



Boy Scouts of America

Troop 132

Handbook



I. Introduction

The mission of the BSA is to prepare young people to make ethical and moral choices over their lifetime by instilling in them the values of the Scout Oath and Law. The information contained in this document is in addition and supplemental to the charter, bylaws, and procedures established by the Boy Scouts of America (BSA) and is intended to provide guidelines for the operation of Troop 132. In compliance with the Mohegan Council, BSA we do not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, ancestry, disability or handicapped status, veteran status, marital status, or political affiliation, unless otherwise mandated by BSA policy. Troop 132 is a chartered unit of the Hassanamisco District of the Mohegan Council. Troop 132 is sponsored by Holy Angels Church and is re-chartered annually on January 1. Troop 132's event year runs from the first Monday after Labor Day in September through the end of the school year (summer camp is conducted the last week of July). Scouts, their parents, and others associated with Troop 132 should be familiar with and abide by the information contained within.

- A. Each family of a registered Scout, all registered Troop Leaders, and members of the Troop Committee will be directed to the Troop website where a copy of this handbook will be posted.
- B. This handbook shall be under the guardianship of the Troop Secretary.
- C. This handbook shall be reviewed annually at the January Troop Committee meeting.
- D. This handbook can only be amended by a majority vote of Troop Committee members. Any proposed amendments must be included in the meeting minutes, added to the following meeting agenda and will be adopted only by a majority vote of Committee members present at the next scheduled committee meeting.

II. Membership

- A. Youth membership in Troop 132 is open to all males at least 11 years of age, or having completed the fifth grade, or upon receiving the Arrow of Light and have not reached the age of 18.
- B. Adult membership in Troop 132 is open to all parents/guardians of youth members or any Scout who is 18 years of age or older. The Chartered Organization Representative, the Troop Committee Chairperson, and the Scoutmaster must approve adult membership.
- C. BSA and Troop dues are paid by each Scout on an annual basis. This is every Scout's equity in the Troop and is non-refundable. Dues are \$65 per year payable

by September 30 of each year and covers registration with the Boy Scouts of America, registration with Troop 132 and Troop expenses such as gear, monthly campout facility fees and advancement patches. Boys joining or aging out during the middle of the year will pay a prorated amount for Troop dues.

- D. Scouts that are not current in their dues will not be allowed to participate in Troop activities until they become current.
- E. Financial Assistance may be available to any family experiencing a financial hardship. It is our sincere hope that all Scouts are provided the opportunity to participate in Troop activities. For more information or to apply for financial assistance, please contact any one of the scout leaders or committee members. All inquiries are handled confidentially.

III. Troop 132 – All Scouts

A. Scout Responsibilities and Standards:

1. Troop meetings are generally held every Monday evening at Holy Angels Church from 6:30 p.m. to 8:00 p.m., unless otherwise announced. If there is no school on a Monday, there is no scout meeting.
2. Scouts are expected to arrive on time and stay for the duration of the event, unless otherwise authorized by an adult leader.
3. Scouts should be in appropriate attire. See Uniforms Section IV.
4. Scouts should always come prepared with their handbooks and binders.
5. A BSA registration card should be carried at all times.
6. If a Scout is carrying knives or matches they must have earned the Totin' Chip and/or Firem'n Chit and must be carrying them on their person.
7. Sheath knives or knives with a blade longer than 4 inches are prohibited as well as all electronic equipment.
8. Scouts must abide by Troop 132's Behavioral/Discipline Statement. See Attachment A.
9. Special Troop meetings and activities may be held away from the normal meeting place. These events should be announced at least a week in advance and relevant information will be communicated through the Membership Coordinator.
10. All Troop meetings, activities, and events require 2-deep adult leadership as specified in the official BSA "Guide to Safe Scouting". Therefore, it is important that parents **do not** drop off their Scouts without making sure that 2-deep leadership is present. If 2-deep leadership is not in place, the meeting, activity, or event will be cancelled.
11. Scouts are expected to attend most Troop meetings. Although schoolwork, religious instruction, sports activities, music and other activities can understandably affect attendance at meetings. Scouts should inform their Patrol Leader (PL) and Scoutmaster of any extended absence from regular Troop activities. Continued unexcused absences may delay rank advancement.
12. Service to others has been a fundamental part of the scouting program since its inception. Each Scout should strive to help others in his community on a continuing basis.

13. All Scouts must participate in the annual wreath sale, which is our primary fundraiser. Other fundraising events may occur as necessary.
14. Scouts are assigned to a Patrol, which is a group of 5 to 10 boys, led by a Patrol Leader.
15. Responsible for constantly working towards the next rank and on merit badges.
16. Master skills required for advancement.
17. Advance to the rank of First Class as quickly as possible.
18. Scouts must abide by 'Leave No Trace' principles.
19. Ensure proper use and care for all Troop equipment and responsible for returning equipment in the same or better condition.
20. On occasion a Scout, or a Scout's parent or guardian may incur a reimbursable expense, or be asked to make a purchase with the understanding it may be reimbursed. Please note all reimbursable expenses require prior authorization and a receipt for reimbursement.

