



Troop Guide Leadership Smart Book

Table of Contents

<u>Preface To This Book</u>	1
<u>Letter To Parents</u>	2
<u>Letter Of Commitment</u>	4
<u>Troop Guide Job Description</u>	5
<u>Lessons Learned Feedback Sheet</u>	7
<u>Other Job Descriptions</u>	8
<u>Patrol Leader (PL) Job Description</u>	9
<u>Den Chief Job Description</u>	13
<u>Troop 216 Scout Responsibilities</u>	16
<u>Troop 216 Organizational Chart</u>	21
<u>Rosters</u>	22
<u>Troop 216 Monthly Calendar</u>	23
<u>Troop 216 Yearly Calendar</u>	24
<u>Troop 216 Meeting Plans</u>	25
<u>Scout Uniform Insignia Placement</u>	26
<u>Troop 216 Honor Patrol Program</u>	28
<u>Baden-Powell Patrol Award Application</u>	30
<u>Patrol Name</u>	30
<u>Patrol Leader</u>	30
<u>Starting Date</u>	30
<u>Ending Date</u>	30
<u>Requirement</u>	30
<u>Month 1</u>	30
<u>Month 2</u>	30
<u>Month 3</u>	30
<u>Complete</u>	30
<u>Notes to Patrol Leader:</u>	31
<u>First Year Scout Training Program</u>	32
<u>Orientation/Organization</u>	32
<u>Requirements for Scout</u>	34
<u>Requirements for Tenderfoot</u>	36

Table of Contents

First Year Scout Training Program

Second Class Requirements	38
First Class Requirements	40
Guidelines	42

Troop Camping Information and Lists44

Patrol Campout Attendance Report	45
Campout Menu and Shopping List	47
<u>PATROL:</u>	<u>CAMPOUTDATE:</u>
.....	47
Campout Duty Roster	48
<u>PATROL:</u>	<u>CAMPOUTDATE:</u>
.....	48
Patrol Box Food List and Inventory	49
Patrol Box Inventory List	50

Preface To This Book

Many times adult leaders hear this phrase from boy leaders: "I didn't know I was supposed to do that." This book is designed to help prevent that phrase from being spoken too often. We hope that it will help you in the performance of your duties and that it is organized so that you can quickly find help. We believe that if you follow the responsibilities listed in this book that you will find your job much easier and more enjoyable, but most of all, that you will be a better leader.

It took about six months to write and produce the original versions of these Smart Books and they are continually updated. We would like your input on what can be done to make this book better for the next Scout that holds this position. Please put your comments on the Feedback Sheet found elsewhere in this book.

You are responsible for the maintenance of this book while you are in possession of it. There will be periodic updates of various documents that you should promptly place in the book in the correct location. If additional materials or document protectors are needed, please see the Scoutmaster. The monetary value of this book is \$30.00. If you lose, destroy, or damage this book beyond use you are responsible for its replacement cost. We do expect these books to be used and not left at home gathering dust, so you will not be charged for normal wear and tear.

And this book *should* be used. We want to see it with you on every Troop activity - meetings, campouts, and other events. It can help to answer the question, "What do I do now?" In addition, there are other resources you can, and should, use: the Handbook, Fieldbook, Merit Badge Books, Junior Leader Handbook, and others. Many of these are found in the Troop library and can be checked out when you need them.

Good luck in your tenure!

Letter To Parents

Dear Parents,

We're proud to announce that your son was recently selected as a Troop Guide!

This is an important leadership position within our Troop that, if performed properly, will provide your son with experience and credit toward his next rank. We have a number of things we expect from our boys while serving in a leadership position.

We've attached an outline of the responsibilities your son now has and need your help as he learns his new position. Please review the attached sheet **with your son** and discuss how he can accomplish his new duties. We believe by doing so, you will provide one of the single most important aspects toward your son's success your support. We will also be working with your son to ensure he understands his responsibilities. We ask that you sign the *Parent's Agreement* below to signify you have done this.

In addition, we'll provide him assistance as required and feedback on a continual basis. Our goal is to make him a success, so that the Troop can be a success.

During his term in this new position, we also ask that you help him jot down any lessons learned on the enclosed "lessons learned" worksheet. We've developed this worksheet to have the Scouts provide us feedback on what works, doesn't work, could be done better or maybe in another way, to continue to improve our programs. We believe your son's honest feedback will enable us to fine tune our programs to ensure we provide quality programs for the boys. We plan to withhold assigning credit to the boys for performing these duties until the feedback sheet is provided to us. Your help in ensuring these sheets are filled out and provided to us is essential.

We look forward to working with you and your son as he assumes his new duties. If you have any questions, please feel free to contact one of the Assistant Scoutmasters, the Committee Chairman, or me.

Sincerely,



Mark Faerber
Scoutmaster

Parent's Agreement

I have reviewed the job description for Troop Guide with my son and understand the commitment he is making. I agree to support him by helping to make him available for meetings and activities, and by providing encouragement at home. He and I both realize that his **active** involvement in this position is necessary for the smooth operation of Troop 216.

Parent signature

Letter Of Commitment

Congratulations on attaining this leadership position. While performing the duties in this position, we hope you will learn and grow in your abilities as a leader. In order to do so, we challenge you to set goals for yourself so that you can be successful in this position.

Success does not come easily it takes personal commitment and hard work. However, we believe you have what it takes to succeed and plan to work with you to make your term in this position a rewarding experience for you as well as for the other members of your Troop.

Your Troop adult leadership stands committed to provide you the necessary tools (training, guidance, and resources) for success. However, none of these will work without personal commitment on your part.

In order to receive credit for performing in this position, you must use the tools we provide and apply them to your duties. You must fulfill all requirements of the position in order for us to grant you credit toward rank advancement. ***Failure to show commitment and willingness to perform all duties will result in you not receiving credit during your tenure in this position.***

By signing below, you are stating that you have read this letter and accept the terms stated herein.

Printed Name	Signature	Date Started	Date Completed	Approved By
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Troop Guide Job Description



INTRODUCTION: The position of Troop Guide is a combination of the jobs of Patrol Leader and Den Chief. You should have the skills and leadership abilities of a PL and the ability to work with younger boys and the patience that a Den Chief has. In this guide you will find some of the specific things you should do to make your tenure as a Troop Guide easier and more rewarding. The Troop Guide is appointed by the Scoutmaster.

RESPONSIBLE TO: Assistant Scoutmaster - New Scout Patrol.

TENURE: One year or when all new Scouts achieve First Class.

GENERAL DUTIES:

- Help Scouts meet advancement requirements through First Class.
- Advise Patrol Leader on his duties and his responsibilities at Patrol Leaders Council meetings.
- Attend PLC meetings with the New Scout PL.
- Prevent harassment of new Scouts by older Scouts.
- Help Assistant Scoutmaster train new PL when he is elected.
- Guide new Scouts through early Troop experiences to help them become comfortable in the Troop and the outdoors.
- Help the Assistant Scoutmaster in planning and conducting a quality program.
 - ◆ Use the **First Year Scout Training Program** contained in this book as a guide for planning and conducting the meeting and campout programs.
 - ◆ Work through the Venture President (or Patrol Leader) to obtain older Scout instructors for various skills.
- Set a positive example for all other Scouts by following the Scout Oath, Law, Motto, and proudly wearing the correct uniform to all meetings and activities.

