

Scouting America

Troop 4045



Troop Handbook

2024

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Troop 4045 Handbook

1. Troop 4045 Handbook for Members

Scouting America Troop 4045 is sponsored by the Sportsman's Club of Clifton Park, which has been chartered to provide the Scouting program to young men. Since 1959, Troop 4045 has been as small as six boys to as large as 60 boys. Over 125 scouts have gone on to earn Scouting's highest honor, that of Eagle Scout, while many more have reached other ranks. Each has brought their enthusiasm and dreams of adventure and taken with him heightened self-confidence, leadership skills and a respect and love for the natural world.

The guiding principles of Scouting can be summed up in two rules, the Scout Oath and the Scout Law. These provide a moral code for life that is as applicable to adulthood as it is to the world's largest youth organization.

Before you pledge yourself to any oath or promise, you must know what it means. The paragraphs that follow will help you understand the meaning of the Scout Oath.

Scout Oath

On my honor . . .

By giving your word, you are promising to make every effort to live by the high ideals of the Scout Oath. Your success is a measure of your honor. As a Scout, you must hold your honor sacred.

I will do my best . . .

You have many talents, skills, and interests. Do your best with them and use them for good purposes. Don't be satisfied with less than your best effort even when less is required of you. Measure your achievements against your own high standards, not against the performance of others. As a Scout, and throughout your life, you will have opportunities to learn and to help many people. You will also be faced with challenges that may severely test you. Use your abilities to do your very best. That is what Scouting requires.

To do my duty to God . . .

Your family and religious leaders teach you to know and love God and the ways in which God can be served. As a Scout, you do your duty to God by following the wisdom of those teachings in your daily life, and by respecting the rights of others to have their own religious beliefs.

and my country . . .

As you study our country's history, you learn about the men and women who toiled to make America great. Most contributed in quiet ways. Others sacrificed their lives for our country. All of them did their part to build the nation we have today. Help keep the United States strong by

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obeying its laws. Learn about our system of government and your role as a citizen and future voter. Do all you can to help your family and neighbors live happy, productive lives. The land itself is an important part of our national heritage. Work for the conservation of our natural resources. Teach others respect for the land. Your efforts really will make a difference.

and to obey the Scout Law...

The twelve points of the Scout Law are the rules of Scouting. They are also rules you can apply to your whole life. The Scout Law sets forth ideals to live up to. By using the Scout Law as a guide, you will know you are always doing your best. Others will respect you for the way you live. Most importantly, you will respect yourself.

To help other people at all times . . .

There are many people who need you. A cheerful smile and a helpful hand will make life easier for many that need assistance. By helping whenever aid is needed and by doing a Good Turn daily, you prove yourself a Scout. You are doing your part to make this a better world.

To keep myself physically strong . . .

Take care of your body. Protect it and develop it so that it will serve you for an entire lifetime. That means eating nutritious foods and being active to build strength and endurance. It also means avoiding drugs, alcohol, tobacco, and any other practices that have a negative impact on your health.

mentally awake, . . .

Develop your mind. Strive to increase your knowledge and make the greatest use of your abilities. Be curious about the world around you. Learn all you can both in class and beyond school. With an open attitude and the willingness to ask questions, you will get the most out of your life.

and morally straight

To be a person of strong character, guide your life with honesty, purity, and justice. Respect and defend the rights of all people. Your relationship with others should be honest and open. Be clean in your speech and actions, and faithful in your religious beliefs. The values you follow as a Scout will help you become virtuous and self-reliant.

Scout Law

The twelve points of the **Scout Law** are. A Scout is:

TRUSTWORTHY. A Scout tells the truth. He keeps his promises. Honesty is part of his code of conduct. People can depend on him.

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LOYAL. A Scout is true to his family, Scout leaders, friends, school, and nation.

HELPFUL. A Scout is concerned about other people. He does things willingly for others without pay or reward.

FRIENDLY. A Scout is a friend to all. He is a brother to other Scouts. He seeks to understand others. He respects those with ideas and customs other than his own.

COURTEOUS. A Scout is polite to everyone regardless of age or position. He knows good manners make it easier for people to get along together.

KIND. A Scout understands there is strength in being gentle. He treats others as he wants to be treated. He does not hurt or kill harmless things without reason.

OBEDIENT. A Scout follows the rules of his family, school, and Troop. He obeys the laws of his community and country. If he thinks these rules and laws are unfair, he tries to have them changed in an orderly manner rather than disobey them.

CHEERFUL. A Scout looks for the bright side of things. He cheerfully does tasks that come his way. He tries to make others happy.

THRIFTY. A Scout works to pay his way and to help others. He saves for unforeseen needs. He protects and conserves natural resources. He carefully uses time and property.

BRAVE. A Scout can face danger even if he is afraid. He has the courage to stand for what he thinks is right even if others laugh at or threaten him.

CLEAN. A Scout keeps his body and mind fit and clean. He goes around with those who believe in living by these same ideals. He helps keep his home and community clean.

REVERENT. A Scout is reverent toward God. He is faithful in his religious duties. He respects the beliefs of others.

By striving to follow these principles, a Scout will always be able to pick the right path to follow throughout his life and will serve as an example for all who see him.

2. Membership

Youth membership in Troop 4045 is open to all boys who are at least 10 years old, currently in the fifth grade and register on or after March 1st; OR have earned the Arrow of Light Award and are at least 10 years old OR are age 11 but have not reached age 18, regardless of race, religion, or country of national origin. All members must be willing to follow the Scout Oath and Law.

3. Registration

Scout dues shall be paid annually. Registration dues are broken into National, Council, and Troop dues. As of 2024, Twin Rivers Council has changed the way in which it collects dues. Each family will register (and re-register) every year on their own. Two months before a scout's registration is due, the parent will receive an email from *Boy Scouts of America/Scouting America* indicating that they need to pay dues. These dues will be paid to Twin Rivers Council, and these include the National dues and the Council dues. Scout Life subscription, a youth scouting magazine is also available for the boys to purchase. Scouts may choose to purchase the Scout Life subscription or opt out of it. The Scout Life subscription would be an additional fee that is completed at the time of registration. National/Council dues will be paid online directly to *Scouting America*.

Troop dues are funds that go directly to Troop 4045 and will be due at the beginning of the scouting year (September). Troop dues get paid to Troop 4045 directly. Troop dues will be reviewed, and adjusted when appropriate, annually by the Troop Committee.

When Cub Scouts cross over into a Troop, the National and Council registration part of the dues will come with them from the Pack. New scouts (either a crossover from a Cub Scout Pack or a boy that is new to scouting) will be expected to pay an additional initial one-time Troop registration fee. A boy that is brand new to scouting will have to pay the National and Council fees as well as the "crossover" fee. This fee is used to offset the Troop costs for the neckerchief, slide, shoulder loops, and scout book that is awarded to the new scout. This fee may be reduced (to the cost of only the items to be provided) if a scout already has some of these items. An example is a scout who transferred from another Troop and already has a scout book or slide.

Registration and fees for adult leaders are currently paid by the Troop at the discretion of the Committee. Typically, this is reserved for active adult leaders. Non-active members are welcome; however, registration and fees will not be paid by the Troop. Registered adults must have up-to-date Youth Protection Training. As of September 2023, all adults attending an overnight event need to be registered with the Troop.

4. Parent Involvement

Scouting America has many opportunities for parents to be leaders within the Troop. Parents and adult leaders within Troop 4045 must understand that their role is to create a safe environment where young men can grow, explore, overcome, and grow from failure, get up, and try again! Whether volunteering as Scoutmasters, Committee members, or merit badge counselors, adults should be willing to listen to Scouts, encourage them, and display a sincere interest in their well-being. Parents are encouraged to take an active interest in the Scouting program. Parents are needed to play an active role as Assistant Scoutmaster's, Scoutmaster's and on the Committee. Parents are welcome, and encouraged to attend any Troop meeting, Committee meeting, campout, fundraising event, or service project they are interested in.

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Scouting America requires two registered adult leaders, at least 21 years of age, to be at all Scouting activities, including all meetings. In addition, effective September 1, 2023, all adults staying overnight in connection with a Scouting activity must be registered in an adult fee-required position or as an adult program participant.

Parents are encouraged to volunteer with the Troop in some capacity, either as uniformed leaders, Committee members or just to help at a Troop event. Parents and other adults attending Scout functions are asked to read this handbook carefully to be sure that they are familiar with Scouting Policy and standards. Parents must also take the Youth Protection Training to participate in Scouting events. Please be aware of the Code of Scouting Standards within this booklet.