IV. Uniforms

A. Uniform Standards:

1. Wearing the Boy Scout uniform is a symbol of commitment to scouting and other Scouts and gives the Scout an identity in a world brotherhood of youth who believe in the same ideals and, therefore, should be visible when worn. An exception to this is when the weather is cold and a jacket is required for warmth.
2. There are three different Uniform Classes: Class A +, Class A and Class B. All uniforms should be properly fitted and in good repair with required patches and current rank emblem neatly sewn or glued on. You will need the following items to fulfill the uniform classes:
 - A tan Boy Scout shirt either long or short sleeve
 - A round purple "World Crest" patch above the left pocket
 - The Arrow of Light badge or pin if crossing over from Cub Scouts below left pocket
 - The Mohegan Council patch and 132, our Troop number, on the left shoulder sleeve
 - Boy Scout epaulets, which are the green shoulder loops
 - A bolo tie, in place of the neckerchief and slide
 - Olive green pants and shorts if desired for warmer weather
 - Green BSA uniform belt
 - Green BSA socks
 - Troop 132 blue t-shirt and hat, which can only be purchased through the Troop's Equipment Coordinator
3. Class A + uniform is required at all formal dress events, including Boards of Review, Courts of Honor, parades, and other events as deemed appropriate by the Scoutmaster. The blue Troop hat, dungaree pants or shorts and/or sneakers are NOT part of the Class A + uniform. The Class A + uniform includes:
 - Tan Boy Scout shirt, with appropriate patches, sashes and award pins, green epaulets and bolo tie. Please note that both Merit Badge and OA sashes are worn over the right shoulder. The OA sash is worn under the epaulet. The

- Merit Badge sash and OA sash are never worn together and are never worn on the belt.
- Olive green pants and shorts with green BSA uniform belt
 - Clean hiking boots or flat dress shoes with green BSA socks
4. Class A uniform is required at all scout meetings and Scoutmaster Conferences and other events as deemed appropriate by the Scoutmaster. The Class A uniform is the same as Class A + with the following exceptions:
 - Bolo tie is optional
 - A long or short sleeve shirt may be worn under the scout shirt for warmth
 - Dungarees and dungaree shorts may be worn but must be neat and presentable, with no holes, tears or fading, and worn appropriately with no under garments showing
 - Clean sneakers may be worn
 5. Class B uniform is required at all other scout events including but not limited to outdoor activities and community service.
 - Troop 132 blue t-shirt
 - Troop 132 blue hat
 - Footwear should be sensible and appropriate for the event
 6. Gym shorts, sports attire of any kind, and sweatpants, should never be worn as part of any scout uniform.
 7. Class A + and Class A uniforms are worn with no hat. Class B uniforms includes a hat and must be Troop 132's baseball cap or winter hat, both of which can be purchased from the Equipment Coordinator.
 8. The Troop will maintain a uniform exchange of donated uniform items. Members of the Troop are welcome to use these items, but are expected to return them in a clean, usable condition when no longer needed.

V. Advancement

A. Advancement Responsibilities and Standards:

1. Advancement is a Scout's responsibility and is a key measure of scout spirit and is essential for the Troop to grow.
2. Scouts should be constantly working with other Scouts to master the skills required for advancement.
3. Rank advancement teaches important skills and exposes Scouts to a wide range of new activities.
4. New Scouts should advance to First Class as quickly as possible, which teaches basic scout skills that are the foundation for the scouting experience.
5. Rank advancement requirements cannot be signed off by family members, including Scouts and Leaders.
6. Scouts must be able to demonstrate advancement requirement to person signing off the requirement.
7. The Scoutmaster will direct Scouts as to which older Scout should be signing off their advancement requirements.
8. Leadership skills must be demonstrated constantly and active participation in the Troop is required for rank advancements. See Boy Scout Handbook for details.

9. Must maintain active Scout status. An active Scout is defined as:
 - Registered in his unit (registration fees are current)
 - Not dismissed from his unit for disciplinary reasons
 - Engaged by his unit leadership on a regular basis, informed of unit activities through Scoutmaster conference or personal contact, etc.
 - In communication with the unit leader on a quarterly basis

B. Advancement Steps:

1. Once all requirements are met and signed off, the Scout must personally request a Scoutmaster conference and based on the Scout's successful completion of requirements, demonstrated leadership, community service and scout spirit, the Scoutmaster will sign off that requirement.
2. After the Scoutmaster Conference the Scout needs to request a Board of Review.

