. This individual is also the council liaison. Attends council training
Scoutmaster	Responsible for the overall guidance of the scouts. This individual trains and guides the boy leaders, works with other adults to support the troop program, and facilitates the advancement of the individual scout. Attends monthly committee mtgs., the Patrol Leaders council, and council training.
Assistant Scoutmasters	An active troop should have several Assistant Scoutmasters. Assists the Scoutmaster with above duties, may work directly with a patrol or group of scouts. Attends monthly committee mtgs., and council training.
Treasurer	Responsible for the books for the Troop. Maintains records of receivables and payables. Keeps Troop account with council current, pays all bills timely. Provides financial leadership during activity planning and develops budget as needed. Maintains records of individual scout accounts. Monitors all financial activity within the Troop. Reports financial status of the Troop at committee mtgs. Attends monthly committee, council training, and follows BSA rules
Advancement Chair	Assists the Scoutmaster with the encouragement of the advancement of scouts, and arranging Board of Reviews. Assures all paperwork and records for advancements and merit badges are received and recorded by council and maintains all Scout advancement records within the troop. Responsible for the purchasing, and organization for presentation of all badges and awards. Works with the troop librarian to maintain library of current merit badge books. Suggests additional appropriate awards, patches, to be earned. Submits all bills for items timely. Attends monthly committee, council training, and follows BSA rules.
Activity Chair	Responsible for the coordination of all Troop activities including summer camping. With activity committee support, researches activity ideas, obtains approval for activity from Troop Committee, develops and disseminates information (via flyer), collects permission slips and monies, turns money into treasurer promptly, and obtains all necessary tour and camping permits. Supports council in disseminating council activity information. Attends monthly committee, council training as needed, and follows BSA rules.

Activity Committee Members	Assists Activity Chair with activity planning Attends Activity and Troop Committee mtgs. as needed, and suggests activities to plan. Follows BSA rules.
Troop Webmaster	Responsible, with Troop committee approval, for the oversight of the scouts' design and maintenance of the Troop web page on the council web site. Will assist the scouts in obtaining information to be included either through attending monthly Troop committee mtg., or contacting committee chairs.
Religious Awards Chair	Responsible for coordinating the religious award program for the Troop. Work with the HNS and K of C in obtaining and presenting to the scouts the materials needed to complete the appropriate awards, and the mass attendance awards. Develop and run the sessions needed to complete the Ad Altari Dei and Pope Pius XII programs. Facilitate collection of Mass attendance with the Troop, purchase mass attendance awards and present them at the reception in April. This position will coordinate with the Catholic Committee on Scouting. Attends as needed Troop Committee mtg. and Council Religious award training.
Troop Equipment Chair	Assists the troop Quartermaster in inventory, proper storage and maintenance of all troop equipment. Assists the Senior Patrol in the education of the scouts in proper and safe use of all equipment. Works with the Scoutmaster and Treasurer to purchase equipment as needed, and reports to the troop committee prior to purchase recommended items and costs. Will attend committee mtgs. as needed.
Publicity	Assists Troop Scribe with the responsible for writing and submitting all articles to local papers, church bulletins, school newsletter, and council. Should plan on at least 1 article a month being published. Will work with Troop photographer in obtaining appropriate pictures for the articles. Will attend committee mtgs. as needed.
Popcorn, Wreath, and other Sales Chair	Responsible for coordinating Troop fundraising activities for the year. Provides information to the Troop Committee concerning costs, product availability & profit. Is the liaison to the product company. Coordinates the Fundraising committee in publicity of the sale, the ordering of items, pick up/delivery, storage, and coordinate distribution of items to families if sales, or Schedules time if service. Responsible for records of each scouts sales/service and coordinates receivables with treasurer. Arranges and coordinates outside sales if possible. Attends Troop committee meetings during fundraising efforts.
Spaghetti Dinner Chair	Responsible for the coordination of this troop fundraising activity. Arranges with the event's committee for the donation of goods and services, purchase of additional items needed, publicity, ticket sales and adult cooking of sauce. Works with the Scoutmaster and senior patrol leader in the coordination and supervision of the scouts' involvement. Works with the treasurer to establish a budget.

