

Welcome to the Troop 407 family!

This is the seventh edition of the **Green Book**. The Green Book is provided to every Troop 407 scout family. The purpose of the Green Book is to provide a central place where one can find out information about the troop and a place to store all the Troop's important papers.

This publication will provide the policies, leadership positions, troop roster and troop calendar that we hope will help you quickly become an active member of our troop.

The seventh edition updates the BSA's policy on youth protection training and the medical record form, and includes the troop policy on Eagle project approvals.

The sixth edition added our policy on Boards of Review which was adopted in 2009. It also corrects a few items of terminology and changed a few job descriptions.

The fifth edition removed sections that also appear in other BSA publications and policies. This was done to avoid conflict between BSA policies and our Green Book, because BSA policies change periodically. We have also updated the sections on medication policy and reimbursement for driving expenses to reflect policies adopted by the troop committee in 2008.

The fourth edition incorporated policy changes and additions adopted during 2007. This includes:

- Youth Protection Training Requirements
- Board of Review Policy additions

The 3rd edition, adopted in 2007, includes several new policies from the 2nd edition. These new policies are:

- Youth Protection & Adult Leadership
- Emergency Preparedness
- Medical Information
- Scout Accounts
- Drug Policy

The Green Book is presented as follows:

1. **Troop Administrative Policies** – policies in regards to the operation of the troop and what is expected of your scout
2. **Troop Advancement Policies** – policies that specifically address the various types of advancement in scouting
3. **Scout Leadership Positions** – provide an understanding of the various positions our Scouts hold and their respective responsibilities
4. **Adult Leadership Positions** – provide an understanding of the various positions our Adults hold and their respective responsibilities. If there is a position that is of interest to you, please inform the Scoutmaster or Troop Committee Chairman of your interest
5. **Troop Roster**
6. **Troop Calendar** – provides the calendar of events for the current school year. This calendar is very important to ensure that scheduling conflicts do not occur with your son's scouting activities. **We do expect our scouts to participate in a majority of the troop activities** (meetings, campouts and service projects), but not necessarily 100% of the time. It is extremely important that you note the date of this year's Summer Camp. Please try to make certain your son attends Summer Camp because:
 - Scouts bond with the other members of the troop

- Scouts get a jump on their advancement
 - Scouts have a great time!
7. **Scout Application** – must be completed for your son to join the Boy Scouts of America or to transfer from a Pack to a Troop. The Scout Application is only included in the “Green Book” of families with a new scout.
 8. **Adult Application** – provided for those adults that wish to become leaders in the troop or become a merit badge counselor. Those who are interested must register with the BSA. Only registered committee members have a vote on the Troop Committee.

Every scout’s parent(s)/guardian(s) are automatically a member of our Troop Committee and are encouraged to attend the meetings, where we plan and discuss troop activities and administration. The Troop Committee meets monthly, usually on the last Thursday of the month, starting at 7:30 pm. The meeting location is Holy Family Catholic Church on Meadowbrook Road just north of Ten Mile. Holy Family is the chartered organization for Troop 407.

Remember that Scouting is an investment in our sons. The more you as parent(s)/guardian(s) invest in our youth, the greater their scouting experience.

We look forward to seeing you at our next meeting.

John Heslop
Scoutmaster

Frank Maynard
Troop Committee Chairman

Mike Church
Asst. Scoutmaster

Craig Miller
Asst. Scoutmaster

Chuck Heil
Asst. Scoutmaster

John Hawkins
Asst. Scoutmaster

Joe Thimm
Asst. Scoutmaster

Bryan Hood
Asst. Scoutmaster

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Policy - Scout Conduct Statement

Scout Conduct Statement

The following conduct statement contains the guidelines for the weekly meetings.

Consequences for not following these guidelines can include, but not limited to, time away from the group.

If these guidelines are repeatedly broken it could result in a scout being expelled from the Troop.

1. Scouts are expected to contact the Senior Patrol Leader (SPL) or their Patrol Leader (PL) if they are unable to attend any meeting or troop activity.
2. Scouts are expected to wear the appropriate uniform to all meetings unless otherwise instructed.
3. Scouts are not permitted to leave the meeting without asking the SPL for permission.
4. Scouts are expected to show respect for anyone who is speaking to the group by listening and not talking to others.
5. Scouts are expected to get involved and participate in group discussions and activities.
6. There is no food or drink allowed at the meetings.

Remember, you will only get out what you put in.

Policy – Youth Protection & Adult Leadership

Youth Protection & Adult Leadership

The Boy Scouts of America has developed a comprehensive program to ensure the safety of its youth and adult participants. These policies are contained within the publication *Guide to Safe Scouting*, which is available from BSA Supply Division (publication 34416; revised annually) either through local council Scout Shops or online at <http://www.scoutstuff.org>. It is also available for reading online or downloading from <http://www.scouting.org> (there are links to both of these on the troop website, <http://www.novitroop407.org>).

Troop 407 Policy on Adult Youth Protection Training

The Boy Scouts of America provides every adult member and parent the opportunity to complete an excellent course in Youth Protection. This course is available online and takes less than an hour to complete. BSA strongly recommends that all adults who have contact with youth be trained in Youth Protection. Troop 407 requires this training be completed by all registered adult members within 30 days of joining the troop. Additionally, any adult who attends a campout with Troop 407 or drives youth other than his/her own to or from troop events is expected to complete this training.

As of June 30, 2010, BSA requires that all registered adults must have completed Youth Protection Training and must repeat the training every two years in order to remain registered.

Youth Protection Training can be accessed at the Boy Scouts of America National website, <http://www.scouting.org>. Follow the link to "Youth Protection". Registered members will need to enter the person number from the bottom of their membership cards. Adults who are not registered with BSA may still take the course but will not receive credit in BSA's records. All who complete the course should print out the certificate, or last page stating that the course has been completed, and submit it to the Committee Chair as verification that the course was completed.

BSA and Troop 407 require that this course be repeated at least once every two years.

For further information on youth protection, see the Guide to Safe Scouting.

Policy – Medical Information

Medical Information

See BSA publication **Health and Safety Guide** (BSA No. 34415) for complete information on medical information, reporting requirements and other important details.

Troop 407 requires that all members annually complete the BSA personal health and medical record form, parts A and C, for the troop records. Summer camp, long-term camping and high adventure require an examination by a doctor, who must complete part B on the BSA medical form. National high-adventure bases require completion of Part D. These forms are managed by the troop Youth Protection coordinator.

Troop 407 Medication Policy and Procedure

This Medication Policy and Procedure has been put in place for the safety of all of our scouts and adults. Following the procedures detailed below will help assure that scouts and adults who need to take medication while on Troop 407 campouts and overnights get the proper medications and that no one will get someone else's medication.

All Medications, prescription and non-prescription, that are sent with a scout or adult for a campout or overnight activity with Troop 407 must be in the original container and must be listed on the Medication Form. Each scout or adult must have his or her medications together in a Ziploc bag clearly marked with the scout's or adult's name. Medications and Medication Forms will be held by the Medication Coordinator for the duration of the campout or overnight activity. Medications that must be held by the scout or adult for medical reasons such as Asthma Inhalers, Nitroglycerin, and Epi Pens, must be listed on the Medication Form that is in the Medication Container and the required medication can then be carried by the individual. All adult medications and Medication Forms will be returned to the adult at the end of the campout; all scout medications and Medication Forms will be returned to the driver who is driving the scout home at the end of the campout and given to the parents upon return home.

Medications will be stored in a designated locked container. Medication Forms will be kept in the Ziploc bag with the medications. This container will be locked unless the adult Medication Coordinator is at the container.

A Medication Coordinator will be designated for all campouts and overnight activities by the Trip Coordinator. This Medication Coordinator will be an adult other than those in charge of the trip. It is the responsibility of the Medication Coordinator to be familiar with this policy and procedure prior to the campout or overnight activity for which they are the Medication Coordinator. The Medication Coordinator will hand the bag of medications to the scout or adult when asked and collect it from the scout or adult after he/she has taken the medication. The scout or adult will not hold his/her own medications for an extended period of time.