C. Boards of Review:

1. Boards of Review are generally scheduled for the first Monday of each month. When a Scout is ready for a Board of Review the Scout needs to make a request to the Advancement Coordinator.
2. Requests to the Advancement Coordinator must be made at least a week prior to the generally scheduled Board of Review date. This is necessary to give ample time to organize a Board. If the request is not received at least a week in advance, the Scout may have to wait until the following month.
3. The Board will have a minimum of 3 Committee Members. Committee Members cannot serve on a Board of Review for their son.
4. The Advancement Coordinator will ensure that all merit badge requirements and active scout requirements have been met for the rank the Scout wishes to achieve.
5. A special Board of Review may be conducted at Treasure Valley Summer Camp on Thursday evening for the ranks of Tenderfoot, Second Class, and First Class only.
6. Upon successful completion of the Board of Review, your rank advancement takes effect immediately. Your rank badge will be awarded as soon as possible and you'll be acknowledged at the next Court of Honor.

D. Courts of Honor:

1. Courts of Honor formally recognize Scout achievement and advancement.
2. Typically only three Courts of Honor will be held each year.
3. All Scouts, parents, Troop Leaders, and committee members are expected to attend Courts of Honor recognition events.
4. Troop members' families, relatives, and friends are encouraged to attend. Family member participation helps the Scout feel properly recognized for his hard work and accomplishments.
5. Leadership induction and other troop recognition may be conducted at these times.
6. Scouts may receive rank advancement badges at regular scout meetings and will again be publicly recognized for their accomplishments at the next Court of Honor.
7. Merit badge patches and certificates are only awarded at Courts of Honor.

8. The Advancement Chairperson with assistance from the Patrol Leader Council (PLC), Senior Adult Leadership Team (SALT) members and Troop Committee Members will arrange all advancement Courts of Honor with the exception of Eagle Scout Courts of Honor, which are planned and executed by the individual Scout's family. Eagle Courts of Honor can be part of a regular Court of Honor at the request of the family.

VI. Merit Badges

A. Merit Badge Responsibilities and Standards:

1. Merit Badges provide the opportunity to meet and work with adult leaders in your community, and introduce you to potential new hobbies and vocations.
2. It is the Scout's responsibility to call the Merit Badge Counselors and set up visits. The point is for boys to go beyond their comfort zone and grow. Parents may coach, but should not do the work.
3. Scouts should contact the Merit Badge Counselor prior to beginning work on the merit badge.
4. Any visit with a Merit Badge Counselor must always be done with a buddy, another Scout, friend, or parent.
5. Scouts should retain their record copy of the completed Blue Card, which may be requested when applying for a higher rank.
6. Scouts may borrow merit badge books from the Troop library, which is maintained by the Troop Librarian.
7. There is no time limit for completion of merit badges, but all the work on merit badges must be completed by Scouts 18th birthday.

B. Merit Badge Steps:

1. Obtain a blue card from Scoutmaster or Assistant Scoutmaster.
2. Scoutmaster will provide Scout with name, number and necessary information of a merit badge counselor.
3. Scout will fill out blue card and bring to Scoutmaster for signature.
4. Along with another Scout, a relative or a friend, set up and attend first appointment with Merit Badge Counselor.
5. A list of Merit Badges and their requirements and worksheets may be found at <http://usscouts.org/usscouts/meritbadges.asp>. It is recommended that you print and use the worksheets.
6. Complete the requirements, meeting with your counselor whenever necessary until you have finished working on the badge.
7. Once requirements are completed and your counselor has signed your blue card, turn blue card into the Advancement Coordinator.

VII. Camping/Activities

A. Camping/Activities Responsibilities and Standards:

1. It is the intent of the Troop to plan an outdoor activity each month, except December.
2. All campouts and activities are scheduled by the PLC.

3. The Scoutmaster will designate a Scout for each campout and/or activity to serve as a single point of contact for coordinating the details of the campout/activity.
4. The designated Scout will work closely with their Patrol assigned SALT member, the Activities Coordinator, and the Scribe to be sure all details, such as transportation, registration, consent forms, camping/activity fees, Youth Protection Training, etc. are complete.
5. The Scout assigned to a campout/activity must get approval from the Troop Committee prior to spending any Troop money; however, every campout has a preapproved \$200 limit. Any money over \$200 must have prior approval by the Troop Committee. Receipts are required for all expenditures of Troop money.
6. Any additional costs associated with campouts and activities are the Scouts responsibility and are due prior to the event. All costs are considered to be non-refundable.
7. Check out our website www.uptonscouting.com and click on "Adventure Prep" for specific camping gear requirements.
8. Parental permission is required for attendance at any Troop or Patrol campout/activity held outside of Upton. An Adventure Consent Form must be filled out and submitted to the designated Scout for that campout/activity. Adventure Consent Forms are available on the Forms page of the Troop website at www.uptonscouting.com.
9. The taking of prescription medication is the responsibility of the individual taking the medication and/or that individual's parent or guardian. A leader, after obtaining all the necessary information, can agree to accept the responsibility of making sure a youth takes the necessary medication at the appropriate time, but BSA does not mandate or necessarily encourage the leader to do so.
10. The Troop participates in a week long summer camp each year at Treasure Valley in Paxton, MA.

