

Adult Reference Guide 2019

Scouts BSA Troop 2970 Chartered by Our Savior's Way Lutheran Church in Ashburn, VA





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Scoutmaster Welcome

On behalf of our Chartering Organization - Our Savior's Way Lutheran Church, I'm pleased to welcome you to Troop 2970 where we will prepare your scout to make ethical choices over their lifetime by instilling in them the values of the Scout Oath and Law. The journey of the next few years will amaze you as you watch your scout mature, learning to do things for themselves and for others while practicing citizenship, leadership, character development, and mental and physical fitness.

While there are many activities available for your family to participate in, Scouting stands out in two distinct ways. Scouting is values-based and it is youth led. Who you are matters just as much as what you do. Many organizations help youth learn teamwork and confidence. Scouting's members develop core values that will serve them as a foundation for decision making for the rest of their lives.

We'll have fun learning camping and cooking, safely using knives, axes, and saws, canoeing, building fires, and navigating the backcountry, but Scouting's program teaches so much more. By following what Scouting's founder called the Patrol Method, scouts learn the critical life skills of planning, preparation, and leadership with every activity. Effectively delivering the Patrol Method requires supportive parents and adults. It will be difficult to watch your child wait until the last minute to prepare, but I encourage you to fight the urge to ease their struggle as they face new tasks. The process of doing it themselves is how they learn these enduring life lessons.

As an adult in the troop, I recognize that letting the scouts run the troop sometimes means that every activity is not always run the way we adults would run it. We aim to maintain a balance between letting the youth lead and making sure all the scouts have a fun, productive, learning experience.

We recently celebrated our 10th anniversary. Our troop has been successful over the last decade because we are supported by active adults that help the troop run. We all have busy lives and it can be hard to balance our time with so many activities. While we are fortunate to have a large number of adults that help run the troop, I encourage you to come out and join us on our activities. If you cannot, consider becoming a Merit Badge counselor or attending a monthly Committee meeting. I look forward to working with each of you in the role you choose to help the troop move forward, and I am grateful for the time and energy you will contribute while you are an adult member of Troop 2970!

Yours in Scouting,

Shawn Carroll
Scoutmaster
Troop 2970
Eastern Loudoun, Virginia



What Every Adult Should Know

How Do I Find Out What's Going On?

First step – the website!

<https://www.troop2970.org>

The website contains the troop calendar of events, contact information, and other resources.

Second step – the troop smartphone app.

Go to the app store, type Troop 2970, and install the app.

From the app you will be able to request a logon.



How Do I and My Scout Sign Up for Events?

Once you find an event on the troop calendar (from the website), click the event's hyperlink and the screen below appears.

Select the respective radio button (Yes; No).

If an adult is attending, you can additionally select whether you will be driving. If you drive, you may be asked to provide transportation for other scouts.

Add comments such as how many you can transport.

Click Save or Save & Exit.

The screenshot shows the 'Sign Up For This Event' form on the BSA Troop 2970 website. The event is 'Event Type: Activity' and 'Event Name: All & Space Museum'. The location is 'Volunteer-Holly for and Space Museum'. The sign-up deadline is '11/10/17 10:00 AM'. The form includes a table for participants with columns for 'Participant', 'Participation Class', 'Attending?', 'Driving To / From', 'Seats', and 'Comment'. There are three rows for participants: 'Wiley, Paul', 'Wiley, Martin', and 'Wiley, Jeremy'. Below the table, there are buttons for 'Save', 'Save & Exit', and 'Cancel'. At the bottom, it shows 'Participating Adults: 1', 'Participating Scouts: 0', and 'Total Attending: 1'.

**Parents /
Guardians are the
key to a
successful Scout**



How Is Scouts Different from Cub Scouts?

At a basic level, Scouts is **youth led**. Parents / Guardians play a vital role and are a very necessary part of making the program a success. They provide advice and guidance, ensure safety, and coach when called upon to do so. The youth are expected to become more and more self-sufficient and begin to lead others with each rank advancement.

Key differences between Cub Scouts and Scouts BSA:

Cub Scouts	Scouts
Den meetings are managed and run by adults	Patrol meetings are managed and run by the patrol leader (a scout)
Requirement achievement involves heavy adult participation	Requirement achievement involves adult oversight and encouragement. The scout is encouraged to take the initiative / lead
Adults play a more active role in requirements signoff	Scouts should be encouraged to seek out ASMs on their own for completion of requirements.
Adults plan and organize events	Scouts lead, plan, and organize events with adult assistance
Camping – adults cook, direct activities, direct the cub scouts	Camping – Scouts cook, direct activities, direct the scouts, and lead the troop
Adult led – generally organized; adults are very hands on	Scout led – messy; opportunities for scouts to learn by making mistakes and seeking advice from older scouts; adults ensure safety but should resist the temptation to take over
Communication – mainly via adult to adult through email or text	Communication – will likely involve scout to adult through face to face, email, or text. All emails and texts should have two adults as recipients to maintain two deep leadership
Formed into Dens	Formed into patrols and use the patrol method. Patrols have leaders and leaders work with a senior patrol leader and senior staff



Why Should I Officially Join the Troop as an Adult?

We Need You! By completing an adult application, you will be ensuring the stability and future of the troop. For the scouts to participate in BSA sanctioned events (ex. Summer camp, high adventure, camping, etc.), registered adults are required to accompany them. In addition, registered adults are required to sign off on advancement requirements and to conduct boards of review. In order to be an assistant scout master or participate in the troop committee, an adult must be registered with the troop and have completed youth protection training.

How Do I Officially Join the Troop?

It is as easy as completing the form below and submitting it to the committee chair. The social security number and items on the right of the form are necessary for BSA to complete a background check.