Policy – Medical Information

It is the parents' responsibility to complete the Medication Form for each campout and to give the Medication and Medication Form to the Medication Coordinator for the campout or overnight activity. It is the responsibility of the scout or adult who needs the medication to get their medication Ziploc from the Medication Coordinator when it is needed. If the scout is not able to handle the administration of their own medication, it is the responsibility of the scout's parent or their designee to administer the medication. *It is not the responsibility of the Medication Coordinator to administer anyone's medication.* It is the parent's responsibility to determine if their scout is able to handle administering his/her own medication or if the scout needs assistance from an adult. If the scout needs assistance from an adult, it is the responsibility of the parent to arrange with another adult to take on this responsibility. If the scout has special medical concerns or conditions, it is the parents' responsibility to make the Medication Coordinator, the Scoutmaster, Assistant Scoutmasters, and any other adults aware of the issue, as deemed appropriate based on the medical concern or condition.

(Adopted by the Troop Committee, January 2009)

Policy – Transportation

Transportation

It is essential that adequate, safe, and responsible transportation be used for all Scouting activities. Because most accidents occur within a short distance from home, safety precautions are necessary, even on short trips.

The basic Troop 407 Transportation Policy is to:

- Follow all state and local laws
- Follow the guidelines, rules and policies of the Boy Scouts of America and local council

The Troop Committee consolidated the above items into the following troop policy with the intent to clarify and set consequences for violations. It was not the intent to make a policy that is stricter than that of national or local council.

TROOP

- Will obtain a parental permission and emergency slip from each Scout participating in an outing.
- Will obtain the necessary Tour Permit.
- Will provide an adult leader (at least 21 years of age) to be in charge and accompany the Troop.
- Will ensure that the driving time is limited to a maximum of ten (10) hours per day and will be interrupted by frequent rest, food and recreation stops. If there is only one driver per vehicle, the driving time should be reduced and stops should be made more frequently.
- Will ensure that all driving, except short trips, will be done in the daylight.

VEHICLES (used for transporting scouts, leaders and equipment)

- Must be covered by Public Liability and Property Damage Liability Insurance policy, the coverage amount shall meet or exceed the requirements for the state in which the vehicle is licensed.
- Recommended that the coverage limits are at least \$50,000/\$100,000/\$50,000.
- \$100,000/\$500,000/\$100,000 if the vehicle is designed to carry ten or more passengers.
- Must have seat belts for all passengers and driver (Exception: a school or commercial bus).
- Must be in safe mechanical condition.

ALL DRIVERS

- Will have a valid driver's license that has not been suspended or revoked for any reason.
- Will have a commercial driver's license if the vehicle being driven is designed to carry fifteen or more persons (including driver).
- Will ensure they have a parental permission and emergency slip for each Scout in their vehicle.
- Will enforce that all passengers and driver use seatbelts (Exception: a school or commercial bus).

Policy – Transportation

- Will enforce that passengers will ride only in the cab, if trucks are used.
- Will enforce that passengers will not ride on the rear deck of a station wagon.
- Will ensure reasonable travel speed in accordance with state and local laws in all motor vehicles.
- Will have completed Youth Protection Training within the previous 2 years

DRIVERS (over 18 and under 21 years of age)

- May drive their own vehicle to a Troop outing or function.
- May carry equipment in their vehicle.
- May drive another Scout to and or from any Scouting function.
- Any passenger under the age of 21 must have written authorization by their guardian to be a passenger in a vehicle driven by a driver under the age of 21.
- May not remove a vehicle from the area of a Troop outing or function, without the express permission of the adult in charge.
- Will have completed Youth Protection Training within the previous 2 years

DRIVERS (under 18 years of age)

- Must have had a driver's license for at least six (6) months (time on learner's permit does not count).
- Must have no record of accidents or moving violations.
- Must have written permission to drive from their guardian.
- May drive another Scout to and or from any Scouting function.
- Any passenger under the age of 21 must have written authorization by their guardian to be a passenger in a vehicle driven by a driver under the age of 18.
- May not tow a troop trailer.

ALL SCOUTS

- May not leave a Scouting function or campsite by any means without the consent of the Scoutmaster or acting Scoutmaster.

TOUR PERMIT

- The Troop will obtain a local tour permit if traveling within 500 miles of the Ottawa District.
- The Troop will obtain a national tour permit for trips in excess of 500 miles from the Ottawa District or outside the continental United States.

Tour permits have become recognized by national parks, military institutions, and other organizations as proof that a unit activity has been well planned and organized and is under capable and qualified leadership. These organizations may require the tour permit for entry.

VIOLATIONS BY SCOUTS

- Disobedience and violations of this Policy will not be tolerated.
- Penalties will be swiftly exacted by the Troop Committee according to the following schedule:
 - **1st offense**
 - A phone call will be made to the Scouts parent(s)/guardian(s)

Policy – Transportation

- The Scout may be sent home (at the discretion of the Scoutmaster or acting Scoutmaster)
- A visit to the Scout's parent(s)/guardian(s) will be made by Scout leaders
- A formal letter will be sent to the Scout's parent(s)/guardian(s)
- **2nd offense**
 - Scout cannot drive to any Scouting activity until he is 18 years old

Reimbursement for Driving Expenses

An adult who drives his or her personal vehicle and tows the troop trailer to campouts or other troop activities shall be reimbursed at the current IRS rate for charitable mileage reimbursement, or the actual cost of motor fuel and oil, whichever is greater, plus tolls. Reimbursement for towing the trailer shall be made in cash or by credit to the Scouter Account of the driver at the driver's option. Mileage shall be determined by the troop Transportation Coordinator and approved by the Committee. Any disputes arising from the interpretation of this policy shall be settled by vote of the Troop Committee, and any such determination shall be final.

Approved: June 1999

Amended January and September 2008

Policy – Fund Raising

Fund Raising

From time to time the Troop may elect to take on various projects offering an opportunity for the individual scout to earn some money to be deposited in their troop accounts.

To ensure that the project is within the guidelines set forth by the Boy Scouts of America, the Troop requires the following prior to the start of any fund raising project.

1. The Senior Patrol Leader must announce to the entire troop the project timing, location and the projected amount of funds that can be earned by each scout.
2. Two adult troop leaders must sign off on the project prior to beginning of any work.
3. The Troop Committee must agree to all terms and conditions of the project in advance, and follow Council and BSA procedures for obtaining approval for the fundraiser. BSA policies are found on the Unit Money-Earning Application, which must be completed and approved by Council before holding the fundraiser.

Money earned from fund raising activities shall be credited to the individual scout account. These credits can later be used to pay for troop related activities or scouting equipment. Please see Troop Policy – Scout Accounts for disbursements from an individual's scout account.

Approved: December 1998

Amended: January 2008

Policy – Scout Accounts

Scout Accounts

The Troop Treasurer shall establish and maintain a Scout Account for each registered scout of the Troop and a Scouter Account for registered adult of the Troop. It shall be at the option of the Treasurer, whether each individual Scout and Scouter Account balance is maintained in a spreadsheet format or within a money management software program.

The purpose of the Scout Account is to help each Scout and his family to help pay for monthly campouts, summer camp, annual registration fee or to purchase camping equipment.

If a Scout elects to use his Scout Account to pay for a campout, he must indicate on his permission slip that the monies are to be taken from his account for payment of that campout. If a Scout elects to use his Scout Account to purchase camping equipment, the Scout must present the original store receipts demonstrating purchase of camping equipment before monies will be disbursed.

If a Scout should at anytime leave Boy Scouts (not transfer to another troop), his Scout Account balance will be closed out and all monies placed into the general checking account of the Troop.