VIII. Equipment

A. Equipment Responsibilities and Standards:

1. It is important for Scouts to have the equipment necessary to enjoy outdoor activities and each Scout is expected to have some personal camping items. These items may include, but are not limited to:
 - Mess kit
 - Warm sleeping bag
 - Backpack
 - Small hip pack with compass, pocket knife (only if Totin' Chip earned), matches, personal first aid kit, flashlight and/or headlamp
 - Appropriate clothing and hiking boots
2. To help limit the costs associated with the Scouting program, Troop 132 has some loaner equipment for use by individual Scouts. Scouts desiring to use Troop equipment of any sort will make arrangements with the Troop Quartermaster.
3. When returning loaner equipment, it must be clean and dry. Tents should be set up and aired out for at least a few hours to be sure any moisture is gone.

4. The Quartermaster has the right to refuse the return of equipment until it is in useable condition, and has the right to refuse use of equipment if Scout continually attempts to return equipment that's not ready for use.
5. Normal wear and tear occurs when using equipment; however, it must be reported. Misuse of equipment will result in the Scout being responsible for replacing or fixing the equipment.

IX. Youth Leadership Positions

A. Youth Leadership Responsibilities and Standards:

1. Scouts given leadership positions are expected to carry out the responsibilities listed below. If responsibilities are unclear a Scout is expected to seek assistance from a mentor or other adult leader. If responsibilities are not met, the Scout will not be credited with this leadership position.
2. Youth leadership positions are appointed by the Senior Patrol Leader (SPL) under the guidance of the Scoutmaster. The term for these positions is a full scouting year, unless otherwise specified.
3. All youth leadership positions require the achievement of the Tenderfoot rank, unless otherwise specified.
4. The Troop will conduct leadership training shortly after Troop elections, all Troop leaders must attend.
5. Set a good example for other Scouts by being an active Scout, wearing the scout uniform proudly and correctly, and being on time for meetings and events.
6. Show scout spirit and live by the Scout Oath and Law.
7. If not attending a meeting ensure another Scout will perform their duties.
8. Report to the Assistant Senior Patrol Leader (ASPL), except Troop Guide who reports directly to the Assistant Scoutmaster.

B. Youth Leadership Positions:

1. Troop Guide
 - Member of PLC
 - Work closely with Membership Coordinator
 - Must have achieved the rank of Star Scout
 - Responsible for helping new Scouts integrate effectively into the scouting program
 - Act as Patrol Leader for new and crossover Scouts until they merge into a new patrol
 - Mentor and coach new Scouts throughout their first year
 - Teach new Scouts how to use their scout handbook and help them advance to First Class rank
2. Quartermaster
 - Reports to the PLC on equipment, but is not a voting member
 - Work closely with Equipment Coordinator
 - Keep records of patrol and Troop equipment
 - Ensure equipment is in good working order
 - Issue loaner camping equipment and ensure it is returned in good condition
 - Suggest new or replacement equipment items to Equipment Coordinator

- Request Senior Patrol Leader (SPL) allocate meeting time for equipment maintenance and inventory when necessary
 - Lead the Quartermaster Team, which is comprised of an Assistant Quartermaster and others
3. Scribe
- Work closely with the Treasurer and the Advancement Coordinator
 - Work with PL responsible for campout/activity to collect and record monies for adventures
 - Record Troop attendance from Patrol Leaders
 - Attend and keep the official record of the PLC meetings, but is not a voting member
 - Publish minutes from the PLC meetings
4. Instructor
- Work closely with Training Coordinator
 - Teach one or more advancement skills to Troop members
 - Must have achieved the rank of Life Scout
 - Should be able to teach the Scoutcraft skills needed for Tenderfoot, Second Class, and First Class ranks
5. Leave No Trace (LNT)
- Work with the Scoutmaster and Training Coordinator to assure the principles of LNT are taught and applied within the Troop activities
 - Serve as a resource trainer for the Troop on LNT, providing instruction and guidance to the PLC as well as promoting the LNT Achievement Award
 - Must have earned LNT Achievement Award and completed LNT Trainer Course
6. Junior Assistant Scoutmaster
- Work closely with the Scoutmaster
 - Appointed by the SPL with the approval of the Scoutmaster
 - Must be at least 16 years old
 - Function as an assistant Scoutmaster
 - Perform duties as assigned by the Scoutmaster
 - Set a good example
 - Enthusiastically and correctly wear the scout uniform
 - Live by the Scout Oath and Law
 - Show scout spirit
 - Upon his 18th birthday, a Junior Assistant Scoutmaster is eligible to become an Assistant Scoutmaster.
7. Historian
- Work closely with the Secretary
 - Act as the Troop reporter, submitting stories and photos to the local newspaper
 - Gather pictures and facts about past Troop activities
 - Keep Troop historical file and/or scrapbook
 - Care for Troop trophies, ribbons, and souvenirs
 - Keep information about former Troop members

