



TROOP 399 HANDBOOK
Boy Scouts of America
Last Frontier Council / Will Rogers District
Mustang, OK

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TROOP 399 MISSION STATEMENT

The mission of Boy Scout Troop 399 and the Boy Scouts of America is to prepare young men to become responsible, compassionate, self-reliant citizens of the world that are able to make ethical choices throughout their lifetimes by instilling in them the values of the Boy Scout Oath and Law.

Troop 399 Handbook

Revision History

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TROOP HANDBOOK

INTRODUCTION/ WELCOME

Welcome and thank you for joining Boy Scout Troop 399. This handbook is intended to serve two purposes:

- Introduce new Scouts to Boy Scouts and our Troop
- Serve as a reference for all members of the Troop

The Boy Scouts of America is the world's largest youth organization. The fundamental aims of the Boy Scouts of America are character development, citizenship training and personal fitness. The Boy Scouts of America promotes the ability of boys to do things for themselves and others, trains them in Scout skills and teaches them patriotism, courage, self-reliance and kindred virtues. The Scout Oath, Law, Motto, Slogan, and the Outdoor Code are foundations in developing citizenship, leadership, teamwork, personal growth, physical and mental fitness, and appreciation of the outdoors. The rank and merit badge programs allow Scouts to focus their growth on specific skills.

Boy Scouting tells us to “Be Prepared”. To enjoy and be successful in Scouting, another maxim is just as important “Be Involved.” Follow these words and become a future star in the proud tradition of Troop 399.

TROOP ORGANIZATION

A Scout is a member of a Patrol (consisting of 5 to 10 Scouts) as well as a Troop (consisting of any number of patrols). Patrols meet together once a week at a Troop Meeting under the direction of the Senior Patrol Leader with the guidance of the Scoutmaster. Each Scout is a crucial part of his patrol and the Troop, and should strive to attend every meeting, activity and outing.

To become a Boy Scout, a boy must:

- Be 11 years of age; or
- Have completed 5th grade and be 10-1/2 years of age; or
- Be 10-1/2 years old and have earned the Cub Scout Arrow of Light.

A Troop Committee, consisting of registered Troop leaders and interested parents, guides the Troop. Boy Scouting is a year-round program involving boys and their parents, adult leaders, and friends. The committee is registered with the Boy Scouts of America. Troop 399 is chartered through our sponsor, the Ancient Free and Accepted Masons Lodge 407 located at 406 State Highway 152, Mustang, OK 73064. Troop 399 has been in existence since 1994.

Our Troop is part of the Will Rogers District, which is one of 12 Scouting districts within the Last Frontier Council. The Council covers 23 counties in Southwest and Central Oklahoma. The National Council charters the Last Frontier Council (one of over 399 councils in America). The National Council of the Boy Scouts of America coordinates councils, determines national Scout policy and prepares all badges, books uniforms, training materials, etc. Many district, council, and national volunteers and professionals work with the Troop behind the scenes to assure the success of the Troop.

PARENT/TROOP AGREEMENT

The Troop expects active participation by boys in weekly Troop Meetings and monthly activities, and expects participation by parents. Boys can expect help from parents while working on achievements in their Scout handbooks, leadership from the Troop, fun at Scout functions and membership in the Boy Scouts of America.

Parents can expect help from Troop leadership with character building for their son, growth of associations with everyone else in the Troop, a chance to see their son perform in public, opportunities to help their son receive public recognition and pride in their son's accomplishments. Parents are expected to participate in monthly Troop committee meetings, pay fees in a timely manner and review Troop information communicated in writing or by e-mail.

Our Troop cannot function successfully without parent participation. Only through adult guidance can a boy more fully realize his potential. Parents are expected to contribute time, energy and talent as needs arise within the Troop. The Troop recognizes that while each parent's ability to contribute is unique and varied, parental involvement is not only necessary but essential for the success of the Troop. We have front line and behind the scenes jobs suitable for everyone. Adult training is available.