HELPFUL HINTS:

- When planning Patrol events remember that you are NOT the Patrol Leader, you are his Guide. As much as possible work through the

Troop Guide Leadership Smart Book

Patrol Leader and not around him.

- Be patient try to remember what it was like when you were a brand new Scout and how hard it was to remember how to tie new knots, remember first aid, etc.
 - Know your stuff. The worst thing you can do when teaching is act like you know something when you really don't. These new Scouts are smarter than you think, they'll know when you're faking.
 - Be Prepared!
 - The following are the Job Description Guides for Patrol Leader and Den Chief. Both will help you do your job better and the first will help you train your Patrol Leaders.
-

At the end of your tenure in this position:

1. Make sure you read the *Lessons Learned Feedback Sheet* contained in this book and provide the Scoutmaster any comments you may have at least 2 weeks before the new elections.
2. Plan to spend some time during the next Troop meeting with the Scout who was appointed to replace you. We want you to review with him what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transfer of duties from you to him.

Lessons Learned

Feedback Sheet

Position: _____

Name: _____

Date: _____

The purpose of this sheet is to provide you a place to jot down any lessons that you learned while serving in this position. What we ask that you do is during the time that you are in the position, that you keep a record of things that worked, did not work, and any other comments that you may have that could help us improve this package for the next person.

You have assumed a great deal of responsibility by agreeing to perform these duties. A Scouting program can only be a success if we get effective feedback from our members on what works and what could be improved upon.

Please jot down any thoughts you may have and pass them to the Scoutmaster or other adult leader. Thank You.

Other Job Descriptions

The following are the Job Description Guides for Patrol Leader and Den Chief. Both will help you do your job better and the first will help you train your Patrol Leaders.

Patrol Leader (PL) Job Description



INTRODUCTION: Upon accepting the position of Patrol Leader, you have agreed to provide a **service** to your Patrol and Troop. The responsibility should be fun and rewarding. This job description will provide you with some of the things for which you are responsible while serving in this position. The Patrol Leader is elected by the members of the Patrol. If you have any questions, difficulties or suggestions, bring them to the attention of the Senior Patrol Leader or an adult leader.

RESPONSIBLE TO: The Senior Patrol Leader (SPL)

GENERAL DUTIES:

- Help the Senior Patrol Leader (SPL) run the Troop by being responsible for your Patrol.
- Take the initiative to lead your Patrol by setting an example for other Scouts and ensuring the members of your Patrol follow the rules of Scouting as well as the specific rules of Troop 216.
- Set a positive example for all other Scouts by following the Scout Oath, Law, Motto, and proudly wearing the correct uniform to all meetings and activities.

SPECIFIC DUTIES:

One or two nights prior to each weekly Troop meeting:

- Review the monthly schedule to ensure you're prepared for the meeting.
- Plan skills instruction for Patrol corners.
- Be sure to call any of your Patrol members to remind them to bring anything special they have to bring to the meeting. Especially important to remind them if they have a skit or ceremony to perform, or campout information.

At the weekly Troop meeting:

- Be sure to show up to the meetings at least 10 minutes early to help get the room ready.

Troop Guide Leadership Smart Book

- During the meeting, make sure Patrol members follow all Scouting and Troop 216 rules.
- After the opening remarks and when told to go to Patrol corners, do the following:
 1. Get dues envelopes from the Troop Scribe and collect dues from each Scout.
 2. Be sure to count the money received from each Scout.
 3. Write down how much you collected from each Scout in the correct block on the dues envelope.
 4. Write a mark in the attendance block of the dues envelope for all Scouts attending the meeting.
 5. Do a uniform inspection of each Scout and record whether they are wearing the right uniform. If so, mark that down on the uniform block on the dues envelope.
 6. Once the dues, attendance, and uniform inspections are complete, be sure that the amount of money in the envelope is the same as the amount written on the outside. Close the dues envelope and return the envelope to the Troop Scribe or Scoutmaster if the Scribe isn't there.
- Review the advancement status of each Patrol member and select items to work on for advancement.

At the monthly Patrol Leaders Conference (PLC):

- Write down and bring ideas, action items, concerns, or problems, you or any member of your Patrol have.
- If you are unable to attend be sure you call the Assistant Patrol Leader (APL) to make sure he will attend for you. Also, give the APL any information you have that will be needed at the PLC.
- Help the other Patrol Leaders and Senior Patrol Leader develop a well planned schedule for the next month.

Monday night before a campout:

1. Find out which of your Patrol members are planning to attend the campout, and make a list of them.
2. With your Patrol members, make a menu, food and shopping list, collect food money, and appoint food shoppers.
3. Make a duty roster (see sample form) for the campout and assign duties to the members in your Patrol.
4. If you aren't going on the campout, make sure your APL has all the information he needs to make the campout successful.
5. Remind your Patrol members to wear their Scout uniform to the church on Friday night.

One or two nights before the campout:

- Make sure you have the food required for the campout.

Troop Guide Leadership Smart Book

- Be sure to review the month's schedule to make sure you have any special things your Patrol needs for the campout.
- Check to be sure you have everything needed for the campout.

During the campout:

- Make sure that upon arrival at the camping area that you and your Patrol members pick a safe camping area (free from broken glass, away from washout area, as flat as possible, etc.).
- Work with your Patrol members to make sure your camp site is set up, to include cooking area, duty roster posted, tents up, dining fly or shelter up, personal gear stowed, and water collected, before you begin your Cracker Barrel or other activities.
- Make sure that if there are scheduled activities during the campout, that your Patrol members arrive at the activity on time with any needed equipment.
- Make sure that all campers act responsibly, safely, and follow the rules of Scouting during the campout.
- Make sure that the Scouts have prepared hot water for cleaning the dishes. (sanitizing tablets and soap used).
- Make sure your Patrol members clean up their area after each meal to include: cleaning all dishes, wiping down the table, return all items to the Patrol box, and close the Patrol box.

At the end of a campout:

1. Make sure your Patrol box, pots and pans, and utensils are clean.
2. Remove any items in the Patrol box that will go bad before it's used again.
3. Inventory your Patrol box to be sure you have an accurate record of what's in it.
4. Report any missing or damaged Patrol box items to the Troop Quartermaster.
5. Check to make sure the tents are swept out, and the tents and ground cloths are dry before they are folded up. If wet weather prevents this, tents and ground cloths will need to be taken home for drying.
6. Help put the Troop gear and your Patrol equipment in the trailer.
7. Make sure your Patrol cleans up their camping area to remove all trash and debris they may have left behind.
8. Take your Patrol Box Inventory with you to the Troop meetings. Do this to help decide what you need to buy for the next campout.

At the end of your tenure in this position:

1. Make sure you read the *Lessons Learned Feedback Sheet* contained in this book and provide the Scoutmaster any comments you may have at least 2 weeks before the new elections.