- Care for display case at Troop meeting location
- Care for Troop flags
- 8. Librarian
 - Work closely with Advancement Coordinator
 - Organize the storage of all library materials
 - Record new Troop books and pamphlets
 - Manage Troop lending library
 - Encourage Scouts to donate Merit Badge Booklets
- 9. Chaplain's Aid
 - Work closely with the Chaplain
 - Assist in Troop religious services
 - Promote religious emblem program
 - Say grace before scout meals
- 10. Den Chiefs
 - Work closely with the Membership Coordinator
 - Must have completed BSA Den Chief Training
 - Work with Cub Scouts as a Den Guide and assist with advancement
 - Assist with Den meetings and Pack meetings regularly
- 11. Order of the Arrow Representative
 - Works closely with the OA advisor*
 - Act as youth liaison serving between the local OA Lodge or Chapter and his Troop
 - Coordinates service opportunities, unit election, camp promotions, and inductions within the unit with the local OA lodge
 - Encourages Arrowmen in the unit to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members
 - Encourage year round and resident camping in the Troop
 - Encourages Scouts to actively participate in community service projects
 - Assists with leadership skills training in the unit

*As with all positions in the Order, the unit OA representative should have an adult advisor. This adult needs to be 21 years of age or older, a due-paid member of the Order of the Arrow, and appointed by the Troop Scoutmaster

- 12. Bugler
 - Plays bugle as requested by troop leadership, such as Troop assembly at meetings and campouts
 - Should be proficient in playing the following bugle calls from memory; Reveille, Assembly, Mess, To the Colors, Taps
 - Plays taps during evening closing ceremony for Courts of Honor
 - Should work on completing the Bugling Merit Badge requirements by the end of his term

X. Patrol Leadership

A. Patrol Leadership Responsibilities and Standards:

1. Each patrol elects a Patrol Leader (PL) at the beginning of the scouting year by a majority vote and with the approval of the Scoutmaster.
2. Must have achieved the rank of First Class.
3. PLs represent their patrols at the PLC meetings and voice any thoughts, concerns, or ideas that their patrol members have voiced to them regarding the Troop calendar, running of the Troop, and/or Troop activities or events.
4. Patrol meetings may be held prior to Troop meetings, however, can also occur elsewhere with Scoutmaster's approval.
5. Meetings are held to prepare for upcoming events, to work on rank, and/or to build team spirit. All members of the patrol are expected to attend patrol meetings.
6. In the event a PL or Assistant Patrol Leader (APL) cannot attend a Troop meeting they must contact another Scout to perform their responsibilities.
7. Two SALT members must be present at every patrol meeting or the meeting must be cancelled.

B. Patrol Positions:

1. Patrol Leader

- Work closely with their assigned SALT member
- Appoints the Assistant Patrol Leader
- Represent the patrol at the PLC meetings
- Plan and lead patrol meetings
- Keep patrol informed
- Lead selective Troop events and activities under the supervision of the SPL and/or Scoutmasters

2. Assistant Patrol Leader

- Appointed by the Patrol Leader
- Assist the Patrol Leader and assume all duties and responsibilities during his absence

XI. Patrol Leader Council (PLC)

A. Patrol Leader Council Responsibilities and Standards:

1. The PLC is the governing body of the Troop, which plans the Troop program, puts the program into action, and deals with minor Troop and patrol problems. The PLC initiates all Troop activities, events and meetings.
2. The term of office for all PLC leadership positions is one year. There may be special cases where individuals may serve less time based on the discretion of the Scoutmaster.
3. The PLC is comprised of the Senior Patrol Leader (SPL), the Assistant Senior Patrol Leader (ASPL), the Patrol Leaders (PL), and the Troop Guide.
4. The PLC meets as necessary to plan upcoming Troop activities and events.

5. Works with the Activities Coordinator to include monthly service projects in event planning and provide an organized way for Troop 132 Scouts to benefit the community.
6. Two SALT members must be present at every PLC meeting or the meeting must be cancelled.
7. Other youth leaders may be invited to attend PLC meetings by the SPL to provide information on specific subjects as required.
8. Set a good example for the Troop, by following all the responsibilities and standards in Section III Troop 132 – All Scouts.
9. In the event a SPL or ASPL cannot attend a Troop meeting they must contact another Scout to perform their responsibilities.
10. The Troop's activities are selected and planned at the annual program planning conference. The Troop's yearly plan is then submitted to the Troop Committee for approval. The Troop Committee either approves the plan or makes alternative suggestions for the Patrol Leader Council to consider.