ADVANCEMENT

Some Specific Things to Know About Advancement in Troop 399:

A Scout's personal growth is the prime consideration in the advancement program. Each Scout is challenged to follow the pathway to Eagle Scout. This internationally recognized achievement will prepare him for a successful future in family life, citizenship, outdoor living and his career. Of every 100 boys who join Scouting, 2 will become Eagle Scouts. Each Troop meeting includes skill training for the ranks of Scout, Tenderfoot, Second Class, First Class, and selected Merit Badges for Star, Life, and Eagle. Scouts are strongly encouraged to complete merit badges. Monthly outings include outdoor camp skill training.

Active Scout participation and advancement go together. Scouting's advancement program is a self-paced program of early ranks (basic Scouting skills like first aid, cooking, camping and hiking); merit badges (specialized skills like canoeing, fishing and archery as well as lifetime skills) and advanced ranks. Boys must take the initiative to work on their own if they are to advance. Typically, the process of approving accomplishments is as follows:

- An older Scout or leader will teach a skill
- A trained leader or Eagle Scout (not the Scout's parent) will test the Scout and sign his book
- After completing all of the requirements for a rank, a Scout (not the Scout's parent) will request a Scoutmaster conference
- Following the Scoutmaster conference, the Scout's accomplishments will be reviewed at a Board of Review and the Scout will be recognized for his achievements

Parents should familiarize themselves with the advancement program, but it is essential that parents step back and allow their sons to experience and learn from the safe failures, recoveries and successes of the advancement program. Each Scout should set a specific target date for a Board of Review for his next rank. Scouts are responsible for keeping track of their own progress, setting their advancement goals and designing their own course and pace. The adult leaders will encourage them, but success or failure is the Scouts to control. A Scout can check his advancement status by consulting with the Advancement Chair.

Scoutmaster's Conference: Upon completing requirements for each rank, the Scout will meet with the Scoutmaster, review his participation in the Troop program and discuss areas for growth. Scoutmaster's conferences may also be held at other times as necessary, initiated by either the Scout or the Scoutmaster.

Board of Review: The Advancement Committee holds a Board of Review, consisting of 3-4 adult leaders, for all rank advancements. The purpose of the review is not to re-test the Scout but to determine the Scout's attitude and application of Scouting's ideals and to ensure each rank's performance standards are met. The Troop Board of Review also interviews each Scout who is not advancing. Scouts meet the Board individually. Typically, the review takes about 15 minutes. The Scout is then asked to leave the room while Board members discuss their findings. The Scout is called back and given feedback by the Board, either receiving a notice of passing or a review highlighting specific areas for improvement. Tenure requirements for all ranks are validated at the Board of Review.

Advancement ceremonies are held at Troop Meetings as soon as possible.

Formal advancement recognition is given at Courts of Honor. These are normally held twice a year.

COMMUNICATIONS

The Troop publishes an annual calendar following the annual planning conference held in August. This calendar is updated, as needed, throughout the year when changes arise. It is the Scout's responsibility to keep up to date with Troop activities. The annual Calendar is maintained at the Troop website and is available at regular Troop meetings.

The Troop roster is maintained and distributed by a designated Committee member. Please keep this individual up-to-date with any address, phone, email or contact information changes.

The Troop maintains its own web site at the following URL:

<http://www.mustangokTroop399.org/>

TROOP POLICIES/RULES/BYLAWS

National Policy

All items in the Troop 399 Policies and Procedures document are meant as a refinement of the national rules established by the Boy Scouts of America. If a conflict arises regarding the interpretation of existing policy or procedure, the national rules established by the Boy Scouts of America will take precedence over Troop Policies and Procedures.

Conflicting Rules

In the event conflicts are discovered within the Troop Policies and Procedures, the Troop Committee will take action within 60 days of notice to discuss and implement appropriate corrections.

UNIFORMS

While uniforms and badges do not necessarily make the wearer a Scout, uniforms are important to Scouting. Scouts are expected to wear uniforms at all Troop activities unless otherwise specified. They help to unify our Troop, display our achievements, and define us as a part of a deeply respected organization. Uniforms build team spirit in the patrol and the Troop.

Troop 399 uses two basic uniforms - Class A and Class B. All Scouts will wear the complete official Scout class A uniform at all Troop meetings, campouts and outings, Boards of Review, Courts of Honor, Scoutmaster Conferences, important Scouting functions and when otherwise specified.