Troop Guide Leadership Smart Book

2. Plan to spend some time during the next Troop meeting with the Scout who was elected to replace you. We want you to review with him what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transfer of duties from you to him.

Den Chief Job Description



INTRODUCTION: Upon accepting the position of Den Chief, you have agreed to provide a **service** to a Cub Scout Pack as well as being a representative of Troop 216. The responsibility should be fun and rewarding. This job description will provide you with some of the things for which you are responsible while serving in this position. The Den Chief is appointed by the Scoutmaster with the approval of the Pack Cubmaster, Pack Committee, and Den Leader. If you have any questions, difficulties or suggestions, bring them to the attention of the Scoutmaster or an adult leader.

REQUIREMENTS:

Cub Scout Den Chief

At least First Class rank.

Webelos Den Chief

At least 13 years of age and at least First Class rank.

RESPONSIBLE TO: The Den Leader, Cubmaster, and Scoutmaster.

GUIDELINES:

- Den Chief is a volunteer position even though you must be approved by the Den Leader, Cubmaster, and Scoutmaster.
- You must be able to enjoy working with younger boys.
- Remember that you are a recruiter for Troop 216; act and behave accordingly. Your behavior will determine, to a great extent, whether the boys in your Den will eventually join Troop 216.
- Being a Den Chief does not prevent you from holding other positions within the Troop.

GENERAL DUTIES:

- Know the purposes of Cub Scouting.
- Help the boys in your Den achieve the purposes of Cub Scouting.
- Receive training from the Den Leader (and Cubmaster or Assistant Cubmaster). Attend Den Chief training.
- Attend all Den and Pack meetings.

Troop Guide Leadership Smart Book

- Help the Den Leader plan and conduct quality Den meetings and activities. Meet regularly with the Den Leader to review Den and Pack meeting plans. Meet as needed with adult members of the Den, Pack, and Troop.
- Serve as the activities assistant at Den meetings.
- Be available to help in Pack meetings. Assist the Den in its part of that meeting.
- Provide leadership, guidance, and assistance as required to the members of your Den.
- Help the Denner and Assistant Denner to be leaders.
- Be a friend to the boys in the your Den.
- Set a positive example for all other Scouts (Cub and Boy) by following the Scout Oath, Law, and Motto, keeping a positive attitude and proudly wearing the correct uniform to all Troop, Den and Pack meetings and activities.

SPECIFIC DUTIES:

Cub Scout Den Chief

- Know the importance of the monthly theme and Pack meeting plans.
- Encourage Cub Scouts to become Webelos Scouts when they are eligible.

Webelos Den Chief

- Help Webelos Scouts in their work with activity badge counselors.
- Encourage Webelos Scouts to become Boy Scouts when they are eligible.
- Help with Webelos overnight campouts and other outdoor experiences.
- Help with joint Webelos/Boy Scout activities.
- Keep in contact with the Assistant Scoutmaster in the Troop responsible for Webelos to Boy Scout Transition.
- Assist the Assistant Scoutmaster and Cubmaster in planning graduation ceremonies for Webelos Scouts.

Other duties will be explained/assigned to you by your Den Leader.

RESOURCES:

- Boy Scout Handbook
- Den Chief Handbook
- Boy Scout Fieldbook
- The handbook for the rank that the Den to which you are assigned is working on (Bear, Wolf, Webelos, etc.).

At the end of your tenure in this position:

Troop Guide Leadership Smart Book

1. Make sure you read the *Lessons Learned Feedback Sheet* contained in this book and provide the Scoutmaster any comments you may have at least 2 weeks before the new elections.
2. Plan to spend some time during the next Troop meeting with the Scout who was appointed to replace you. We want you to review with him what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transfer of duties from you to him.

Troop 216

Scout Responsibilities

INTRODUCTION: In this section are a number of items that discuss what Troop 216 expects of a Scout in terms of his behavior, uniform and participation. These items provide a clear set of expectations for each Scout.

RESPONSIBLE TO: Each Scout is responsible to any, or all, of the following - his Patrol, Patrol Leader, Assistant Patrol Leader, Senior Patrol Leader, Assistant Senior Patrol Leader, other boy leaders, Assistant Scoutmasters, Scoutmaster, and all members of the Troop Committee.

BEHAVIOR: Every Scout is expected to behave appropriately at all Scout functions.

GENERAL: Behavior problems can be either discipline or attitude related. We try to handle most behavior problems within the Troop structure, but there are times when we will contact parents about a problem. These times may include incidents that we feel are too serious to deal with on a Troop level, or repeated occurrences of the same problem. At those times we will contact the Scout's parents to have them discuss the problem with us. On campouts or other non-meeting events the parents will be called and told to come and take their son home. At Troop meetings the Scout will be given a letter requesting that he not attend any more meetings unless he brings at least one of his parents to discuss the problem with the Scoutmaster. This letter will be followed up by a phone call to the parents. If the problem is deemed serious enough (a fight, for example), the parents will be called immediately to come and get their son. In the most extreme instances, actions will be taken to remove a Scout from Troop 216. The general rules of the Troop are the Scout Law and the Scout Oath. The Scout Oath is: "On my honor, I will do my best: to do my duty to God and my country, to obey the Scout Law, to help other people at all times, to keep myself physically strong, mentally awake, and morally straight." The Scout Law is: "A Scout is: Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent." (For full explanations of the parts of the Scout Oath and Law, see pages 45-54 in the *Boy Scout Handbook*.) Beyond that, we also have some behavior guidelines for both meetings and campouts.

AT TROOP MEETINGS: The leadership of Troop 216 tries to provide safe, fun, and educational Troop meetings every week. Every Scout is asked to observe the following for the good of all members:

1. Be on time: Troop meetings start promptly at 7:00 PM which means that you are in your patrol line, quiet, and ready to start at that

Troop Guide Leadership Smart Book

time.

2. Participate in every activity offered to you. If you don't like an activity, you need to contact your Patrol Leader (PL) and let him know so your voice will be heard in the Patrol Leader Council (PLC).
3. Be attentive, which means pay attention to the Senior Patrol Leader (SPL), your Patrol Leader, program instructors, and adult leaders.
4. Be cooperative. If asked to do something (within reason), do it. If asked not to do something, don't do it.
5. Don't harass or hassle other Scouts, adult leaders, or instructors.
6. Unless you have specific permission, do not touch, use, or take anything that does not belong to you (other people's stuff).
7. Bring only Scout or meeting program related items with you to Troop meetings. Trading cards, toys, games, radios, and other non-Scout related items are not allowed and may be confiscated until the end of the meeting, if they pose a problem

We also must remember that we are guests in the church building and are only permitted in, and allowed to use, certain parts of it. Troop 216 is responsible for the building and any damage to that building and its contents while we are using it/them. All Scouts are expected to adhere to the following rules concerning the church building:

1. If you arrive when no adult leaders are present and the building happens to be unlocked, **DO NOT ENTER!**
2. At no time will you be allowed to go around the outside of the building.
3. No food or drinks are allowed, they will be taken from you and thrown away.
4. If you track mud/dirt into the building please let an adult leader know so that it is cleaned up.
5. Horseplay will not be tolerated.
6. After each meeting or event make sure to clean/straighten up the room(s) that we used, picking up all trash (ours or not ours) and putting furniture back in its place. No one is allowed to leave the room until the area is policed to the satisfaction of the Senior Patrol Leader and/or the adult leader in charge

ON CAMPING EVENTS: All of the above rules and guidelines apply on camping events with some changes and additions that are camping specific. These include:

1. Arrive on time. Help is always needed to load the equipment prior to our departure. Departure times are established in order for the troop to travel safely and arrive at the campsite in a reasonable amount of time. If you are unable to make the departure time please discuss your problem with the Scoutmaster. If we are loaded and ready to go and you are not there at the established time we will leave without you.