B. PLC Positions:

1. Senior Patrol Leader

- Elected by the Scouts in June for the following year to represent them as the top youth leader in the Troop.
- Must be an active registered member of the Troop for at least six months and hold the rank of Star and completed National Youth Leadership Training (NYLT), or hold the rank of Life and completed National Youth Leadership Training (NYLT) or Scoutmaster approved Junior Leadership Training
- Works closely with the Scoutmaster to effectively lead and operate the Troop
- Run all Troop meetings, the annual planning conference, and provide guidance for all activities and events
- Under the guidance of the Scoutmaster appoints other youth leaders
- Assign duties and responsibilities to Troop youth leaders utilizing the 'Activity Evaluation' sheet for continuous improvement
- Assist with Youth Leader Training
- Lead the Patrol Leaders and Assistant Patrol Leaders

2. Assistant Senior Patrol Leader

- Second highest ranking youth leader of the Troop and is appointed by the SPL with the Scoutmaster's approval. There may be more than one ASPL
- Fill in for the SPL when required
- Help SPL plan and run Troop meetings, activities and events
- Help train and supervise other youth leaders

3. Patrol Leaders as listed above under section X. part B.1.

4. Troop Guide as listed above under section IX. part B.1.

XII. Order of the Arrow (OA)

1. The Order of the Arrow is the National Honor Society of the Boy Scouts of America. It uses American Indian style traditions and ceremonies to bestow recognition on Scouts selected by their peers as best exemplifying the ideals of scouting.

2. Troop 132 will hold OA elections in June in conjunction with SPL elections or at Treasure Valley Summer Camp.
3. Must have achieved the rank of First Class and have Scoutmaster approval.

XIII. Senior Adult Leadership Team (SALT)

A. SALT Responsibilities and Standards:

1. Responsible for the image of the Troop.
2. Senior adult leaders should be in appropriate attire. See Uniforms, section IV.
3. Work directly with the Scouts. Their guidance and character will affect every youth and adult involved in the Troop, the first priority is always in the 'boy's best interest'.
4. All SALT members should regularly attend SALT meetings.
5. Must provide SALT representation at Committee Meetings.
6. Recommend Scouts for NYLT.
7. Uphold the standards set forth in this document.
8. There is no limit to the number of terms a SALT member can serve.
9. All SALT members must complete appropriate adult training sessions/classes including the required Youth Protection Training, and recertify as required.
10. Train and guide youth leaders to run the Troop.
11. Provide the required two-deep leadership standards set by the BSA.
12. Live by the Scout Law and Oath to achieve the aims of scouting.
13. Make it possible for each Scout to experience at least 10 days and nights of camping each year.
14. Participate in Council and District events.
15. Ensure all activities are conducted under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.

B. SALT Positions:

1. Scoutmaster

- Designated adult Troop leader appointed by the Troop committee and head of the chartered organization
- Can be male or female, but must be at least 21 years old
- Set the tone for the adult leadership for the Troop and recruit/select Assistant Scoutmasters
- Responsible for Scoutmaster conferences for all rank advancements
- Work with the Troop Committee and the Chartered Organization to offer a quality program that delivers the promise of scouting
- Delegate responsibility to other adults to ensure everyone is part of the Troop operations
- Supervise Troop elections for the Order of the Arrow
- Liaison between the PLC and the Troop Committee
- Informs committee of upcoming activities, events and requests the appropriate support
- Has final approval for all youth leadership elections and appointments
- Address behavioral issues as described in Attachment A

2. Assistant Scoutmasters

- Recruited by the Scoutmaster and other Assistance Scoutmasters
- There is no limit to the number of Assistance Scoutmasters
- Assigned specific program duties by the Scoutmaster
- Can be male or female, but must be at least 18 years old
- At least one Assistant Scoutmaster must be 21 years old to serve in the Scoutmaster's absence
- Attend Troop meetings to provide adult leadership and mentoring to their assigned patrol