The class A uniform consists of:

- Long or short sleeve Scout shirt (with all appropriate badges in the correct locations)
- Long trousers or shorts (olive green preferred; blue jeans or black jeans)
- Scout belt
- Troop neckerchief and slide (Troop neckerchief colors are black with red trim)
- Brown or black shoes or hiking boots (open toed shoes are normally not suitable)

The class B uniform consists of:

- Troop 399 T-shirt
- Jeans or shorts
- Belt and shoes (and socks) appropriate for the activity

Troop 399 has modified the traditional uniform requirements to allow the boys some latitude in choosing how to dress, to maintain a better level of comfort and to lessen the financial burden while still meeting the requirements of the official policy. We understand that it is difficult to keep boys at these ages in pants that fit for very long. For this reason clean, neat (no holes, tears or sagging) khaki pants, or jeans that fit, may be substituted for the standard uniform pants for all but the most formal of occasions. The neckerchief and slide are also mandatory for normal Troop meetings. The merit badge sash and the Order of the Arrow sash are also part of the class A uniform, but are only worn for special formal occasions.

We do not allow sandals or other types of open shoes at any Troop activities. Closed shoes must be worn. Our activities offer many opportunities for foot injuries from such sources as axes, sharp stones and sticks, fire, poisonous plants and animals, and falling objects. Shoes appropriate to the activity must be worn except when swimming, changing clothes, in the shower or in bed.

SCOUT HANDBOOK

All Scouts must have a Boy Scout Handbook when they join Troop 399. A cover for the handbook is a good idea. It may have to last eight years. Each Scout should have his handbook nearby whenever he is at Troop meetings and on campouts. A Scout's handbook contains his record of advancement. Every time a Scout meets a rank advancement requirement he can have it signed off by a Troop leader - **but only if he has his handbook**. The boys who do not bring their handbooks to Troop activities tend to be those who fail to advance.

LEADERSHIP

To the greatest extent practical, the Scouts run the Troop, while adult leaders help and advise.

The Troop is separated into several patrols. The Scouts in a patrol are led by a Patrol Leader whom they elect. The Patrol Leaders are led by the Senior Patrol Leader. The Scouts also elect him. The Senior Patrol Leader answers to the Scoutmaster. Elections will be held twice a year, typically in September and March. The objective is to have an experienced leader the boys are comfortable with at summer camp and at our most adventurous winter campout - Trapper's Rendezvous. Newly elected leaders will be sworn into office at the Troop meeting following their election. To the greatest extent possible, all Scouts are given the opportunity to lead (Appendix B provides detailed Scout leadership position descriptions).

The Senior Patrol Leader will appoint the following officers:

- Assistant Senior Patrol Leader
- Quartermaster
- Chaplain's Aide
- Any other positions as appropriate.

The Assistant Senior Patrol Leader serves as the Senior Patrol Leader in his absence.

The Assistant Patrol Leader serves as the Patrol Leader in the absence of the Patrol Leader.

A Scout who is elected to, or appointed to an office, may be called before a Board of Review by the Scoutmaster or an Assistant Scoutmaster for any of the following reasons:

- Non-performance of duties of the office
- Gross negligence in performance of duties of the office
- Conduct unbecoming a Scout.

Any Scout may be removed from office if two thirds Board of Review membership rule against him.

An adult committee, (including a Chairperson, a Treasurer, a Charter Organization Representative, and members responsible for advancements and activities as well as other interested adults) guides the Troop and supports the Scoutmaster (Appendix A provides detailed descriptions of each adult leadership position). The role of the Committee is to review and oversee the Troop's program, ensuring that it adheres to National Council policy and provides a quality program for the boys. In addition, to these duties, Committee members also work with the boys and come along on outings.

In accordance with national policy, at least two (preferably three or more) adults must be present at all Troop functions.

MEETINGS AND ACTIVITIES

Troop meetings are an integral part of Scouting, and Scouts are expected to attend all meetings and all activities. **The Scout is expected to notify the Senior Patrol Leader directly (or through his Patrol Leader) in advance when he will be absent.** This is extremely important for planning purposes.