5. Troop Meetings

Troop meetings are held weekly (traditionally on Wednesday) at the Shenendehowa United Methodist Church (SUMC) across from the entrance to the Shenendehowa Campus on Rt. 146 in Clifton Park. Unless families are otherwise notified, there will be no Troop meeting on a day when school is closed for vacation or other reasons (i.e. snow day).

Troop Meeting Agenda:

- 6:50 Set-Up (everyone helps)
- 7:00 Opening Ceremony
- 7:10 Program Activities
- 8:20 Clean Up (everyone helps)
- 8:25 Closing and Announcements (parents are expected to attend)
- 8:35 Dismissal

Boys are expected to be at the meeting from 6:50 until 8:35 unless parents make other arrangements in advance or unless activities elsewhere are arranged in advance. If a Scout will be late or needs to leave early, please inform the Scoutmaster or Committee Chair. Meetings where the Scout arrives late or leaves early will affect the Scout's participation in activities and may affect rank advancement. Advancement is encouraged at Troop meetings with the caveat that Scouts are expected to support the planned program and work on individual advancement as approved by their Patrol Leader/Guide and the Senior Patrol Leader.

Parents are expected to attend the closing and announcements. Parents need to be at the church at 8:20 and must come inside the facility to pick-up their son, as well as hear any announcements.

Shenendehowa United Methodist Church: Troop 4045 is very pleased to be able to use the Shenendehowa United Methodist Church facility for our weekly meetings. SUMC has supported Troop 4045 since 1959. We currently have a Facilities Use Agreement with them that allows Troop

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4045 to meet every Wednesday and use the Church for other activities. With this privilege come rules and responsibilities, which the Troop is expected to uphold. Scouts will show respect for the church and its facilities. Scouts will remain in the room where the meeting is being held unless he receives permission from the Scoutmaster (SM), Assistant Scoutmaster (ASM), or the Senior Patrol Leader (SPL). Scouts will walk while in the church facility. Members of the Troop will obtain permission to use any church equipment.

Dismissal: It is the parent's responsibility to make sure that boys are picked up on time after a meeting or event. This applies to all Troop sponsored activities. Parents must come into the building to pick up their sons or scout(s) if they are carpooling. Scouts will not be released to the parking lot. Scouts will not be allowed to leave the facility without an adult - Shenendehowa United Methodist Church requires parents to come inside to pick up their scout for liability reasons. Scout Leaders should not be expected to wait unnecessarily. In the case of an emergency, please contact the scout leaders or make arrangements with other parents. Parents who are experiencing legal custody issues must let the Scoutmaster/Committee Chair know of the legal arrangements for pick up and dismissal. *Scouting America* youth protection rules (two deep leadership) must be adhered to at all times.

6. Uniforms

It has been a tradition in *Scouting America* since its conception to distinguish its members during scouting events or meetings by being in a uniform.

The uniform policy of Troop 4045 is as follows:

All scouts when in attendance for the weekly Troop meetings, Boards of Review for rank advancement, award ceremonies such as Eagle presentations, Courts of Honor, Blue & Gold ceremonies, Scout Sunday, and parades will wear the complete class "A" uniform. The class "A" uniform will be worn at Scout camps at the appropriate times as designated by the scout camp. Class "A" is defined as: Official *Scouting America* khaki shirt, official *Scouting America* belt and socks, *Scouting America* (official, Troop, or special issue) hat and neckwear. The Troop will allow non-official solid color dark green pants or shorts as a substitute for official *Scouting America* pants. Blue jeans, khakis, sweatpants, or camouflage are not acceptable alternatives.

- The proper insignia should be on the class "A" uniform such as the green shoulder loops, council shoulder patch, current ranking, patrol patch, and Troop position patch. Additional patches could include a high adventure award (Philmont arrow award, Sea Base award, Northern Tier award, camporee patch, or a jamboree patch) but only one patch can be sewn or hanging from the right shirt pocket, this information is found in the scout handbook.
- When indoors the class "A" is to be visible, which means that outerwear such as sweatshirts, jackets, or other clothing is to be removed so the uniform is visible. Wearing turtleneck sweaters or sweatshirts under the uniform is acceptable.

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- The class “B” uniform is the Troop 4045 shirt, a scout hat, and pants of the scout’s choice. This uniform will be worn per adult leader instruction.
- The uniforms at summer camp will be as follows: Class “A” to be worn per the Camp Director’s policy. Class “B” uniform will be worn at breakfast. During the remainder of the day and evening a scouting shirt and scouting hat will be worn. The type of pants to be worn with the class “A” is the official scout pant or shorts or a scout color green pant or shorts. Pants of the scout’s choice can be worn with the class “B” and scout shirt for the rest of the day.
- The appropriate hats will be as follows: When the class “A” uniform is worn a scouting hat is the only acceptable hat. These hats can be the official Boy Scout hat, the Troop hat, a contingent hat, official campaign hat, or NYLT (National Youth Leader Training Course) hat. When wearing the class “B” or relaxed scout uniform, only the hats mentioned above are acceptable. This means no other hats are to be worn as a part of any uniform.

The wearing of either the class “A” or “B” uniform is to show pride in not only the Troop, but the organization that we belong to, as well as ourselves.

7. Supervision and Youth Protection

Registered adults will supervise scheduled Troop functions. No event will be held unless two adults are available to supervise. Two-deep adult supervision by registered adult leaders 21 years of age or older is required for all Scouting activities and must meet the leadership requirements outlined in Scouting’s Barriers to Abuse. For all overnight events, all adults need to be registered with *Scouting America* and at least one of the adults should hold first aid certification. The Troop will ensure that the required ratio of adults to scouts is adhered to on all events. There shall be a minimum ratio of two adults for the first eight scouts and an additional leader for every additional eight scouts. Thus, if there were ten scouts at an activity, there would be a need for three leaders. There will be a minimum of two adults for any activity or meeting. On campouts and other outside scout events, the Troop will utilize the buddy system. In the buddy system, scouts will not travel alone but in groups of at least two scouts. The scouts will also be responsible to let the adult leadership always know of their whereabouts during these outings. Troop events may have to be cancelled, or participation limited if there is not enough qualified adult supervision.

Individual patrols may undertake certain activities without continuous adult supervision only with the Scoutmasters advance approval and only in accordance with national *Scouting America* policies (see Junior Leaders Training Handbook).

Non-registered minors are not ordinarily invited to regular Troop activities. In an emergency, if parents are unable to attend or to make other arrangements for children in the family who are not registered Boy Scouts, they may attend non-family scout meetings or activities **only** if:

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- The parent closely supervises the non-registered minor, and the Scoutmaster is informed of the situation in advance.
- The parent makes advance arrangements for another adult to supervise the child, and the Scoutmaster is informed of the arrangement in advance.
- In such case, the non-registered minor will not be allowed to participate in the actual Scouting activity and will not be covered by Troop insurance.
- Children in the family who are not boy scouts are invited to camp or tour with the Troop only for events designated as family camp outs or trips.

An adult should never be left alone with a scout who is either not his or her son or a boy for which they do not have legal guardianship over. Parents should ensure that they do not drop off individual boys at scouting events, including merit badge classes, unless another youth or two adults are also present. Leaders should not be asked to transport individual scouts unless there will be at least two youth or two adults in the vehicle. Conferences with individual scouts (Scoutmaster Conferences, etc.) must always be in sight of the others.

Male and female participants will not share the same sleeping facility. Married couples may share the same facility only if others are not in that facility or the facility provides for private quarters.

When staying in tents, no youth will stay in the tent of an adult other than that of his or her parent or legal guardian. The Troop advises parents not to occupy tents with their sons on scout outings. Scouts make a better adjustment to Scouting and peer relationships if they tent with other youth. Scouts must be within two years of age to tent together.

Youth protection is mandated by our chartering organization for all parents and adult leaders. All adult leaders are required to have up to date training. All parents are encouraged to attend this training or to take it on-line. The Troop will also present age-appropriate youth protection video and discussion for boys on a regular basis.

8. Troop Committee

Troop 4045 has an active Troop Committee of parents and other interested adults. The Committee meets monthly. All interested adults are invited to attend Troop Committee meetings. Completion of an adult application form, Youth Protection Training, and Fast Start Training (within the first 3 months) is required to become a committee member. Committee meetings are traditionally held the third Tuesday of the month and are held at Shenendehowa United Methodist Church.

