

# TROOP



# Handbook

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**\*\* A Scout Lives by the Scout Oath and Law Daily \*\***

# INTRODUCTION

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Troop 570, chartered by Holy Spirit Lutheran Church in 1969 for the boys, is one of the largest Scouting America scouting units on the Eastside. On February 1, 2019, Troop 570 formed a girl's scouting unit, one of the first in the Lake Trails South District of Chief Seattle Council! We have around 85 scouts in the boy and girl troops from different public and private schools in the area, and as far as Bothell and Issaquah. Holy Spirit Lutheran Church also hosts Cub Scout Pack 567.

Troop 570 is a **youth-led** Troop, led by the Patrol Leader Council, with adult oversight by their own Scoutmaster and Assistant Scoutmasters. Activities, operations and procedures of Scouting are decided and executed by the Scouts with the Scoutmasters' support and guidance.

The Committee runs the administration. The Committee Chair oversees the Committee, runs the monthly Parent Meeting and reports to the Chartered Organization Representative. These meetings are used for getting information to parents, conducting Troop business, getting ideas and providing a venue to voice concerns and debate issues. All parents should attend and provide input. As linked troops, the Committee oversees both the boy and girl unit.

## TROOP BASICS

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### Troop Organization

The troop is comprised of three groups:

- Scouts - organized into permanent patrols and the New Scouts Patrol
- Scoutmaster and Assistant Scoutmasters - provide support and guidance to Scouts
- Troop Committee - lead by the Committee Chair, this group oversees the operational side of the troop.  
Positions include:
  - Treasurer, Secretary, Membership Chair, Advancement Chair, Training Coordinator, Chartered Organization Rep, Committee Member at large

### Meetings

**Troop Meeting for Scouts** - every Monday in the church's Fellowship Hall 7-8:30pm, except one Monday later in the month. Church address is 10021 NE 124th St., Kirkland, WA 98034. Scouts are encouraged to attend all the weekly troop meetings.

**AOL's** can start attending meetings the Monday after their Arrow of Light Crossover Ceremony (check meeting schedule). Uniform is not necessary the first few meetings. As soon as registration paperwork and dues, if applicable, are turned in, a Troop Kit account will be created for the scout and their parent(s). Parents should refer to the **First 30-day Checklist**.

**PLC (Patrol Leader Council) Meeting** - on the 4<sup>th</sup> Monday of the month Scouts with troop leadership positions meet to plan upcoming programs/events. No regular meeting occurs.

**Parent Meeting** – usually on the 2nd Monday of the month during troop meeting. Meet in the downstairs Auditorium. All parents are welcome.

**Steering Committee Meeting** - once per month for registered Committee Members with named positions. Discuss topics to bring to the Parent Meeting.

**SMASM (Scoutmaster & Asst Scoutmaster) Meeting** - once per month for registered SMASMs.

## Church Rules

- Buddy system to use bathroom
- Eat/drink only in the fellowship hall, not out in the Narthex or entryway
- Adults only to help put up dividing wall
- No use of kitchen

## Inclement Weather Policy

**Troop meetings** - The troop follows Lake Washington School District policy. If school is cancelled, there will not be a meeting. If LWSD has a late start, the troop meeting will proceed as scheduled.

**Outings/events** - The Adult Leader along with the Youth Leader will notify attendees of a cancellation or postponement.

## Uniform & Scout Handbook

**Uniform** - Troop 570 scouts wear the official Scouting America uniform at troop meetings and outings unless otherwise specified. The uniform gives a Scout visibility and creates a level of identity within the troop and the community. The uniform is used to promote equality while showing individual achievement.

- **Troop provides:**
  - Official troop neckerchief, woggle, green shoulder loops and “570” unit patch.
- **Scout to purchase** at Scout Shop:
  - **Official tan uniform shirt, World Crest** and Chief Seattle Council **shoulder patch**.
  - **Scouting America green pants** (other plain olive-green pants are acceptable). No cotton pants.
  - **Belt is recommended.** Scout belt or similar style.
  - Merit Badge sash once the scout starts earning merit badges.
  - Tip: Buy the shirt and sash one-size bigger as scouts grow up fast.
- Scout will be assigned a permanent patrol after summer camp and receive a **patrol patch**.
- **Replacement** neckerchief, woggle and troop/patrol patch can be purchased from the troop.
  - Neckerchief \$10
  - Woggle \$1
  - Troop patch \$5
  - Patrol patch \$5

*The troop has gently used uniforms and gear for scouts. Please contact our Gear Exchange & Uniform Coordinator or the Concierge for available sizes.*

**Merit Badge sashes** should be worn during Boards of Review and for all Courts of Honor. Order of the Arrow Sashes should be worn for OA events. Both sashes should not be worn at the same time.

**Activity Wear/Class B** - Scouting-related activity t-shirts and scout pants, to wear when uniform top is not needed. Families will have an opportunity to order Troop 570’s logo t-shirts, sweatshirt, hat and jacket in spring in time for summer camp.

**Scout Handbook** – Check with Troop Concierge for possible purchase.

- Put name and unit number on with sharpie marker and take care of it through Eagle rank.
- Protect it from the elements with a fabric book cover or zip-lock bag.
- Scout's advancement is recorded on the pages at the back of the handbook.
- Scouts should photocopy all signed advancement pages of their handbook periodically.

**Scout Binder** - Troop presents a three-ring binder at their first Court of Honor after Summer Camp to store rank cards, merit badge cards, worksheets, leadership materials and copies of advancement pages from the Scout Handbook.

### Scout Shop Locations

- Seattle - 3120 Rainier Ave S, Seattle, WA
  - Link below to order online for delivery or pickup
  - <https://scouting.jotform.com/201336348054046>
- Tacoma - 4802 S 19th St, Tacoma, WA 98405
- National - [www.scoutshop.org](http://www.scoutshop.org)

# RANK ADVANCEMENT

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As with all worthy journeys, a clearly defined path makes the trip much easier. Not all travelers on their journey move at the same pace, and a scout will soon enough identify their objectives in Scouting. There are no requirements about having to move to the next rank but moving through those ranks will broaden their adventure and learning.

Rank is a method of keeping track of what a Scout has learned. The ranks are:

- **Scout** - Entry into scouting
  - Parent reviews the pamphlet “How to Protect your Children from Child Abuse” with their scout and initials the requirement in the handbook.
  - Watch Personal safety videos with your scout and discuss
- **Tenderfoot, Second Class & First Class** - knowledge based
- **Star, Life & Eagle** - Based on time, leadership and community service.

## 1. How to get requirements signed off through First Class

From Scout to First Class rank, scouts may work on requirements for more than one rank at a time. As the scout completes requirements for rank, they should get their book signed by a First Class or above scout from within the troop. This can happen on outings or at troop meetings. The pair might discuss what they learned and may ask for a demonstration if appropriate. *The Scoutmaster signs off on Scout Spirit (aka Scout Law) at the Scoutmaster Conference.*

**The Scout handbook with all the signatures and dates is a scout’s official record of advancement.** We recommended making copies of the signed advancement pages and store them separately from the handbook (ex. in the scout binder).

## 2. Scoutmaster Conference

Once all the requirements are completed for a rank, a scout schedules a Scoutmaster Conference:

### *Process to request a Scoutmaster Conference*

- Scout logs onto their Troop Kit account
- Under the Advancement tab, pick the day and any available slots for the conference. Time listed is a placeholder and the conference will happen sometime during that troop meeting.
- Scoutmaster/Asst Scoutmaster will find the scout during the meeting
  - Scout is to wear their uniform and bring their Scout Handbook
- Scouts can only do one rank at a conference
- Do NOT sing up for a Board of Review until AFTER the Scoutmaster Conference.
  - The request will be dropped if the Scoutmaster conference has not been signed off on.
- Eagle Rank - contact the Scoutmaster separately

**What happens during the Scoutmaster Conference?** It is a time for the scout and the scoutmaster to sit down and talk about the scout’s scouting experience. The scoutmaster will ask questions regarding how well the scout has learned the items required for the rank they are completing. The scoutmaster will be assessing the individual needs of the scout, helping to set goals for the next rank, and trying to gauge the success of the Troop program.

## 3. Board of Review

**\*\*Once the Scoutmaster Conference is completed a scout may schedule a Board of Review (BOR), also on Troop Kit (A BOR is not needed for Scout Rank):**

### *Process to request a Scoutmaster Conference:*

- Scout logs onto their Troop Kit account
- Under the Advancement tab, pick the rank they are requesting the BOR for
- Advancement Chair will send an email asking the scout for dates they are available.
  - BOR will NOT be schedule until there is a reply for the scout on availability.

- Once dates are confirmed by the scout, the Advancement Chair will schedule a date and confirmed the BOR with the scout via email
- Scouts can only achieve one rank per BOR

**\*\*DO NOT schedule a Board of Review the same night as the Scoutmaster Conference for a rank or schedule a Board of Review for two ranks for the same night.**

During a Board of Review, the scout presents themselves to three committee members who will ask them questions about their scouting life and the value they gained from passing the requirements. Scouts should be in full uniform for the board.

Once a Board of Review is completed, a scout has officially made that rank and be presented with the rank patch before close of the troop meeting. The Scout can start wearing the new rank patch. (The exception is the Eagle rank, which needs to be signed off by the National Scouting BSA office.) **See Eagle Scout Coordinator for details on the Eagle Board of Review.**

## Earning a Merit Badge

Merit badges are awards that concentrate on a field of expertise or a specific skill and can be earned by scouts in cooperation with a merit badge counselor. The required merit badges can be earned in any order.