ADULT APPLICATION 28-501F This form is read by machine. Please print the numbers and letters as shown: 1 2 3 4 5 6 7 8 9 0 A B C D E F G H I

The information obtained in this form is for the internal use of the BSA only.

UNIT SCOUTERS (fill in the circles) Pack: ☐ Troop ☐ Team ☐ Crew ☐ SNP ☐ Unit No. OR Council/District position

EXPIRE DATE: / / TERM: MONTHS New leader ☐ Former leader ☐ District name

☐ If applicant has an unexpired membership certificate; registration may be accomplished in this unit by paying \$1 for processing the transfer. Mark and attach certificate. It will be returned by the council.

TRANSFER FROM: COUNCIL NO. TYPE OF UNIT UNIT NO.

Please print one letter in each space—you are making three copies.

First name (No initials or nicknames) Middle name Last name Suffix

Have you completed: ☐ Youth Protection training ☐ Fast Start training

Country Mailing address City State Zip code

Home phone Business phone Ext. Cell phone

Date of birth (mm/dd/yyyy) Ethnic background: African American ☐ Native American ☐ Alaska Native ☐ Asian ☐ Driver's license No. State

Gender: M ☐ F Social Security number (required) Occupation Employer

Country Business address City State Zip code

Position Code Scouting position (describe) Are you an Eagle Scout? Date earned (mm/dd/yyyy)

E-mail address (Select one) Work Home

I understand that:
a. The information that I have provided may be verified, if necessary, by contacting persons or organizations named in this application, or by contacting any person or organization that may have information concerning me, or by conducting a criminal background check. I hereby release and agree to hold harmless from liability any person or organization that provides information. I also agree to hold harmless the chartered organization, local council, Boy Scouts of America, and the officers, employees, and volunteers thereof.
b. In signing this application, I have read the attached information and apply for registration with the Boy Scouts of America. I agree to comply with the Charter and Bylaws, and the Rules and Regulations of the Boy Scouts of America and the local council. I affirm that the information I have given on this form is true and correct. I will follow the Youth Protection guidelines.

APPROVALS FOR UNIT SCOUTERS:
We are unaware of anything contrary to the information stated in this application. This application has been reviewed according to BSA procedures and this applicant meets the leadership qualifications of the Boy Scouts of America.

Signature of unit committee chairman Date
Signature of chartered organization head or representative Date

(ACCEPTED) Signature of Scout executive or designee Date
Boys' Life fee \$

APPROVAL FOR COUNCIL AND DISTRICT SCOUTERS:
We are unaware of anything contrary to the information stated in this application. This application has been reviewed according to BSA procedures and this applicant meets the leadership qualifications of the Boy Scouts of America.

Signature of Scout executive or designee Date
Retain on file for three years.

4001 Registration fee \$

Boys' Life subscription

LOCAL COUNCIL COPY

The Facts about Youth Protection Training?

The official and complete information about Youth Protection Training (YPT) can be found at <https://www.scouting.org/training/youth-protection/>

Additionally, the instructions for taking the online training can be found at <https://bsalearn.learn.taleo.net/files/pdf/How to Guide for Taking Youth Protection Training NO INTERFACE as of 6 7 18.pdf>



The Troop strongly endorses BSA's Youth Protection policies that are intended to provide a safe, harassment-free environment for Scouts.

The Two-Deep adult leadership requirement of the BSA's Youth Protection policy is strictly enforced at Troop functions.

All registered adult volunteers are required to take YPT every two years.

The training takes about an hour to watch the video and complete the test.

Scouters affiliated with the Troop and of all adults participating in High Adventure activities or other troop sanctioned events.

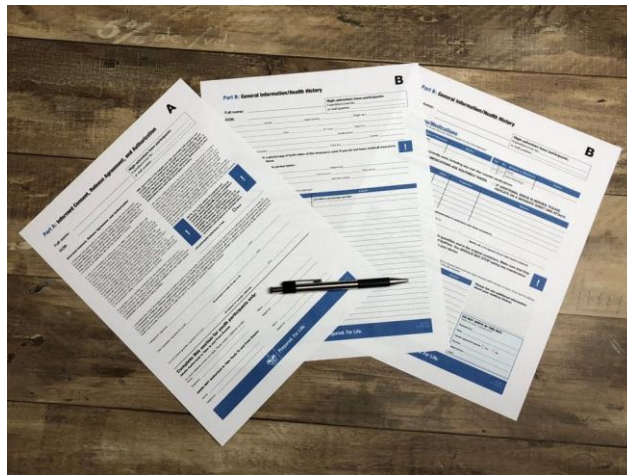
Adults participating in overnight camping are required to be up to date with their YPT

What are Medical Forms?

Any scouting event that is 72 hours or longer requires every participant (adult and scout) to have completed medical forms (Parts A, B, and C). Completed medical forms are good for a year and are kept on file with the troop. **Special Note:** Always keep your own copy of your completed medical forms.

The official forms and additional information can be found at <https://www.scouting.org/health-and-safety/ahmr/>

Important: Part C of the form must be completed by a medical doctor.





How Does My Scout Advance?

Greater detail on each of these ranks can be found in the Scout Handbook. The cheat sheet for adults is shown below. Eagle must be completed before the scout's 18th birthday. **Important:** Rank requirements must be approved and initialed by Assistant Scout Masters (ASMs).