If a Scout should leave the Troop and transfer to another Boy Scout Troop, the Scout can request that his Scout Account Balance be transferred to his new Troop. The Scout must provide the name and address of the Scout's new Troop Treasurer. The Treasurer of the Troop will then send to the Scout's new Troop Treasurer, a check made payable to the Scout's new Troop. The check will not be made payable to the Scout.

Once a Scout reaches the age of 18, and remains with the Troop in an adult capacity, the balance in his Scout Account will be automatically transferred to his Scouter Account.

Approved: September 2003

Policy – Drug Policy

Drug Policy

Purpose

- To provide the Boy Scouts, their leaders and parents with a clear understanding of Troop 407's position regarding alcohol and drug related incidents.
- To ensure the safety of Troop 407's scouts.

Policy

1. Troop 407 is a drug free Troop.
2. Scout use and/or possession of alcohol, tobacco, illegal drugs, or controlled substances without proper medical approval will not be tolerated.
3. Any Scout observing another Scout (from our Troop or any other Troop) in possession of or using any of the aforementioned items is required to advise an adult leader immediately.
4. The consequence for violation of this policy will be determined by the Troop Committee and may include expulsion from the Troop.
5. This policy applies to any formal or informal scouting event.
6. This policy is consistent with the national Boy Scout Policy and also applies to all adults and guests.

Approved: September 2003

Policy – Uniform Requirements

Uniform Requirements

Part of every scout's rank advancement is to show 'Scout Spirit'.

The Troop Committee feels that one way to show 'Scout Spirit' is to wear the official BSA Scout Uniform and show the scout's pride in being a member of the Boy Scouts and Troop 407.

Troop 407 has established two different classes of uniforms. Field Uniform, the official Boy Scout uniform, and Activity Uniform, a more relaxed uniform. Following is the description and purpose of each class of uniform.

Field Uniform

- Official BSA Scout shirt (either long- or short-sleeved) with all appropriate patches
- Official BSA Scout pants or official BSA Scout shorts
 - When wearing the shorts – official BSA Scout socks shall also be worn
- Appropriate footwear: No sandals, open-toed or open-heeled shoes (for safety reasons); outdoor appropriate shoes (hiking shoes, for example) for outdoor activities and campouts; canvas or leather shoes, neat and clean, for formal occasions, Boards of Review, etc.
- Official BSA Scout belt without knife clip, unless it is being used to hold something other than a knife
- Troop neckerchief with slide, official BSA Adventure Bolo that was earned by the scout participating in the event or the Eagle Scout Bolo for those scouts who have obtained the rank of Eagle Scout
- Scout hat or well groomed hair

The Field Uniform is to be worn:

- At all Courts of Honor
- At all community functions (i.e., Memorial Day Parade, Color Guard at City Council Meetings, etc.)
- When traveling to and from any campout

The Merit Badge sash may be worn at any formal activity, such as a Court of Honor or a flag ceremony for a governmental body. The Order of the Arrow sash may be worn only in accordance with OA regulations. If the OA sash is worn, the Merit Badge sash is not worn. The Merit Badge sash is never worn draped over the belt or tucked into the pants.

Activity Uniform

- The shirt shall be Troop 407's green t-shirt, polo shirt, sweatshirt, or any other shirt with troop insignia. Non-troop Activity shirts include those such as a summer camp shirt, BSA training or event activity shirt, activity shirts from BSA Supply Division, etc.
- Official BSA Scout pants, official BSA Scout shorts or khaki colored pants or shorts

Policy – Uniform Requirements

- The Activity uniform can be worn at the weekly troop meetings if so decided by the Patrol Leaders' Council and ratified by the Troop Committee, unless otherwise requested by the Scoutmaster for special troop meeting activities such as when visitors are expected.

The Senior Patrol Leader, Assistant Senior Patrol Leaders, Patrol Leaders, and Assistant Patrol Leaders are encouraged to wear Field Uniforms to troop meetings unless planned activities call for Activity wear.

Amended January 2008

Policy – Advancement & Boards of Review

Advancement

We believe that a Scout should receive recognition for his achievements.

Advancement sets a pattern of setting positive goals and reaching them throughout life. Even though it's not one of the primary aims of Scouting, advancement is one of several methods BSA uses and is a natural byproduct when your Scouting experience is acquainting you with the BSA ideals, the patrol method, the outdoors, association with adults, personal growth, leadership development, and the Scout uniform. It's easy to advance by following these four basic steps:

1. The Scout Learns
2. The Scout is Tested
3. The Scout is Reviewed
4. The Scout is Recognized

RANK ADVANCEMENT

The requirements for the ranks of Tenderfoot through First Class prepare you to take full advantage of all that Scouting has to offer. Star, Life, and Eagle requirements focus on service to others and developing leadership skills.

Requirements for each rank are outlined in the Boy Scout Handbook. You can work on advancement requirements with your parents or other family members, with other Scouts and with adult Scout leaders. This can be done on your own, in patrol and troop meetings, and during other troop functions such as campouts. A good rule of thumb is to try to work on one or two rank requirements at each troop meeting.

Scout skills cannot be mastered by performing them just once. You will have many opportunities to practice each skill, and you will be thoroughly tested on each requirement before it is "signed off". In addition, expect to practice each skill repeatedly, even after it has been signed off. As you progress, you will also have opportunities to teach these skills to less experienced Scouts, which will further reinforce your knowledge and skill.

As you complete each requirement, you will be tested and signed off in the BACK section of your handbook, normally by another Scout from the troop, but occasionally by the Scoutmaster or by someone he designates, such as an Assistant Scoutmaster or a Troop Committee Member. When another Scout signs a requirement, he needs to have attained a rank two ranks above the rank for which the requirement being signed off is required. For example, Tenderfoot requirements may be signed off by First Class scouts or higher. No individual Scout can sign more than four advancement items per rank for a particular Scout without approval from the Scoutmaster. (In Boy Scouts, troop leaders, rather than parents, sign off advancement requirements.) In order to avoid the appearance of impropriety, troop leaders will not normally sign off rank requirements for their own sons. Infrequent exceptions may be made in the case of a leader who is teaching skills to several Scouts at once at a patrol or troop meeting or other Scouting function, but every effort should be made to have another leader sign off the instructing

Policy – Advancement & Boards of Review

leader's sons if possible. A Scout may sign his brother's requirements as long as the rank separation and maximum number of sign-offs specified above are satisfied.

It's up to you, the Scout, to take advantage of the advancement opportunities available to you, and to take initiative to ask for someone to test you when you are ready. You are responsible for keeping your own personal advancement record in your handbook. You should also record your service hours, campouts, troop activities, and leadership positions in your handbook.

You must earn the ranks in order, but you may complete any requirement for Tenderfoot through First Class at any time. (For example, you may complete a First Class requirement before finishing your Tenderfoot requirements, but you must earn Tenderfoot rank before you are awarded Second Class and First Class ranks.)

SCOUTMASTER CONFERENCE

You will be meeting regularly with the Scoutmaster to discuss your activity in the troop and your understanding and practice of the ideals of Scouting. This Scoutmaster conference is also used to discuss your goals and accomplishments and is required for each rank advancement.

When appearing for a Scoutmaster Conference, you must be in your complete Field Uniform and bring your Boy Scout Handbook.

You do not have to wait until you have completed the requirements for a rank in order to ask for a Scoutmaster conference. You may talk with the Scoutmaster at any time that is convenient to both of you. However, for a Scoutmaster conference to count toward rank advancement it must take place after all other requirements are complete and before the Board of Review. At this required conference the Scoutmaster will also help you determine whether or not you are ready to go before the Board of Review.

Policy – Advancement & Boards of Review

Boards of Review

In order to obtain advancement, the scout must complete all the requirements that are detailed for each rank or palm in the current edition of Boy Scout Requirements. In most cases when requirements change, BSA will specify a permissible period during which a scout may use either the old or new requirements for a rank. In general, once a scout has started working on a rank, he may use either all of the old, or all of the new, requirements, but must meet the new requirements once he completes the rank he is currently working on.