2. You *WILL* wear a seat belt at all times while traveling no matter what seat you are in.
3. No one is allowed to ride in the back of pickup trucks at any time, in any place, under any circumstances, whatsoever. (Is that clear enough?)
4. The driver of the vehicle you are riding in is the dictator of that vehicle. You are a guest in their vehicle and proper behavior is expected. Consumption of food or beverages in someone's vehicle is at the discretion of the driver, not the son of the driver. Please respect their wishes.
5. You *WILL* be in full uniform (see UNIFORM below) while traveling. If you don't have one on you will be asked to do so. If you don't have it with you, you will be asked to go home and get it. If you don't get back in time see #1. When we are coming home the same procedure applies.
6. You will do as you are told by your PL, SPL, other youth leaders, and all adult leaders.
7. Troop 216 uses the buddy system. A Scout is not allowed to wander around camp without a buddy. During most campouts your buddy is also your tent-mate. If you need to go somewhere and you don't have a buddy please see your Patrol Leader, Senior Patrol Leader or an adult leader. ***DO NOT GO ANYWHERE WITHOUT A BUDDY!***
8. Each Patrol has a duty roster for campouts. You will do your assigned duties promptly; not at the next meal, or the next day, but at the time that you are assigned. You will not do anything else until your duties are completed.
9. Along with #8, you will not get in the way of someone else doing their assigned duty. Therefore, if you are not a cook for a meal, stay out of the cooking area.
10. No cots in Troop tents.
11. ***NO FLAMES OF ANY KIND, IN ANY TENT, AT ANY TIME, IN ANY PLACE, UNDER ANY CIRCUMSTANCES, WHATSOEVER!!!!!!!***
(Again, clear enough? Unless, of course, you have a death wish *and* pay the Troop for a replacement tent ahead of time, that is, ahead of your fiery, very gory, horrific, and extremely painful, death.....get it?) This includes matches, cigarette lighters, open candles, candle lanterns, gas lanterns, stoves of any kind, heaters, campfires, etc.
12. Quiet times are enforced, usually from 10:00 or 11:00 PM until 6:00 or 7:00 AM. Usually they are enforced by the Troop leadership, but when we are in state or federal parks the rangers may also enforce this. Quiet time means that you are in your tent, asleep. If you are not, you will be warned once, then sent home. The Troop cannot afford to be kicked out of a camping area because of one boy's foolishness.

Troop Guide Leadership Smart Book

13. A Scout's tent is his home on a campout. Just as you wouldn't go into someone's home without knocking or ringing the bell, you don't enter someone else's tent without their permission.

UNIFORM: All Scouts are expected to wear correct uniforms to all Troop and Patrol events. Correct uniforms, and guidelines for wearing them, are:

- "Class A": Consists of a Scout long or short-sleeved shirt with proper earned insignia (including Merit Badge sash/Order of the Arrow sash), Scout long or short pants or blue jeans/khaki pants or shorts. Optional items are: Scout-type belt, hat or socks. Neckerchief and slide may also be worn during appropriate events, check with the Scoutmaster or SPL if you are unsure if it is needed.
- "Class B": • Consists of the Troop activity t-shirt or any other Scout related t-shirt/sweatshirt (camp t-shirts, Council t-shirts, etc.) and Scout pants/shorts, blue jean pants/shorts or khaki pants/shorts.
- Scouts *must* wear the Class A uniform to all Courts of Honor, Boards of Review (see below), all Troop meetings between Labor Day and Memorial Day, while traveling to and from campouts and other events, and to all other events requiring it.
- Scouts must wear either the Class A or the Class B uniform to all Troop meetings between Memorial Day and Labor Day, and to all other Scouting events where the Class A uniform is not required.

PARTICIPATION: Each Scout should participate in as many Troop and Patrol functions as possible. This includes Troop meetings, Patrol meetings, campouts, hikes, civic events, money-making projects, and conservation & service projects. We realize that there are sometimes conflicts with other family, school, church, and sports events but it is to your advantage to be as active as you can be in Scouts. Make it a top priority instead of a secondary one. When you are at a Troop or Patrol event we ask that you be there not only in body, but in mind and spirit as well. We also ask that you do your best at all times to be a team player, thinking of what is best for your Patrol and Troop not just for you. There will be a cold, rainy morning on a campout (we guarantee it) where you are your Patrol's cook for breakfast. You won't even want to get out of bed, but no one will eat unless you do. This is where being a team player really counts, doing your part even when you don't feel like it. (When that morning comes - and it will - please remember to put a smile on your face ... no one likes a grumpy cook!)

Everyone likes the fun events - campouts, hikes, swimming, canoeing, high adventure, etc. - but you really show your stuff on the things that aren't as much fun - money-making projects, service projects and the like. But a Scout is Helpful, therefore EVERY Scout is expected to participate in money-making projects in equal amounts, since the benefits

Troop Guide Leadership Smart Book

(new/replacement Troop equipment, badges and awards, and registration costs) are for all Scouts. You should also participate in service and conservation projects because we help others outside the Troop at those times. Every Scout should be faithful in paying dues since that money comes back to him in the form of better program. In addition any Scout who is not sufficiently active may not be registered for the following year unless he shows intent to become more active