While we encourage Scouts to participate in all Troop activities, we understand these boys have many demands placed upon their time. However, Scouts who miss a lot of activities also miss out on the fun and skill development. We do tolerate limited involvement. We feel it is better to have a boy involved on some level than not at all. There are no minimum attendance standards until a Scout progresses into a position of leadership. Henceforth, attendance and involvement are extremely important. A low level of participation will also affect how quickly a Scout advances in rank.

Scout functions are scheduled to begin and end at specific times. Scouts are expected to be present when an activity begins, stay for the entire activity and leave promptly upon completion. Scouts are also expected to actively and productively participate throughout the activity. This requires parents to make sure that their son arrives at the activity before it begins and is picked up immediately at the conclusion of the activity.

Unless a Scout or adult has an urgent need to leave or has the advance approval of the Scoutmaster, all Scouts and adults are expected to remain at the activity until dismissed.

Troop meetings are normally held each Monday at the Ancient Free and Accepted Masons Lodge 407 (located at 406 State Highway 152, between Mustang and Sara Rd.), in Mustang, OK 73064, at 7:00 P.M. Summer meetings will be scheduled prior to the start of summer break. Each Troop meeting is typically 90 minutes long. Patrol meetings are normally held during the Troop meetings.

During the school year, Troop meetings will not be held when school breaks for a holiday session. This includes Christmas and Spring Break.

Each meeting includes a period of Advancement for rank or merit badge study and may require pre-meeting preparation by each Scout. Scouts should bring pen, notebook, and Scout Handbooks to meetings, campouts and outings.

Troop meetings involve active participation in physical activities, group discussions and individual efforts. For this reason, food and drink are not allowed during Troop meetings without the express prior approval of the Scoutmaster or Assistant Scoutmaster.

Parent(s) or a designated adult may accompany a Scout to the Troop meetings. Guests are welcome.

PATROL LEADERS' COUNCIL (PLC)

The Troop is run by a Patrol Leaders' Council or "PLC." The PLC consists of the Senior Patrol Leader, the Patrol Leaders from each patrol and other Troop officers, including the Assistant Senior Patrol Leader and Quartermaster. The PLC is heavily involved in planning the yearly Troop program at the annual planning conference. It also meets monthly (typically an hour before the third Monday Troop meeting of the month) to fine tune plans for the upcoming month.

TROOP COMMITTEE MEETINGS

Troop Committee meetings will normally be held the third Monday of each month, concurrent with the PLC meeting. Parents are strongly encouraged to attend and registered Troop leaders are expected to participate.

CAMPOUTS

With minor exceptions, we camp one weekend each month, year round. Some of our regular campouts include Trapper's Rendezvous, canoe trips along the rivers of Oklahoma and backpacking hikes in the mountains of Oklahoma. We are always on the lookout for new and different places to camp. Campouts are usually from Friday evening until Sunday morning or early afternoon. Generally we meet at the Mason Hall parking lot at 5:30pm on Friday evening after having had dinner at home and return to the hall on the following Sunday. Some events are repeated annually; others vary according to the wishes of the Scouts as expressed at the annual planning conference. Summer camp is usually a week-long event, alternating between in-Council camps and out-of-state Scout camps. Parents are welcome on all campouts. To the greatest extent possible, we practice leave no trace camping. This is paramount on our backpacking campouts.

Camping is by the Patrol method. This works best when each Scout attends all campouts. Patrol Leaders conduct Patrol meetings prior to monthly camping to plan menus and duty rosters and make preparations for the campout. Scouts must come prepared for all-weather camping. Please refer to the Handbook for an equipment list. Scouts arriving for camping trips without waterproof shoes or boots, mittens, hats, full water bottles or other gear essential for the campout must be returned home for their own safety.