Steps to earn merit badges (MB):

1. Scout will request a blue card from their Troop Kit account to start a merit badge and follow up with the Scoutmaster/Asst Scoutmaster at a troop meeting.
2. **A scout must meet with a Scoutmaster/Asst Scoutmaster BEFORE starting a merit badge.**
3. Scoutmaster/Asst Scoutmaster assures that the scout has met any prerequisites to start the MB.
4. If the scout does not have Counselor selected, a Scoutmaster/Asst Scoutmaster can provide the name of a MB Counselor and a blue card.
5. Scout fills out a blue card and then the Scoutmaster/Asst Scoutmaster signs the front page.
6. Scout contacts the MB Counselor, asking for help working on the badge and sets up a meeting time.
  - A scout should have a buddy accompanying them when meeting with the counselor.
  - A buddy can be another scout, a parent or a guardian.
7. Scout works on the requirements for the merit badge with the knowledge of the MB Counselor.
8. Once completed, MB Counselors will complete their portion and sign the blue card.
9. Scout gets the Scoutmaster/Asst Scoutmaster's signature on the Applicant's Record of blue card.
10. Scout brings the Application portion of the blue card to a troop meeting and logs it on the Rank Advancement clip board at the Concierge desk.
11. Merit Badges are awarded at the next Court of Honor.

**\*\*It is very important that the scout *checks in* with a Merit Badge Counselor as they begin working on a merit badge. In some cases, any work done towards a MB before obtaining a blue card and discussion with the appropriate counselor MAY NOT count towards the requirements and they must start over at the beginning, except for the Camping merit badge. \*\***

## Summer Camp Merit Badges

Merit Badges earned at Summer Camp follow a slightly different process.

1. Scouts discuss with SMASM which merit badges they want to do at Camp.
2. Some camps offer printed blue cards. If they do not, Blue Cards are filled out at a troop meeting prior to camp or at camp.
  - a. Blue Cards are then handed out to scouts at camp and given to the MB Counselor by the scout.
3. Blue Cards are retained by the Summer Camp Coordinator once camp is over.
  - a. Completed blue cards are handed directly to the Advancement Chair.
  - b. Partial blue cards are handed back to the Scout at the next Troop meeting. A new blue card may be requested using the Blue Card process on Troop Kit .
4. Merit Badges are awarded at the next Court of Honor.

# OUTING PROCEDURES

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## Outings: timing and processes:

Fall Annual Planning Conference (APC) - Scouts determine calendar of outings for the year.

Outing Calendar presented and ratified at November Parent meeting.

- Day outings – Parents may be asked to be adult leads
- Adult and Youth Outing Leaders must attend the event they signed up to lead.

## 3 Months before Outing

- Youth Leader updates Troop Kit details and confirm event date and time.
- If the Adult and Youth Leader drop out of a day outing, and no replacement can be found in the Planning Patrol or PLC by the next PLC meeting, outing will be cancelled.
- Troop Kit updated with accurate information by Adult Leader.

## 1 Month before Outing Planning Meeting

- Event opened on Troop Kit.
  - Exceptions are Summer Camp, Sea Base, Philmont (at the discretion of Outing Leader)
- Youth Leader sends out email to Scouts and parents advertising the event.
- Scouts may start signing up on Troop Kit with adult approval

## 2-3 Weeks before Outing

- Grubmasters identified by SPL by the Thursday before the Planning Meeting
- Grubmasters begin planning
  - See Grubmaster Forms/process at Troop570.org under Resources
  - Forms available from Scoutmaster and Concierge
- Youth Leader sends email to scouts and parents reminding them to sign up and confirm outing planning meeting time.

## 1-2 Weeks before Outing

- Youth leader sends email reminder for Planning Meeting and last call to sign up. See Troop Kit for Planning meeting details
- ***Sunday night—Troop Kit event closes (some outings will close earlier due to outing deadlines)***

## Monday night before the Outing

- ***Families to make sure their scout accounts have enough to cover event fees. Bring check or cash to the Planning Meeting if needed.***
- Scouts not signed up on Troop Kit but want to go on the event must attend the Planning Meeting and must ask permission from the Primary Adult Leader. The request to add must be made by a parent on Troop Kit using the parent's log in.
- Grubmaster form filled out and Patrol Planner form approved by Adult and Youth Leader.
- Tenting arrangements finalized.
- Youth Outing Leader emails the patrol leaders their patrol rosters, list of grubmasters, meal plans (bag dinner/lunch), etc.
- Adult Leader is provided med forms for participants from the Med Form Coordinator.

## Wednesday before Outing

- Youth Outing Leader sends email to all participants (and parents) and Adult Leaders with final instructions (patrol rosters, meeting time/place, bag dinner/lunch, etc.).

- Outing Patrol Leaders email members of her patrol notes from the planning meeting – tenting arrangements, menus, group gear assignments, etc.

## Day of Outing

- Participants who just show up at event without registering CANNOT go on the outing.
- Participants without a BSA Med form filled out and in the hands of the Adult Leader CANNOT go on the outing. Those signed up after the planning meeting must bring a new med form to the outing.
- Parents check in with Adult Leader before leaving.
- Turn in any medications to the Adult Outing leader in a Ziploc bag and the Outing Medication form (found on Troop570.org under Resources)
- Scouts usually travel in field uniform and wear activity uniform at the event. See Troop Kit description for variations on this policy.
- Call the Adult Outing Leader if you will be late.
- Outings begin in the parking lot. Drivers will depart from the meeting spot and arrive together at the outing location to ensure safety and promote scout bonding. Exceptions must be approved by the Adult Outing leader.

## Monday after Outing

- Concierge charges Scout accounts for outing fee and reimburses drivers for gas.

## Driver Reimbursement Policy

- Reimbursements are for transporting the group, not just you and your scout. Because the troop attempts to minimize the number of vehicles taken on trip, there's no guarantee that you will be selected as a driver.
- People who travel on their own are not charged for transportation for travel over longer distances, if Adult Leaders are informed in advance.
- Adults designated as drivers for an outing will be compensated \$0.40/mile (\$0.80/mile if hauling a trailer) for gas. Scout account will be credited.

## Grub Master Policy

- All meals will be budgeted at \$5 per meal for both scouts and adults.
- Receipts will be turned in for reimbursement:
  - Turn in receipts to the Concierge along with a Reimbursement Form (found on the Troop570.org website) the Monday after the event. Include the budget planned for on the Reimbursement Form. Form is available at the Concierge desk.
- **Outings will close after 2 weeks so make sure to get receipts in!**
- The Grub Master will be responsible for any amount over budget.

## Adult Requirements for attending overnight Outings:

**All adults who attend an overnight outing must be a registered adult with the troop. *New registrations must be completed 2 weeks prior to the event start date.***

**Registered Adult definition is an adult who has:**

- Taken Youth Protection Training at My.Scouting.org by setting up a logon.
- Filled out an online application as a Committee member using the same logon information, at <https://www.scouting.org/programs/scouts-bsa/>, paid fees. (A background check is part of the application).
- Contacted the Committee Chair to let them know you have an application waiting to be approved

**\*Refunds for an event are not permitted after the event closed for signup on TroopKit, unless specifically stated otherwise. \***

**Additional charges or credits**—If an event receives additional charges or a credit after the event has been finalized, Scout Accounts will only be credited/debited if the charge/credit is \$5 per participant.

## Troop Outing Forms

<http://www.troop570.org/resources/>

- Patrol Campout Planner
- Patrol Planner for Backpacking
- Patrol Duty Roster
- Grubmaster Guide
- Grubmaster Menu Planner
- Reimbursement Form

## Scouting America Medical Forms

All Scouts and Adults who go on an outing will need to provide a Scouting America Medical form Parts A and B along with a copy of their insurance card. Parts A and B do not require a visit to the doctor. Forms are kept on file with the troop and are given to the Adult Leader for an outing.

- A new form is required at the beginning of each calendar year.
- Part C is needed for any outing over 72 hours (ex. Summer Camp) and requires a doctor's visit
- Make sure to list all current medications and allergies and provide a new Part B if any changes occur throughout the year.
- Don't forget to include immunization dates and to sign for over the counter medication permission on B2, mid page.

You can find the form at <https://www.scouting.org/health-and-safety/ahmr/>

## Medications on Outings

Scouts are not permitted to carry or administer their own medications (including over the counter medications), except for immediate need meds such as an Epi-pen or inhaler (which they should always carry). Adult Leaders must be shown Epi-pens or inhalers before leaving the meeting point.

Please give all medications to the Outing Adult Leader at the meet up location. All medications should be in their original containers and placed in a Ziploc bag along with the Outing Medication form (see appendix). Make sure the scout's name is on the outside of the bag. (This helps the Adult Leader administer medication correctly.)

## Electronics Policy

Phones, gaming devices and walkie-talkies are not permitted at troop meetings, outings or events, including transportation. This allows the scout to be more engaged in the scouting experience and aids in maintaining youth protection and privacy. Exceptions must be approved by the Adult Outing Leader.

If a scout is found with a device, the adult leader will hold onto it and return the device to the parent upon return. Adult leaders will have their phones with them if a scout needs to contact a parent. The adult leaders are not responsible for lost, stolen or broken devices.