BOY SCOUT RANK ADVANCEMENTS – Eagle at a Glance

New Scout Guide

Click badge or badge name to see rank requirements

							
RANK	SCOUT	TENDERFOOT	SECOND CLASS	FIRST CLASS	STAR	LIFE	EAGLE
Time to Advance	No time required	No time required	No time required	No time required	4 Months as 1 st	6 Months as Star	6 Months as Life
Involvement	Basic Scout Skills	Scout Skills/Spirit	Scout Skills/Spirit	Scout Skills/Spirit	Scout Spirit	Scout Spirit	Scout Spirit
Merit Badges	MB not required	MB not required	MB not required	MB not required	6 Merit Badges	5 Merit Badges	10 Merit Badges
		1 hour service	2 hours service	3 hours service	<ul style="list-style-type: none"> 4 Eagle Req 2 Elective 	<ul style="list-style-type: none"> 3 Eagle Req 2 Elective 	<ul style="list-style-type: none"> 5 Eagle Req 5 Elective
Service Hours	No Service hours	No Service hours	1+ hr service proj.	No Service hours	6 Hours Service	6 Hours Service	Eagle Project
Position of Resp.	No Position	No Position	No Position	No Position	4 mo. Position	6 mo. Position	6 mo. Position
Teach Using EDGE	Practice Edge	Teach Using EDGE	Practice Edge	Practice Edge	Practice Edge	Teach Using EDGE	Practice Edge
SM Conference	Scout Leader	Scout Leader	Scout Leader	Scout Leader	Scout Leader	Scout Leader	Scout Leader
Board of Review	Scout Committee	Scout Committee	Scout Committee	Scout Committee	Scout Committee	Scout Committee	Scout Committee

Eagle Required Merit Badges





How Do I Use The Scout Handbook?

The official BSA Scout Handbook is your scout's guide to having fun, learning, achieving rank requirements, and keeping logs of campouts, service hours, and hiking miles. Parents / guardians can check a scout's progress and help guide them through the pages in this book. Scouts should bring it to meetings and other events where rank requirements may be achieved (and signed off).

Important: Encourage your scout to approach Assistant Scoutmasters (ASMs) and the Scoutmaster for approval and signoff of requirements.



Rank advancement for Second Class and First Class can be challenging and discouraging for some scouts. [Parents / Guardians](#) can help make it a much more pleasant experience by:

- Reviewing the requirements with your scout
- Helping them set goals – attend x number of campouts, get x number of signoffs in a month, add completion dates to each requirement, etc.
- Looking for small victories, so your scout can build upon success
- Having your scout discuss requirements with his / her patrol leader (another scout)

MERIT BADGES ARE REQUIRED FOR HIGHER RANKS AND HAVE A DIFFERENT SIGNOFF PROCESS. RANK REQUIREMENTS RECEIVE A SIGNOFF FROM ASMs / SCOUTMASTER. MERIT BADGES REQUIRE A BLUE CARD AND RECEIVE SIGNOFF FROM A MERIT BADGE COUNSELOR (SEE THE SECTION ON EARNING A MERIT BADGE).



Scout Oath

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

Scout Law

A Scout is:

Trustworthy

Loyal

Helpful

Friendly

Courteous

Kind

Obedient

Cheerful

Thrifty

Brave

Clean and

What is a Board of Review?

Wearing the Class A Uniform is highly encouraged

When a scout has completed all the requirements for a specific rank and has had a Scoutmaster conference, the final step for rank approval is a board of review (BoR). This step is more of a check on the scouting program than a review of the scout. Committee members, not scoutmasters, conduct the board and seek to discover how the scout's overall experience is going. Typically, three committee members (adults) begin by asking the scout to recite the scout oath, the scout law, the motto, and the slogan. Then they proceed with questions like:

- What's your favorite part of scouting? – Usually the answer is camping
- Did you go to summer camp? How was your experience there?
- Have you witnessed any bullying or been bullied yourself?
- What would you do if you saw bullying?
- Do you have any suggestions for improving the troop?
- Anything you would like to see the troop stop doing?

To sign up for a Board of Review, a scout should sign up on the troop's event calendar via the mobile application. Available BoR dates are listed and the scout only needs to select "Yes" to sign up.

Scout Motto – Be Prepared

Scout Slogan – Do a Good Turn Daily





How Does My Scout Earn Merit Badges (Blue Cards)?

Here are the basics. Merit Badges are required for rank advancement and to achieve Eagle Scout. At least two paths exist to complete a merit badge: 1) The troop has approved merit badge counselors for completion of a variety of badges; 2) Badges can be earned at summer camp and/or merit badge universities. The troop librarian (a youth position) can loan your scout a merit badge book to complete the necessary requirements.



Important note: Adults and new scouts are usually unaware of the “blue card” requirement to document completion of a merit badge. Scouts must request these cards (pictured on this page) from the Scoutmaster. Once filled out and signed by all parties, they are returned to the committee advancement chair (an adult).

The scout must contact the merit badge counselor before beginning a merit badge

APPLICANT'S RECORD		COUNSELOR'S RECORD	
Name Name		Applicant Name	
How given was his completed application for the Merit Badge		<input type="checkbox"/> Troop <input type="checkbox"/> Team <input type="checkbox"/> Crew	
Completed on: / / by		Date completed: / /	
Signature of counselor		Signature of applicant	
Signature 2		Remarks:	
NOTE TO BOY SCOUT, VARSITY SCOUT, OR VENTURER: Retain this copy for your permanent records.		It is suggested that the counselor keep this record for at least 1 year in case any question is raised, taken in regard to this award.	