The Troop Committee is very involved in supporting the scouting program in Troop 4045. This has included our fundraising events such as our Chicken BBQ, Wreaths Across America, Bottle donations, Hoffman Car Wash sales and popcorn sales. The Committee is very active with scout advancement and provides periodic Boards of Review during Troop meetings. Each Board of Review requires three committee members to be present. The Committee also takes an active role

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in planning for the many events we do each year (Toys for Tots, Regional Food Bank, Scouting for Food, SSWC Antique Fair, church clean-ups in the fall and spring, and various activities at the Sportsman's Club).

Scouting America requires a Chartered Organization Representative, a committee chair, scoutmaster and at least two committee members to be on the committee. While this is the minimum requirement set forth by Scouting America, Troop 4045 has additional roles that committee members have. The following are some of the responsibilities that each of these positions holds.

Charter Organization Representative: This individual:

- Is a member of the Key Three.
- Directs contact between the troop and the chartered organization.
- Registers and approves adult membership.

Committee Chairperson: This individual:

- Is a member of the Key Three.
- Oversees the overall functioning of the Troop.
- Registers new scouts.
- Completes the annual Charter.
- Completes Facility Use Agreement with SUMC.
- Ensures all registered adults are up to date on Youth Protection Trainings, as well as position specific trainings.
- Assists with planning and scheduling service opportunities in the community (Food Bank, Scouting for Food, Toys for Tots, SUMC clean-up days, SCoCP, etc.).
- Acts as the primary liaison between SUMC and the Troop.
- Plans the initial annual calendar to be provided to the Scoutmaster.
- Prepares for and presides over monthly Committee meetings.
- Organizes, schedules, and prepares the New Scout parent meeting with the SM.
- Organizes recruitment events.
- Registers the Troop for summer camp and scouts for individual merit badges at summer camp.

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Treasurer: This individual:

- Handles Troop funds.
- Maintains the Troop account, as well as Scout accounts.
- Prepares an annual budget and analysis of spending throughout the year.
- Processes payments for campouts and reimburses adults and parents for food purchases made for campouts.
- Reimburses dues for active adult leaders.

Advancement Chairperson: This individual:

- Organizes and tracks advancement (ranks and merit badges) for all scouts.
- Tracks service hours, camping nights, hiking, etc.
- Organizes and presides over Boards of Review.
- Prepares and processes awarding of ranks and Merit Badges for the Courts of Honor.

Fundraising Chairperson: This individual:

- Organizes annual fundraising opportunities.
- Serves as the Popcorn Kernal.
- Explores and evaluates new opportunities to raise funds for the Troop.
- Manages the Troop's marketing/advertising/designs.

9. Troop Program

All Troop programs will be in keeping with the policies and standards of the national *Scouting America* program. A tentative calendar of special events will be developed jointly by the youth and adult leadership and approved by the Committee. The Troop Committee should approve changes in the program, except that the Scoutmaster and his assistants may authorize emergency changes, if necessary. The Committee should be notified of emergency changes as soon as practical. The Troop program also includes service to the community such as assisting with church clean up in the fall and spring, collecting food for the local food pantry, and participating in local community events. The Troop program stresses the outdoors, and we have many outings each year at various skill levels whether camping, hiking, boating, or winter activities.

10. Advancement

A scout's advancement in Troop 4045 is based on national *Scouting America* policies and procedures. The advancement plan is designed to encourage boys to accomplish a progressive series of learning experiences in the areas of citizenship, character, and personal fitness. See the latest Scout Handbook for details.

There is much less parent involvement in the Boy Scout advancement program than in the Cub Scout program. Our first-year program is based on assisting the boys in achieving various ranks based on their motivation level. Many first-year scouts have achieved First-Class rank during their first full year with the Troop. We strongly encourage first-year scouts to attend summer camp as it is a very valuable experience in gaining many of the outdoor skills needed to achieve rank advancements. Advancement depends on attending the advancement opportunities offered in weekly Troop meetings, outside monthly activities, service projects, summer camp, and showing initiative to accomplish requirements outside of the scout functions.

Parents should support Scouts, but not schedule, plan, or perform any part of the Scouts advancement or merit badge requirements. Scouts should contact merit badge counselors, schedule meetings with adults, work with the Junior Leadership team to request activities, etc. When contacting an adult via email, a scout must add another adult to that email. The second adult may be another adult leader in the troop or a parent/guardian of the scout.

10.1 Merit Badges

The work involved in earning Merit badges is even more independent than working toward rank. Scouts work directly with merit badge counselors who bring a higher level of expertise to these activities. Merit badge counselors must be officially approved and registered by the *Scouting America* program as counselors for the particular merit badge they have expertise in. *Scouting America* requires that two or more boys meet with a merit badge counselor at one time or that a parent or legal guardian accompanies a boy while meeting with a merit badge counselor. As long as the Scout is physically and mentally ready, any Scout may earn any merit badge at any age. Scouts do not need to have had rank advancement or age to be eligible to work on Merit Badges. The Scout must obtain the name and contact information from the Scoutmaster before starting to work on a Merit Badge. Summer camp is a good opportunity to get Merit Badges completed in a fun environment.

The Troop has a library of merit badge pamphlets, funded largely by donations. Scouts who have purchased merit badge pamphlets are encouraged to donate them to the Troop when they are finished with them. Scouts may borrow merit badge books, and they should be returned in the same condition as they were when they were borrowed.

When a Scout decides to do a merit badge, he must take the following steps:

1. The Scout will discuss his readiness to work on a Merit Badge of his choice with the Scoutmaster (not an Assistant Scoutmaster).

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2. The Scoutmaster will discuss the merit badge and if needed will recommend other merit badges more appropriate (see below).
3. If the merit badge the Scout wishes to pursue is approved, the Scout will either fill out the information required on the merit badge card, including: the Scout's name, Troop name and number, and merit badge to be taken in at least three (3) places on the card or the Scoutmaster will approve the Merit Badge in Scoutbook.
4. The Scoutmaster will sign in the approval space that it is okay to start the merit badge on the blue card. The Scoutmaster then finds a merit badge counselor from the required list (which the Scoutmaster only is issued) and gives the Scout the contact information for the counselor. Each Scout (not a parent) contacts the Merit Badge Counselor himself to start the Merit Badge, unless it is a group merit badge. Contact with the MB Counselor must always include another adult, which can be the parent of the Scout. For example, a scout would email a MB counselor and cc his parents.

Many merit badges for the first and second-year Scouts could prove to be very difficult, so the Scoutmaster will discuss these merit badges with the Scout. Remember that we are looking to orient the Scout to the merit badge process so they will succeed and have a positive learning experience while earning about the merit badge.

The Scoutmaster will approve a Scout to work on the requested MB contingent on the following:

- Scouts that are not First Class will be encouraged to continue to work toward this rank.
- In parallel, if the Scoutmaster believes the Scout is physically and mentally ready to pursue a specific merit badge, approval will be provided. (The Scoutmaster typically will not approve multiple MBs except for summer camp).
- In general, additional approval for Scouts that are not First Class will be provided as a Scout completes a merit badge.
- There is no limitation on the number of MBs for Scouts First Class and above.

The Scoutmaster shall evaluate whether a Scout is physically and mentally ready to pursue a merit badge prior to giving the Scout a Counselor's name to contact. If the Scoutmaster does not believe the Scout is mature enough or ready for a particular merit badge, he/she should provide counseling along that line and not sign a blue card. [Note: Summer camp does place rank and age restrictions on certain merit badges.] The Scoutmaster's approval indicates that the Scoutmaster believes the Scout is mature enough and capable to pursue the merit badge. Please note that any requirements completed prior to officially starting a Merit Badge are typically not accepted.

Scouting is not a race, but is a marathon, with the development of the Scout (leadership, citizenship, scout skills, morals, and godliness) the goal.

The Scoutmaster may delegate this authority. The criterion discussed above is still applicable.

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10.2 Merit Badge Counselors

Merit badge counselors are assigned by the Scoutmaster (District has requested that the Scoutmaster not distribute merit badge lists to other adults or Scouts). Scouts should be encouraged to utilize a variety of merit badge counselors. Parents should not be the Scout's merit badge counselor unless the parent is the only counselor available, and it is expressly approved by the Scoutmaster.

10.3 Scout Spirit

Scout Spirit is meant to display how the Scout lives the Scout Oath and Scout Law in their everyday life. It is interpreted as cheerful participation in a variety of Troop activities. Scout Spirit can be defined as, but not limited to, a scout's attitude when asked to do tasks, the participation in a variety of different scout activities throughout the scout year (including service projects) and their representation of their Troop at functions. This is a subjective area in which a lot of different events will be considered together.

Scout Spirit also includes: 1) being a registered member of the Troop; 2) attending the Troop meetings regularly; participating in campouts, fund-raising, service projects and other Troop functions. The scout should attend at least 50% of the meetings and Troop functions.