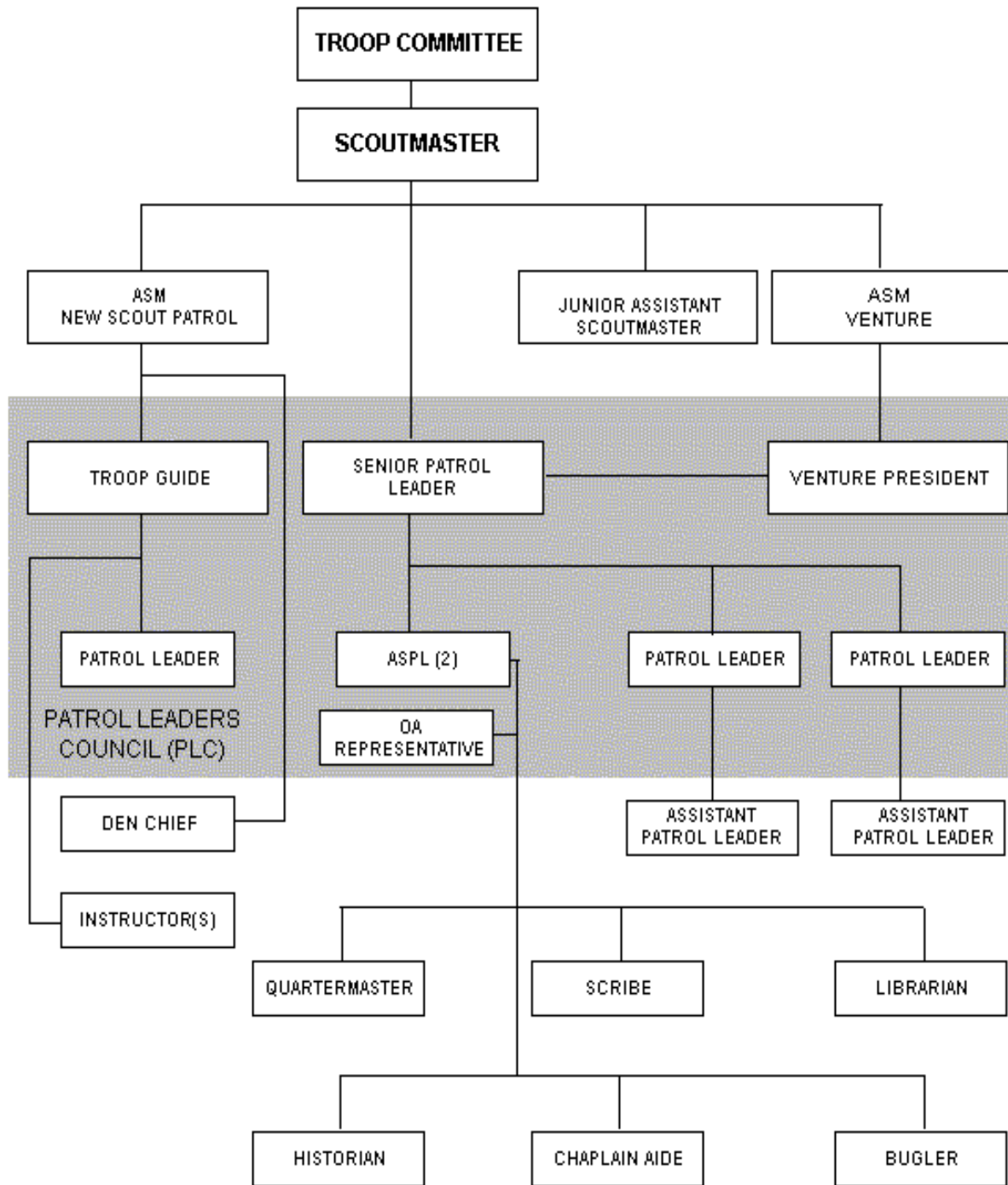
SAFETY: The safety of all Scouts in Troop 216 is of primary concern to the Troop leadership. Some safety items have already been mentioned, but there are a couple more: Non-folding sheath knives, fireworks, and martial arts weapons (throwing stars, butterfly knives, nun-chucks, etc.) will not be permitted at any Troop or Patrol functions. In addition, firearms and archery equipment are allowed only at those events specifically scheduled for the use of such items, and even then only under qualified adult supervision. For more information see the *Guide to Safe Scouting*.

INFORMATION: This section is for items that don't fit neatly into the categories already listed.

- **Scoutmaster Conferences:** To have a Scoutmaster Conference, a Scout must have completed all but the last two requirements for the rank he is working on. He must then make a request to the Scoutmaster. Conferences are generally conducted at Troop meetings, but may be held at any other Troop function when there is time.
- **Boards of Review:** Once a Scout has completed his Scoutmaster Conference he should contact the Advancement Coordinator, Mrs. Faerber, to schedule an Advancement Board of Review. Once a date has been determined the Scout is required to be in complete Class A uniform (including neckerchief and slide), have his Scout Handbook with him and have received sign off on the Scoutmaster Conference. Boards of Review may also be called by the Troop Committee or Advancement Coordinator for Scouts who are not advancing in rank.
- **Lost & Found:** A lost and found box will be available at the Troop meetings for items lost during Troop activities or meetings. Look there first for any item you may have lost. We will not search for people to match up the lost items. Any items left in the box for more than two months are subject to being thrown away, given away or used as Troop equipment.

(Revised: February, 2000)

Troop 216 Organizational Chart



Rosters

This is a place-holder for the actual rosters. Since they change frequently, they are not included here.

Troop 216 Monthly Calendar

This is a place-holder for the actual calendar. Since it changes frequently, it is not included here.

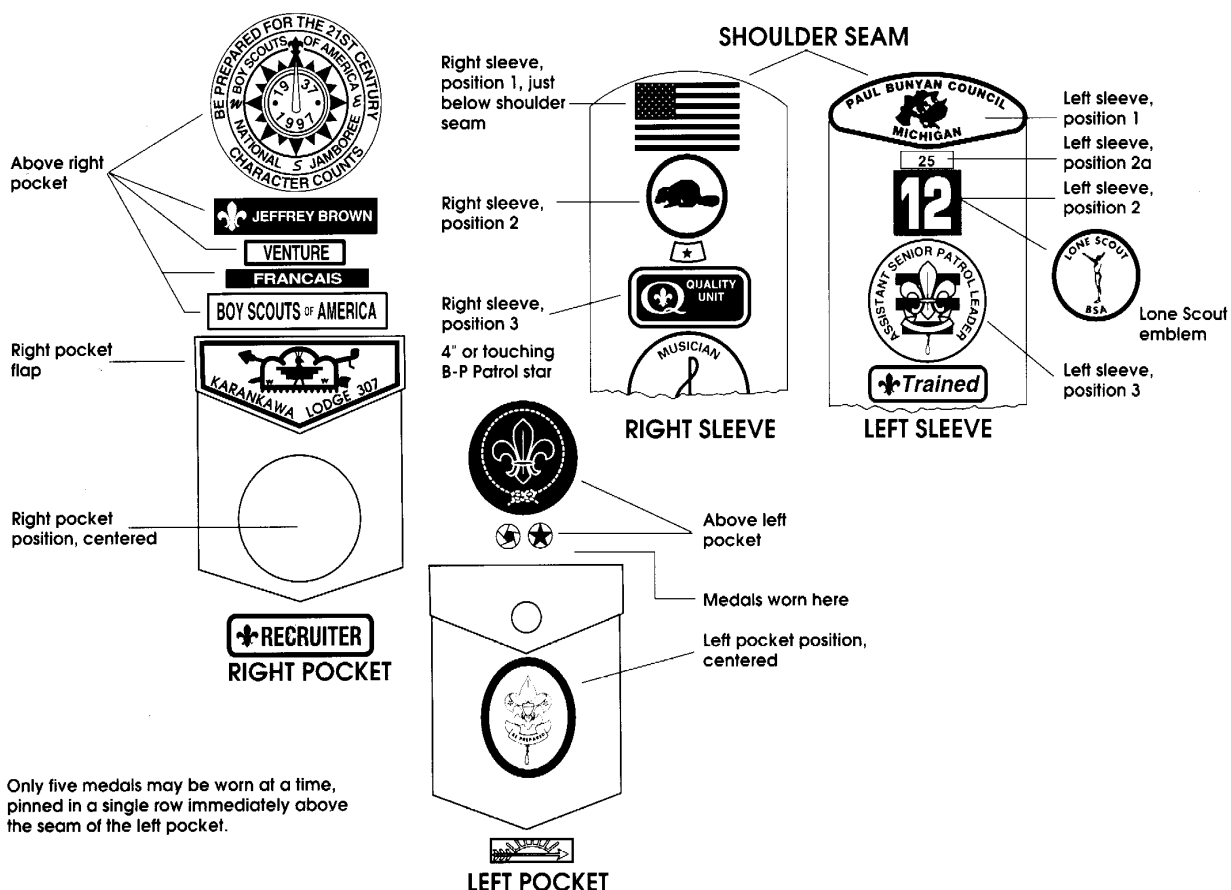
Troop 216 Yearly Calendar

This is a place-holder for the actual calendar. Since it changes frequently, it is not included here.