TROOP 399 CAMPOUT RULES

Scouts and adults will follow the Scout Oath and Law at all times. Scouts and adults are also reminded of the following specific Troop 399 rules:

1. All Scouts and adult leaders will wear their Class A uniforms to and from the campout. The Scout neckerchief is not optional. Adult neckwear can be substituted in place of a neckerchief.
2. A Scout will not put himself or another Scout in physical danger. There will be no hazing or harassing (physical or verbal) of any kind. Fighting, hitting, biting, wrestling or rough horseplay will not be tolerated.
3. A Scout may not touch another Scout's equipment, chair, tent, or belongings unless the Scout has the owner's prior permission. Scouts are encouraged to bring their own folding camp chairs on all campouts, except backpacking campouts.
4. Scouts may build and light ground fires (cooking and campfires) only when and where authorized by the Scoutmaster or other adult leader. No unauthorized fires are permitted.
5. Fire safety rules will be strictly enforced. The use of liquid fuel to start any type of fire is prohibited. A fire will never be left unattended.
6. No fires or open flames (including stoves, lanterns or propane devices) are allowed in or near tents.
7. Camping and duties will be by Patrol. Scouts will perform duties in cooperation with their Patrol Leader and Senior Patrol Leader. Every Patrol will have a duty roster. Scouts must perform these duties in accordance with their Patrol Leader, the Senior Patrol Leader and the duty roster.
8. The "Buddy System" will be in force for all activities, when outside the immediate camp area, or when separating from the main group when traveling.
9. Scouts and leaders will follow Safety Afloat and Safe Swim Defense procedures and policies at all times for all water activities.
10. Boys will sleep in tents containing only boys. The buddy system will be practiced for sleeping arrangements. There will be a minimum of two boys per tent. The maximum will depend upon the capacity of the tent.
11. All Scouts will be inside their tents at 11 P.M. (or otherwise at the discretion of the adult leaders of the campout). Lights will be out and talking will stop by 11:30pm. No Scout will leave his tent (except for brief trips to the latrine or to report illness or other emergency) until the next morning.

12. Scouts will maintain their tents and gear in a clean and neat condition. Each occupant of a tent is responsible for the health and hygiene conditions for the entire tent. The tent shall be inspected by an adult leader for cleanliness.

13. All Scouts will perform a clean sweep of the camping area at the end of each campout.

14. At campouts, patrol members camp together in the location designated for their patrol.

15. Scouts will leave the immediate camp area only with a buddy and the permission of the Scoutmaster.

16. Younger children, requiring adult care, will sleep in their parents' tent.

17. Adults will sleep in tents containing only adults, or their own children requiring adult care.

18. Siblings may be invited to selected campouts. If girls (not adults) of Scout age or older are staying overnight, boys and girls will have separate areas of the campsite; the boys area will be off limits to girls; the girls area will be off limits to boys. Violation of the off limits rule may result in disciplinary action.

19. Some of our Troop campouts occur at camps that have their own set of rules (for example state parks, Summer Camp, and Trapper's Rendezvous). All Scouts and adult leaders are expected to abide by the rules of these camps.

20. The consequences of failing to abide by the Camp and Troop rules may include extra work details, being left out of future Troop activities, calls home, and being sent home. Parents may be required to travel to camp at their expense and take a Scout home who fails to abide by the Troop and camp rules.

21. The following items are prohibited on campouts and at meetings:

- Fireworks or explosives of any kind
- Lighters
- Sheath knives (of any kind or length)
- Folding knives with blades longer than 3.5 inches
- Aerosol cans (of any kind including deodorant)
- Tobacco, alcohol, or illegal drugs
- Firearms or ammunition of any kind (including BB guns and paintball guns)
- Personal hatchets or axes
- Slingshots, nunchuks, clubs, spears, throwing stars, other weapons, etc.
- Glass bottles

CAMPOUT SIGNUP AND FOOD

The Scouts in each patrol participating in a camping trip work together to prepare a menu. They take turns doing the shopping and they share the costs. This process is part of Scouting's basic methods for helping boys grow into responsible adults. Parents should not do the work for the Scout, but may help him to learn how and what to buy. We want Scouts to learn food shopping and financial responsibility. The maximum amount for food is \$20.00 per Scout and adult for a typical weekend camping trip. The Scout who purchases the food calculates the total allowed (\$20 times the number of boys and adults that will be eating with the patrol) and buys the supplies within that amount. Receipts must be saved and turned over to the Troop Treasurer for reimbursement and recordkeeping.

If a Scout must change his plans for any reason after he has signed up for a trip, he must notify the Scout who has grocery responsibility immediately. If the food has already been purchased, the Scout who cancelled will be charged as though he had attended.

If a family is undergoing financial hardship, the parent(s) may contact the Scout Treasurer for assistance in meeting financial requirements for camp signup and food.