Troop 4045 recognizes that occasional emergencies or extraordinary circumstances occur which prevents participation in Troop activities. Situations of an emergency or extraordinary nature will be considered on a case-by-case basis. They should be reported to the Troop Committee Chairperson and Scoutmaster as soon as the event happens.

10.4 Positions of Responsibility

Troop 4045 interprets "actively" serving in a leadership position as meaning: 1) officially holding the position for the required amount of time; 2) performing the duties of the position of responsibility to the best of the scout's ability.

10.5 Service Hours

Service hours are a great way to give back to the community and to move upward in ranks. Troop 4045 engages in many service projects and service hours every year. In the past, the Troop had a maximum of two service hours that a scout could earn at any one event to be considered for rank advancement. This was due to ensure participation across all of the service events, not just one or two. Troop 4045 has removed the limit of service hours that are counted toward rank advancement; however, we strongly encourage scouts to participate in a variety of service hours. Please note that outside volunteer activities must be **pre-approved** by the Scoutmaster **prior** to the event to be considered for service hours. Service hours that are not pre-approved by the Scoutmaster may not be counted towards rank advancement.

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The Troop will also track service hours to apply toward the Veteran Scouting Award, and this award will allow up to five hours per beneficiary per activity type. The Scout must make the Advancement Chair aware of all service hours that they participate in. Scouts need to document the service hours they participate in in their Scoutbook.

Participating in service projects sponsored by the Troop and Scouts earning their Eagle rank are part of demonstrating Scout Spirit. Scouts are expected to support these events even if they have completed the minimum number of service hours for advancement. A Scout may be asked to discuss his service to others during a Scoutmaster Conference and may be asked to delay his Board of Review if a lack of participation is noted (Scoutmaster conference will not be signed off).

10.6 Boards of Review

Boards of Review will be held at regular Troop meetings or in another location if necessary. A Scout who has completed his rank requirements should notify his patrol leader who will notify the Scoutmaster. The Scout, in person, will request a Board of Review from the Advancement Chair or his/her delegate. The Advancement Chair will then schedule the Scout for his board of review. Please see below.

A Board of Review must be requested by the Scout after a successful Scoutmaster's Conference and in person. A Board of Review Request will not be taken over the phone or by email. Requests for a Board of Review should first be directed to the Advancement Chair. If the Advancement Chair is not available, then a request for a Board of Review is to be made to the Committee Chair. If they are not available, any Committee person can be asked for a Board of Review, and they will contact the Committee chair and the Advancement chair who will set up the Board of Review and inform the Scout of the date and time of his review.

Note: A Board of Review requested by a parent or guardian will NOT be held; the Scout must make the request.

Board of Reviews will not be granted two weeks prior to a Court of Honor. The Advancement Chair will notify the Troop of the deadline for Boards of Review, as well as the completion of Merit Badges to count for the upcoming Court of Honor. Two weeks prior to a Court of Honor, the Advancement Chair and others on the Committee are extremely busy putting together the merit badge and rank recognition for the Court of Honor, so to reduce the workload, Board of Reviews are suspended until after the Court of Honor. Only the Advancement chair can make the decision to have a Board of Review within the two (2) weeks prior to a Court of Honor and only if the Committee's workload will allow.

Rank advancement depends upon a variety of factors, including the participant's Scout Spirit, and the level of participation in the Troop meetings and events. For example, requirements 1 and 4 for Eagle rank read as follows. "1. Be active in your Troop for at least six months as a Life Scout..." "4. While a Life Scout, serve actively in your Troop for six months in one or more of the following positions of responsibility...". Star and Life have similar requirements.

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Active participation for a past rank helps to establish a Scout's record of scouting spirit, but it will not substitute for participation for the current rank as a criterion for rank advancement. Scouts who have been relatively inactive for a period of time may reestablish their active participation.

A Scout is expected to be in full uniform for his Board of Review (see the section titled "Uniforms").

10.7 Trail to Eagle

As a Life Scout, a scout may begin his official journey to obtain the coveted Eagle rank. Once a Scout has obtained the rank of Life, the process related to an Eagle Project may begin. All Life Scouts are recommended to have an advisor to help and guide him in his planning, presentation, and progression through the Eagle Scout process. Advisors should be satisfied with the Scout's project and documentation before the Scout meets with the Scoutmaster. Committee meetings to review Eagle Projects should not be scheduled before the Scoutmaster signs off. Neither the Scoutmaster nor the Committee Chair shall sign off on Eagle Scout documentation (Project book) until all questions and concerns have been addressed satisfactorily by the Scout.

There is no age restriction on beginning an Eagle Scout project, but the scout must not have yet reached his 18th birthday. More importantly, the scout shall demonstrate the maturity to plan, obtain approvals, and complete the project without parent intervention. Parents should not type, write, or participate in the scouts' discussions with the Scoutmaster, Advisor, Committee, or District. If any of the approving individuals have concerns, they can be raised to the parent, Scoutmaster, or Committee Chair. Scouts must own the Eagle project - have planned or developed it sufficiently to demonstrate ownership and leadership. This can be done with projects that are requested - but it is more of a challenge. There is no minimum number of hours required to complete a project for it to be considered a *viable* project, but the project must be sufficient for the scout to demonstrate leadership.

The Trail to Eagle Scout is more than checking off a list of requirements. It is the development, coaching and mentoring of a scout to learn and demonstrate leadership and scout skills. Part of this growth includes assisting other scouts, holding leadership positions in the Troop, community service and a demonstration of the Scout oath and law. The process facilitates the scout's growth and development into a mature young man. The Scoutmaster may delay approving an Eagle Scout project, if in the judgment of the Scoutmaster, the scout is not ready to lead the project and needs more time to develop leadership skills and to mature. The Committee Chair has a similar responsibility.

Special arrangements are made for Eagle advancement reviews and for Eagle ceremonies.

[Please see Eagle Scout Process in the section titled "Attachments."]

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10.8 High Adventure

From time to time, the Troop will participate in high adventure activities. These activities are meant to expose the boys to activities outside of normal Troop activities in areas that may call on skills that the boys have learned in Scouting. These activities may include but not be limited to backpacking trips, canoe trips, and other activities that may be included in the Venture Crew Program (see the section titled “Adventure Crew Program”). While Venture Crew activities have defined requirements, other activities may not be so well defined. While meant to protect the safety of the boys, the Scoutmaster holds the final say as to the selection criteria and who may be included. Selections may require the boy to hold a Merit Badge to demonstrate proficiency, such as the Canoeing MB for a canoe trip. Or the physical needs of the trip may exclude some boys, for instance a backpacking trip in the Adirondack High Peaks. Other needs, such as short notice or a sudden vacancy, may require the Scoutmaster to fill the vacancy by other means. For example, they may need to fill one slot by calling five boys, and the first one to respond would be selected.

11. Venture Crew Program

Scouting America has a specialized program (Venture Crew), which is optional for boys who are age 13 and have attained the First Class rank. The Troop Committee will authorize the inclusion of the Venture Crew Program in the Troop plans for a particular year. Eligible Scouts will take an active role in planning these activities. The Venture Crew focuses on advanced outdoor adventure. Venture crew scouts remain members of the Troop and take part in Troop activities, but part of their scout time is spent on specialized planning and carrying out of their program focus. They also schedule special events. An assistant scoutmaster will be appointed to advise or coach each venture crew. Past activities have included white water rafting, scuba diving, rock climbing, and hiking in the Adirondack Mountains.

We have also had scouts travel to Sea Base in Florida or the Philmont Scout Ranch in New Mexico. Participation requirements for these activities are set by *Scouting America*.

12. Youth Leadership

The Scouts elect a **Senior Patrol Leader (SPL)** every spring for the following year. The SPL will be the scout who is the youth leader in charge of the Troop. In Troop 4045, this youth must have achieved at least Star rank and/or must be from an eligibility list approved by the Scoutmaster. Attendance at previous training sessions will be among the criteria used in determining eligibility. The SPL presides at all Troop meetings and activities, chairs the Patrol Leaders Council, and consults with the Scoutmaster concerning the appointment of non-elected leaders. He selects an **Assistant Senior Patrol Leader (ASPL)** in consultation with the Scoutmaster from Scouts with at least a First Class Rank. The SPL is responsible, along with the Scoutmaster, for training the Patrol Leaders.