Troop 216 Meeting Plans

You will be given a printed form of the meeting plans each month. Those are to be placed here. Extra blank forms are included in a folder in the back of this book for you to take notes at the PLC.

Scout Uniform Insignia Placement



Merit Badge Sash. If worn, Merit Badges are attached to front (and back, if needed) of sash. Venture/Varsity letter is attached at bottom front corner. Temporary insignia may be worn on back.

Shoulder Epaulets. Red Scouler loops identify Boy Scouting (all members of a Troop).

Left Sleeve. Council patches, unit numerals, and badge of office are worn as shown snug up, and touching each other. Badge of office is centered below and touches unit numerals. The veteran unit bar (25, 50, 55, 60, 65, 70, 75, or 80 years) is positioned above and touching unit numerals and, in turn, touching council patch. Den Chief cord is worn over the left shoulder and under epaulet.

Left Pocket. Service stars above the pocket. If a medal or embroidered knot for youth members is worn, service stars are raised. Embroidered square knots are worn centered above the pocket in rows of three. Medals are pinned centered immediately above the pocket (extending over knots if both are worn). The wearing sequence for knots or medals is at the

Troop Guide Leadership Smart Book

wearer's discretion and lead color is to the wearer's right. Badges of rank are worn centered on the pocket above the Arrow of Light Award. Flap buttoned. The World Crest is worn 3 inches below the left shoulder seam and centered over the pocket.

Right Sleeve. U.S. Flag. Only the most recently earned Quality Unit Award may be worn below Patrol emblem or below Baden-Powell Patrol Star. Musician badge, if in band or drum corps, is worn 1/2 inch below Patrol emblem. Up to six Merit Badges may be worn on the long-sleeve shirt in two columns of three starting 3 inches above the bottom edge of the cuff.

Right Pocket. Jamboree insignia (only one) worn above BSA or Interpreter Strip. Order of the Arrow lodge insignia worn on pocket flap. Temporary insignia worn centered on the pocket. Flap buttoned. Nameplate is centered above the BSA strip or Interpreter Strip, if worn. The Varsity or Venture strip is worn above the BSA strip or above the Interpreter Strip.

Neckerchief. If worn (optional in Troop 216), the neckerchief should be folded in several flat folds to about 6 inches from the tip of the neckerchief. A tight fold prevents gathering around the neck and is more efficient than rolling or twirling. Insignia at back should be right side up and centered. Draw neckerchief slide over ends and adjust to fit snugly. Shirt collar should be unbuttoned and neckerchief worn under the collar.

Troop 216 Honor Patrol Program

AKA "Bead" Program

Beads will be awarded to Patrols for participation in weekly Troop meetings, Troop campouts and Troop service projects. Beads will be kept by the Quartermaster and displayed at each Troop meeting. The Patrol with the most beads at the end of each program period (about 6 months) will be the Honor Patrol and will be allowed to pick a special reward/award for their Patrol.

Bead Awards:

- **Troop meetings**
 - all Patrol members in full uniform - 1 bead
 - all Patrol members have their Scout Handbook - 1 bead
 - Patrol has its symbol (flag, banner) - 1 bead
- **Patrol Leaders Council**
 - Patrol Leader or his representative participates - 5 beads
- **Troop Campouts**
 - Patrol members arrive on time (5:45-arrive, 6:00-assemble, 6:15-leave) - 2 beads
 - at least 2/3 of the Patrol members participate - 2 beads
 - Patrol camp set up as Patrol - 2 beads
 - Patrol camp passes inspection (anytime during campout) - 2 beads
 - Patrol duty roster complete and displayed - 1 bead
 - all Patrol members in Class A uniform coming and going - 1 bead
 - all Patrol members have their Scout Handbook - 1 bead
 - Patrol has its symbol (flag, banner) - 1 bead
- **Troop Service Projects**
 - at least 1/2 of the Patrol members participate - 12 beads

Possible Awards - you can come up with your own idea within reason and with the Scoutmaster's approval.

- adults cook Saturday night dinner at a campout
- pizza party at a Patrol meeting
- ice cream party
- night at the movies
- video arcade game night
- roller/ice rink night
- a trip up the Arch
- St. Louis Transportation Museum
- a night at the Looking Glass or SWIC theater
- LaserRock
- Omnimax at the St. Louis Science Center

Troop Guide Leadership Smart Book

- putt-putt golf
- St. Louis City Museum
- Cardinal Hall of Fame
- St. Louis Toy Museum
- bowling night
- minor league sporting event
- White Castle party

Baden-Powell Patrol Award Application



Patrol Name _____

Patrol Leader _____

Starting Date _____

Ending Date _____

Requirement	Month 1	Month 2	Month 3	Complete
1. Spirit				
a. Have a Patrol flag and rally around it.				
b. Put your Patrol design on equipment.				
c. Use your yell or cheer and Patrol call.				
d. Keep Patrol records up to date for 3 months.				
2. Patrol meetings Hold two Patrol meetings each month for 3 months.	Meeting #1 _____	Meeting #1 _____	Meeting #1 _____	
	Meeting #2 _____	Meeting #2 _____	Meeting #2 _____	
3. Hikes, outdoor activities, and other events Take part in one of these within 3 months.	Event: _____ Date(s): _____			
4. Good Turns or service projects Do two Patrol Leaders' Council-approved Good Turns or service projects within 3 months.	Project #1: _____			
	Date(s): _____			
	Project #2: _____			
	Date(s): _____			
5. Advancement Help two Patrol members advance one rank during 3 months.	Scout's name: _____ Rank: _____			

Troop Guide Leadership Smart Book

	Scout's name: _____			
	Rank: _____			
6. Uniform Wear the uniform correctly at all Scout events (at least six Scouts)				
7. Patrol Leaders' Council Represent the Patrol during three Patrol Leaders' Council meetings within 3 months.				

Notes to Patrol Leader:

- Make sure you have the above requirements signed off as they are completed by the Senior Patrol Leader, Scoutmaster, or an Assistant Scoutmaster.
- Upon completion of all requirements, submit this application to the Scoutmaster.