## TROOP WEBSITES AND TOOLS

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The troop's main site is [www.troop570.org](http://www.troop570.org). Our **web tools** are Troop Kit and Scout Book *Activate Troop Kit* as soon as you register with us to receive troop communications.

### 1. Troop Website - [www.troop570.org](http://www.troop570.org)

Go here for links or bookmark Troop Kit and Scout Book, online tools we use to manage troop activities. Logons will be issued once the scout is registered with the troop.

**Resources**—You can find the troop forms and documents here under **Resources**

**Members**—link to photos, Patrol Leader Council notes, Parent meeting notes and Steering Committee notes. **Must have a log in.** See website for details.

### 2. Troop Kit - [www.troopkit.com](http://www.troopkit.com)

- Calendar of Events and Meetings
- Sign up for Troop Events
- Meeting Agendas
- Emails and communications
- Sign up for Scoutmaster Conference and Board of Review
- How to guide: Appendix A

Troop Kit logons will be issued once a scout is registered with the troop. Separate emails with activation link will be sent to the scout and her parents. *You will need to click on the activation link to begin receiving event notifications and emails from Troop Kit.*

Although parents can sign their scouts up for events, we encourage Scouts to sign up for Troop Kit events on their own. (Parents will get notification to approve scouts' signups and **must** click on the email links to confirm the signup.)

For Scoutmaster Conferences and Board of Reviews, scouts need to log onto their account to be able to request them.

*BSA requires two adult presences for all adult interactions with scouts. Scouts need to copy another adult (scoutmasters, parents) whenever there's an email exchange between adult & scout.*

### 3. Scout Book – [www.scoutbook.com](http://www.scoutbook.com)

- Membership information
- Scoutmasters and Advancement Chair record advancement—Rank and Merit badges
- Address book for Scout and Parent Content
- Not used for progress for Advancement or MB.
- See Scoutbook how to guide. Appendix B

**\*\*Please keep your email address and phone numbers updated on Troop Kit and Scout Book\*\***

# MONEY MATTERS

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## Family Scout Accounts

Once your Scout's application has been turned in, a Family Scout Account will be created for you. All monetary transactions with the Troop run through this account. This includes:

- Checks or cash deposited directly by a Scout's family
- Zelle payments to Treasurer@troop570.org
- Dues (may or may not occur) are collected annually in November for the next year, dues go toward advancement patches, uniform pieces and Scouts' BSA registration fees.
- Outing fees
- Reimbursements owed to the family for outings, ie. gas money for driving for an event or food
- **Statements** are emailed once per month or every week there is a change. **Emails come from Troop570Kirkland@gmail.com**

All members of a family are linked to the account. Contact the Concierge to change the parent email address used for statements. Check drafts are available upon request for any reimbursements owed to a family. Scout Account funds are returned to the family when a scout leaves the Troop.

## Outing Fees

Outing fees are listed on Troop Kit under each event page. ***The week prior to the event, please make sure your scout account has enough to cover the next weeks outing.*** Outing fees will be deducted from the scout account. All negative balances need to be paid before a scout can go on another outing. If you need additional time, please contact the Committee Chair. Refunds are not permitted after the event closed for sign-up on Troop Kit, unless specifically stated otherwise.

## Fundraising

The Troop requires funds to purchase badges, supplies, equipment and help subsidize activities. The dues collected do not support the troop for the whole year. The Troop raises funds through money-earning activities approved by the Troop Committee.

The troop has one Fundraiser that is consistent from year to year. Additional events will be added as needed. The current fundraiser is:

- **Christmas Tree Service Project** - Every January, the troop gives back to the community by picking up and recycling Christmas trees in the Kirkland area. We ask for a donation in return. Scouts are **required** to participate in the event.

## Corporate Matching

Some corporations will donate via their Employee Volunteer Hours program. All volunteer time including attending Parent Meetings, sitting on Boards of Review, attend outings and trainings, counts.

For the **Benevity** corporate matching program, your volunteer hours or direct donations will go toward the Scouting programs account at Holy Spirit Lutheran Church. Funds in the account will be distributed among the three units (Boy Troop 570/Girl Troop 570/Pack 567).

**Name:** HSLC-Scouting. **Unique Identifier:** BSV\_2KAZ6YHN8K or HSLC SCOUTING VIA HOLY SPIRIT LUTHERAN CHURCH

Others can log their volunteer time for "BSA Chief Seattle Council" through your employer's program. Check the box "Troop 570" for boys and "Troop 8570" for girls as that sends funds to the troops Chief Seattle Council recognizes volunteers who submit matching hours to their employer. When a unit has submitted a combined total of 25 hours, Chief Seattle Council will recognize the unit with \$50 in Unit Account Credits.camp card voucher to use toward summer camps and facility rentals in the Council. <https://seattlebsa.org/donate/volunteer-hours-program/>

## SPECIAL NEEDS AND YOUTH PROTECTION

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### Special Needs in Scouting

The troop has a Special Needs Liaison, to act as a resource for parents of scouts with Special Needs. This parent is available to answer questions and guide new parents to any BSA resources regarding alternative rank requirements, or other necessary accommodations.

An optional form called the Individual Scout Profile or ISP is for parents to share any learning challenges or barriers, which will be shared as appropriate with adult leaders for purposes of Board of Review, Scoutmaster Conferences, outings, and merit badge counseling.

### Youth Protection

*Because of the great concern Scouting America has for the problem of child abuse in our society, all registered troop leaders are trained in Safeguarding Youth Training annually, which have been developed to help safeguard both our youth and adult members, including how to avoid it, how to identify it, and how to deal with it.*

Parents are to review with their Scout the Child Protection Section in the front of the Scout Handbook.

All troop activities will strictly follow the Youth Protection and Safe Scouting guidelines set forth by the Scouting America publication The Guide to Safe Scouting. Adult leadership is always two-deep, which means two leaders must always be with Scouts. One must be female in the case of female scouts. No Scout should ever be in the company of an adult without being in sight of others, or without having another adult or Scout in attendance. Email correspondences will be cc'd either the parent of the scout or another adult leader. Other policies as spelled out in the Youth Protection and Guide to Safe Scouting guidelines may apply.

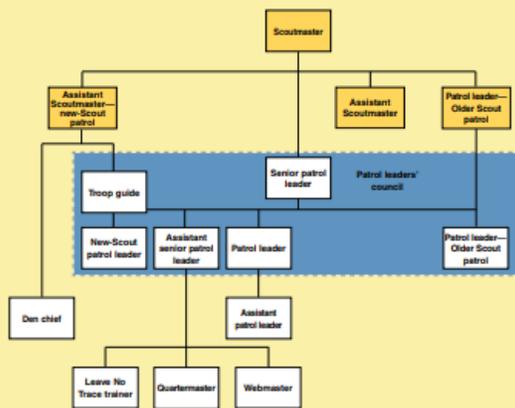
All parents are encouraged to take the BSA Youth Protection Training. Learn more about it by visiting [www.scouting.org/YouthProtection](http://www.scouting.org/YouthProtection).

***Abuse, harassment, and hazing of any form have no place in Troop 570 or any part of Scouting.***

## TROOP ORGANIZATION CHART

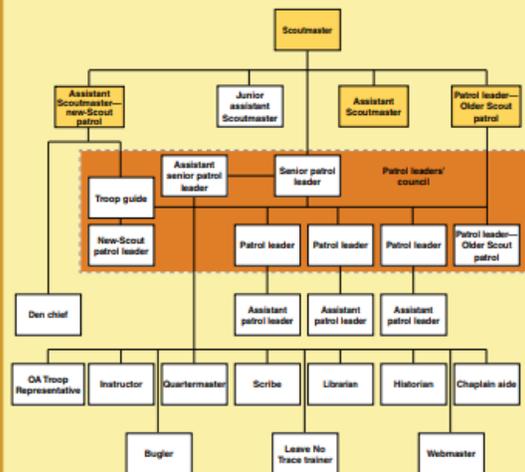
### Sample Youth Leader Organizational Chart for a Small Troop

As more boys join, more patrols can be formed and more leadership positions filled.



### Sample Youth Leader Organizational Chart for a Large Troop

In this sample, there are enough members to fill all of the patrols and leadership positions.



## GLOSSARY

<b>Troop Scout Leadership</b>	
<b>SPL - Senior Patrol Leader</b>	Senior Scout leader of the Troop, elected by the Troop every 6 months
<b>ASPL - Assistant Senior Patrol Leader</b>	Assistants to the SPL, selected every 6 months
<b>PL - Patrol Leader</b>	Scout leader of each Patrol, elected by the Patrol members every 6
<b>APL - Assistant Patrol Leader</b>	Assistant to the PL. Be ready to step in if PL not available.
<b>Troop Guides</b>	Experienced Scouts appointed by the Scoutmaster to assist New Scout Patrols as they learn to attend outings with the Troop and work through rank advancements
<b>Grubmaster</b>	Designated Scout for each "outing patrol" (not necessarily the same group as the Scout's regular Troop Patrol) responsible for purchasing all the food necessary for the outing and packaging it appropriately for the type of outing. The Grubmaster gets reimbursed for food expense.
<b>Patrol Method</b>	Information that is time critical or reminders flow down through the Senior Patrol Leader to the Patrol Leaders to the Patrol members. If you scout is not getting regular communication from their Patrol Leader or a Troop Guide, let an adult leader know.
<b>Troop Adult Leadership</b>	
<b>Committee Chair</b>	Volunteer parent who organizes planning that must be done by parents in the Troop, runs monthly Parent Meetings, signs important documents like the annual Troop Charter, Eagle Scout projects, etc.
<b>SM - Troop Scoutmaster</b>	Assists the SPL in leading the troop with advice and direction as needed.
<b>ASM - Assistant Scoutmasters</b>	Adults who help SM with his/her Scoutmaster responsibilities.
<b>Advancement Chair</b>	Volunteer parent who keeps track of Scout advancement - merit badges earned, rank advancements, etc.
<b>Special Meeting</b>	
<b>Patrol Party</b>	Scouts meet periodically as a patrol to hang out, work on scout skills, team bonding or for a special outing. This is usually planned by the Patrol Leader with input from their patrol.
<b>Court of Honor (COH)</b>	Special Troop meetings semi-annually, to recognize advancements and awards earned by our Scouts since the last COH. Typically, one in Fall and one in Spring.
<b>Eagle Scout COH</b>	Special Court of Honor to recognize accomplishments of and honor a specific new Eagle Scout, usually held on a Saturday or Sunday. Also known as ECOH.