TRAVELING TO/FROM TROOP ACTIVITIES

In accordance with National Policy, all Scouts and adults must use seat belts when traveling to and from a Troop activity. Failure to do so will result in disciplinary action.

Radios, CD players, handheld electronic games, computers, portable DVD players, books and other personal entertainment devices are allowed before, after, or en route to/from a Troop activity. We like to have plenty of fun on campouts and Troop activities so they must remain off and stored in the vehicles for the duration of the Troop activity. Cell phones, while allowed for emergency purposes, should not be used for texting or gaming.

Inappropriate material of any kind (as determined by the Scoutmaster or adult leader) will not be tolerated and will be impounded by the Scoutmaster or adult leader. The materials will be returned to the parent at the end of the activity.

The consumption of food and drink in a vehicle will be at the discretion of the vehicle's owner/driver.

HEALTH AND SAFETY

1. Health reports will be updated yearly in accordance with the instructions on the appropriate medical forms.
2. Some Scouts have special needs; please make sure the Scoutmaster is made aware of these special needs. Rest assured, your son is not the only one in the Troop who may have special needs.
3. So that all Scouts, especially those who have special needs, may benefit from activities to the best of their abilities, it is strongly encouraged that a parent or designated adult actively participate with any Scout having special needs. At the discretion of the Troop committee, if the needs of any Scout exceed the capabilities of the adult leadership, a parent or designated adult will be required to participate with the Scout.
4. On camping trips, we want the boys to have fun, work hard and play hard. It is expected that they will get dirty. Where showers are available, it is expected that the Scouts will take showers.
5. When retiring for the night, Scouts will be expected to change all of their clothes from the day into clean sleepwear such as underwear or pajamas at the Scout's preference.

MEDICATIONS

The Scoutmaster and adult leaders need to be made aware of any medicine or drugs that a Scout is taking on any trip. If the parent wishes, a designated adult on the campout may supervise the administering of this medication. At a minimum, medicine should be brought to the attention of the leaders so they at least know what it looks like and know that a Scout is taking it. This can be very important in the event of a medical emergency. All medications should be carried in their original container, clearly marked with the prescription label that was attached on the date of issue. If the Scout is not accompanied by his parent(s) on the outing, then the medicine container should be placed in a ZipLoc bag. The bag should be labeled with the Scout's name and clear written instructions for the times when the medication should be administered should be included in the bag with the medicine if they are not clearly marked on the prescription label.

TOBACCO POLICY

Adult leaders should support the attitude that young adults are better off without tobacco and may not allow the use of tobacco products at any BSA activity involving youth participants. All Scouting functions, meetings, and activities should be conducted on a tobacco-free basis. If an adult needs to use tobacco, the adult will be asked to do so away from, and not in front of, any Scouts. Drivers may not use tobacco while Scouts are in the vehicle. Adults must properly dispose of their own cigarette butts. The rules of Leave No Trace camping apply to use of all tobacco products.

The use of tobacco by Scouts is prohibited and will not be allowed.

ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES POLICY

Boy Scouts of America policy states: "The Boy Scouts of America prohibits the use of alcoholic beverages and controlled substances at encampments or activities on property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members."

WOOD TOOLS USAGE

All wood tools will be used only when needed.

A. Knives

- A Scout has the privilege to possess a folding pocketknife where the blade length is not to exceed 3.5 inches.
- Scouts without a Totin' Chip card may use this knife only during Totin' Chip instruction.
- Scouts with a Totin' Chip card may use this knife without supervision.
- The Scoutmaster or an adult leader may revoke this privilege and/or impound the knife if the Scout fails to adhere to the proper rules and procedures for the care and use of a knife. The knife will be returned to the parent at the end of the activity.
- Sheath knives are prohibited. If Sheath knives are brought on a Scout activity, they will be impounded by an adult leader and returned to the parent at the end of the activity.
- Paring knives are part of a patrol box and not considered Sheath knives. These knives will be kept in the patrol box when not in use.