XIV. Troop Committee

A. Committee Responsibilities and Standards:

1. The purpose of the Troop Committee is to:
 - Carry out the policies and regulations of the BSA
 - Support leaders in carrying out the program
 - Provide adequate meeting facilities
 - Advise the Scoutmaster on policies relating to Boy Scouting and the Chartered Organization
 - Obtain, maintain, and properly care for Troop property
 - Ensure the Troop has an outdoor program that consist of at least 10 days and nights of outdoor activities per year
 - Ensure that quality adult leadership is recruited and trained
 - Serve on Boards of Review and attend Courts of Honor
 - Participate in the preparation of the annual budget
 - Coordinate the Friends of Scouting campaign
 - Assure that a qualified substitute leader is assigned if the Scoutmaster is absent or unable to serve
2. Manage Troop finances.
3. Committee and SALT member's registration fees are financed by the Troop.
4. Committee members are expected to attend at least 7 of the 10 monthly meetings. Meetings are generally held the second Sunday of the month at the Upton Police Station 7 – 9 p.m. Special meetings may be scheduled as appropriate by the Committee Chairperson.
5. Meetings are open to parents/guardians of registered Scouts. Agenda items requiring committee confidentiality (i.e. scholarship, behavior issues, etc.) would require that portion of the meeting to be closed.
6. Committee members will serve a term from June to June. If you plan to relinquish your duties and obligations, you need to inform the Committee Chair within 3 months of departure.
7. At the end of the Treasurer's term of office the books will be reconciled. Any discrepancies shall be brought to the attention of the Troop Committee for appropriate action.
8. There shall be no limit to the number of terms for committee positions, except the committee chairperson term is limited to a maximum of 36 months. The last 12 months will be for training the next committee chairperson.

9. All committee members must hold a position or assist in a particular position.
 10. Potential new committee members are encouraged to attend a few committee meetings to see how Troop 132 operates prior to committing to a committee position.
 11. The Troop Committee consists of adult members and at a minimum shall consist of a Committee Chairperson, Advancement Coordinator and Treasurer.
 12. When funds are available that are not required to ensure a quality scouting program, gifts may be given with Troop Committee approval.
- B. Committee Positions:
1. Committee Chairperson
 - Elected by the Troop committee and approved by the Chartered Organization
 - Appoint members to Troop committee positions
 - Ensure that all functions are delegated, coordinated, and completed
 - Address behavior problems that cannot be resolved within the Troop as governed by the Scout Oath and Scout Law
 - Maintain a close relationship with the Chartered Organization's representative and the Scoutmaster
 - Interpret national and local policies to the Troop
 - Prepare meeting agenda and preside over Troop Committee meetings
 - Ensure representation at monthly District Roundtable meetings
 2. Advancement Coordinator
 - Encourage Scouts to advance in rank
 - Ensure Scouts are recognized for their accomplishments
 - Ensure the integrity of the Advancement Program as defined by the BSA
 - Work with the Senior Adult Leadership Team (SALT) and Troop Scribe to maintain all Scout advancement records
 - Arrange monthly Boards of Review and quarterly Courts of Honor
 - Maintain complete advancement records on each Scout
 - Promptly reports to the council service center following Boards of Review
 - Secure badges and certificates
 - Report to the Troop Committee at each meeting
 - Monitor the Troop's progress against the annual plan as it pertains to advancement, and facilitate as necessary
 - Update TroopMaster database as changes are made
 - Work with the Troop Librarian to build and maintain a Troop library of merit badge pamphlets and other advancement literature
 - Develop and maintain a merit badge counselor list, re-register all merit badge counselors annually and recruit new merit badge counselors
 - Schedule Eagle Boards of Review
 3. Treasurer
 - Handle all Troop funds
 - Pay bills on the recommendation of the Scoutmaster and authorization of the Troop committee
 - Maintain checking and savings accounts which will be reconciled monthly
 - Supervise money earning projects including obtaining proper authorizations and permits

- Keep adequate records of Troop income and expenses
 - Train and mentor the Troop Scribe in record keeping
 - Lead the preparation of the annual budget
 - Lead the Friends of Scouting campaign
 - Deposit all checks and cash received from dues, fundraisers, donations, etc. in checking account in a timely fashion to ensure audit trail for income
 - Assist in collecting dues and other funds as needed
 - Submit written report at every committee meeting
4. Secretary
- Keep minutes of meetings and distribute to committee within one week
 - At each meeting, report the minutes of the previous meeting
 - Prepare a family newsletter of Troop events and activities
 - Maintain Troop website and provide guidance to Troop's Webmaster
 - Handle publicity and provide guidance to Troop Reporter/Historian
 - Maintain Troop 132 Handbook
5. Membership Coordinator
- Responsible for Troop registration
 - Prepare and submit annual chartering
 - Promote and encourage Scouts to recruit new members
 - Act as liaison between Pack 132 and Troop 132
 - Mentor Troop Guide
 - Prepare 'Welcome Packets' for Arrow of Light ceremony for potential new Scouts
 - Responsible for orientation and transition for new Scouts and parents
 - Maintain e-mail distribution list and distribute notices of events and activities
 - Submit 'Tour Permit' requests to council
6. Training Coordinator
- Ensure adult/youth leaders and committee members are properly trained
 - Ensure all adults associated with Troop activities take the 'Youth Protection Training'
 - Maintain records of all training and ensure certifications are current
 - Monthly report on current training records and provide Membership Coordinator with electronic report when updates are made
 - Maintain an inventory of up-to-date training materials, videotapes, and other training resources
 - Encourage periodic Youth Leadership Training within the Troop and at the Council and National levels
 - Report to the Troop Committee at each meeting
7. Activities Coordinator
- Supervise and mentor PLC on permits, consents, transportation requirements, reservations and all necessary forms for scout activities and ensure activities are within budget
 - Organize and coordinate summer camp for the Troop
 - Schedule community service activities
 - Ensure permission is secured for campouts
 - Promote the National Camping Award