# APPENDIX A

## Troop Kit: User Guide

www.troopkit.com

### Enter your Access Code

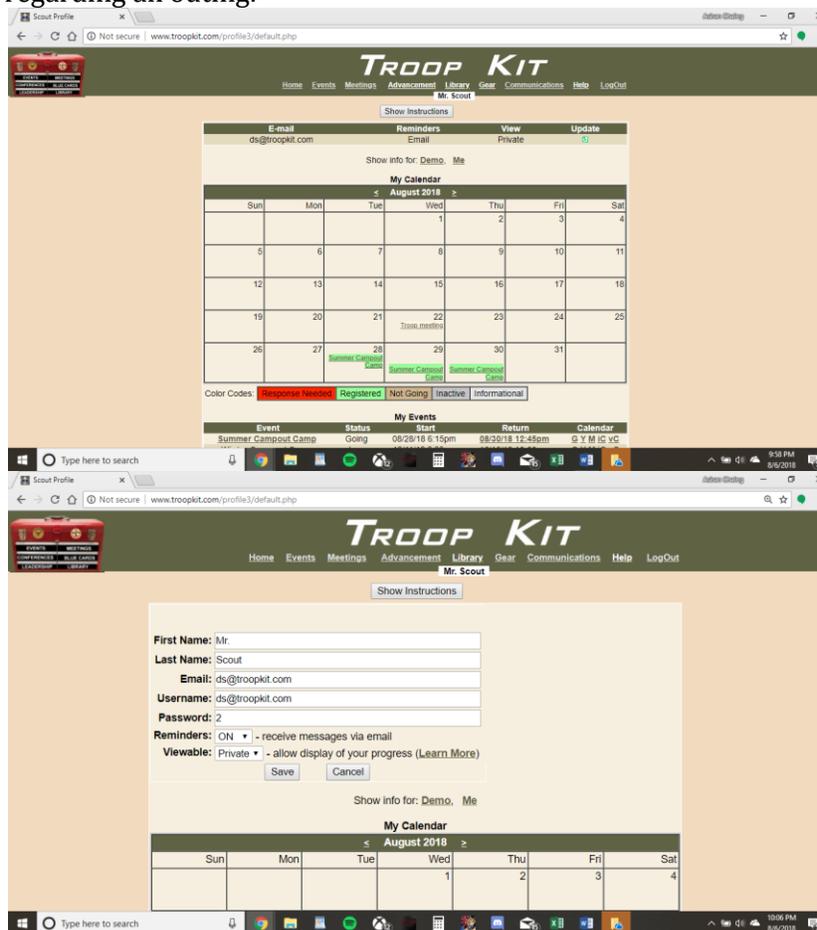
(If you have forgotten it, click on "I Lost It" and the code will be sent to your email address)



### HOME page – calendar, upcoming events, meetings

Parent Account can toggle between scout and parent activities.

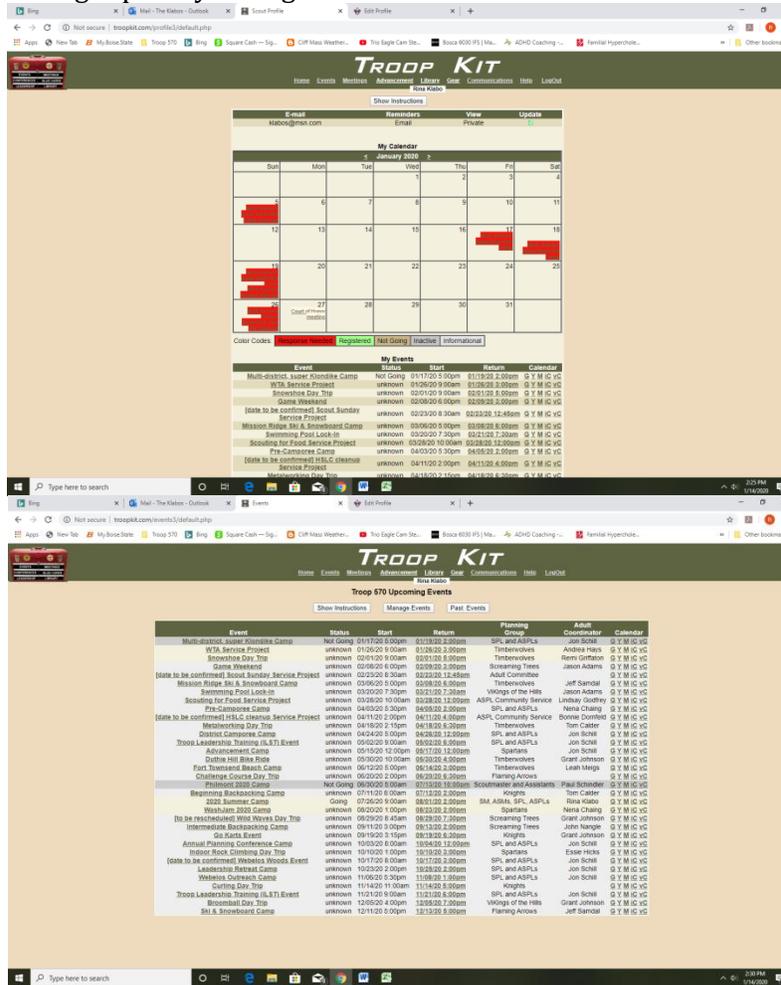
**Click on green icon under UPDATE to edit profile and enter PHONE NUMBER.** Used to contact you with any communication regarding an outing.



# How to Sign up for an Outing - Scout

If you use the parent's Access Code, you will be able to directly sign your scout up for an event. If your scout signs themselves up, you will receive an email asking you to go into Troop Kit to confirm. Your scout will not be signed up until you confirm in Troop Kit.

To sign up for an event, click on the event link or the **Event** tab to bring you to Event Page. Tan outings are ready for signup. Grey outings are inactive.



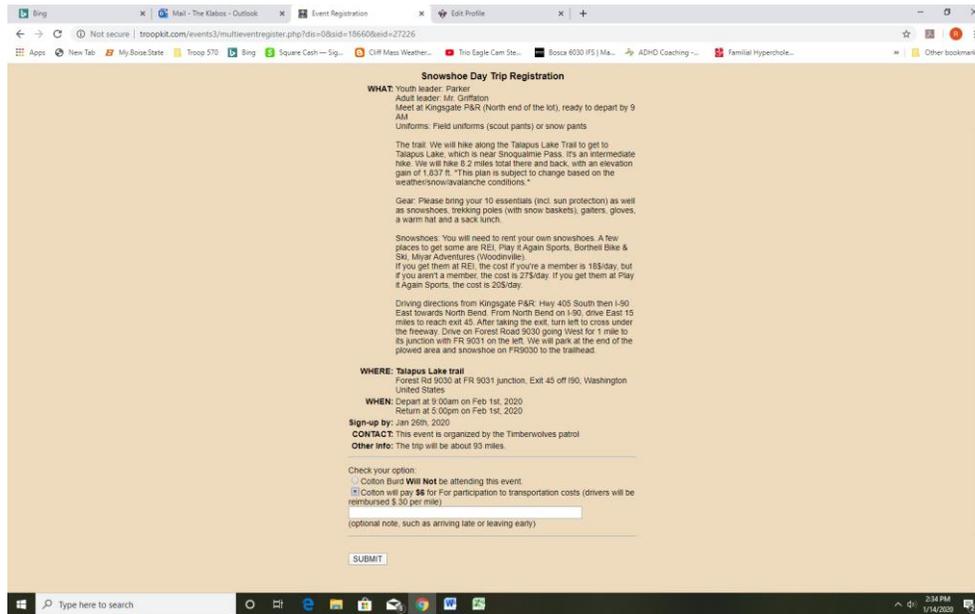
Scroll down to your scout's name (which will be underlined) and click on it.



Click on the option of your choice and hit "Submit".

Use the comments section for arriving late or leaving early, or for food allergies. This is a public comment section, so all can see what is written here.