Information for Applicant		Information for Counselor		APPLICATION FOR MERIT BADGE	
• A merit badge application can be approved only by a registered merit badge counselor.		• Merit badge applications must be signed in advance by the applicant's unit leader.		Name _____	
• You must have a buddy with you (Scout buddy system) at each meeting with the merit badge counselor.		• The Scout must have his buddy (Scout buddy system) in attendance at all instructional sessions.		Address _____	
• Turn in your approved application to your unit leader. You will be awarded the merit badge emblem and certificate at a suitable occasion.		• You may not change any requirement, but you may share your knowledge or experience that will make the counseling more interesting and valuable.		City _____	
Information for Counselor		Requirement No. and letter		Is a registered <input type="checkbox"/> Boy Scout <input type="checkbox"/> Varsity Scout <input type="checkbox"/> Venturer of _____ No _____	
• Merit badge applications must be signed in advance by the applicant's unit leader.		Counselor Initial		Troop, team, crew, ship _____	
• The Scout must have his buddy (Scout buddy system) in attendance at all instructional sessions.		Date of approval		District _____	
• You may not change any requirement, but you may share your knowledge or experience that will make the counseling more interesting and valuable.		Requirement No. and letter		Council _____	
#34124A		Date of approval		and is qualified to begin working for merit badge noted on the reverse side.	
7 30176 34124 8		Requirement No. and letter		Date _____ Signature of unit leader _____	
		Counselor Initial		BOY SCOUTS OF AMERICA	
		Date of approval		34124A	
		Requirement No. and letter		2003 Boy Scouts of America	



Where Do All the Patches Go (Uniforms)?



Dress Uniform – Class A Uniform

The full Scout uniform is called the Class A uniform, which includes the shirt (short or long sleeve), pants/shorts, socks, belt, green shoulder tabs, any approved National Capital Area Council shoulder patch, troop numerals, American flag, patrol emblem, and either a Troop 2970 neckerchief with a neckerchief slide or a bolo tie.

Unless otherwise indicated, the full regulation BSA class-A uniform is required for the following:

- At regular weekly troop meetings
- Scoutmaster conferences and boards of review
- While traveling to or from camping trips

Where do the patches go?



Activity Uniform – Class B Uniform

The activity uniform (Class B) is a Troop 2970 t-shirt, worn with any type of pants and footgear. The Class B uniform is generally worn while performing service projects, strenuous outdoor activities, and while at Summer Camp and High Adventure trips.

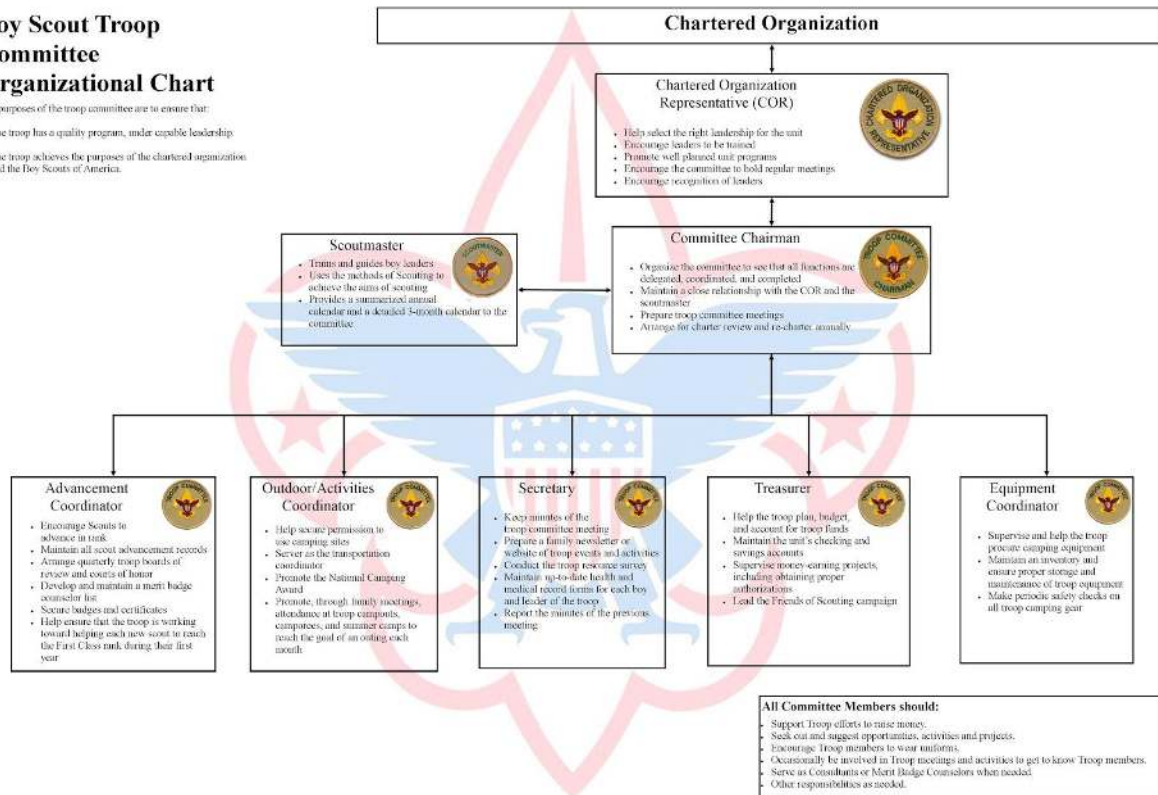


How are We Organized?