- Request tour permits for all Troop activities from Membership Coordinator
- Monitor the Troop’s progress against the Troop’s annual plan as it pertains to camping and activities

8. Equipment Coordinator

- Supervise and help the Troop procure camping equipment
- Work with the Quartermaster on inventory and proper storage and maintenance of all Troop equipment
- Make periodic safety checks on all Troop camping gear, and encourage Troop in safe use of all outdoor equipment
- Manage Class B Uniform inventory

9. Charter Representative

- Serve as liaison between the committee and the church
- Ensure the Troop is operating within the interests and goals of Holy Angels
- Keep up to date on Troop’s programs, needs and successes
- Suggest ‘Good Turns’ that benefit Holy Angels and the community
- Approve all leader applications on the behalf of Holy Angels

10. Chaplain

- Provide a spiritual tone for Troop meetings and activities
- Give guidance to the Chaplain Aide
- Encourage Boy Scouts to earn their appropriate religious emblems
- Give spiritual counseling and service when needed or requested
- Visit homes of Scouts in time of sickness or need
- Report to the Troop Committee at each meeting

C. Voting:

1. All Registered Committee Members are eligible to vote on any matter with exception of the Committee Chairperson. The Committee Chairperson may only vote on action items in the event of a tie, however, may vote for removal of a Committee Member and to amend this handbook.
2. A simple majority of the committee members must be present at the committee meeting in order for voting to occur.
3. Should the need arise for expedited approval; the Committee Chairperson shall contact the other committee members by telephone or e-mail to discuss the matter and conduct a vote. The results of that vote shall be communicated immediately and again announced at the next regular committee meeting.
4. SALT members are encouraged to attend the committee meetings, and although their input is valued and appreciated, they are not eligible to vote.
5. All votes will be included in the meeting minutes as well as the manner in which the vote was conducted. Voting will be conducted by a:
 - Simple verbal “Aye” or “Nay”
 - Show of hands or
 - Written “Yes” or “No” votes

D. Removal of Committee Members:

1. Any member of the committee will be immediately removed from their position when any of the following conditions occur:
 - Improper conduct with a Scout
 - Inappropriate use of Troop equipment
 - Inappropriate use of Troop funds
 - Exhibiting behavior that reflects negatively on the Troop as a whole
 - Does not live by the values of the Scout Law
 - Active participation with or is a member of another Troop
 - Holds a position or job with any district or council
2. Any committee member may be removed from their position through a simple majority vote of the committee members at a scheduled meeting.



Attachment A

Boy Scout Troop 132

Behavioral Policy/Discipline Statement

Please remember that membership in Scouting is an honor and a privilege. Scouts are expected to behave according to the Scout Oath, the Scout Law and Outdoor Code at all meetings and activities. Illegal drugs, alcohol, or tobacco use is strictly prohibited and use of such during scouting activities by a boy or adult, will result in immediate expulsion from that activity and may result in further action by the Troop Committee and/or Scoutmaster.

Any adult who witnesses serious inappropriate behavior by a Scout will provide a written report to the Scoutmaster. Upon receiving this report, the Scoutmaster will collaborate with the Troop Committee Chairperson to determine an appropriate course of action. The Scoutmaster will inform the Scout and the Scout's parent(s)/guardian of the action to be taken. This can include limiting the Scout's participation in Troop activities.

In the event of a Scout's inappropriate behavior while participating in any activity with Troop 132, the following procedures will be followed:

1. The Scout will receive a verbal warning from the SPL for minor behavior issues or in the event of a major dispute, disturbance or behavioral issue will be approached by the Scoutmaster and/or Assistance Scoutmasters.
2. If the inappropriate behavior continues, the Scout will be dismissed from the activity and the Scout's parent(s) will be contacted concerning the reason(s) for dismissal from the activity and asked to immediately pick the Scout up.
3. Repeat offenders and their parents will be asked to meet with the Troop Leaders to discuss the problem and to determine if the Scout will be permitted to continue as a member of Troop 132, and if the Scout will be put on probation. During a probationary period, which can last up to one year, the Scout's parent(s), guardian or other adult who accepts responsibility for the Scout will be required to be present at all activities, until probation is lifted.

Signatures below indicate this Behavioral Policy/Discipline Statement has been read and the undersigned understands and agrees to comply with these standards during all scout activities:

Scout(s): _____
 Sign and Print Name

Parent/Guardian: _____
 Sign and Print Name