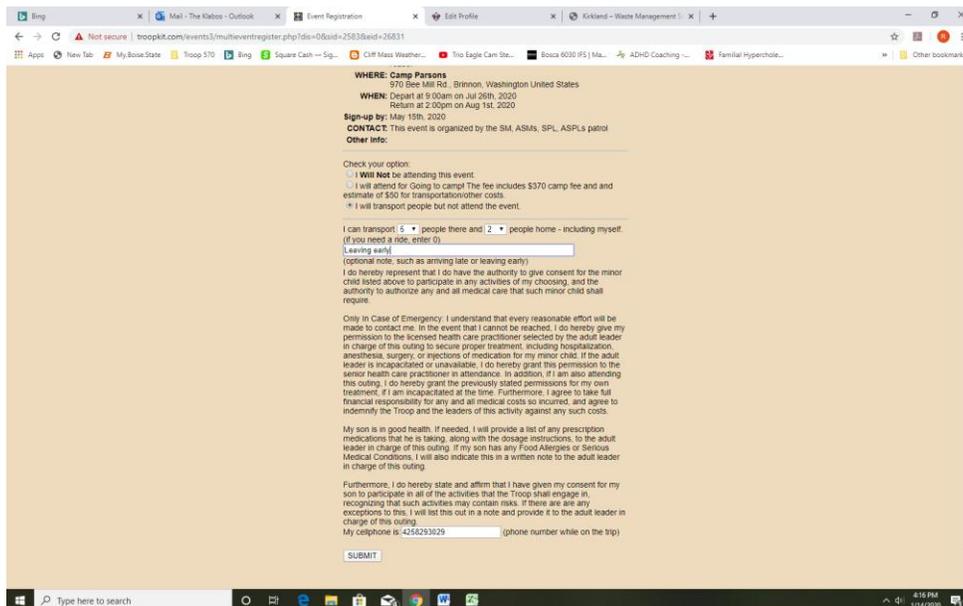
\*You will receive an email confirming your sign up.



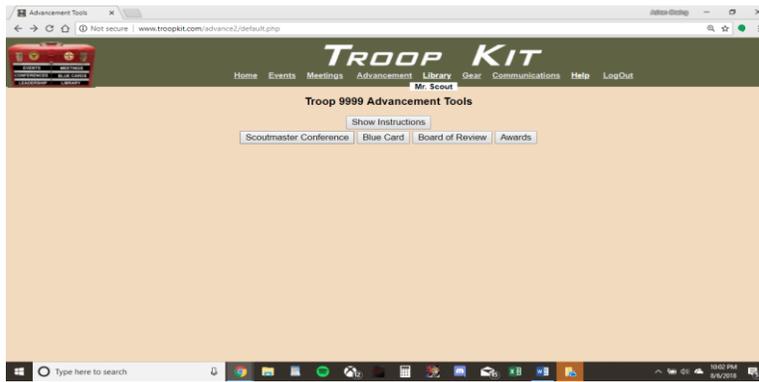
## An adult signing up for an event

Whether participating or just driving, you will need to enter how many seatbelts your vehicle has available. (In the example below, the adult is going with the troop and leaving early with their scout. They have 5 seatbelts in the vehicle.)

**Make sure to enter your cell phone number. This is used in case of change of plans or emergencies**

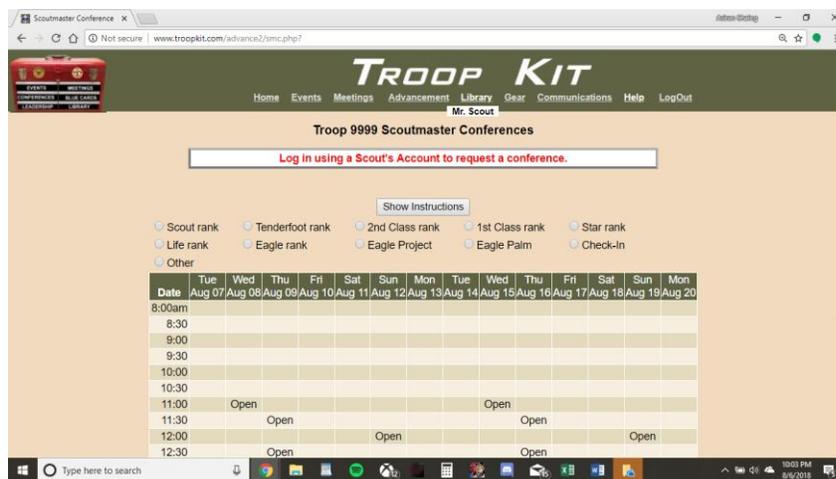


**ADVANCEMENT**– Scout needs to log onto their account to request advancement appointments.



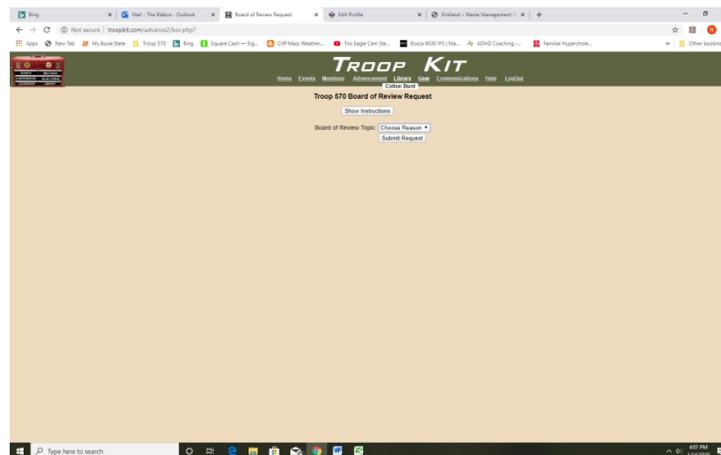
## How to Sign up for a Scoutmaster Conference

Click on “Advancement”, then “Scoutmaster Conference”. Click on the rank and a time slot. The time is a place holder. Email is sent to the scoutmaster, scout and parent. The conference will happen during the meeting. The Scoutmaster will come find the scout at the meeting.



## How to Sign up for a Board of Review

Click on “Advancement”, then “Board of Review”, then choose the rank and submit. An email is sent to the Advancement Team requesting a BOR and the scout will be contacted to schedule the board.

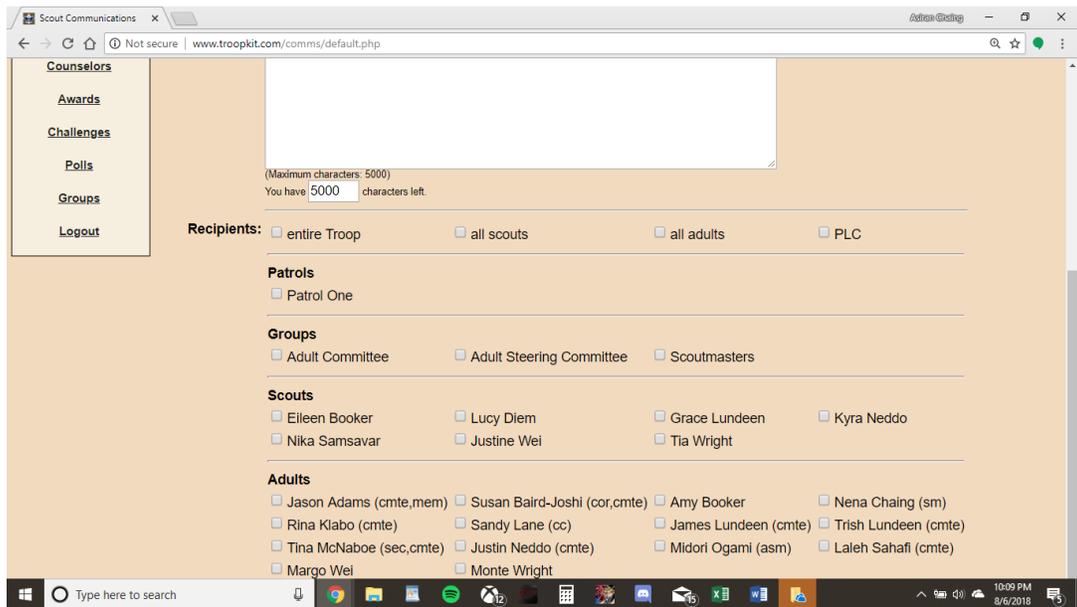
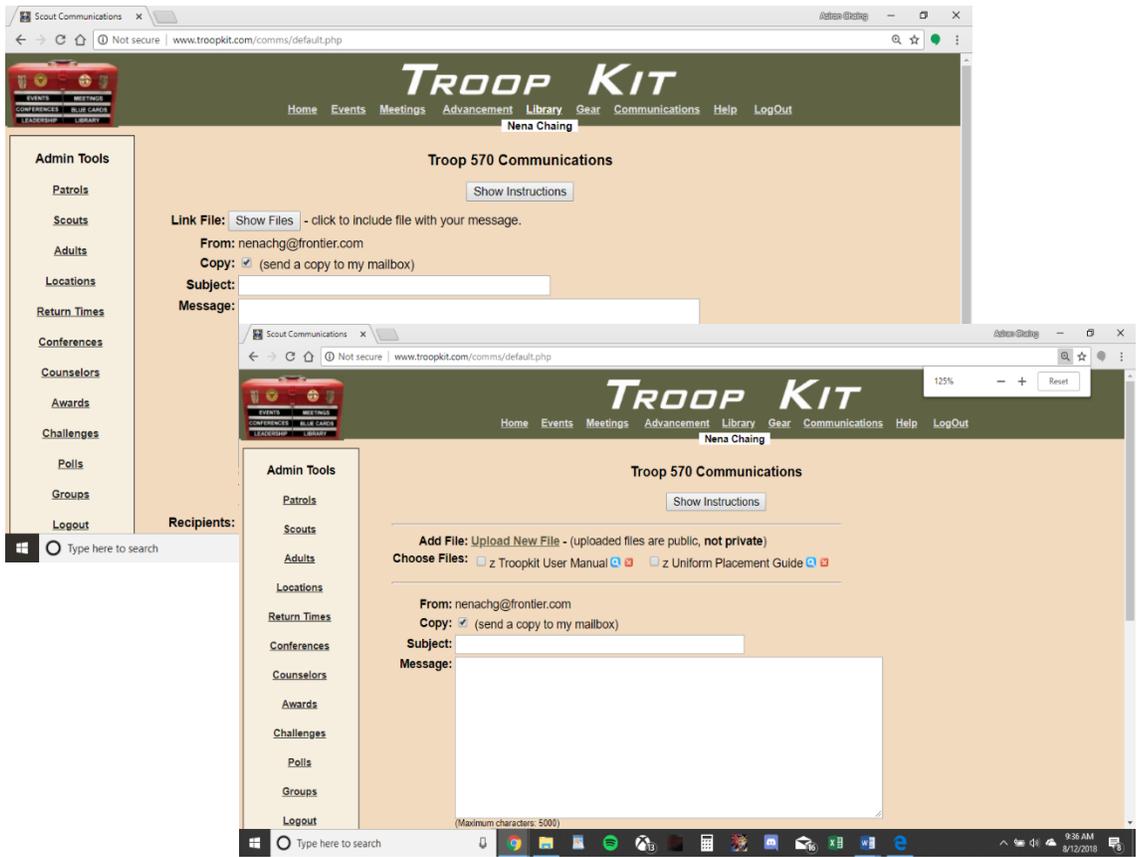