B. Axes

- It is the responsibility of the Troop to provide hatchets or axes as necessary. There is limited use for hatchets and axes. Scouts are strongly discouraged from buying one for personal use.
- Scouts without a Totin' Chip card may use a hatchet only during Totin' Chip instruction.
- Scouts with a Totin' Chip card may use a hatchet in the designated area without supervision after receiving permission from a Troop adult..
- The Scoutmaster or an adult leader may revoke this privilege if the Scout fails to adhere to the proper rules and procedures for the care and use of a hatchet or axe.
- Use of double-bladed axes by Scouts is prohibited..

C. Saws

- It is the responsibility of the Troop to provide saws as necessary.
- Scouts without a Totin' Chip card may use a saw only during Totin' Chip instruction.
- Scouts with a Totin' Chip card may use a saw in the designated area without supervision. This privilege may be revoked if the Scout fails to adhere to the proper rules and procedures for the care and use of a saw.
- The Bow saw and the folding pruning saw are the only handsaws approved for use.
- Chainsaws are strictly prohibited.

D. Restoration of Totin' Chip Privileges

A Scout will have his Totin' Chip privileges restored only after he has retaken and successfully completed Totin' Chip instruction.

YOUTH PROTECTION AND PRIVACY

Scouts, leaders and parents are strongly encouraged to participate in both mandatory and optional youth protection training provided by the Last Frontier Council (on-line and in person classes) and by the Troop.

Troop 399 is committed to offering opportunities for parents of both genders to share and help in Scouting. This commitment at times can present challenges while the Troop participates in activities and outings. The needs of Scouts and parents for privacy and respect must be considered at all times.

Troop 399 has an “open door” policy at all meetings and welcomes communication in meeting these challenges. Adults and youths are expected to treat each other with respect and dignity and to expect the same in return.

DISCIPLINE

1. Scouts are expected to live by the Scout Oath (Promise) and Law to the best of their ability at all times. Scouting is “Fun with a Purpose” and no one Scout's conduct will be allowed to be so disruptive that it interferes with that fun for the rest of the Troop.
2. Any adult who witnesses or becomes aware of inappropriate behavior shall take the necessary disciplinary action to stop the observed behavior and will inform the Scoutmaster and/or adult leader in charge, of the action taken.
3. The consequence of failing to abide by the Troop 399 Campout Rules or of any behavior deemed inappropriate by the Scoutmaster or adult leader may include:
 - Quiet time isolation
 - Extra work details
 - Telephone calls home for the purpose of being sent home. The Scout will have responsibility for making the call home.
 - In severe cases, suspension or expulsion from the Troop

Scouts and Scout Parents are reminded that if a Scout is sent home, the parents will be required to travel to camp at their own expense and take the Scout home. All fees paid toward the camping activity will be forfeited.

4. Quiet time isolation periods are to isolate the Scout from other youth so that he may calm down and get control of himself. The isolation place will be designated by the Scoutmaster or adult leader in full view of the adult leaders but away from the other Scouts. Three incidents during the same day will be cause for the Scout to be sent home.

5. A warning system will be in effect for minor inappropriate behavior problems. Consequences will be assigned as warranted. The most severe consequences may be assigned directly without the assignment of less severe consequences beforehand.
6. No physical disciplinary action (corporal punishment) will ever be permitted.
7. Inappropriate behavior is any behavior that risks the physical, emotional, or mental safety of another Scout. This means there is to be no:
 - Showing off, bragging and no unScoutsman-like conduct
 - Profane or vulgar language
 - Bullying, hazing or harassing
 - Disruptive behavior or horseplay
 - Running around in the security zone during a campout or playing with fire
 - Showing disrespect toward adult leaders, including engaging in an argument directly with the adult
 - Talking while an adult leader is talking
 - Spitting
 - Defacing public property or the property of others
8. Excessive or ongoing disciplinary problems will be brought to the Troop committee's attention where all information pertinent to the situation will be presented before the committee, the Scout, the Scout's parents, and the Scoutmaster. The Troop committee will determine what corrective measures are to be taken and see that they are carried out in a timely manner.

FINANCIAL

The Troop operates on a budget plan. Dues must be current to advance, attend monthly campouts, participate in Troop activities and attend summer camp.

1. Troop dues go toward awards, supplies and registration fees to Boy Scouts of America. Annual dues are collected by the Troop Treasurer monthly.