Scout Role

After completion of the scoutmaster conference, it is the *scout's responsibility* to arrange for a Board of Review with the Troop Advancement Chairperson. A Board of Review for all purposes other than Eagle Scout will normally be held during a troop meeting, campout, summer camp, or other event at which adult committee members are customarily present. Boards of Review will normally only be held monthly during the troop meeting on the second Tuesday of each month, unless there is no troop meeting that night, or for other reasons announced in advance. The schedule of Board of Review nights will be published in the Troop Calendar. Scouts must still request a Board of Review from the Advancement Chair at least one week before the desired Board of Review date. Under extraordinary circumstances, a Board of Review may be conducted at other times and places at the discretion of the Advancement Chair. Monthly Board of Review night is also the only time when the Advancement Chair will accept completed Merit Badge applications ("Blue Cards") for recording.

While a Scout is considered to have earned his new rank when he successfully completes his Board of Review, the advancement must still be submitted to and recorded by the Council. Therefore, to allow sufficient time for the recordkeeping to be completed and insignia and other materials obtained, the Board of Review must be completed at least one week prior to a Troop Court of Honor in order for the Scout to be recognized at the Court of Honor.

Advancement Chairperson Role

1. Ensure that the scout handbook is properly completed.
2. Obtain an updated record of attendance (in proper uniform) at meetings and camp outs for use at the Board of Review. (The Scoutmaster or Scribe records this information for all meetings and activities).
3. Obtain at least three and not more than six qualified members to serve on the Board of Review. Unit leaders, assistant unit leaders, relatives, or guardians may not serve as members of a Scout's Board of Review.
4. Schedule the Board of Review in accordance with the policy under **Scout Role** above.

Board of Review Process

Policy – Advancement & Boards of Review

1. The scout must present himself in his Field uniform (official BSA uniform) before the board.
2. It is important to make the scout as relaxed as possible.
3. A certain amount of formality and questioning should be used during the review.
4. The review has following purposes:
 - The review is not an examination. The Scout has learned his skill and has been examined. The Scout should be asked where he learned his skill, who taught him, and the value he gained from passing this requirement.
 - To determine what kind of experience the scout is having in his patrol and troop.
 - To encourage the scout to progress further.
5. The review should last approximately fifteen minutes.
6. At the conclusion of the review, the scout is asked to leave the room.
7. The board members discuss his achievements and rank advancement. The decision must be unanimous.
8. The scout is called back into the room
 - If the board members are satisfied:
 - The Scout is congratulated
 - Notified when to expect his recognition
 - Encouraged to continue his advancement
 - If the board members are dissatisfied:
 - The Scout is notified what areas the board members were concerned about
 - A plan is worked out with the Scout to address how to satisfy the concerns of the board members
 - A time is agreed upon for the Board of Review to be reconvened to determine if those concerns have been addressed by the Scout to the satisfaction of the board members
9. A board should also review a scout who is not advancing at a reasonable pace

After passing the Board of Review, you will be recognized in front of the troop as soon as possible. You will receive your new rank patch, usually immediately or at the next troop meeting. You will be formally recognized for your rank advancements and merit badges in front of family and friends during a ceremony at the next Troop Court of Honor. At this time you will be presented with your wallet-sized certificate card and a rank pin ("mother's pin"). Troop 407 usually schedules Courts of Honor in the fall, winter and spring. Your parents, other family members, and friends are invited and encouraged to attend all Courts of Honor.

Reminder: It is important that the scout keeps his handbook and all advancement cards received at Courts of Honor. This is your record in the event that the advancement information at the troop or Council level differs from your own. When applying for Eagle Scout, you do not want to find a discrepancy.

Policy – Advancement & Boards of Review

Eagle Leadership Service Project Approval by the Troop 407 Committee

The Eagle Scout advancement process is defined in the BSA publication *Advancement Committee Policies and Procedures*, BSA Supply No. 33308. Units may not add any requirements to this process. The following steps are in compliance with this procedure.

A Life Scout who wishes to pursue the rank of Eagle selects and invites an adult mentor, other than his own parent, to be his Eagle Advisor. This can be any adult – he or she does not need to be affiliated with Troop 407 or with Scouting. An Eagle Advisor must, however, have a clear understanding of the Life to Eagle process, and be willing to work with the candidate. A good choice would be an adult Eagle Scout, a parent of an Eagle Scout, or another adult who has previously served as an Eagle Advisor. The Scoutmaster must approve of the selection of Eagle Advisor. The Eagle Advisor must be currently BSA Youth Protection Trained regardless of BSA registration or membership.

The candidate, his parent(s), and the Eagle Advisor are encouraged to attend a Life-to-Eagle seminar offered periodically by Great Lakes Council prior to beginning the project process.

An Eagle candidate's advisor will guide the candidate through the process and advise him on the proper procedure for obtaining approvals for his Eagle Service Project. In order to ensure adequate review and compliance with BSA procedures, the advisor may not personally sign off on any of the required approvals.

Project approvals are obtained in the following sequence:

- Authorized representative of the Benefiting Organization
- Scoutmaster or designated Assistant Scoutmaster
- Troop Committee, by the Committee Chair or other registered committee member specifically designated by the Committee Chair
- District Advancement Committee according to their procedures

As with all other advancements, no person is allowed to sign off on his or her own son's Eagle workbook or application.

In order to obtain the approval of the Troop Committee:

- The candidate requests to have his project proposal reviewed at an upcoming committee meeting by contacting the Committee Chair at least one week prior to the meeting, and the Committee Chair will confirm the candidate's appointment to meet with the Committee. The candidate must have obtained signatures from the benefactor and the Scoutmaster prior to meeting with the Committee.
- At the committee meeting, the candidate delivers a short presentation, usually five to ten minutes in length, accompanied by a poster or other visual aid as needed to clearly explain the scope of the project, expected costs in money and manpower (including value and source of donated materials), sources of funding, and means of fund raising. The presentation is followed by a question-and-

Policy – Advancement & Boards of Review

- answer period with the Committee. A one-page informational handout should be provided to each committee member, and at least three copies of the Eagle workbook should be provided for committee members to refer to during the discussion. The candidate should also provide a draft of any promotional materials such as flyers to announce his project and to recruit volunteer workers.
- At the conclusion of the presentation and discussion, the Committee gives its approval by vote and the Eagle workbook is signed as stated above unless there are specific deficiencies with the project proposal.
 - If deficiencies are found, they will be stated along with specifications for clearing them, and a date given by which the candidate shall appear again before the Committee (not later than the next regular Committee meeting). A summary shall be provided to the Eagle candidate in writing or via e-mail. The Committee may allow final approval to be granted at the discretion of the Committee Chair when the deficiencies are satisfied.

After receiving Committee approval, the candidate contacts the District Advancement Chair to obtain approval of the District Advancement Committee.

Actual work on the project, including fund-raising, may not go forward until all four approvals have been obtained.

In order to prevent the unnecessary delay of a project, the Committee Chair may call a special meeting of not fewer than three committee members to consider approval of a project. However, the candidate should be mindful of the benefit obtained by presenting the project to the full Committee and receiving its feedback, and should expect to deliver an update to the Committee at its next regular meeting.

In instances where the Eagle candidate is the Committee Chair's own son, the Committee Chair shall recuse himself or herself from the entire proceeding. In such instances, another committee member appointed by vote of the Committee (normally the Troop Advancement Chair) shall substitute for the Committee Chair's functions.

The typical time from inception to completion of an Eagle project is from 25 to 67 weeks. Therefore, candidates are cautioned to avoid giving or accepting any time-frame commitments to the benefiting organization, because the approval process is not within his control. The Committee will not be obligated to make special accommodations to a candidate because of failure to adequately plan his project in a timely manner.