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After consultation, and with the approval of the Troop Committee, the SPL and Scoutmaster appoint the other Troop officers. **Troop guide(s), instructor(s), scribe(s), quartermaster(s), historian(s), den chiefs, webmaster, bugler, etc.**

Each patrol elects a **patrol leader**; preferably from among patrol members who have achieved First Class rank, if possible. Each patrol leader selects an assistant patrol leader and other patrol officers.

A **Troop guide** serves as advisor to each new scout patrol. Each new scout patrol will also have a periodic rotation of patrol leaders.

The SPL, ASPL, Patrol Leaders, and Troop Guides make up the **Patrol Leaders Council (PLC)**, which plans and implements the Troop's program with the guidance and approval of the Scoutmaster and the Troop Committee. The Patrol Leaders Council meets monthly typically on the first Sunday of each month. All PLC members are expected to attend the monthly meetings. All youth leaders are expected to participate in available junior leader training, which includes youth leader orientation and Troop junior leader training conferences.

Venture programs have their own leadership. However, members may also hold Troop offices. The Scoutmaster, with the approval of the Troop Committee, may appoint an Eagle Scout who is 16 or older as a Junior Assistant Scoutmaster. There may be more than one Junior Assistant Scoutmaster. A Junior Assistant Scoutmaster serves the same function as an assistant scoutmaster except in situations requiring supervision by an adult for legal or insurance purposes. He is usually given special responsibility in helping the Troop's youth leaders.

13. Health and Safety

A comprehensive Troop first aid kit must be available for all Troop functions. Each patrol should also make up a first aid kit for patrol functions. All scouts should carry individual first aid kits on camp outs, hikes, etc. The Troop first aid kit will be checked to ensure it has all needed materials the Wednesday before any campout or activity.

All adult leaders are encouraged to have first aid training. Current state regulations require that a certified first-aider (preferably two) be present for all campouts or similar activities. *Scouting America* policy requires that all scouts have first aid training to attain First Class rank. The Troop will keep an up-to-date list of all adult leaders that have had first aid training.

No equipment should be issued to scouts unless its safety has been checked. Any safety problems associated with equipment should be reported to the Scoutmaster and Troop Committee. There should be a follow up report on the repair or replacement of the equipment to the Committee.

Sanitary conditions must be observed when Troop supplies and equipment are put away. The quartermaster should inspect all returned items before storing them. Any items not passing sanitary inspection should be cleaned before putting into storage.

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Medical forms on each scout should be on file with the Troop detailing any medications being taken by the scout. Scouts are not allowed to carry medications. Parents should not give scouts medications to take on campouts or other events. Arrangements can be made with the Adult Leadership for medications provided the proper forms are on file.

14. Youth Driving

Youth may not drive vehicles to campouts or special event destinations without specific prior approval of the Scoutmaster. Youth may not transport other youth (except family members) to or from any scouting functions, including meetings.

15. Fundraising

All fundraising will follow the rules of *Scouting America*.

Money collected from general Troop fundraising will be used to subsidize the Troop program and to buy supplies and equipment. Examples of Troop fundraising activity include our spring chicken dinner, Wreaths Across America and bottle donations. Each year some of the profits from these fundraisers may be applied to the scout's accounts as decided upon by the Troop Committee.

Funds from an Eagle Scout fundraising event will be directly applied to such project. Any leftover funds shall be used to further enhance the project or donated to the project's beneficiary.

Individual popcorn sale profits as well as other non-Troop specific fundraisers (Hoffman car wash, fundraisers created for high adventure camping, etc.) will be designated for each boy's specific Scout account. In general, the profits from non-Troop specific fundraisers will be evenly divided among the Scouts based on the number of hours each Scout worked as compared to the total number of hours worked by all scouts.

The designated funds in each scout's account are designed to offset the cost of scouting activities. The funds may be used for Troop, high adventure, or patrol events or other scouting purposes (uniforms, dues, etc.) A proof of purchase may be required with the request for reimbursement.

Money currently overdue or owed at the end of the year for dues, camping costs, uniforms, etc. of individual boys will be taken from the Scout's account.

Any unused boys' funds go into the camp scholarship fund after a boy leaves the Troop. However, a Scout who continues his scouting registration after the age of 18 may still have use of his previously accumulated funds.

16. Authorization of Funds

The treasurer will develop a yearly budget in consultation with adult leaders and Committee members. The Committee must approve the budget at the beginning of the program year.

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Authorization of funds for specific purchases may be made at any Committee meeting. The Scoutmaster is authorized to spend up to \$250.00 on unanticipated expenses. If more than \$250.00 is needed for an unanticipated expense, authorization may be given via joint consultation of the Scoutmaster, Treasurer, and Committee Chairperson and then reported to the full Committee at the next Committee meeting.

17. Event Sign Up/Deposit Payment

To enable responsible planning and purchasing for Troop events, scouts will be asked to sign up for each event which they would like to attend as soon as possible. Each event will have a corresponding Signup Genius on the Troop website for the scout to sign up. Each campout costs \$25 to cover the cost of food for the weekend. Some events require additional fees to cover Troop expenses such as camp rental fees. Fees for campouts will be due the Wednesday night before the campout. Due to the nature of planning for these campouts, these fees will be non-refundable after the last scout meeting prior to the event. However, if the Troop has had to make a deposit on the scout's behalf (example: cabin rental for Fowler, etc.) the deposit may not be refundable. A scout may "sell" his spot to another scout who has not signed up and paid a deposit. If a scout needs to cancel after signing up for an event, they may get a refund before the food is bought for the campout. Food is usually purchased on Thursday before a campout. After that time, the Scout is expected to pay for the event. The Scoutmaster/Assistant Scoutmaster leading the event should be notified of any change in plans as soon as possible.

For each campout, 1-2 scouts and 1 adult leader are chosen/volunteer to cook for the weekend. The scouts/adult leader are responsible for shopping for the food and ensuring that the necessary equipment is brought on the campout. The scouts/adult leader should turn the receipt into the Troop Treasurer as soon as possible, but no later than 30 days from the campout. The scouts/adult leader will be reimbursed for the food that they purchased.

18. Equipment Usage

Prior arrangements should be made with the quartermaster for Troop or patrol equipment needed for scouting events. All Troop equipment must be signed in and out and any unusual conditions noted. The individual or group borrowing the equipment will be responsible for returning the equipment within a week unless specific other arrangements are made. If equipment is lost or damaged, the borrower will be responsible for replacement or repair of the equipment (unless the Troop Committee approves other arrangements).

Use of tents at weekend campouts:

- Tents will need to be checked for all equipment (poles, stakes, rainfly, etc.) and cleaned out after each campout.

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- The scouts will need to take the tent home when returning to the church on Sunday after the campout. A list of scouts taking the tents home must be kept ensuring that the tents are being returned.
- The tent must be returned at the next Troop meeting. Each scout that takes a tent home must let the Troop leader in charge of that specific campout and the quartermaster know that they have returned the tent.

Use of canoes on Troop functions can only be authorized if:

- All occupants have earned the swimming merit badge.
- All occupants wear personal floatation devices at all times.
- Each canoe has a minimum of two paddles.
- Any gear has positive buoyancy or is secured.

19. Personal Camping Gear

Personal gear, which scouts bring to campouts or other events, should be restricted to items necessary for and appropriate to the event. Any personal items brought to campouts or other activities will be the responsibility of the scout. The Troop will not be liable for any personal items lost or damaged. Scouts will need some personal camping gear for our campouts. This would include a sleeping bag, backpack, flashlight, personal mess kit, personal first aid kit, canteen, ground cloth, and rain gear. Equipment need not be new to be functional. The Troop provides group equipment such as tents, Troop mess kits, lanterns, and stoves. Any electronics will be subject to the Troop 4045 Guidelines for Electronics (see the section titled “Guidelines for Electronics”).

20. Guidelines for Electronics

In order to promote the best aspects of Scouting during Troop meetings and trips, the leadership of Troop 4045 has implemented an official policy on electronic devices. Our rationale for implementing this policy is as follows:

The use and possession of electronic devices is common, with many scout-age boys owning such devices.

At Troop meetings, scouts should be focused on either learning skills or teaching skills to others.

Hiking and camping trips allow us the opportunity to escape the noise of everyday life. Electronic devices can be a distraction if used excessively.

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During a Troop activity, the idea is to promote a “spirit of community.” When scouts are off on their own listening to music, browsing social media or texting a friend, he withdraws from the Troop and the activity. Some scout units ban electronic devices entirely, creating a situation in which the Leaders become policemen, enforcing rules instead of teaching/coaching.

Scouting evolves as technology becomes available. Compasses, watches, GPS, LED lights, and other outdoor gear have improved over the years, and scouts have taken advantage of these improvements.