First Year Scout Training Program

Patrol: _____

Assistant Scoutmaster: _____

Troop Guide: _____

Orientation/Organization

Requirement/Activity/Skill		Activities	Supplies
Patrol Method (pages 16-23)	Week 1	discuss Patrol Method	
Patrol Name, emblem		discuss potential Patrol names	Insignia Guide book
what is a PL, APL?		discuss PL, APL jobs	PL, APL job descriptions
		discuss weekly dues, uniform and book inspection	dues envelopes to show
Baden-Powell Award		discuss Baden-Powell award requirements	B-P award requirement sheet
Troop 216 Honor Patrol program		discuss bead/Honor Patrol program	SM
 	Week 2	elections for PL, APL	
		PL - dues envelope and book/uniform inspections	dues envelope
		PL - lead discussion on Patrol meeting time/place	
Patrol name, flag, yell		PL - leads discussion on Patrol name, flag, emblem, and yell. Who makes flag? All - record Patrol info on page 56	
		Guide/PL - introduce new Patrol at end of Troop meeting	
Troop Organization (pages 24-27)	Week 3	discuss Troop hierarchy	Troop flowchart
Know the Troop positions: SM, ASM, SPL, ASPL, QM, Scribe,		discuss troop positions	Troop job descriptions

Troop Guide Leadership Smart Book

Librarian, Historian, Chaplain Aide, Troop Guide, Den Chief, Bugler			
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Requirements for Scout

Pages 1-14

Requirement/Activity/Skill		Activities	Supplies
Application & health history	Week 4	fill out and take home to complete: Application & health history	
Pledge of Allegiance		start discussion of Pledge of Allegiance (all read book during week)	
Scout sign, salute, handshake	Week 5	Review Pledge of Allegiance review sign, salute, handshake	
KNOT SKILL: Tie a square knot		practice square knot, discuss when it is used	ropes
	Week 6	square knot activity (fun)	ropes of various lengths
Understand the Oath, Law, Motto, Slogan, and Outdoor Code		discuss the Oath - what it means	
	Week 7	review the Oath discuss the Law, Motto, Slogan	
	Week 8	Scouts recite Law - each Scout describes what one word means Scouts recite Oath - describe its meaning Scouts recite the Motto and Slogan	
	Week 9	discuss the Outdoor Code	
Describe the Scout Badge		discuss the parts of the Scout Badge	Large picture of First Class Badge
	Week 10	review Outdoor Code - how it is used when camping/hiking review the parts of the Scout Badge	
complete the pamphlet exercises		assign pamphlet exercises to do at home w/parent(s)	
Scoutmaster Conference			

Troop Guide Leadership Smart Book

	Week 11	prepare for, and complete, SM Conferences	
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Requirements for Tenderfoot

Requirement/Activity/Skill			Activities	Supplies
INTERRUPT THE PROGRAM FOR THE FOLLOWING 2 WEEKS WHEN NEEDED:				
	first campout record (page 31)	2 weeks before first campout		
1	CAMPING/HIKING SKILLS: dressed properly, proper gear, how to pack (p. 31)		example of Scout NOT prepared to camp	Guide or Instructor dresses & packs poorly
			discuss camping permission slip and fees	permission form
1, 3		1 week before first campout	discuss and assist in meal planning	meal plan form
	why it is important for each Patrol member to assist in meal preparation/cleanup		discuss and complete duty roster	duty roster
INTERRUPT THE PROGRAM FOR THE FOLLOWING 2 WEEKS WHEN NEEDED:				
2	CAMPING SKILLS: camp in a pitched tent (p. 31)		during a campout	
3	COOKING SKILLS: assist in cooking (p. 31)		during a campout	
4a	KNOT SKILLS: whip & fuse rope ends (p. 34)	Week 12	whip & fuse ropes	rope, matches and/or lighter(s), string
4b	KNOT SKILLS: two half-hitches, taut-line hitch (pp.35-37)		learn knot tying	ropes
4b	KNOT SKILLS: use of two half-hitches, taut-line hitch	Week 13 or on campout	pitch a tent using the knots	Voyager tents, ropes, stakes
5	HIKING SKILLS: rules for safe hiking and if lost (pp. 38-41)		during a campout	
6	CITIZENSHIP SKILLS: The flag: raise, lower, display, fold (pp. 42-44)		during a campout	
7	Explain: Scout Oath, Law, Motto, Slogan (pp. 45-55)		retest at intervals during	

Troop Guide Leadership Smart Book

			weeks above	
8	Patrol: give yell, name, describe flag (p. 56)		retest at intervals during weeks above	
9	Explain buddy system (p. 57)		during a campout	
10	Fitness test (pp. 57-58)	Week 14	do exercises, record results (retest in 30 days)	

Troop Guide Leadership Smart Book

11	CAMPING/HIKING SKILLS: identify poisonous plants, how to treat exposure (p. 59/318)		during a campout	
12a	FIRST AID SKILLS: demonstrate Heimlich maneuver, when used (pp. 296-7)	Week 15-16	first aid training	
12b	FIRST AID SKILLS: cuts, blisters, 1 st degree burns, bites, nosebleed, frostbite, sunburn (pp. 304, 306-308, 310-313, 324)			
13	Scoutmaster Conference	Week 17+/-	Prepare for, and complete, SM Conferences	
14	Board of Review	Week 18+/-	to be done on the last meeting of month	

Second Class Requirements

Note to ASM/Guide/Instructors: due to summer camp program(s), many of the following 2nd Class and/or 1st Class requirements may be taken care of. You will notice that the week numbers are no longer specified to allow you to adjust the program accordingly. You may want to take several meetings to review the requirements covered at camp for retention purposes.

Requirement/Activity/Skill			Activities	Supplies
1a	HIKING SKILLS: how compass works, orient a map, read map symbols (pp. 66-72)	Week X	during a campout	compasses, map of area
1b	HIKING SKILLS: 5-mile hike w/map & compass (pp. 73-74)		during a campout	compasses, map of area (pref. topo)
2a	ACTIVITIES: 5 troop/patrol activities, 2 campouts		campouts, other activities	record on p. 127
2b	CAMPING SKILLS: select Patrol site, sleep in pitched tent (p. 76)		during a campout	
2c	CAMPING SKILLS: knife/ax/saw use & sharpening, Totin' Chip (pp. 77-85)		during a campout	
2d	COOKING SKILLS: prepare tinder, kindling, and fuel (p. 86)		during a campout	
2e			during a campout	

Troop Guide Leadership Smart Book

	COOKING SKILLS: use of fire & stove (p. 86)			
2f	COOKING SKILLS: light a cooking fire and stove (p. 86)		during a campout	
2g	COOKING SKILLS: open fire cook breakfast or lunch, select balanced foods (p. 86)		during a campout	
3	CITIZENSHIP SKILLS: participate in flag ceremony (p. 87)		do when opportunity arises	