## COMMUNICATIONS - send email to troop members.

Troop documents are located under SHOW FILES. To send a document to yourself, click SHOW FILES. Select the file(s) you want, you as the recipient, and click SEND.

Please do not delete files from Troopkit.

Select individual scouts or adults, entire patrol, PLC or whole troop as recipients.  
Adults - select a second adult (usually the parent) when sending email to scouts.



## Troop Photos—Upload and see Outing photos

Click on Events in the upper banner

**TROOP KIT**

Home Events Meetings Advancement Library Gear Communications Help LogOut

Rina Klabo

**Troop 570 Upcoming Events**

[Show Instructions](#)
[Manage Events](#)
[Past Events](#)

Event	Status	Start	Return	Planning Group	Adult Coordinator	Calendar
Snow Sports & Play at Mission Ridge (Scout-a-Vista Lodge)	Not Going	02/10/23 4:30pm	02/12/23 5:00pm	Kings of the Hills	Remi Griffaton	G Y M IC vC
Hiking Merit Badge Clinic	Not Going	02/11/23 12:00am	02/11/23 12:00am			G Y M IC vC
Citizenship in Society Merit Badge Workshop	Not Going	02/11/23 9:00am	02/11/23 3:00pm		Lindsay Godfrey	G Y M IC vC
Scout Sunday Service Project	unknown	02/26/23 7:45am	02/26/23 12:30pm	Kings of the Hills	Mathew Pruitt	G Y M IC vC
Klondike 2023	unknown	03/03/23 4:45pm	03/05/23 2:00pm	SPL and ASPLs	Remi Griffaton	G Y M IC vC
Scouting for Food Service Project	unknown	03/25/23 10:00am	03/25/23 3:00pm		Mathew Pruitt	G Y M IC vC
Pre-Camporee 2023 Camp	unknown	03/31/23 5:30pm	04/02/23 2:00pm	SPL and ASPLs	Rick Quinn III	G Y M IC vC
Citizenship in the Nation Merit Badge Clinic	unknown	04/15/23 12:00am	04/15/23 12:00am			G Y M IC vC
Sunrise hike at Heybrook Lookout Day Trip II ST (Leadership Training)	unknown	04/15/23 4:00am	04/15/23 8:00am	Kings of the Hills	Remi Griffaton	G Y M IC vC
Camporee 2023	unknown	04/22/23 9:00am	04/22/23 3:00pm	SPL and ASPLs	Randy Whitehill	G Y M IC vC
Sushi Making Day Trip	unknown	04/28/23 5:00pm	04/30/23 12:00pm	SPL and ASPLs	Remi Griffaton	G Y M IC vC
Emergency Preparedness Merit Badge Clinic	unknown	05/06/23 5:00pm	05/06/23 5:00pm			G Y M IC vC
Ape Cave Event	unknown	05/13/23 12:00am	05/13/23 12:00am			G Y M IC vC
Cooking Merit Badge Clinic	unknown	05/19/23 5:15pm	05/21/23 3:00pm	Kings of the Hills	Rick Quinn III	G Y M IC vC
Multi-Day Sea Kayaking in the San Juan Islands	Not Going	06/10/23 12:00am	06/10/23 12:00am			G Y M IC vC
2023 Summer Camp	Not Going	07/17/23 7:00am	07/21/23 7:00pm		Remi Griffaton	G Y M IC vC
Wild Waves Day Trip	unknown	07/23/23 9:00am	07/29/23 3:30pm	SPL and ASPLs	Rina Klabo	G Y M IC vC
Climbing Day Trip	unknown	08/05/23 10:30am	08/05/23 10:30pm	Flaming Arrows		G Y M IC vC
Personal Fitness Merit Badge Clinic	unknown	09/09/23 1:00pm	09/09/23 1:00pm	Kings of the Hills		G Y M IC vC
Personal Management Merit Badge Clinic	unknown	09/16/23 12:00am	09/18/23 12:00am			G Y M IC vC
QMSI submarine Event	unknown	10/14/23 12:00am	10/14/23 12:00am			G Y M IC vC
Camping Merit Badge Clinic	unknown	10/27/23 6:00pm	10/29/23 6:00pm			G Y M IC vC
Intermediate-Level Hike Day Trip	unknown	11/11/23 12:00am	11/11/23 12:00am			G Y M IC vC
Pantry Packs Service Project	unknown	11/18/23 7:00am	11/18/23 3:00pm			G Y M IC vC
Communication Merit Badge Clinic	unknown	11/25/23 9:55am	11/28/23 12:00pm			G Y M IC vC
Philmont 2024 - Rides To and From Sea Tac Airport	unknown	12/16/23 12:00am	12/15/23 12:00am			G Y M IC vC
Philmont 2024 - Rides To and From Sea Tac Airport	unknown	06/26/24 6:45am	07/09/24 4:30pm		Remi Griffaton	G Y M IC vC
Philmont Expedition 2024	Not Going	06/26/24 7:00am	07/09/24 9:00pm		Remi Griffaton	G Y M IC vC
Troop Photo Link	unknown	11/15/27 5:00pm	11/18/27 5:00pm			G Y M IC vC

Click on “Troop Photo Link” which is the last event on the list.

Follow the directions in the event

# APPENDIX B

## Scout Book: User Guide

We use Scout book for:

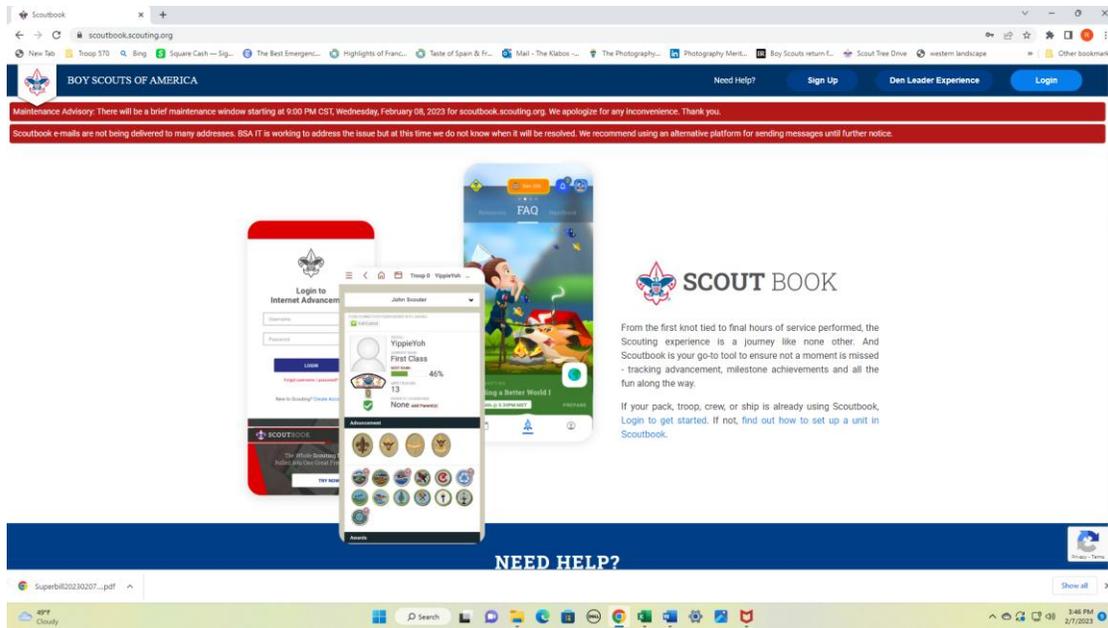
Membership information including address and email

Tracks completed Rank Advancement and Merit Badges (Use Scouting BSA Handbook and blue cards to record progress)