As technology continues to evolve and become more and more embedded in every part of our lives, Scouting will continue to make use of it. By courteous usage, scouts can take advantage of technology to create a safe and enjoyable outdoor experience without reducing the value of the experience for themselves or for others. However, the use of technology will not erase the expectation that scouts learn the skills necessary to be a scout (GPS will not replace orienteering skills).

Troop 4045, and any participating adult, will not be responsible for the loss or damage of any electronic device brought by a Scout to a Troop meeting or trip.

20.1 Policy for Troop Meetings

Cell phones and personal electronic devices may not be used during the Troop meeting unless being used to support the meeting.

No other devices (laptops, tablets, music players, etc.) are to be brought to a Troop meeting unless it is necessary to support the scout meeting (planning documents, agenda, etc.), for a skill or merit badge requirement. These devices will be approved by the Scoutmaster or designee prior to that meeting.

20.2 Policy for Troop Trips

Cell phones may be brought on Troop activities, unless notified otherwise. They are an excellent device to have in case of emergency. For most activities, cell phones are useful in the event of group and/or individual separation.

On camping trips, a scout will not use his cell phone except to inform a parent or guardian of the Troop return time or for an emergency (contact a Scout Leader if separated from the Troop or to obtain emergency support).

On camping trips, a scout will not bring individual music players or similar devices.

On camping trips, a scout may use GPS devices, LED lights or other outdoor related electronics as approved by the Scoutmaster.

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On camping trips, a scout will not use any electronic device after “Lights Out.” Devices must either be turned off or put in “silent mode.”

Electronic devices are not to be used when they will interfere with other activities. Electronic devices are not to be used when they will affect others' experience.

Electronic devices are not to be used when they will affect the scout's, and/or others' safety.

20.3 Violation of Policy

Scouts will receive a verbal warning upon the first violation.

If a second violation occurs, both scout and parent will be given a copy of these Guidelines, which must be returned, signed by both, at the next Troop meeting. Electronic devices may be confiscated for the remainder of the event.

On the third violation, the scout will be sent home.

Thank you for your help in enforcing this policy. If you have any questions, please feel free to contact the Scoutmaster or Committee Chair.

21. Emergency Notification

A designated adult who will be at home, as well as the Committee Chair, will have the emergency contact information for all participating individuals on the campout, as well as the location and contact info for the campsite or activity area where the Troop will be for the weekend.

In case of a family/home emergency requiring the contact of a scout, the designated adult will provide the location and phone number of the event area. Contact at the site should be made first with the Scoutmaster, or designee, before the scout is notified.

If a situation arises during an activity that involves a change in plans of time or place where scouts should be picked up after a campout or other event, an adult who is leading the campout/activity will notify the parents of all participating scouts, the designated adult and the Committee Chair. For a campout where adult leaders have transported the scouts, each adult leader may contact the parent of the scouts they transported to notify them of this change. In the case that a parent has not been reached, the adult leader must inform the designated adult who will send someone to the initial pickup place/time to alert any parents of the change and direct them appropriately.

22. Code of Scouting Standards

Objective: To establish basic principles of behavior acceptable to our scouting community, which will help to enhance and develop the character and physical well-being of our youth and to protect them in matters of health and safety.

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General Conduct: It is expected that all youth and adults will follow the Scout Oath and Scout Law and behave in accordance with national and local scouting policies.

Drinking: The drinking of any alcoholic beverage by youth or adults during or prior to participation in scouting functions is not acceptable. Alcoholic beverages shall not be brought on Troop functions.

Illegal Substances: The use or possession of illegal substances is unacceptable and may result in criminal prosecution. Illegal substances shall not be brought on Troop functions.

Tobacco products: *Scouting America* policy prohibits the use of tobacco products at any *Scouting America* activity involving youth participants. Smoking materials shall not be brought on Troop functions. In addition, fireworks shall not be brought to any scouting function.

Fighting: Violence, of any kind, will not be tolerated by anyone at any time. This includes physical violence (pushing, punching, hitting, pulling, biting, etc.) and verbal altercations (yelling, bullying, name-calling, cursing, etc.). Weapons of any kind shall not be brought on Troop functions.

Unauthorized Absence: No youth should leave the scout group or site without the permission of the designated adult in charge and if possible, notification of their patrol leader and the senior patrol leader. No youth may leave after the scheduled curfew time without expressed approval of the senior adult scout leader.

Hazing and Initiations: Any form of hazing, initiations, ridicule, or inappropriate teasing is prohibited and will not be allowed.

There will be a Scoutmaster Conference with the youth and his parents for any violations of these standards. Possible penalties for violation of these standards include:

1. Youth may be required to have his parent in attendance at future scout outings. Scouts may be suspended from scout activities for a stated length of time.
2. Scouts may be dismissed from the Troop and forfeiture of all funds on deposit.
3. Surrender of the individual(s) to legal authorities.

At any event where a scout seriously violates these standards, an adult leader will contact the scout's parents and may require that arrangements be made for the immediate pick up of the scout.

Penalties (except for number 3 above) may be appealed to a panel of Troop Committee members. A major factor in the judgment of a given situation will be the boy's past behavior and attitude.

It is important to remember the mission of Scouting: To develop character, citizenship, and fitness.

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23. Attachments

23.1 Typical Troop 4045 Packing List and Permission Slip

Packing List and Permission Slip Troop 4045 Webelos Weekend December 3-5

UPPER BODY LAYERS. It is imperative to layer your clothing, combining different garments to achieve protection from the elements and optimum insulation. Synthetic or wool layers are recommended as they insulate when wet. Avoid cotton, as it does not insulate when wet. This is a winter campout - therefore it is strongly recommended that you pack more layers rather than fewer layers.

Equipment	Qty	Comments	Chk
Base Layer (mid-wgt) synthetic	1	long underwear top	
Middle Layer (fleece pullover)	1	opt-wool sweater	
Top Layer (synthetic jacket)	1	wool or polar fleece ok	
Rain Jacket	1	sturdy, waterproof jacket w/hood, coated nylon and breathable fabrics are acceptable	
Shirt - Short Sleeve	2	moisture wicking, no cotton or nylon	
Shirt - Long Sleeve	2	moisture wicking, no cotton or nylon	

LOWER BODY LAYERS. You will need 1-2 synthetic insulating layers. All must fit comfortably over each other so they can be worn in combination.

Equipment	QTY	Comments	Chk
Base Layer (mid-wgt) synthetic	1	Long underwear bottom	
Rain Pants	1	lightweight & sturdy	
Long Pants	1	Jeans - NOT recommended	
Underwear	2		

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HEAD, NECK & HAND

Equipment	Qty	Comments	Chk
Wool or fleece hat	1	warm hat for cold temps	
Glove liners or mittens	1	synthetic wool	

PACKS AND BAGS

Equipment	Qty	Comments	Chk
Backpack / Daypack	1	Needs to be able to hold water / rain jacket / layers for hike	

SLEEPING GEAR

Equipment	Qty	Comments	Chk
Sleeping Bag	1	rated 20 degrees (minimum, >20 degrees recommended for people who opt to sleep outside)	
Sleeping Pad	1	recommend closed-cell foam	
Sleep Clothes	1	set worn only in sleeping bag – tee shirt and gym shorts acceptable	

FOOTWEAR

Equipment	Qty	Comments	Chk
Boots	1	pair well broken in (boots recommended but not required)	
Socks	2	pair synthetic or wool	
Liner Socks	2	pair synthetic (liners optional, may be useful for the hike)	
Camp Shoes	1	pair lightweight sneakers	

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MISCELLANEOUS ITEMS

Equipment	Qty	Comments	Chk
Bowl	1	deep bowl made of lightweight material	
Mug /Cup	2	measuring style is recommended / 12-20 oz	
Spoon/Spork	2	Lexan or lightweight/ Sporks are popular	
Water Bottles/1 QT	2+	One water bottle for smellables recommended	
Pocket Knife	1	small knife sufficient (knife optional ---> must have totin chip or wittling chip to use)	
Flashlight/Headlamp	1	durable and lightweight - bring extra batteries	
Compass	1	100% of boy scouts recommend working condition	
Toothbrush	1	trial size will work	
Toothpaste	1	trial size will work	
Camp Towel	1	quick dry and small	
Whistle	1	FOR EMERGENCY USE ONLY - don't use it otherwise	

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.....fold and tear here, sign it and hand it to Adult Leader.....