(Adopted by the Committee, October 28, 2010)

Policy – Scout Leadership Requirements

Scout Leadership Requirements

- In order for a Scout to receive his next rank, for his leadership position he must perform the responsibilities outlined for his specific position.
- These requirements are outlined in the Scout Leadership Positions of this 'Green Book'.
- The Scout's progress as a leader will be reviewed by the Scoutmaster or an Assistant Scoutmaster on a regular basis and by the Troop Committee when the scout is up for rank advancement.
- To maintain a leadership position, the scout must maintain attendance as declared by the scout leader attendance policy, which can be found below.
- Upon attending one absence from the limit, the Scoutmaster or an Assistant Scoutmaster will counsel the Scout with one other active member of the Troop Committee present.
- The Scout will be placed on probation.
- If the Scout reaches the limit, he is suspended from the position and the Senior Patrol Leader (SPL) will choose a temporary replacement.
- The Scout may contest the decision by appearing before the Troop Committee at their monthly meeting (with at least four active members in attendance, not including the Troop Committee Chairperson).
- At the meeting the Scout will be given the opportunity to argue his case.
- The Troop Committee will then discuss and vote.
- If they decide in the Scout's favor he will regain his leadership position.
- If not, the temporary replacement becomes the permanent leader.

Scout Leader Attendance

There will be two attendance periods.

Troop Function	No. of Absences Sept 1 - Dec 31	No. of Absences Jan 1 - May 31
Troop Meeting	3 Meetings	3 Meetings
TLC Meeting	2 Meetings	2 Meetings
Campouts	2 Outings or 50% of outings	2 Outings or 50% of outings

- Partial attendance counts as a whole attendance on campouts (as long as the Scout is present for either setup or tear down)
- Attendance of a meeting without a complete uniform (as outlined in the Uniform Requirements Policy) counts as a half absence

The Scoutmaster shall have the authority to waive or modify the attendance and participation requirements for an individual scout due to circumstances such as, but not limited to, participation by the Scout in school-related activities (e.g. Band, sports) or

Policy – Scout Leadership Requirements

service as a Den Chief where his den and pack meetings conflict with troop meetings and activities, so long as the scout's troop leadership responsibilities are substantially being carried out. Refusal of the Scoutmaster to agree to such a waiver does not deny the Scout his right to appeal to the Troop Committee.

Amended January 2008

Policy – Scout Spirit

Scout Spirit

As part of every rank advancement is the requirement to:

“Demonstrate Scout Spirit by living the Scout Oath (Promise) and Law in you everyday Life”

A particular Scout’s demonstration of Scout Spirit can be evaluated by their actions within their family and community. The Scout Spirit exhibited by a Scout within Troop 407 can be evidenced by:

- Active participation in troop meetings
- Frequent involvement in campouts and troop activities
- Positive leadership to other scouts
- Willingness to take-on additional responsibilities or assist troop leadership
- Demonstrating pride in scouting (i.e., wear a complete and presentable uniform to all scout functions)
- Using the patrol method
- Living the scout oath and law

Scout Leadership Positions



Senior Patrol Leader

The Senior Patrol Leader (SPL) is elected by the Scouts in the troop as the Scout Leader of the Troop. The SPL is not a member of a patrol during his tenure.

The duties of the SPL are:

- Presides at all Troop meetings, events, activities and the annual program planning conference
- Organizes formations of the troop for all troop functions
- Chairs the Patrol Leaders' Council (PLC)
- Appoints and assigns duties and responsibilities to other youth leaders with the advice and consent of the Scoutmaster
- Works directly with the Scoutmaster in administering troop operations
- Works with the Scoutmaster and Assistant Scoutmasters to train the ASPL and Patrol Leader in the duties and responsibilities of their jobs and holds them accountable for these jobs
- Uses and teaches the patrol method
- Performs campsite inspections for safety, cleanliness, and proper use/storage of troop equipment
- Makes bed check at taps each evening and reports and accounts for all members of the troop to the Scoutmaster
- Provides a substitute for all troop functions that he can not attend
- Delegate responsibilities to ASPL as needed
- Sets a good example, wears the uniform correctly and lives by the Scout Oath and Law



Assistant Senior Patrol Leader

The Senior Patrol Leader (SPL) appoints one or more Assistant Senior Patrol Leaders (ASPL). The ASPLs are not members of a patrol during their tenure.

The duties of the ASPLs are:

- Trains the following appointed junior leaders in the duties and responsibilities of their jobs and holds them accountable for these jobs:
 - Scribe
 - Librarian
 - Troop Historian
 - Quartermaster
 - Chaplain Aide
 - Axe Marshall
 - Corpsman (First Aid)
 - Emergency Prep
- Supervises the activities of the above junior leaders

Scout Leadership Positions

- Assists with leading meetings and activities as called upon by the SPL
- Acts in the absence of the SPL
- Functions as a member of the Patrol Leaders' Council (PLC) and performs tasks assigned by the SPL
- Sets a good example, wears the uniform correctly and lives by the Scout Oath and Law



Scribe

The Scribe is a volunteer position appointed by the Senior Patrol Leader and approved by the Scoutmaster.

The duties of the Scribe are:

- Works with the troop Treasurer
- Register the troop at all camping functions
- Collects dues
- Keeps dues records of the troop
- Provides dues reports and dues to the Treasurer
- Collects scribe reports (weekly) from Patrol Scribes and prepares a monthly article for the Novi News
- Provides a substitute for all troop functions that he can not attend
- Functions as the secretary of the PLC (ex-officio) and performs tasks as assigned by the SPL
- Sets a good example, wears the uniform correctly and lives by the Scout Oath and Law



Quartermaster

The Quartermaster is a volunteer position appointed by the Senior Patrol Leader and approved by the Scoutmaster.

The duties of the Quartermaster are:

- Works with the Adult Equipment Coordinator
- Maintains an inventory of all troop equipment
- Maintains a repair record of all troop equipment and supervises its repair
- Responsible for issuance of all troop equipment for all Troop functions where equipment is required whether he attends these functions or not
- Inspects all equipment being returned to storage
- Reports status of troop equipment at each PLC meeting
- Performs tasks as assigned by the SPL
- Attends all campouts to administer all troop equipment
- Provides substitute for campouts that he can not attend
- Responsible for preparing the trailer for each campout. Enlists the aid of an adult and others to perform this duty.

Scout Leadership Positions

- During the campout he is exempt from the duties of setting up or tearing down. His primary duties are:
 - The issuance of all required equipment
 - The loading of the troop equipment at the end of the campout
 - Inspection of all equipment
 - Maintains a log of equipment usage by boy and or patrol for each campout. Provides a copy to the Scoutmaster at end of each campout.
 - Assigns equipment that needs to be taken home and dried out at the end of each campout
 - Ensures that equipment that is returned and inspected by the following meeting. If for any reason it is not returned by the next meeting, he must personally collect it or have it delivered to his home.
- Sets a good example, wears the uniform correctly and lives by the Scout Oath and Law



Junior Assistant Scoutmaster (JASM)

The Junior Assistant Scoutmaster (JASM) is a Boy Scout who is 16 to 18 years old and has been appointed by the Scoutmaster to this position. The Boy Scout has normally already served in the capacities of the normal troop leadership positions.

The duties of the JASM are:

- Works with the Scoutmaster to help support all troop operations
- Works together with the SPL to supervise and support the activities of the ASPL
- Sets a good example, wears the uniform correctly and lives by the Scout Oath and Law

Ax Marshall

The Ax Marshall is a volunteer position appointed by the Senior Patrol Leader with the approval of the Scoutmaster.