Boy Scout Troop Committee Organizational Chart

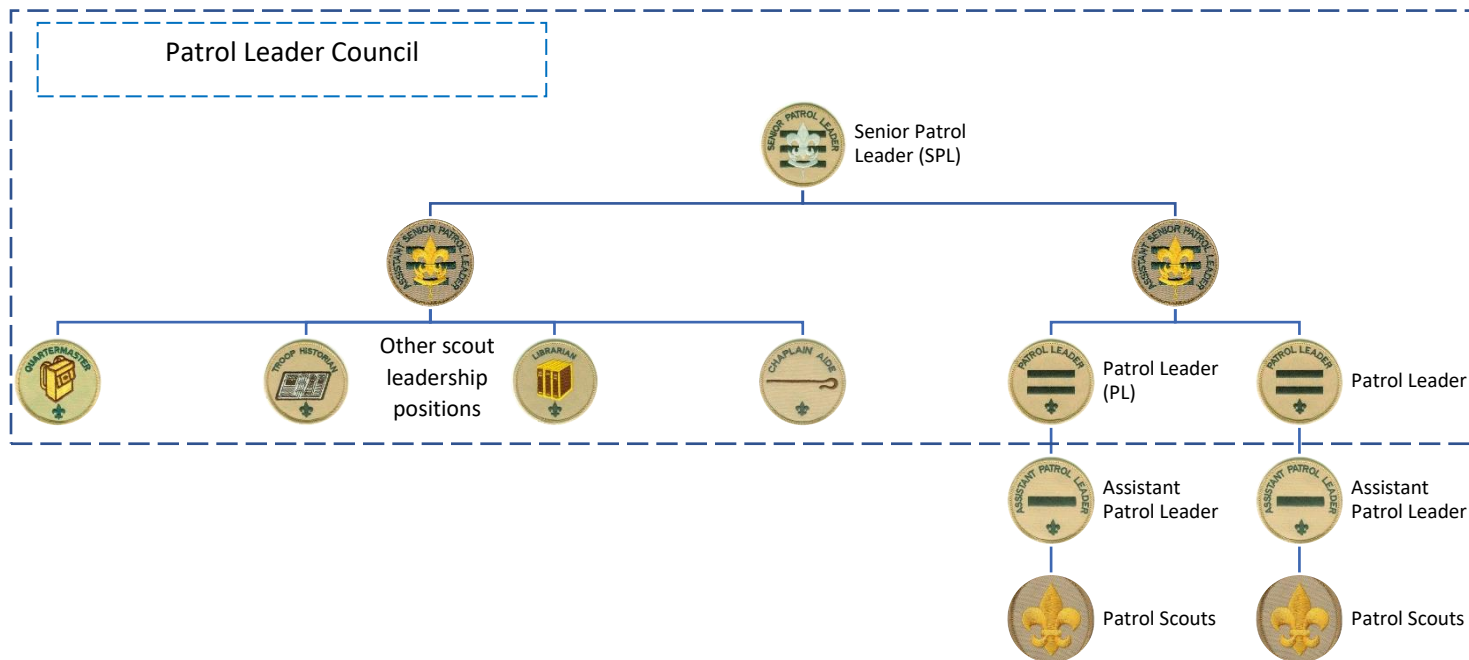
The purposes of the troop committee are to ensure that:

- The troop has a quality program, under capable leadership
- The troop achieves the purposes of the chartered organization and the Boy Scouts of America.





Youth Organization





Troop Structure

Troop 2970 operates on the patrol method. The Scoutmaster and Assistant Scoutmasters act as advisors to the Scout Youth Leaders.

"The object of the patrol method is not so much saving the Scoutmaster trouble as to give responsibility to the boy" – Robert Baden-Powell

Scoutmaster and Assistant Scoutmasters

While Troop 2970 operates on the principle of active youth leadership of the Troop, adults guide, mentor, coach, and perform tasks to support the boys and contribute to their success. This is done through two separate groups of adults:

- The daily direct support of the boys is through the Scoutmaster, the senior adult leader responsible for the youth program, and several Assistant Scoutmasters (ASMs).
- The Troop Committee recruits and approves the Scoutmaster and all Assistant Scoutmasters. Final approval of the Scoutmaster and Assistants comes from the Charter Organization (OSWLC).

Assistant Scoutmaster (ASM) as Events Organizer

All Troop activities are planned and organized under the supervision of one of our Assistant Scoutmasters (ASMs). The ASM organizer for an event is responsible for gathering event paperwork and payments and is the Parents' principal source of information about any upcoming event. Names and contact information for ASMs can be found in the secure section of the website.

Troop Leadership

Troop 2970 will conduct elections every six to twelve months to elect new Patrol Leaders for each Patrol. Elections for Senior Patrol Leader (SPL) will be held annually. All Scouts in good standing are eligible to vote. Special elections may be held to fill vacancies in either position. Other Troop positions including Assistant Senior Patrol Leaders, Scribe, Quartermaster, Librarian, Historian, Bugler, Den Chief, Patrol Guides, etc. will be appointed by the Senior Patrol Leader following the general Troop elections.

The Scoutmaster must approve Scouts seeking the position of Senior Patrol Leader and must approve appointments of all youth leadership positions.

Each Spring the Scoutmaster will appoint Patrol Leaders for "New Scout" patrols. These "New Scout" Patrols will, at the discretion of the Scoutmaster, be either absorbed into existing patrols or be constituted as a regular patrol after a period of six months.

All newly elected Senior Patrol Leaders and Patrol Leaders and newly appointed Assistant

Senior Patrol Leaders and Assistant Patrol Leaders must attend Junior Leader Training (JLT) for their positions. Failure of a Scout to attend JLT or to perform his duties may constitute reason for removal from his office by the Scoutmaster. If removed from office, the Troop Committee will determine if the Scout's tenure served in office prior to removal is enough to be counted toward his rank advancement.



Patrol Leaders

Patrol leaders are responsible for organizing and conducting Patrol meetings, and for leading their Patrols in planned Troop activities. The Patrol Leader communicates information about upcoming deadlines and events to all Patrol members, recruits drivers for patrol and troop activities requiring transportation.

On Troop camping trips, the Patrol leader is responsible for making sure that meal planning, grub master (purchases food and supplies for the patrol), tent setup and takedown, meal cleanup, and (if required) drying wet tents and other patrol gear are rotated in a fair manner among Patrol members, then ensures that tasks assigned to Patrol members are successfully completed. Attends PLC monthly meetings. A Patrol Leader is a Scout's primary source of information. Good communication practices are needed and encouraged.

Performs other duties as assigned by the Scoutmaster and Senior Patrol Leader, appoints (with the approval of the Scoutmaster) an Assistant Patrol Leader to perform required Patrol Leader functions in his absence.