NAME OF SCOUT _____ BIRTH DATE _____

HOME PHONE: _____ CELL PHONE: _____

KNOWN ALLERGIES: _____ SPECIAL CONDITIONS: _____

I, being the parent or guardian of the above minor, do hereby appoint: _____

NAME OF ADULT LEADER

To act on my behalf in authorizing unexpected medical, dental, surgical care and hospitalization for the above-named minor in my absence.

I give permission for my son to attend this activity.

PRINT PARENT NAME: _____

SIGNATURE: _____

ADDRESS: _____ DATE: _____

23.2 Quick Guide to Merit Badges

Merit Badges are prestigious awards given to scouts for learning more about a specific area of interest and developing skills in that area. There are a total of 138 merit badges that a scout can earn during his time as a scout. To earn the rank of Eagle, a scout must earn a total of 21 Merit Badges, with 14 of those coming from the Eagle Required Merit Badges. Merit Badges differ in level of difficulty and the age and development of the scout must be taken into consideration when choosing a Merit Badge to work on.

Here is a list of the popular Merit Badges as of spring 2024. They have been divided up into three levels. Level 1 for new scouts – ages 10½ - 12, Level 2 for established scouts – ages 13-14, Level 3 – Older Scouts. These levels are only recommendations for when to work on a MB. A scout should always talk with the Scoutmaster to see if a MB would be appropriate. Eagle Rank required MBs are marked with ER. A MB with asterisks means that you have a choice between the MB's. For example, Swimming, Cycling and Hiking have three asterisks. A scout only needs to choose one of these Eagle required MB's.

Level 1 (10 ½ - 12 yrs old)	Level 2 (12 – 13 yrs old)	Level 3 (13+ yrs old)
1. Art	1. Animal Science	1. Cooking (ER)
2. Basketry	2. Archery	2. Emergency Preparedness (ER)
3. Bird Study	3. Camping (ER)	3. Engineering
4. Chess	4. Canoeing	4. Environmental Science ** (ER)
5. Dog Care	5. Citizenship in Society (ER)	5. Lifesaving* (ER)
6. Fingerprinting	6. Citizenship in Community (ER)	6. Metalwork
7. Fire Safety	7. Citizenship in Nation (ER)	7. Motorboating
8. Fishing	8. Citizenship in World (ER)	8. Nuclear Science
9. Gardening	9. Communication (ER)	9. Personal Management (ER)
10. Golf	10. Cycling *** (ER)	10. Scuba Diving
11. Indian Lore	11. Family Life (ER)	11. Search and Rescue
12. Insect Study	12. First Aid (ER)	12. Sustainability** (ER)
13. Leatherwork	13. Genealogy	13. Veterinary Medicine
14. Mammal Study	14. Hiking*** (ER)	14. Wilderness Survival
15. Nature	15. Kayaking	
16. Pets	16. Personal Fitness (ER)	
17. Reading	17. Rifle Shooting	
18. Shotgun Shooting	18. Rowing	
19. Swimming *** (ER)	19. Small Boat Sailing	

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Merit Badge Procedure

The proper procedure for a scout to pursue a merit badge counselor is as follows:

Step #1: The Scout needs to request a counselor from the Scoutmaster. The Scoutmaster should evaluate whether a scout is physically and mentally ready to pursue a merit badge prior to giving the scout a Counselor's name to contact. The Scoutmaster issues a blue card to the scout with the Scoutmaster's signature or approves this merit badge in Scoutbook.

Step #2: The Scout then contacts the Counselor to review what needs to be done to complete the badge. It is important that the Scout contacts the MB counselor himself. The Scout must include another adult on any correspondence he has with the MB Counselor. The second adult could be a parent, guardian, or adult leader of Troop 4045.

Step #3: The Scout then works on the requirements of the MB. Depending on the Merit Badge and the MB Counselors, the Scout may need to contact the MB counselor throughout the time he is working on the requirements. All correspondence needs to have at least two adults included. Some MB counselors will encourage the Scout to complete the MB independently.

Step #4: Once all requirements have been completed, the Scout contacts the MB Counselor again to review the requirements, discuss the MB and discuss what the Scout has learned from the completing the MB. If all requirements have been met to the satisfaction of the Counselor, the Counselor fills out and signs the card or approves each requirement in Scoutbook.

Step #5: The scout returns the blue card to the Scoutmaster who may ask the scout about his experience. If the Scoutmaster is satisfied that the requirements have been met, the Scoutmaster adds his second signature to the card. The Scout has completed the MB and officially earned it. The Merit Badge will be given to the Scout at the next Court of Honor.

Please note: There is no Board of Review with the Committee for merit badges.

23.3 *Quick Guide to the Trail to Eagle*

Congratulations! You are almost to the Summit of Eagle Scout. The Trail to Eagle is comprised of multiple steps along the way. One of those steps is the Eagle Project. This Quick Guide will assist you on your way.

Step #1: Choose a Project Mentor.

When a Scout earns Life Rank, they may begin “developing” their Eagle Project. A Life Scout, beginning this process, is encouraged to choose a trusted adult, knowledgeable with scouting, to be his Eagle Project Mentor. An Eagle Project Mentor will assist in guiding the Life Scout with the process of earning Eagle rank. The project mentor will not complete the project for the Scout, nor will the mentor take over responsibility of this project or any steps to obtain the coveted Eagle rank. A Mentor is only there to help guide the Life Scout along the Path to Eagle.

Step #2: Choose an Eagle Project:

The Life Scout will need to choose an Eagle Project. Eagle Projects must benefit any religious institution, school, or the community. A caveat to this is that an Eagle Project may not solely benefit the Chartered Organization or the Boy Scouts of America. The Scout may choose an Eagle Project from a list at the Clifton Park Town Hall, from developing an idea on his own or by networking with others to meet a need in the community. The project you choose should demonstrate your ability for planning, development and leadership. Please review and ensure that your project meets the “Five Tests of an Acceptable Eagle Scout Service Project. These requirements are listed in the Project Workbook (Proposal page A). When you have chosen a project to work on, you must contact the Project Beneficiary to discuss what their vision of the project is, as well as logistics to getting the project completed.

Service Projects which are not allowed:

- Fundraising (Fundraising is allowed to obtain materials for the project but cannot be the project). Note: Projects whose exclusive result will be to allow benefitting organizations to raise money are also not allowed.
- Blood drives
- Projects on Scouting property such as Rotary Scout Reservation
- Projects on private land or benefiting “for profit” organizations, or individuals
- Routine labor – Labor normally performed as part of your normal or work-related activities

Service projects that may be questionable:

- Food drives
- Computer oriented
- Maintenance

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Step #3: Prepare your Project Proposal *(Begin Eagle Project Workbook):*

Once an Eagle Scout candidate chooses their project, they must begin working on their proposal to present to the Committee and a District Rep. Eagle Scout candidates must use the official Eagle Scout Service Project Workbook, No. 512-927, as produced by the BSA and found at www.scouting.org/advancement. The workbook will guide you along your way of completing the Eagle Project. The workbook includes four project forms: a proposal, a plan, a fundraising application, and a report. Following the project report in the workbook, you will find “Navigating the Eagle Scout Service Project,” an information sheet that you should provide to the project beneficiary before the beneficiary approves your proposal. You will find it helpful to take the entire workbook—even the parts that have not yet been prepared—with you to all meetings and discussions concerning your project. The Project beneficiary must sign off on Proposal Page H located in the Project Workbook.

Step #4: Complete Project Proposal:

Complete the Eagle Scout Project Proposal section of the Project Workbook (Proposal Page A-G). Please note that the information within this section is the information you will use to present your project proposal to the Scoutmaster, Troop Committee, and a District Representative. Gather as much information as possible as you want to demonstrate that you are prepared. This should include costs of the project, fundraising opportunities, materials / tools / equipment needed to complete the project, safety concerns and how they will be addressed, time frame of the project (how many workdays, length of workdays), how many people will be needed to assist the Life scout with his project, measurements/dimensions, etc. All of this information will need to be included when you present your proposal to the Committee.

Once the workbook has been completed, the candidate must obtain signatures from the beneficiary and the Scoutmaster. After obtaining these signatures, the Life Scout must request a Committee Review of his Project Proposal from the Committee Chair.

Step #5: Presentation of Project Proposal and Project Plan to Troop Committee:

The Life Scout must request a committee review of his project proposal directly from the Committee Chair. The Committee Chair will schedule an Eagle Project Proposal Board of Review meeting during one of the regular Troop meetings. This is the time that you will be able to present your project proposal to the Committee and possibly a few Assistant Scoutmasters. During the committee review, the candidate must have sufficient detail in his proposal to determine if the project is feasible and will meet all the requirements. How the Life Scout will demonstrate and provide leadership must be clearly indicated in the proposal. The Life Scout may enhance their presentation to the committee by having sketches readily available, a PowerPoint presentation that demonstrates the project idea and/or other media that is appropriate, however these enhancements are not required. The Eagle Candidate must also present his “Leadership Plan” and “Safety Plan” to the committee.