The duties of the Ax Marshall are:

- Works with troop Quartermaster to maintain all ax yard equipment before, during, and after campouts.
- Equipment includes (but is not limited to):
 - Woodcarving tools
 - Sharpening stones and files
 - Hand ax
 - Saw
- Teaches Totin' Chip and signs cards
- Teaches ax yard safety; i.e., first aid kit, buddy system, etc.
- Sets up or supervised set up of proper ax yard at all campouts
- Provides substitute for campouts that he can not attend

Scout Leadership Positions

- Sets a good example, wears the uniform correctly and lives by the Scout Oath and Law



Bugler

The Bugler is a volunteer position appointed by the Senior Patrol Leader with the approval of the Scoutmaster.

The duties of the Bugler are:

- Proficient with suitable instrument for playing required songs (Taps, flag raising and lowering)
- Attends campouts with instrument
- Provides a substitute for campouts that he can not attend
- Sets a good example, wears the uniform correctly and lives by the Scout Oath and Law



Chaplain Aide

The Chaplain Aide is a volunteer position with the approval of the Scoutmaster.

The duties of the Chaplain Aide are:

- Collects religious information on activities, awards, and pamphlets for scouting. Brings this information to meetings for display and discussion with scouts.
- Maintains and updates the information in a religious library. Makes the information available to the scouts on a sign out basis.
- Define the different religious awards available to scouts and determines their desire to work on these awards
- Provide nondenominational services at campouts
- Provides a substitute for campouts that he can not attend
- Sets a good example, wears the uniform correctly and lives by the Scout Oath and Law

Corpsman (First Aid)

The Corpsman (First Aid) is a volunteer position appointed by the Senior Patrol Leader with the approval of the Scoutmaster. To hold this position the scout must have earned the First Aid Merit Badge.

The duties of the Corpsman are:

- Maintains the troop's first aid kit to ensure it is neat, clean, organized and up-to-date (properly supplied)
- Maintains the troop's first aid kit in a safe and familiar place when kit is not at a campout

Scout Leadership Positions

- Ensures that the first aid kit is at all campouts, whether corpsman is on campout or not
- Provides a substitute for campouts that he can not attend
- Sets a good example, wears the uniform correctly and lives by the Scout Oath and Law



Den Chief

The Den Chief is a volunteer position selected by the Scoutmaster with the approval of the Cubmaster and Den Leader. A Den Chief is assigned to a den in one of the Cub Scout Packs in the area. A Den Chief needs to be of First Class rank or nearly so, and a Boy Scout for at least one, and preferably two or more, years. Training is conducted by Council, and Den Chiefs are expected to attend.

The duties of the Den Chief are:

- Attends most of the den meetings and some of the Pack meetings (Blue and Gold Banquet, etc)
- Carries out assignments from den leader
- Provides a den report at troop meetings
- Sets a good example, wears the uniform correctly and lives by the Scout Oath and Law

Emergency Prep

The Emergency Prep is a volunteer position appointed by the Senior Patrol Leader with the approval of the Scoutmaster. To hold this position the scout must have earned the Emergency Preparedness Merit Badge.

The duties of the Emergency Prep are:

- Conducts, organizes or supports one emergency preparedness activity during the year
- Counsel scouts who are working on Emergency Preparedness Merit Badge
- Maintain and display the "personal emergency pack" at troop meetings
- Sets a good example, wears the uniform correctly and lives by the Scout Oath and Law

Fire Marshall

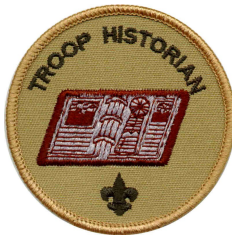
The Fire Marshall is a volunteer position appointed by the Senior Patrol Leader with the approval of the Scoutmaster.

The duties of the Fire Marshall are:

- Teaches 'Firem'n Chit' and signs card

Scout Leadership Positions

- Sets up or supervises set up of a proper and safe fire pit at all campouts
- Inspects the campsite for fire safety (fire buckets with water, fire extinguishers, etc). Reports all problems to SPL.
- Troop fire warden for all campouts
- Provides a substitute for campouts that he can not attend
- Sets a good example, wears the uniform correctly and lives by the Scout Oath and Law

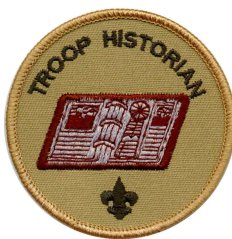


Photograph Historian

The Photograph Historian is a volunteer position appointed by the Senior Patrol Leader with the approval of the Scoutmaster.

The duties of the Photograph Historian are:

- Involves parents in project and gets their help
- Requests/solicits items for book
- Researches incomplete entries in book and updates them
- Makes improvements to book
- Takes photos for book
- Displays and presents the book at special troop functions (Court of Honors, etc.)
- Historian book maintenance
- Must be chronological ordered:
 - All photos
 - All names and people beside photos
 - All events identified
 - Newest entries on top
- Sets a good example, wears the uniform correctly and lives by the Scout Oath and Law



Scrapbook Historian

The Scrapbook Historian is a volunteer position appointed by the Senior Patrol Leader with the approval of the Scoutmaster.

The duties of the Scrapbook Historian are:

- Involves parents in project and gets their help
- Requests/solicits items for book
- Makes improvements to book
- Displays and presents the book at special troop functions (Court of Honors, etc.)
- Scrapbook maintenance
 - Arranges with newest entries first
 - Keeps in chronological order
 - Dates all entries
- Sets a good example, wears the uniform correctly and lives by the Scout Oath and Law

Scout Leadership Positions



Librarian

The Librarian is a volunteer position appointed by the Senior Patrol Leader with the approval of the Scoutmaster.

The duties of the Librarian are:

- Maintain/update troop library of merit badge books and other appropriate books
- Solicits donations of all books to the library
- Brings library to each meeting
- Controls the loaning of all books with written sign out record
- Ensures that all loaned books are returned
- Provides a report to the Patrol Leaders' Council as requested
- Sets a good example, wears the uniform correctly and lives by the Scout Oath and Law



Instructor

The Senior Patrol Leader appoints the Instructor with the assistance of the Scoutmaster.

An Instructor is an older troop member proficient in a Scouting skill. The duties of the Instructor are:

- To teach his skills to other Scouts.
- An Instructor typically teaches subjects that Scouts are eager to learn – especially those such as first aid, camping, and backpacking – that are required for outdoor activities and rank advancement.
- Sets a good example, wears the uniform correctly and lives by the Scout Oath and Law.

Merit Badge Coordinator

The Merit Badge Coordinator is a volunteer position selected by the Senior Patrol Leader with the approval of the Scoutmaster.

The duties of the Merit Badge Coordinator are:

- Works with Advancement or Merit Badge Chairman
- Work with boys to select Merit Badges throughout the year
- Provides guidance to the boys to encourage them to start and complete the requirements
- Keeps records and chart of merit badge progress for each boy and reports status to Advancement Chairman
- Sets a good example, wears the uniform correctly and lives by the Scout Oath and Law

Scout Leadership Positions

Top Knot

The Top Knot is a volunteer position appointed by the Senior Patrol Leader with the approval of the Scoutmaster.

The duties of the Top Knot are:

- Teaches the proper tying and usage of all basic knots
 - Square
 - Sheet bend
 - Bowline
 - Clove Hitch
 - Two Half Hitches
 - Taut-line Hitch
- Introduces new knots outside of basic knots at the rate of one a month
- Maintains and displays the troop knot board
- Responsible for troop/patrol campsite improvement using knots/lashings
- Provides a substitute (who is proficient in knot tying) for campouts that he can not attend
- Sets a good example, wears the uniform correctly and lives by the Scout Oath and Law



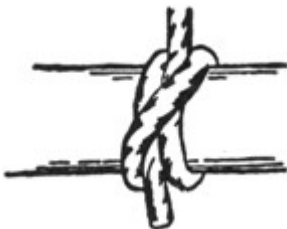
Square Knot



Sheet Bend



Bowline



Clove Hitch



Two Half Hitches



Taut-line Hitch

Scout Leadership Positions



Patrol Leader

The Patrol Leader is elected by the scouts in his patrol. Patrol Leaders are members of the Patrol Leaders' Council.