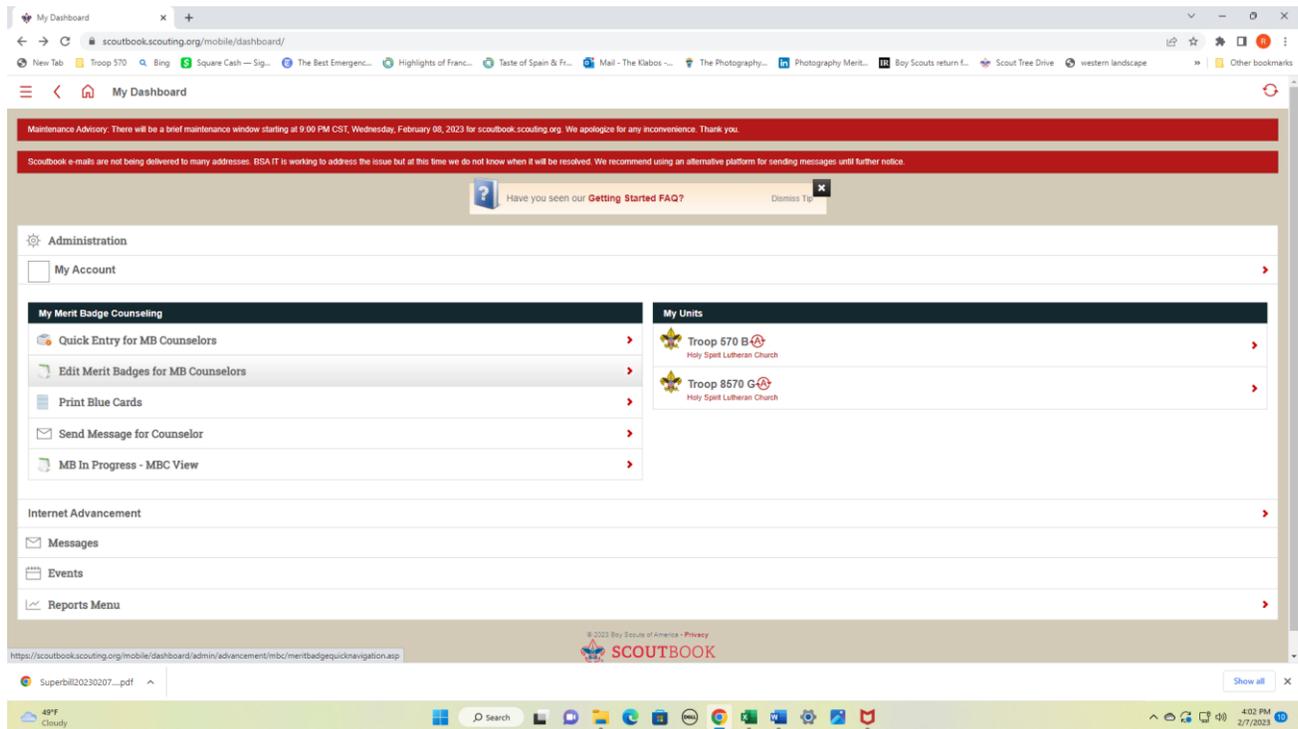
We do NOT use Scout Book for:

Tracking rank or merit badges in progress

Log in -- [www.Scoutbook.com](http://www.Scoutbook.com)



Click on My Account under Administration



Then click on Edit Profile. This will take you to a page where you can change your address, phone number and email information

**\*\*Please keep your information updated\*\***

## APPENDIX C ROADMAP FOR NEW SCOUTS

---

Welcome New Scout & Parents! This section is to help you understand how you can get the most out of your first year in Troop 570.

It is strongly suggested that Scout and parents look through the Scout Handbook and read the requirements of each rank in the back of the book; it's only a page or two for each. Since you may be new to Scouting, please pay close attention to the first four ranks. They are the earliest ranks and easiest to achieve, but not all the requirements are offered all the time. Rank advancement is the responsibility of the Scout. Parents can assist their Scout on the physical fitness requirements for Tenderfoot through First Class.

At the start, Scouts will join a **New Scouts Patrol**. This Patrol is guided by Troop Guides that are older scouts picked by the Scoutmaster. In this New Scout Patrol, the new scout will get the opportunity to learn skills and get familiar with the ways of the Troop.

A scout should first contact their Troop Guide or Patrol Leader for guidance in any questions they or their parents might have. Other older scouts, Senior Patrol Leader and Scoutmasters are also there to help. This is a very important part of building self-confidence and teamwork!

### 1. What are weekly Troop Meetings?

- A meeting consists of various segments which are run by Scouts including opening ceremony, patrol program, guest speakers, skills instructions, inter-patrol activity and closing.
- Meeting program involves hands-on scout skills and advancement activities.
- Meetings balance between skills learning and games - can be noisy and chaotic at times.
- Scouts to bring handbook for advancement sign-off opportunities with older scouts.
- Troop information is distributed at the meetings.
- Campout planning happens before or after the troop meeting. Plan for 30 minutes.
- Scoutmaster Conferences, Boards of Review (BOR) may also take place.

### 2. Campouts & Outings

We camp approximately once a month. Scouts should listen at troop meetings about upcoming events and check Troop Kit regularly. Troop Kit also lists details for campouts and day trips. The outing youth and adult leader, uniform if required, gear, meals, cost and other information pertaining to the event is included. Scouts and parents can sign up for outings on Troop Kit.

Going on outings and campouts is the heart and fun of Scouting with Troop 570! We find that Scouts who actively go on outings stay in scouting and find ease in advancement progress.

**Outing Planning Meeting** - Campout leaders usually hold one right before or after troop meetings the Monday before camp, to assign patrols and tent mates, plan menus and patrol gear. It's a scout's responsibility to contact the outing youth leader for patrol assignment and duties if they missed the planning meeting. For Friday evening departures, scouts should eat dinner before arriving at P&R or bring a sack dinner to eat in the car. Daypacks should be with the scout during travel; do not store it in the gear vehicle.

**Transportation** - Unless noted on Troop Kit, the troop gathers at the **Kingsgate Park & Ride** to carpool in private vehicles to events and outings. Parents are responsible to drop scouts off at the P&R by designated time and wait until scouts are checked in with the youth leader before leaving.

- Depart Time - the time scouts and drivers gather at designated meeting place.
- Return Time - an hour +/- **Communication by text, call or email about an hour before return to P&R.**

**Grubmaster** - There will come time a new scout becomes the Grub master (someone responsible to purchase, package and bring the food to campout). Helpful guide and forms can be found under Resources – [www.troop570.org](http://www.troop570.org), 'Resources for troop members', under Outings

### 3. Outings to Go On!

**Pre-Camporee** - This is a scout skill outing for our troop in the spring to prepare our scouts for the district Camporee. Scouts learn many Tenderfoot through First Class requirements. Get the dates of Pre-Camporee from the adult troop leaders.

**Camporee** - A district-wide campout with troops from our area to challenge patrols on scout skills and scout spirit.

**Summer Camp** - The troop attends a weeklong summer camp yearly. Summer camp offers each Scout advancement opportunities and outdoor challenges that she will remember for a lifetime. See separate packet with information on this year's summer camp.

- Talk with the summer camp coordinator as soon as possible as there are limited numbers of slots.
- Make payments according to the payment schedule. (Parents, let us know if you need to discuss summer camp scholarships for your scout.)
- Make sure you understand and complete the physical exam requirements for summer camp (medical form Part C). This requires an annual doctor visit.

### 4. Camping Gear

At the first several campouts, Scouts will need good **boots, sleeping bag and pad, rain gear** and a **backpack** or duffel bag. Two to three scouts share a tent, and many loaners are available through the Troop. Gear can be expensive. Our goal is to help you prioritize what you need for your first overnight outing and what you'll need over the long haul. *We strongly suggest you hold off on purchasing gear until you attended Gear Talk Orientation.*

When shopping for gear, consider non-cotton, light weight, compactness and durability. As we will do a lot of backpacking over the next few years it's best to start getting low weight gear instead of heavy gear now and buy another set later. Lite gear tends to be more expensive so prioritize purchases on the important stuff first. The gear Scout needs include:

**Daypack** - a backpack or sports string bag to carry ten essentials on day hikes, around camp and travel dinners during car rides. Suggest a *lightweight* 18-22-liter pack with hip belt and sternum strap.

**Backpack** - Adjustable internal/external frame. Look for well-padded hip belt that supports pack weight, good shoulder strap padding, sternum strap, and easy-access water bottle pockets. Belt should rest on hips. Rain cover optional initially. 55-65 liters capacity. Best to get fitted at the store. *A duffel bag is an acceptable alternative for first several car camping trips.*

**Sleeping Bag** - If you're going to spend some money, invest in a decent, light-weight sleeping bag. Look for mummy-shaped bags with a hood and an EN Comfort rating of 20-30-degree Fahrenheit, *under 3lbs.*, and *compress to under 8"x12"*. Younger scouts should not get down-feather-fill bag. Synthetic will keep you warm if bag gets wet. Shell material should be all nylon; water-resistant a plus. Many bags come with a storage bag and a stuff sack. Store bags out of the stuff sack at home to retain loft. Compression stuff sacks are great and necessary for backpacking later.

As light, compact sleeping bags are more expensive, another option is purchasing a car-camping bag now (<\$50) and one suitable for backpacking later (>\$100). HikerDirect.com sells Alps Mountaineering 30-degree bags at great value; scouts can use it for all car-camping trips and save the more expensive bag for backpacking.