If the project is accepted, the Committee Chair will sign off on the proposal and direct the Life Scout to contact a District Rep. The Life Scout must have the signatures of the Project

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Beneficiary, Scoutmaster, Committee Chair and himself on Proposal Page H/Candidate's Promise page prior to contacting the District Rep. The Fundraising application will also need to be signed by the Committee Chair or Scoutmaster at the time of the Committee review.

Step #6: Presentation of Project Proposal and Project Plan to District Representative:

Once the Project proposal has been approved by the Committee Chair, the Life Scout will contact a District Advancement Committee member to arrange a time to review his Eagle project proposal for District approval. A Life Scout must bring his project workbook and fundraising application (most recent version) to the meeting with the District Representative. The Project workbook must be completed with as much detail to as possible in order to demonstrate an understanding of the project, the project needs, costs and how he will demonstrate leadership. The presentation that was developed for the Committee review should be provided to the District Rep. If any changes were made during the District Review, you are to notify your Scoutmaster and Troop Committee.

Once the candidate has all four signatures on the Candidate's promise page and the Fundraising Application signed, he may begin fundraising for his project. If fundraising is not needed, he may begin working on his project.

Step #7: Fundraising for your Eagle Scout Project

Fundraising by itself is not an Eagle Scout Project. However, fundraising can be used to raise money for materials used in Eagle Scout projects. Please ensure that the Fundraising application has been completed and signed prior to engaging in any fundraising. A fundraising activity must provide value to the person the funds are being raised from (car washes, bottle drives, dinners, breakfasts, etc.). *Scouting America* policy does not allow Scouts to solicit donations of money from businesses. Also, if a Scout raises more money than is required for his Eagle Scout project, the money must be returned to the beneficiary of the project. If this is not possible, please contact the District Advancement Chair for further guidance. It is not permissible for the Scout or the Troop to retain the excess money.

Good luck on your project!

Please note:

***Any major change(s) while working on the project must be approved prior to making the changes by the benefitting organization representative, Scoutmaster and the District Advancement representative that originally approved your project. If you are not sure if the change is a major change, review it with your Scoutmaster or the District Advancement Representative.

*** All Eagle Scout rank requirements, except the Eagle Board of Review, must be completed by the Scout's 18th birthday. This includes all requirements listed in the Scoutbook and all Merit Badges.

23.3.1 Tips for the Proposal of Eagle Project Committee BOR:

Be Prepared for the Troop Committee review with the following:

- Determine if you need copies of any of your documents for Troop Committee members to reference during your presentation.
- Detailed step by step plan of the project from start to finish, with an estimated date of completion for the project.
- Before photos of the work area.
- Detailed drawings (if applicable) depicting your project.
- Materials list. Where will materials come from? Estimated materials cost?
- Tools list. Where will they come from?
- Estimated overall cost to carry out your project?
- How will you fund your project? Fundraiser? Property Owner Funding? Donations?
- Present your Leadership Plan. For each workday of your project list in *outline* form:
 1. Tasks to be performed that day.
 2. Number of volunteers needed that day. Also listing any specialized skills needed.
 3. Anticipated length of the workday.
- Present your Safety Plan. A safety plan must include access to water and how to contact emergency services. Also, any special needs for your project such as a First Aid Kit, gloves, safety glasses, steel toed boots, tool safety, etc.
- Explain how you will demonstrate leadership.
- Be ready with a contingency plan.
- Other elements relevant to your project.

23.3.2 Are you ready for your Eagle Scout BOR?

After all of the requirements in the Scoutbook for Eagle rank have been met, and you have completed the Eagle Project, completed in its entirety the Eagle Project workbook, organized all your documentation, written your Life Statement, completed all necessary Merit badges, completed the Eagle Rank Application, obtained all necessary signatures, including the Scoutmaster's signature from reviewing the project, you may let the Committee Chair know that you are ready for your Eagle Board of Review. The Eagle Scout Candidate must provide the Committee Chair with the Eagle Scout Application with a list of references, the scout's life statement, the Candidate's Promise page of the Workbook with all four signatures and the Funding Summary with the signature of the beneficiary signing off that the project was completed to satisfaction. The Committee Chair will then contact all of your references via email to request a reference from them pertaining to how you have lived the Scout Oath and Law, as well as why they believe you have earned the highest rank in Scouting America. Once all of the references have responded, the Committee Chair send the Eagle Application to Council. will schedule the Eagle Board of Review. Council will review the application and alert the Committee Chair that the Eagle Scout candidate may sit for his Eagle Board of Review.

- Only the Committee Chair, Advancement Chair, or Troop Scoutmaster, is allowed to set up BOR's. Individuals who are related to the Scout or who are the Scout's legal guardian are not allowed to set up BOR's regardless of their position. Scouts cannot set up Eagle BOR's. Usually this is done by the Committee Chair.
- All Boards of Review will consist of at least five individuals consisting of two representatives from the District Advancement Committee (one of whom will usually be the District representative previously working with the candidate), a representative from the Unit (usually the Committee Chair), and two community members familiar with the requirements for being an Eagle Scout. If the Committee Chair is unable to identify two community members to participate in the Eagle BOR, the District will attempt to do so. The District representatives should not be associated with the candidate's Unit. One of the District representatives will serve as the Chair of the Board.
- Eagle BOR's should have a formal feeling. Board members who have uniforms should wear them. Others should dress appropriately. The structure of the setup and the Board members' dress is all that is needed to achieve this.
- Please be sure that the Eagle Scout candidate is in full uniform with all patches, epaulets, neckerchiefs, etc. properly worn and uniforms not wrinkled. District Advancement Committee members are instructed to suspend a BOR for a couple of weeks for Scouts who are not demonstrating Scout spirit through the proper wearing of the uniform. Scouts from units that do not require scout pants as part of the uniform must wear pants that complement the uniform (no tie-dyed jeans, frayed cut-offs, etc.).

23.3.3 TIPS to prepare for the Eagle Board of Review:

- Be sure to read “The 12 steps from Life to Eagle” on the inside back cover of your booklet.
- Be sure the workbook and any attachments are neat and clean. You can type responses on a computer and paste or staple them in the workbook. You can fill out the workbook on-line and print it out when complete. Again, be sure all requested information is provided completely and contained within the workbook.
- Be Prepared – do not wait until the last minute before your 18th birthday to get this project done. Any delays could jeopardize you making the rank of Eagle.
- Be sure to keep good and complete accounting records; unused donations must be returned to the donor.
- Keep Track of the time spent on the project. Document all the time used to research the project, meet with various people / entities, fundraising, actual work on the project, clean-up, etc. The time any and all volunteers donated to your project needs to be included in this total as well.
- Dress in the complete Scouting America uniform, including any awards patches earned and your sash of Merit Badges.
- Be prepared to go through each point of the Scout Law and Oath and what it means to you. How have you lived the Scout Oath and Law outside of the scouting program?
- Be prepared to talk about leadership. **YOUR LEADERSHIP!** How did you demonstrate your leadership? Did you have any difficulty being a leader? What could you have done differently? How have you been a leader in the Troop? Have you demonstrated leadership skills outside of the scouting program?

Leadership, Leadership, Leadership!

- Bring pictures of your project, before and after pictures are great!
- Bring your project workbook in a nice, neatly organized binder. It is helpful to bring handouts that the members of the Eagle BOR can look at as a quick reference to your project.
- Be prepared to talk about your favorite scouting events, campouts, easiest MB, most difficult MB, etc.
- Be prepared to talk about what obtaining the Eagle rank means to you; why is it important to you? How will you continue to uphold the Scout Oath and Law throughout your life?

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- Remember this is your time to shine! Speak about all your accomplishments, all your skills, all your Leadership! The hard part is done; just relax and talk about YOU!

Once an Eagle, Always an Eagle!

23.4 Helpful Websites

Troop 4045 Clifton Park, NY: <https://Troop45.org>

OA Kittan Lodge, Twin Rivers Council: <https://www.kittanlodge364.org>

Mohawk District, Twin Rivers Council: <http://www.trcscouting.org>

OA – National Site: <http://www.oa-bsa.org>

BSA – National Site: <http://www.scouting.org>

Scout Skits: <http://www.scoutorama.com/skit/MM>

BSA My Scouting - Training and Other: www.my.scouting.org