The duties of the Patrol Leader are:

- Plans and leads patrol meetings, patrol corners at troop meetings and other patrol activities
- Appoints the Assistant Patrol Leader (APL), Patrol Scribe and Patrol Quartermaster
- Trains the APL, Patrol Scribe and Patrol Quartermaster in the duties and responsibilities of their jobs and holds them accountable to these jobs.
- Represents his patrol as a member of the Patrol Leaders' Council (PLC) and at the annual program planning conference
- Receives assignments for patrol members from his troop leaders
- Informs members of his patrol of assignments and sees that they are carried out
- Keeps patrol members informed of all troop news
- Develops patrol spirit and participation
- Encourages advancement of patrol members
- Maintains discipline of patrol members at all scout functions
- Knows the whereabouts of every member of his patrol
- Prepares the patrol to take part in all troop activities
- Uses and supports the patrol method
- Ensures that patrol tents, equipment, and the area around the tents are kept neat, clean and orderly
- Ensures that duty rosters and menus for all camp outs are made and posted. Provides a copy of each to the Scoutmaster and a second copy to the SPL
- Provides a substitute for all meetings and campouts that he can not attend
- Sets a good example, wears the uniform correctly and lives by the Scout Oath and Law



Assistant Patrol Leader

The Patrol Leader (PL) appoints the Assistant Patrol Leader (APL).

The duties of the APL are:

- Assists the Patrol Leader in planning and leading patrol meetings, patrol corners at troop meetings and other patrol activities
- Assists the Patrol Leader in keeping the patrol members informed of all troop news
- Assists the Patrol Leader in preparing the patrol to take part in all troop activities
- Takes charge of the patrol in the absence of the Patrol Leader
- Represents the patrol at Patrol Leaders' Council (PLC) meetings if the Patrol Leader is unable to attend
- Helps develop patrol spirit and participation
- Supports the Patrol Leader as requested (phone chain, preparing duty rosters for posting, etc.)

Scout Leadership Positions

- Sets a good example, wears the uniform correctly and lives by the Scout Oath and Law



Troop Guide

The Troop Guide is appointed by the Senior Patrol Leader with the consent of the Scoutmaster. A Troop Guide must be at least First Class rank and preferably has been a Patrol Leader. Troop Guides are members of the Patrol Leaders' Council, are assigned to a specific New Scout Patrol, and are not part of another patrol during their tenure, although he may participate in the activities of a Venture Patrol.

The duties of the Troop Guide are:

- Work with the Assistant Scoutmaster for New Scouts
- Introduces new Scouts to troop operations.
- Guides new Scouts through early Scouting activities.
- Shields new Scouts from harassment by older Scouts.
- Helps new Scouts earn First Class rank in their first year.
- Teaches basic Scout skills.
- Coaches the patrol leader of the new Scout patrol on his duties.
- Works with the patrol leader at patrol leaders' council meetings.
- Attends patrol leaders' council meetings with the patrol leader of the new Scout patrol.
- Assists the assistant Scoutmaster with training.
- Counsels individual Scouts on Scouting challenges.
- Teaches, uses and supports the Patrol Method.
- Sets a good example.
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

Adult Leadership Positions



Scoutmaster

The duties of the Scoutmaster are:

- Train and guide boy leaders
- Work with other responsible adults to give Scouting to boys
- Help boys grow by encouraging them to learn for themselves
- Use the Methods of Scouting to achieve the Aims of Scouting
- Meet regularly with the PLC for training and coordination and planning of Troop activities
- Attend all Troop meetings or have a qualified adult substitute for you
- Attend Troop Committee meetings
- Complete Basic Training for the Scoutmaster position, attend supplemental training courses and monthly Roundtables
- Conduct regular parents sessions to share the program and encourage parent participation and cooperation
- Take part in annual membership inventory and uniform inspection, charter review meeting and charter presentation
- Maintain Merit Badge Counselor list (available from the District Advancement Chairperson)
- Conduct or delegate Scoutmaster conferences for all rank advancements
- Provide a systematic recruiting plan for new members and see that they are promptly registered
- Supervise Troop elections of the Order of the Arrow
- Make it possible for each Scout to experience at least ten days and nights of camping each year
- Participate in Council and District events
- Build a sound program by using proven methods presented in Scouting literature
- Conduct all activities under qualified two-deep leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America
- Work with the PLC and Pack leadership to supply Den Chiefs
- Take part in Webelos Scout graduation ceremonies in packs related to our Troop
- Invite all Webelos Scout families to assist with the Troop program
- Promote good health and safety conditions in meeting place and at sites used for outdoor activities
- Coordinate first aid, aquatics and safety program resources



Assistant Scoutmaster

The duties of the Assistant Scoutmaster are:

- Serve as the Troop leader in the absence of the Scoutmaster
- Be responsible to the Scoutmaster for program activities and advancement within the assigned patrol
- Be responsible for the Troop's participation in District and Council activities
- Complete basic training for the Scoutmaster position, attend supplemental training courses and monthly Roundtables

Adult Leadership Positions

- Serves as an advisor for a patrol or leadership corp
- Serve as a resource person for the assigned patrol
- Help schedule and attend patrol meetings regularly
- Involve the resources of the Scout families
- Support the patrol leader with advice and counseling
- Aid the patrol leader in planning activities
- Report to the Scoutmaster on patrol needs



Advancement Chairperson

The duties of the Advancement Chairperson are:

- Be responsible for monthly boards of review
- Take part in planning with the Patrol Leaders' Council (PLC), the Troop Courts of Honor and the proper presentation of all scout earned awards
- Work with the Scoutmaster and Troop Scribe in maintenance of all Scout advancement records
- See that Advancement report are forwarded to Council
- See that all supplies for Scout advancement are on hand:
 - Badges
 - Certificates
 - Insignia
 - Merit badge applications
 - All other record forms as needed
- Work with Troop librarian in building and maintaining a Troop library of current merit badge pamphlets
- Advise with Scoutmaster and Eagle applicant on the Eagle Scout service project and help candidate to obtain approval from Troop Committee and Council/District before applicant starts project
- Serve as liaison to District and/or Council Advancement Committee
- Help Troop with all special awards



Equipment Coordinator

The duties of the Equipment Coordinator are:

- Take charge of procurement, maintenance and storage of all troop gear including:
 - Patrol boxes
 - Tents and dining flies
 - Stoves, lanterns and propane
 - Saws, axes and shovels
- Repair and maintain equipment

Adult Leadership Positions

- Work with Scoutmaster in determining the amount, type and timing of equipment purchases
- Work with the Troop youth Quartermaster
- Conduct monthly inspection of Troop trailer before a campout to be certain tires, hitch, wiring and doors are in working order
- Arrange to have problems cleared up with the consent of the Scoutmaster and the Troop Committee
- Secure the annual registration and license plate tabs from the Secretary of State



Fundraising Coordinator

The duties of the Fundraising Coordinator are:

- Present fundraising ideas at Troop Committee meetings for approval by membership and Patrol Leaders' Council (PLC)
- Contact sources for fundraising ideas
- Promote fundraising projects at Troop Committee meetings, Troop meetings and Courts of Honor
- Distribute product to all Scouts
- Maintain records for each project
- Work with Treasurer to collect money from Scouts and see that invoices to fundraising companies are paid on a timely basis



High Adventure Coordinator

The duties of the High Adventure Coordinator are:

- Chair monthly high adventure meetings. Information on itinerary, equipment and rules and responsibilities should be discussed at these meetings
- Be responsible for transportation (or delegate)
 - Secure drivers and vehicles so that all passengers have seat belts at all times
 - Determine route
 - Secure the appropriate Tour Permit
 - Arrange for campsites along the way
- Be responsible for financing (or delegate)
 - Fundraising
 - Ensure that all deposits and payments are paid on time
 - Be certain all participants have paid the proper amounts in time
 - Have all pocket money in cash and readily available for the road
- Follow requirements outlined in "Guide to Safe Scouting":
 - Adults may need to be certified in areas of Safe Swim Defense and Safety Afloat
 - Participants need a current Health and Medical Record form signed by a physician. BSA National High Adventure Bases may have a special form