Scouts

An individual Scout must make himself aware of the planned activities (outing and service projects). Individual Scouts work with their patrol leaders to get their questions answered or to express their interest in upcoming events. The individual Scout is responsible for taking information back to his parents, so he and his parents can be prepared for full participation.




Patrol Leaders Council (PLC)

The Patrol Leaders Council (PLC) meetings will be held once a month. The Senior Patrol Leader is responsible for scheduling, planning, organizing, and chairing PLC meetings. It is imperative that the SPL, ASPL, all Patrol Leaders (or the assistant patrol leader in their absence) and other youth leaders be prepared for and attend the PLC. The youth leaders will represent each patrol and take part in the planning and decision-making process for the upcoming events. It is the responsibility of the patrol leaders to communicate pertinent information gathered from the PLC back to their patrol members.

Duties of Scout Officers

Although a new Scout may not immediately be elected to office, for future reference, these are the basic duties of the various offices your son may hold as a Scout. Note: ALL positions require the Scout to set a good example to other Scouts, live by the Scout Oath and Law, and enthusiastically wear the Scout uniform correctly.



Position	Description
Senior Patrol Leader 	<p>The SPL is elected by the Scouts to represent them as the top junior leader in the troop. The SPL reports to the Scoutmaster. Duties include:</p> <ul style="list-style-type: none">• Runs all troop meetings, events, activities and the annual program planning conference• Runs the PLC meeting• Appoints other troop junior leaders (Assistant SPL, quartermaster, scribe, librarian, chaplain aide) with the advice and counsel of the Scoutmaster• Assigns duties and responsibilities to the junior leaders• Assists the Scoutmaster with junior leader training
Assistant Senior Patrol Leader 	<p>The assistant SPL is the second highest-ranking junior leader in the troop. He is appointed by the SPL with the approval of the Scoutmaster. The assistant SPL acts as the SPL in his absence. He also provides leadership to other leaders in the Troop. Duties include:</p> <ul style="list-style-type: none">• Helps the SPL conduct troop meetings, events, activities• Oversees the Troop Quartermasters• Serves as a member of the PLC• Helps train and supervise the other Troop officers• Assists the Scoutmaster with junior leader training
Patrol Leader 	<p>The patrol leader is the elected leader of his patrol. He represents his patrol on the PLC. He reports to the SPL. Duties include:</p> <ul style="list-style-type: none">• Appoints the assistant patrol leader• Represents the patrol on the PLC• Plans and steers patrol meetings• Helps Scouts advance in rank• Acts as a recruiter of new Scouts Keeps patrol members informed• Knows what his patrol members and other leaders can do• Shows Scout Spirit

**Assistant Patrol Leader**

The assistant patrol leader is appointed by, and reports to, the patrol leader, leading the patrol in his absence. Duties include:

- Helps the patrol leader plan and steer patrol meetings and activities
- Serves as patrol quartermaster if Patrol does not have one
- Helps him keep patrol members informed
- Helps the patrol get ready for all troop activities
- Represents his patrol at PLC meetings when the patrol leader cannot attend
- Lends a hand controlling the patrol and building patrol spirit

Quartermaster

The quartermaster keeps track of troop equipment and sees that it is in good working order. He is appointed by the PLC and reports to the ASPL. Duties include:

- Keeps records on patrol and troop equipment
- Makes sure equipment is clean and in good working condition
- Issues equipment and makes sure it is returned in good condition
- Makes suggestions for new or replacement items
- Works with the troop committee member responsible for equipment

Scribe

Appointed by the PLC, the Scribe keeps the troop records. He records the activities of the PLC, records the advancement and scout attendance at troop meetings, and reports to the assistant SPL. Duties include:

- Attends and keeps a log of PLC meetings
- Records attendance
- Shows Scout Spirit



Librarian



The librarian takes care of troop literature and keeps an historical record or scrapbook of troop activities. He is appointed by the PLC and reports to the ASPL. Duties include:

- Sets up and takes care of a troop library of merit badge books and other resource literature
- Keeps a system for checking books and pamphlets in and out
- Shows Scout Spirit
- Some larger troops may also have a Historian

Chaplain Aide



The chaplain aide works with the troop chaplain to meet the religious needs of Scouts in the troop. He also works to promote the religious emblems program. He is appointed by the Scoutmaster and reports to the ASPL. Duties include:

- Assists the troop chaplain with religious services at troop activities
- Tells Scouts about the religious emblem program for their faith
- Shows Scout Spirit

Den Chief



The den chief works with Cub Scouts and the Den Leaders in the Cub Scout Pack. Reporting to a Den Leader in the Pack, he:

- Knows the purposes of Cub Scouting
- Helps Cub Scouts advance through ranks
- Encourages Cub Scouts to join a boy Scout troop upon graduation
- Assists with activities in the Den meetings
- Is a friend to the boys in the Den
- Helps out at Den meetings and monthly Pack meetings
- Sets a good example for the Cub Scouts
- Shows Scout Spirit

**Guide**

The troop guide is responsible for the advancement of the younger Scouts until they reach 1st Class. Duties include:

- Knows the younger Scouts
- Is aware of the advancement progress of the troop
- Encourages and actively helps in the fulfillment of requirements
- Helps Scouts foster self-motivation in advancement
- Shows Scout Spirit

Instructor

The instructor is normally an older Scout, appointed by the Scoutmaster to teach Scouting skills to younger Scouts.