**Sleeping Bag Liner** - During border camping season in PNW (March-April & October), overnight temperature can fall below 40's. A liner can provide extra 10-degree warmth to the sleeping bag. Alps and Thermarest are two dependable ones. Alternatively, fleece blankets can provide the additional warmth (put it inside the sleeping bag over your body).

**Sleeping Pad** - Closed cell foam fold-up z-pads are convenient to pack up and highly recommended. More expensive option is backpacking air mattress (Thermarest); best for older scouts who can take care of their gear. Look for pads with greater R-value for better insulation.

**Basic Essentials** (Ten Essentials) - From simple day hikes to 5-day 50-milers, these are essential items you always carry with you. As things tend to get lost, knives, headlamps, compasses . . . anything small and expensive will be the first to go. We suggest not go overboard and buy expensive versions of anything that's likely to get left, broken or misplaced.

- **Light** - A decent LED headlamp for \$10 with extra AA or AAA batteries.
- **First Aid Kit** - Start with a simple kit of bandages and ointment in a Ziploc bag.
- **Fire** - Matches, lighter, homemade fire starter, tinder; in waterproof container/bag.
- **Pocketknife** - A simple pocketknife or leather-man tool. Don't worry about getting saws or anything fancy. Scouts will need to earn the Totin' Chip before using a pocketknife on outings
- **Navigation** - A basic Silva Starter 1-2-3 type compass. Some feature a declination adjustment.
- **Food** - Carry extra snacks (protein bars, trail mix, etc.)
- **Water Bottle** - Wide-mouth 32oz. Nalgene bottle for cold weather trips and to fit water filter kits.
- **Extra Clothes & Rain Protection** - Breathable, windproof nylon jacket and pants are great. Columbia and REI sell a great basic jacket. Adjustable hood and zip pits are good features.
- **Sun Protection** - sunglasses, hat, sun-protective clothes, sunscreen, and sunscreen lip balm.

**Mess Kit** - Simple heavy-duty plastic fork, spoon, bowl, and cup. Entire kit should fit in a gallon-sized Ziploc bag with the bag still able to be closed or a mesh bag. Any plastic bowl or food safe container large enough to hold a meal size serving of stew will do.

**Clothes** - Remember "Cotton is Rotten". Wool or fleece in winter. Active wear with wicking features works best in summer and year-round as base layers. Dress in layers.

- **Beanie** - wool, fleece or fleece-lined knit. Heat escapes from the head so it's a must as PNW has cool mornings and nights. Many wear a beanie to sleep.
- **Gloves** - wool or fleece. Bring extra waterproof gloves for snow camping.
- **Jacket** - Youth should not use down filled jackets. Light, compressible nylon shell synthetic-filled and regular ski jackets work for cold weather.
- **Insulated Layer** - Half-zip fleece of various thicknesses (100/200/300) depending on the season. Some fleeces are lighter than others for the same warmth and better for backpacking.
- **Base Layers** - You want the clothes closest to your skin to move the moisture (from sweat, rain) away from your body (to wick) so that your body can properly stay warm. Coolmax, Capilene, Merino Wool are great choices. Costco 30degree heat base layers are good starter piece.
- **Boots** - Waterproof is best. Minimal seams, deep lug, enclosed tongue to keep dirt out, should flex near toes. Try walking down an incline at the store with two pairs of socks; toes should not touch front of boots.
- **Socks** - Merino wool blend (ex. Smart Wool, Darn Tough, Costco brand) works best for hikes and campouts. Always bring extra socks! Make sure your toes have wiggle room.

**Toiletries Kit** - Toothbrush, toothpaste, hairbrush, face and body cleansing products, towel and shower shoes in a waterproof bag for car camping.

**Tent** - 2-4 person, 3-season free-standing tents. Rain-fly needs to cover every side of the tent all the way to the ground. Zipper should have flap that covers it to keep water out. Inside should be breathable nylon or mesh screen. Tub bottom must be waterproof. Continuous aluminum poles are sturdy and easy to set up. Two-person backpacking tents are light and compact, usually less than 4lbs.

## APPENDIX D ROADMAP FOR NEW PARENTS

---

Each scout and their family are important members of our troop. Active involvement of the family is vital to a Scout's advancement and level of interest.

As a new member of Troop 570 you will have the opportunity within the next couple of weeks to attend a series of **New Parent Orientations**. It is important that you attend. Many of the common questions will be answered there. Read your Scout's handbook to get an idea of what is involved for her to earn each rank through First Class. *Help your Scout complete Scout Rank requirement #6.*

### 1. Support Your Scout

- Encourage your Scout to take responsibility for their participation in the Troop.
- Help them set and abide by priorities.
- Allow your Scout to "learn by doing".
- Give your Scout some room to make mistakes.
- Encourage your Scout to attend summer camp.
- Provide information to Scoutmasters regarding problems or concerns you or your Scout may have (schedule conflicts, medical conditions, learning disabilities, medications, etc.).
- Enjoy the Scouting experience alongside your scout!

### 2. Troop Needs Your Involvement!

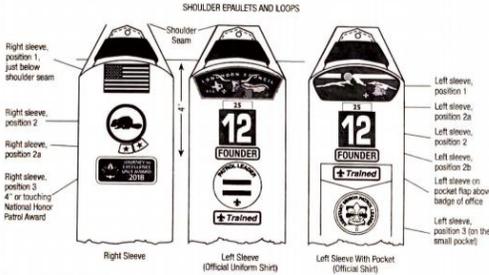
- Come on outings with us! Watch the Scouts in action. (Overnight outings require adult BSA membership.)
- Come to monthly Parent Meetings and get to know the Troop (and us) better.
- Attend and/or support Courts of Honor, fundraisers, and other activities as your time allows.
- Become a Committee Member and sit on Boards of Review for rank advancement of the Scouts.
- Sign up to be a counselor for a merit badge or two; it's a rewarding experience.
- Lend a hand with the indoor and/or outdoor adult work that keeps the Troop running.
- Take Scouting America Safeguarding Youth Training online at [my.scouting.org](http://my.scouting.org).
- Take Scouting America courses offer by District or Council (ex. Program Training Conference).

There are many ways you can help the Troop. Everyone needs to be involved in some way; it is the main reason this troop is active and able to provide dynamic support for the Scouts. If you're not sure what you should or can do, talk with the Committee Chair or Scoutmaster.

# APPENDIX E

## Insignia Placement Guide

### SCOUTS BSA INSIGNIA



#### Scouts BSA Program Identification

**U.S. flag emblem**, cloth, red, white, and blue, No. 103; Scout and Scout leader, right sleeve, position 1, just below shoulder seam. New uniforms have this emblem already sewn in the correct position. Only the BSA-issued flag may be worn. The flag orientation of the BSA uniform flag meets U.S. flag code.

**Council shoulder emblem**, cloth; Scout and Scout leader, left sleeve, position 1, just below shoulder seam.

**Unit number**, cloth, green on tan, Nos. 18070 through 18078 (last digit indicates the unit number for 0 through 8); for unit number 9, order No. 10406. Scout and Scout leader, left sleeve, position 2, touching council shoulder emblem if veteran unit bar is not worn. Multiple-digit numbers may be special-ordered—2-digit, No. 10409; 3-digit, No. 10410; 4-digit, No. 10411.

**Lone Scout emblem**, cloth, red and black on tan, No. 621122; Lone Scout, left sleeve, position 2 (in place of unit number).

**Founder's bar**, cloth, worn directly under unit number, left sleeve, position 2b, No. 610129.

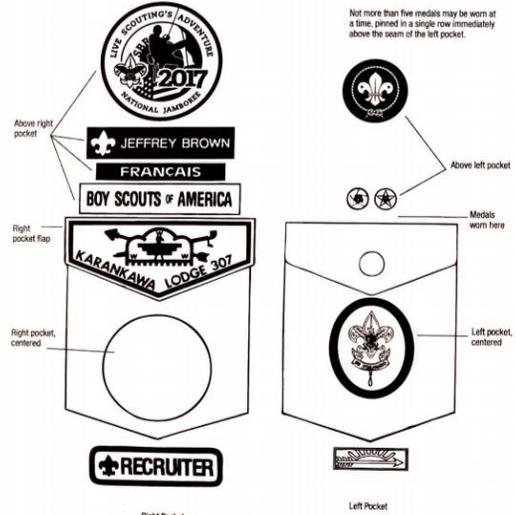
**Veteran unit bars**, cloth, Scout and Scout leader, left sleeve, position 2a; 25 years, No. 133; 30 years, No. 50006; 35 years, No. 50007; 40 years, No. 50008; 45 years, No. 50009; 50 years, No. 105; 55 years, No. 194; 60 years, No. 195; 65 years, No. 196; 70 years, No. 197; 75 years, No. 107; 80 years, No. 198; 85 years, No. 138; 90 years, No. 50010; 95 years, No. 50011; 100 years, No. 50012; 105 years, No. 631067.

**Unit number with veteran bar**, cloth, unit number with veteran bar embroidered above the numerals. Special-ordered 2-digit unit number, No. 10412; 3-digit, No. 10413; 4-digit, No. 10414.

**National Honor Patrol Award**, cloth, No. 367; Scout; beneath patrol emblem of qualifying patrol, right sleeve, position 2a. Circles patrol emblem if earned more than once.

SCOUTS BSA INSIGNIA | 29

SCOUTS BSA INSIGNIA



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