Adult Leadership Positions

- Scouts needing medication must have parent complete a medication authorization form and written permission for the tour leader (or assistant) to dispense medication
- Secure the best available adults as trip leaders. Adults listed on a National tour permit (trips of 500 miles or more) must have completed Youth Protection Training



Hospitality Coordinator

The duties of the Hospitality Coordinator are:

- Contact parents and other guests for Courts of Honor
- Coordinate refreshments for Courts of Honor
- Secure facilities or sites and equipment needed for Courts of Honor and Scout Sunday
- Work with parents of an Eagle candidate to plan and execute an appropriate Eagle Court of Honor, including letters of recognition, publicity, ceremony and refreshments
- Handle the procurement and presentation of all Appreciation Awards (adult) as determined by the Troop Committee



Membership Coordinator

The duties of the Membership Coordinator are:

- Serve as liaison with the local Pack committees
- Assist in the orderly transition of Webelos to Scouts
- Assist with annual charter review as related to status of each individual Scout member and adult
- Be responsible for the Troop recruiting plan
- Supply individual Scout and Adult application forms
- Plan and coordinate with Patrol Leaders' Council (PLC) and Scoutmaster for the annual Webelos Campout, including program and patch
- Coordinate inviting Webelos to our Winter Court of Honor
- Help plan for annual Webelos campout
- Coordinate with PLC and Scoutmaster for any Troop involvements at Webelos cross-over ceremonies
- Be responsible for completion of Troop Resource Survey by new members
- Assist with new family orientation and see that they are presented with all necessary Troop and BSA insignia



Outdoor Coordinator

The duties of the Outdoor Coordinator are:

Adult Leadership Positions

- Make certain that the Troop program plans provide at least ten days and nights of camping for each Scout
- Maintain the camping log
- Be responsible for securing sites and/or cabins as determined by the PLC
- Responsible for Tour Permits and deposits to campgrounds
- Make sure there are enough properly filled out permission slips for each Scout
- Secure copies of route and campground for all drivers
- Work with Troop leadership in preparation for Camporees and other District and Council events and activities
- Assist Troop leadership in preparation for long-term summer camp, including:
 - Promotional plans
 - Parents' meeting
 - Campsite reservation procedures
 - Payment of fees
 - Health and Safety planning for events

Scout Parents Coordinator



The duties of the Scout Parents Coordinator are:

- Assign parents to help with at least one specific task, assignment, or project annually
- Provide an orientation for all parents about how the unit works and the benefits to their family
- Keep parents updated on the unit's program and their child's involvement

Secretary



The duties of the Secretary are:

- Keep minutes of Troop Committee meetings and send out meeting notices to parents
- Handle publicity
- Prepare family newsletter of Troop events and activities
- Work with Troop Historian
- Conduct and file Troop Resource Survey

Service Project Coordinator



The duties of the Service Project Coordinator are:

Adult Leadership Positions

- Make certain that the Troop program plans three or four Troop community service projects annually. These projects must be of a service nature and not be income producing. They must be able to be completed on a timely basis and can be accomplished by Scouts aged 11-18 years.
- Community service projects by nature must serve the community. The benefiting agency must be not-for-profit. Contact the District Advancement Chairperson or other District Advancement Committee persons for details on approved service projects
- Work with the Patrol Leaders' Council (PLC) and the Scoutmaster in developing details of the projects
- Coordinate details for carrying out the project with the benefiting agency. Arrange date, time, place, supplies, etc.
- Arrange for supplies to be donated if possible
- Secure drivers if needed and two-deep adult leadership
- Report service project details to BSA's national Good Turn for America project and to Council for Council-sponsored projects



Transportation Coordinator

The duties of the Transportation Coordinator are:

- Be responsible for arranging transportation to all Troop functions including campouts and activities
- Plan routes and arrange for all drivers to have a map to the destination
- Keep a file of all drivers in the Troop with the following current information:
 - Driver license numbers
 - Insurance
 - Make and model of vehicle
 - Number of seat belts in vehicle
 - Work with the Outdoor Coordinator to determine the specific information needed on Tour Permits.



Treasurer

The duties of the Treasurer are:

- Handle all Troop funds
- Pay bills on recommendation of Scoutmaster and authorization of Troop Committee
- Maintain checking and savings accounts
- Train and supervise the troop Scribe in record keeping
- Receive troop income each week from the troop Scribe
- Keep accurate records in the troop financial record book
- Supervise a camp savings plan
- Report to the Troop Committee at each meeting

Adult Leadership Positions

- Work the fundraising coordinator on collection, deposit of funds and recording of individual Scout's earnings
- Assist in the preparation of the annual troop budget
- Have a simple audit of the troop finances



Webelos Liaison

The duties of the Webelos Liaison are:

- Recruit additional parents to help with communication with individual Cub Scout Packs
- Maintain a list of contacts with Webelos den leaders in Novi Cub Scout Packs
- Promote the annual Troop 407 Webelos Campout to Webelos scouts, and assist the Scoutmaster and Outdoor Chair with the event
- Inform and invite Webelos scouts to other events and activities, such as Courts of Honor, Camporees, troop and district recruiting events, and fun activities
- Assist the Scoutmaster with placement of Den Chiefs with Webelos dens
- Schedule troop participation in Cub Scout pack Blue & Gold and Crossover events and promote these events within the troop
- Assist the Patrol Leaders' Council with annual program planning with respect to Webelos events
- Attend training sessions for Webelos crossover as provided by the district



Youth Protection Coordinator

The duties of the Youth Protection Coordinator are:

- Be trained in BSA Youth Protection and Health & Safety
- Be certain that all adults working with the Scouts have access to this training and understand the requirement that they remain current in Youth Protection training.
- Maintain records of youth protection training status for Troop adults and provide timely reminders to renew their training
- Be certain that all adults listed on a Tour Permit have completed Youth Protection Training
- Conduct the annual viewing of the youth protection video for all Troop members and parents
- Be available to discuss Youth Protection issues as they arise at Troop level
- Promote other forms of training such as Health & Safety, Weather Hazards, Safety Afloat, Safe Swim Defense and others that pertain to the safety of youth
- Keep on file all medical forms for each Scout in assigned patrols and determine if they are current
- Remind parents to schedule timely checkups before summer camp and high adventure trips

Adult Leadership Positions

- Appoint Medication Coordinators for all campouts and outings, and provide them with appropriate instruction.



Troop Committee Chairperson

The duties of the Troop Committee Chairperson are:

- Organize the committee to see that all functions are delegated, coordinated and completed
- Recruit the best person available for Scoutmaster and assistants
- Maintain a close relationship with the Chartered Organization Representative
- See that leadership and committee have training opportunities
- Interpret National and Local Council policies to the Troop
- Work closely with the Scoutmaster in preparation of agenda for the monthly Troop Committee meeting
- Ensure Troop representation at the monthly District Roundtable meeting
- Secure top-flight trained people for camp leadership
- Arrange for charter review and recharter the Troop annually
- Take care of all insurance claims to be filed due to injury at a Scout activity or trip
- Ensure that a Friends of Scouting presentation is scheduled annually, and appoint a Unit FOS Coordinator to assist in this function



Troop Committee Member

The duties of the Troop Committee Member are:

- Attend and participate in monthly Troop Committee meeting
- Ensure that a total scouting program is available to the scouts
- Serve on Boards of Review when requested to by the Advancement Chairperson
- Support all activities and programs held by the troop
- All Troop Committee members are expected to complete basic training for the Troop Committee position.