Spaghetti Dinner Committee	Works with chair on all the activities for this Troop fundraising activity for the year. Attends committee meetings as needed. Assists troop on the day of the dinner.
Pancake Breakfast Chair	Responsible for the coordination of this troop fundraising activity. Arranges with the event's committee for the donation of goods and services, purchase of additional items needed, publicity, ticket sales and cooking of pancakes. Works with the Scoutmaster and senior patrol leader in the coordination and supervision of the scouts' involvement. Works with the treasurer to establish a budget.
Pancake Breakfast Committee	Works with chair on all the activities for this Troop fundraising activity for the year. Attends committee meetings as needed. Assists troop on the day of the dinner.
Red and Black Chair	Work with committee on tasks needed to hold Red and Black Dinner. Coordinate dinner (reserve location), invitations to scouts, families, and guests, handle reservations, seating assignments, & design of a program booklet. Also will coordinate the solicitation of prizes and holding the raffle Work with treasurer on budget for event. Attend or have representation at the Dec, Jan and Feb Troop committee mtgs. Follows BSA rules. Hold planning mtgs. with committee as needed.
Red and Black Committee	Work with Chair on the completion of tasks needed to hold Red and Black Dinner, including solicitation of prizes and gifts for the event. Assist in selling tickets that day, and will need to arrive early to the event. May need to attend planning mtgs. with chair.
4th of July Chair	Responsible for the coordination of the 4th of July float and parade activities with the Pack. Assist Scouts with idea generation, purchase or rental of equipment, arrange to have self or other parental supervision of scouts during decorating float, (usually day of July 3) and have adult leadership available during the parade.

Appendix C

What to Bring and Wear to Weekend Camp (Suggested Items)

(Scouts will be informed of special items for each activity as needed)

Remember when packing that you will probably have to carry all your equipment to the camping site - so pack light. Choose clothes appropriate to the weather and activity.

- Shorts or pants (1 or 2 pairs)
- T-Shirts or long sleeve shirts (1 or 2)
- Green Troop t-shirt (to wear in car)
- Change of underwear
- 2 or 3 pairs of socks
- Hat or visor
- Sleeping wear
- Swim suit
- Uniform socks
- Sweatshirt and/or jacket
- Gloves
- 2 pairs of gym shoes and/or hiking boots (including a pair of shoes that can get wet)
- Poncho or rain suit
- If needed for the campout:
 - Scout uniform shirt
 - Scout belt
 - Neckerchief and slide
 - Scout uniform pants or Scout shorts with Scout socks
- Toiletries (please use travel size)
- Toothbrush
- Toothpaste
- Bar soap
- Bug lotion/spray (not aerosol)
- Sun screen lotion (not aerosol)
- Towel for swimming
- Face towel or wash cloth
- Baby powder
- Water bottle (very important)
- Scout book (very important)
- Kleenex packs
- Hair brush or comb
- Personal first aid Kit
- Collapsible cup (for brushing teeth)
- Sleeping bag in stuff sack
- Pillow
- Sleeping bag liner (for cold weather)
- Cot or cell pad (for sleeping on)
- Flashlight with 1 set extra batteries
- Tablet of Paper, with pen

Optional Items

- Lip Balm
- Pocket Knife or Utility knife approved for Scout use
- Camp chair
- Work gloves
- Plastic bag for wet clothes
- Small amount of money
- Ground cloth (for inside tent)
- Watch
- Sun glasses
- Camera
- Book, card game or other activity for downtime
- Limited snacks or drinks
- Small backpack