The Troop Committee

The Troop Committee is the Troop's board of directors and supports the Troop program. The Troop Committee performs the following functions:

- Ensures quality adult leadership is recruited, approved, and trained. In case the Scoutmaster is absent, a qualified Assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is recruited by the Committee
- In conjunction with the Chartering Organization, provides adequate meeting facilities
- Advises the Scoutmaster on policies relating to Scouting and the chartered organization
- Carries out the policies and regulations of the Boy Scouts of America
- Supports leaders in carrying out the program
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan
- Obtains, maintains, and properly cares for troop property
- Provides adequate camping and outdoor program
- Serves on Boards of Review and supports Courts of Honor
- Supports the Scoutmaster in working with individual scouts and problems that may affect the overall troop program
- Provides for the special needs and assistance some scouts may require
- Helps with the Friends of Scouting campaign
- Assists the Scoutmaster with handling boy behavior problems



The Committee Chair serves by approval of the Charter Organization with no fixed term limit, but, as all adult leadership positions, is renewed on an annual basis. The Chair will delegate responsibility for essential services to Committee members as needed.

Permanent positions on the Committee include the Charter Organization Representative, Secretary, Finance Chair, Fund Raising Chairs (Mulch, Popcorn, etc.), Advancement Chair, District Roundtable Representatives, Newsletter Chair, Troop Equipment

Charter Organization

Chair/Quartermaster, Troop Trainer, Community Service Chairs (Scouting for Food, Good Turn for America, etc.), Membership, Recharter, and Webmaster. The Committee may include Members at Large. The Troop Committee Chairman is responsible for maintaining a close relationship with the Charter Organization Representative.

New Committee members are volunteers and are approved by the Committee Chairman and Charter Representative, with concurrence of the Committee. There is no maximum limit to the number of troop committee members. Parents interested in becoming part of the Committee should speak with the Committee Chair. Committee members must acquire and maintain current BSA Youth Protection Certification (see Youth Protection policy for additional information) and BSA New Leaders Essentials training. It is strongly recommended Committee Members take Scout Leader Specific Training for Committee, and special training recommended by BSA for specific duties. Troop

2970 chooses to pay the annual BSA registration fees for adult leaders and may selectively sponsor leaders for training scholarships.

Meetings of the Committee are held monthly from September through June on the second Tuesday of each month and are conducted in accordance with Roberts Rules of Order. Meetings of the Committee are generally open to parents and Scouters. Closed executive sessions of the Committee may be called to discuss disciplinary or personnel matters at the discretion of the Chair and Charter Organization Representative. Attendance at executive session meetings of the Committee are limited to officially designated Committee members.

Our Savior's Way Lutheran Church (OSWLC) has chosen Troop 2970 to be part of its youth ministry in Loudoun County and has agreed to be the charter Organization. In accordance with BSA policy, the Charter Organization provides our meeting place, approves all adult leadership, assures that the Troop is maintaining its program consistent with church policy and missions, approves fund raising opportunities, assures the Troop and its members are registered annually, and has ultimate authority over the ownership of troop assets and equipment.

The interests of the church are conveyed to the Troop in the church's selection of the Charter Organization Representative selected by the church leadership. The Charter Organization Rep is a voting member of the National Capital Area Council and the Loudoun County Branch of NCAC – Goose Creek District.



Consistent with BSA Policy, youth and adult members of the troop are not required to belong to Our Savior's Way Lutheran Church.

Troop 2970 acknowledges its obligation to Our Savior's Way Lutheran Church by actively participating in church cleanup and maintenance work days, service projects to maintain and improve church facilities, and by willingly complying with rules for use of church facilities.

How Do the Finances Work?

Annual Dues Assessment

Troop 2970 assesses annual dues for each Scout. This fee offsets the troop operating costs (including rank patches and merit badges, troop equipment and supplies, insurance, leader training, and subscriptions to Boy's Life magazine). The annual assessment is based upon prior year expenses and anticipated troop operating and equipment needs. The current annual assessment is listed below:

Troop 2970 Dues Breakdown for New Scouts

If they join in:	Troop Dues	BSA Dues	Boy's Life	Insurance	Total
January	\$109.00	\$33.00	\$12.00	\$6.00	\$160.00
February	\$100.00	\$30.25	\$11.00	\$5.50	\$146.75
March	\$91.00	\$27.50	\$10.00	\$5.00	\$133.50
April	\$82.00	\$24.75	\$9.00	\$4.50	\$120.25
May	\$73.00	\$22.00	\$8.00	\$4.00	\$107.00
June	\$64.00	\$19.25	\$7.00	\$3.50	\$93.75
July	\$55.00	\$16.50	\$6.00	\$3.00	\$80.50
August	\$45.00	\$13.75	\$5.00	\$2.50	\$66.25
September	\$36.00	\$11.00	\$4.00	\$2.00	\$53.00
October	\$27.00	\$8.25	\$3.00	\$1.50	\$39.75
November	\$18.00	\$5.50	\$2.00	\$1.00	\$26.50
December	\$9.00	\$2.75	\$1.00	\$0.50	\$13.25

Arrow of light scouts only pay the troop dues

It is recommended that additional funds be added to the scout account in preparation for troop activities. An initial amount of \$75 is recommended, but any amount can be added.



Annual dues assessments are payable upon joining the troop or receipt of the Scout's financial statement.

Fund Raising Opportunities

The Troop offers several sponsored fundraising opportunities for Scouts interested in earning money to paying for Scouting activities. Fundraising activities must be approved by the Troop Committee and must meet BSA fundraising guidelines.

Annual Troop sponsored fundraising activities typically include:

- Popcorn sales (open to all Scouts)
- Mulch sale (open only to Scouts who are eligible to participate in High Adventure activities, unless voted on and specified on annual basis by the Troop Committee)
- Camp cards

Individual Scout Accounts

For each Scout and selected adults (typically Scouters with no children active in the Troop), the Troop establishes and maintains "individual accounts" that are tied to the Troop's bank account. These accounts are used to keep track of money Scouts and adults earn or spend as a member of the troop.

Money earned by participating in sponsored fundraising activities, as well as payments collected for Scouting activities, are deposited in the Troop's bank account and credited to individual Troop accounts. Annual fees and fees to participate in Scouting activities are charged (debited) to individual Troop accounts. The Troop Finance Committee prepares individual financial statements at least semiannually. All balances due are payable upon receipt.