Troop Guide Leadership Smart Book

4	CITIZENSHIP SKILLS: 1 hour service project (p. 88)		Adopt-A-Highway, Postal Food Drive, etc.	
5	CAMPING SKILLS: identify evidence of 10 wild animals (p. 89-97)		during campouts	
6a	FIRST AID SKILLS: hurry cases: stopped breathing, bleeding, poisoning (pp. 293-302)	Week X,Y,Z	learn skills	triangular bandages
6b	FIRST AID SKILLS: personal first aid kit (p. 289)		Scouts bring kits to meeting	
6c	FIRST AID SKILLS: object in eye, rabid bite, puncture wound, 2 degree burn, shock, heat stuff, hyperventilation (pp. 303, 305-306, 312, 314, 319-321)		simulated injuries	
7a, b,c	SWIMMING SKILLS: precautions, test, rescue methods (p. 98-107)		summer camp	
8	CITIZENSHIP SKILLS: drug, tobacco, alcohol awareness (p. 108)		D.A.R.E.	
9	Scout Spirit (p. 108)			
10	Scoutmaster Conference (p. 109)	Week X	Prepare for, and complete, Scoutmaster Conference	
9	Board of Review (p. 109)	Week X	Last meeting of the month	

First Class Requirements

Requirement/Activity/Skill			Activities	Supplies
1	HIKING SKILLS: day & night directions w/o compass (pp. 114-117)		during a campout	
2	HIKING SKILLS: orienteering course (pp. 118-125)		during a campout	
3	ACTIVITIES: 10 Troop/Patrol activities, 3 campouts (p. 127)		campouts, other activities	
4a, b,c	COOKING SKILLS: Patrol menu planning, food list & purchasing, select equipment to prepare (pp. 128, etc.)	Week X	campout planning	menu form
4d,e	COOKING SKILLS: safe food handling, serve as Patrol cook (pp. 128, etc.)		campout planning and during a campout	

Troop Guide Leadership Smart Book

5	CITIZENSHIP SKILLS: discuss rights with a community leader (p. 130)		discuss with a leader	invite leader
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Troop Guide Leadership Smart Book

6	CAMPING/HIKING SKILLS: identify 10 native plants (pp. 131-137)		during a campout	
7a,b	KNOT SKILLS: discuss use of lashings; demonstrate timber hitch, clove hitch; lashing - square, shear, diagonal, tripod, round, floor (pp. 137-148)	Week X,Y,Z	practice and build w/lashings	ropes, poles
7c	KNOT SKILLS: make a camp gadget (pp. 137-148)		during a campout	ropes, poles
8a	KNOT SKILLS: bowline, sheet bend, & uses of each (pp. 148-150)	Week X	learn and use knots	ropes
8b	FIRST AID SKILLS: bandages for sprained ankle, and head/arm/collarbone injuries (pp. 309, 315-317)	Week X	simulate injuries	triangular bandages
8c	FIRST AID SKILLS: 2-man transport (pp. 326-329)	Week X	learn and use, simulate injuries	poles, blankets
8d	FIRST AID SKILLS: heart attack signs, CPR steps (pp. 294-298)	Week X	simulate symptoms, learn and use	dummies?
9a	SWIMMING SKILLS: safe float trip precautions (pp. 152-154)	Week X OR:	summer camp	
9b	SWIMMING SKILLS: BSA swimmer test (pp. 154-159)		summer camp	
9c,d	SWIMMING SKILLS: survival skills, rescues (pp. 160-163)	 	summer camp/Swimming MB	ropes, buoys, etc.
10	Scout Spirit (p. 164)	 	 	
11	Scoutmaster Conference (p. 165)	Week X	prepare for, and complete SM Conference	
12	Board of Review (p. 165)	Week X	last meeting of the month	

Guidelines

Remember the following while working through the requirements:

1. **The Scouts have fun**
2. The Scouts learn
3. The Scouts advance (preferably through First Class)

Your ultimate goal is two-fold:

- The new Scouts are retained in the Troop for their first year.
- The new Scouts advance to First Class within their first year.

Studies have proven that Scouts who advance to First Class and stay in

Troop Guide Leadership Smart Book

Ideally, all three of the above should occur simultaneously. If a choice must be made, **fun comes first!** Fun is what keeps them coming back. And when they come back they will learn and advance. Never, ever, pick the last 2 over the first.

Scouting for at least their first year tend to stay for several more years. Your role in this is crucial the future of the Troop is at stake!

Troop Camping Information and Lists

The following forms are samples of what the Patrol Leader of your New Scout Patrol has in his Patrol Leader Guidebook. You will need to instruct him on how and when they should be used.

Patrol Campout Attendance Report

Notes to Patrol Leader:

- Keep the top portion of this form for your records and use
- Return the bottom portion of the form to the Scoutmaster along with camping fees and permission forms

Patrol: _____

Campout Date: _____

Patrol Leader: _____

Campout Place: _____

Scout Name	Food Money	Camping Fee	Permission Form
Totals			

Patrol: _____

Campout Date: _____

Patrol Leader: _____

Campout Place: _____

Scout Name	Food Money	Camping Fee	Permission Form

Troop Guide Leadership Smart Book

	Totals	
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Campout Menu and Shopping List

PATROL: _____ CAMPOUT DATE: _____

	<i>MENU</i>	<i>GET FROM STORE</i>
FRIDAY		
CRACKER BARREL:	_____	_____
	_____	_____
	_____	_____
SATURDAY		
BREAKFAST:	_____	_____
	_____	_____
	_____	_____
	_____	_____
LUNCH:	_____	_____
	_____	_____
	_____	_____
DINNER:	_____	_____
	_____	_____
	_____	_____
	_____	_____
SUNDAY		
BREAKFAST:	_____	_____
	_____	_____
	_____	_____
	_____	_____

Campout Duty Roster

PATROL: _____

CAMPOUT DATE: _____

	<i>FIRE & WATER</i>	<i>COOK</i>	<i>CLEAN-UP</i>
<i>FRIDAY</i>			
CRACKER BARREL	_____	_____	_____
<i>SATURDAY</i>			
BREAKFAST	_____	_____	_____
LUNCH	_____	_____	_____
DINNER	_____	_____	_____
<i>SUNDAY</i>			
BREAKFAST	_____	_____	_____

Patrol Box Food List and Inventory

FOOD LIST	HAVE	NEED
Pam Spray		
Sugar		
Hot Cocoa Mix		
Oil		
Kool Aid Mix		
Cake Mix		
Canned Fruit		
Instant Hot Cereal		
Ramen Soup		
Pudding Mix		
Ketchup		
Mustard		
SPICE LIST		
Salt		
Pepper		
Garlic Salt		
Oregano		
Cinnamon		
MISCELLANEOUS		
S.O.S. Pads		
Matches		
Paper Towels		
Toilet Paper		
Small Paper Plates		

Patrol Box Inventory List

(Does not include food items)

STANDARD EQUIPMENT	ON HAND	MISSING	NEED REPAIR
Trail Chef Kit			
8 Qt Pot			
4 Qt Pot			
2 Qt Pot			
Coffee Pot			
Large Frypan			
Small Frypan			
2 Handles			
Small Lids			
Med Lids			
4 Plates			
4 Cups			
Utensil Kit			
Large Spoon			
Ladle			
Fork			
Spatula			
Large Knife			
Small Knife			
Hot Pot Tongs			
Peeler			
Cloth Cover			
Can Opener			