Appendix D

Scout Account Rules

1. The troop committee will determine what fundraising activities will contribute to a scout account, and what activities will be troop only fundraising. Scouts will be informed at least the meeting before of the status of the activity.
2. All profits, a percentage, or a specific dollar amount of the profits may be credited to the account.
3. The Troop treasurer will maintain records of all accounts and will inform scouts upon request of current balances. Any discrepancies will be resolved by the committee chair.
4. Scouts may use the money in the account for payment of registration, troop activity fees, camp fees, or for payment of special council activities (i.e. Jamboree). Money may not be used for camp equipment or supplies. Money for council activities will be issued in check form made out to the council.
5. Scouts using the money for a specific troop activity should indicate on the permission slip that they are using "scout account" money.
6. Money in the scout's account will be transferred to Troop 175 should the scout fail to re-register, informs troop he not be returning, or if the scout is asked to leave the troop for disciplinary reasons. Money **will not** be transferred to the scout's new troop, or **will not** be given to the scout or family directly. Scouts who return to the troop within 3 months will have the balances in the account returned, any later time period and all funds are forfeited.

Appendix E

Required Merit Badges for Eagle Rank

In order to achieve the rank of Eagle, a Scout must complete a total of 21 merit badges, including the following required merit badges:

Camping	Environmental Science
Citizenship in the Community	Family Life
Citizenship in the Nation	First Aid
Citizenship in the World	Personal Fitness
Communications	Personal Management
Emergency Preparedness OR Lifesaving	Swimming OR Hiking OR Cycling

Troop 175 Merit Badge Counselors (as of 05/2010)

Camping	Bob Galassi
Citizenship in the Community	Margaret Carr, Dave Carrabotta, JJ Palliser
Citizenship in the Nation	Margaret Carr, Dave Carrabotta, JJ Palliser
Citizenship in the World	Margaret Carr, Dave Carrabotta, JJ Palliser, Val Bardelas, Al Bardelas
Communications	Bob Galassi
Emergency Preparedness	Barbara Galassi, Bob Galassi
Lifesaving	No Troop counselors. Best done at Summer Camp or Playdium, Glenview.
Environmental Science	Dan Wiechec
Family Life	Margaret Carr, Lila Neuhengen
First Aid	Bob Galassi, Lila Neuhengen, Barbara Galassi
Personal Fitness	Margaret Carr, Bob Galassi
Personal Management	Andy Beierwaltes, Dan Wiechec
Swimming	No Troop counselors. Best done at Summer Camp or Playdium, Glenview.
Hiking	Dan Wiechec
Cycling	No Troop counselors, but counselors exist in Northwest Suburban Council.
American Business	Andy Beierwaltes, Greg Cieply
American Heritage	Lila Neuhengen
Athletics	Barbara Galassi
Coin Collecting	Andy Beierwaltes, Bob Galassi
Computers	Phyllis Palliser
Disability Awareness	Val Bardelas
Entrepreneur	Andy Beierwaltes
Fishing	Greg Cieply
Gardening	Mari Ann Swing
Genealogy	Andy Beierwaltes, Mike Palliser
Law	Dave Carrabotta
Medicine	Mike Palliser
Oceanography	Mike Palliser
Pets	Lila Neuhengen
Photography	Barbara Galassi
Public Speaking	Dave Carrabotta, Greg Cieply, JJ Palliser, Phyllis Palliser
Reading	Lila Neuhengen, Phyllis Palliser, Mari Ann Swing
Salesmanship	Andy Beierwaltes, Dave Carrabotta
Scholarship	Margaret Carr, Lila Neuhengen, Phyllis Palliser, Mari Ann Swing
Sports	Barbara Galassi, Greg Cieply
Traffic Safety	Dave Carrabotta

**Statement of Understanding
For
Parents and Scouts
Boy Scout Troop 175**

I _____,
(print scout's name)

have read all the policies and procedures found in the "Handbook For Troop 175" manual. I understand what is expected of me and my family as a member of Troop 175 and the Boy Scouts of America. I further understand that as a member of Troop 175 my behavior should be reflective of the scout I am, and if it is not there are consequences for my behavior.

Signature of Scout

Date

Signature of Parent or Guardian
(Signature of one parent is binding on both parents)

Date

Signature of Scoutmaster

Date

Signature of Committee Chair

Date