It is expected that Troop accounts will be maintained in good financial standing and that they will not fall in arrears. The funds maintained in Troop accounts may be used to pay for the following:

- Monthly campouts and other weekend activities
- Summer Camp fees (see section on Summer Camp and High Adventure Trips)
- High Adventure trips (see section on Summer Camp and High Adventure Trips)
- Annual assessment
- Parental participation in weekend and summer activities
- Other fees specifically approved by the Troop Committee



Access scout accounts via the troop website. After logging on, select Scout Account from the menu pulldown.

The screenshot shows the Troop 2970 Ashburn website. The top navigation bar includes links for Home, About Our Troop, Our Adult Leaders, Mulch Sales, Webelos Information, Fundraising Information, Scout Account (highlighted with a yellow arrow), Scoutmaster Conference & Board of Review, Trail to Eagle, My Stuff, Resources, Calendar, Photo Gallery, E-Mail, Membership, and Advancement. The main content area features a 'Send an Inquiry' button and a 'Pay on Account' section with a piggy bank icon and text about electronic checks.

Send an Inquiry – sends an email to the treasurer who will provide a balance statement

Pay on Account – Debits your checking account with the amount specified by you

The 'On-Line Payment Form' contains the following sections and fields:

- Checking Account Information:** Includes fields for Bank Routing Number (123456789), Account Number (123456), and Check Number (0097). Below these are fields for Account Holder Name, Bank Routing Number, and Bank Account Number, each marked with an asterisk to indicate they are required.
- Payment Information:** Includes a field for Payment Amount (\$) and a dropdown menu for Payment for (Scout Account).
- Scout Information:** Includes fields for Scout First Name, Scout Last Name, Street Address, City, State (Virginia), Zipcode, Phone Number (with example 7033336666), and Email Address. A note states: 'Emails are used only for order confirmation; they are not sold or shared'.

A 'Submit Payment >>' button is located at the bottom of the form.



Scout Summer Camps and High Adventure Trips



Scout Summer Camps and High Adventure trips are billed separately from the monthly activities discussed above because they are considerably more expensive (ranging from the low-to-mid \$200s to more than \$2,000).

Most Scout Summer Camps and High Adventure trips require the Troop to register and pay substantial deposits well in advance. Accordingly, the Troop requires participants to make a down payment several months before the trip, followed by another 1-2 advance payments to cover the balance due.

The trip coordinator, in consultation with the Troop Finance Committee, is responsible for establishing payment schedules for Summer Camps and High Adventure trips.

Payment in full for all Summer Camp and High Adventure trip expenses is expected before the start of each trip. Payment may be made by debiting the participant's Troop account provided the account has sufficient funds. If the participant's Troop account does not have sufficient funds, they are expected to deposit the additional funds immediately upon receipt of the Scout account statement indicating a negative balance. Exceptions will be granted on a case-by-case basis by the Troop Committee.

Working fundraising activities – like mulch – can offset some of the cost of High Adventure trips.



Closing Scout Accounts

When a Scout leaves the Troop, his Troop Account will be closed.

- If the Troop Account shows a balance due, full payment is expected upon the Scout's departure.
- If the Troop Account shows a credit balance and the Scout transfers to a new Troop or Venture Crew, the funds may be transferred to the new Troop or Crew upon request of the new Troop's Treasurer to Troop 2970 Treasurer.
- If the Troop Account shows a credit balance and the Scout quits the BSA Scouting program, the funds will be returned to the Troop at the beginning of the next fiscal year (1 September) to offset Troop operating expenses.

The Troop Committee will address other departure scenarios on a case-by-case basis.



Pocket References

Troop Website:

www.troop2970.org

www.Troop2970.com

Oath

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

Law

A Scout is:

Trustworthy, Loyal, Helpful,
Friendly, Courteous, Kind,
Obedient, Cheerful, Thrifty,
Brave, Clean and Reverent

Motto

Be Prepared

Slogan

Do a good turn daily

Advancement

BOY SCOUT RANK ADVANCEMENTS – Eagle at a Glance

New Scout Guide

RANK	SCOUT	TENDERFOOT	SECOND CLASS	FIRST CLASS	STAR	LIFE	EAGLE
Click badge or badge name to see rank requirements							
Time to Advance	No time required	No time required	No time required	No time required	4 Months as 1 st	6 Months as Star	6 Months as Life
Requirements	None	Scout Skills	Scout Skills	Scout Skills	Scout Skills	Scout Skills	Scout Skills
Merit Badges	Nil not required	Nil not required	Nil not required	Nil not required	6 Merit Badges	10 Merit Badges	16 Merit Badges
Service Hours	No Service Hours	No Service Hours	No Service Hours	No Service Hours	8 Hours Service	16 Hours Service	20 Hours Service
Position of Rank	No Position	No Position	No Position	No Position	4 mos. Position	6 mos. Position	6 mos. Position
Teach Using EDGE	Practice Edge	Teach Using EDGE	Practice Edge	Practice Edge	Practice Edge	Teach Using EDGE	Practice Edge
SM Conference	Scout Leader	Scout Leader	Scout Leader	Scout Leader	Scout Leader	Scout Leader	Scout Leader
Board of Review	Scout Committee	Scout Committee	Scout Committee	Scout Committee	Scout Committee	Scout Committee	Scout Committee

Merit Badges

- The troop has approved merit badge counselors for completion of a variety of badges;
- Badges can also be earned at summer camp and/or merit badge universities.
- The troop librarian (a youth position) can loan your scout a merit badge book to complete the necessary requirements.
- Don't forget the blue card**

Uniforms

Class A



Class B

Troop t-shirt with any pants and footgear