Dues are \$5.00 per month per Scout for the school year (August through May). In addition, there will be annual registration fees, which are set by the Last Frontier Council at the time of re-chartering January of each year.

Campout fees are \$20 per Scout for food. The fees are collected when the Scout signs up for the campout. Additional fees such as canoe rental, campsite rental, etc. are also collected at the same time, if they are known in advance. They are collected after the campout if they are not known in advance. This does not include any individual spending the Scout may elect to do enroute to or from the campout, or while at the campout.

2. The Troop Committee will decide the amount of dues and basic campout fees at the Annual Planning Meeting.

3. At the discretion of the Troop Committee, no Scout will be penalized for financial hardship. This will apply to families that suffer temporary hardships (for example job loss, major medical, parental military activation, major personal or similar financial crisis). The purpose is to allow a Scout to fully participate in Troop activities until the temporary hardship is over. This situation needs to be brought to the Scoutmaster's, Committee Chair's, or Treasurer's attention. Families enduring long-term hardships may request a Troop scholarship by contacting the Committee Chair or Treasurer. The amount of the scholarship will be determined by the Troop Committee.

RATIFICATION & AMENDMENTS

This document is a draft and has yet to be accepted by the Troop Committee. It may be ratified by a two-thirds majority vote of the Troop Committee at any Troop Committee Meeting.

This document may be amended by a simple majority vote of the Troop Committee at any Troop Committee Meeting.

APPENDIX A - TROOP COMMITTEE

The Troop Committee consists of registered adult leaders and interested adults. In order to be a registered leader, an adult must agree to abide by the Scout Oath or Promise and the Scout Law, to respect and obey the laws of the United States of America, and to subscribe to the Declaration of Religious Principle. All leaders must be 21 year of age or older, except Assistant Scoutmasters who must be 18 years of age or older.

The purpose of the Troop Committee is to:

- Ensure that quality adult leadership is recruited and trained. In case the Scoutmaster is absent, a qualified assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is recruited.
- Select a Scoutmaster and assistants (including Assistant Scoutmasters and other leaders) and to help them get training.
- Provide adequate meeting facilities.
- Advise the Scoutmaster on policies relating to the Boy Scout program and the chartered organization.
- Be responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtain, maintain, and care properly for Troop property.
- Provide adequate camping and outdoor programs (minimum ten days and nights per year).
- Operate the Troop to ensure permanency.

The positions on the committee are listed on the following pages (Note, not all of these positions need be filled for the Troop to function properly).

CHARTER ORGANIZATION REPRESENTATIVE

The Chartered Organization Representative is a member of the Troop Committee and has the following responsibilities:

- Secure the committee chair and encourage training.
- Maintain a close liaison with the Troop committee chair.
- Serve as liaison between the Troop and the Mustang Masonic Lodge (the chartering organization).

- Assist with Troop rechartering.
- Encourage service to organization.
- Be an active and involved member of the Troop and district committee.
- As a member of the lodge, represent the interests of the Troop.

COMMITTEE CHAIR

The committee chair is a member of the Troop committee and has the following responsibilities:

- Organize the committee to see that all functions are delegated, coordinated, and completed.
- Recruit the best person available for Scoutmaster and assistants.
- Interpret national and local council policies for the Troop.
- Work closely with the Scoutmaster in preparation of agenda for Troop committee meetings.
- Call, preside, and promote attendance at monthly Troop committee meetings and any special meetings that may be called.
- Arrange for charter review and recharter the Troop annually.

TREASURER

The treasurer is a member of the Troop committee and has the following responsibilities:

- Handle all Troop funds. Pay bills on recommendation of Scoutmaster and authorization of the Troop committee.
- Maintain Troop checking and savings accounts.
- Collect and record dues, campout fees, and summer camp fees.
- Supervise money-earning projects including obtaining proper authorization.
- Provide financial reports to the committee meetings.
- Give leadership to the preparation of the annual Troop budget and audit.

- Coordinate the Friends of Scouting Campaign.

ADVANCEMENT COORDINATOR

The advancement coordinator is a member of the Troop committee and has the following responsibilities:

- Verify that Scouts advance in rank.
- Convene Boards of Review as necessary for rank advancement.
- Convene periodic Boards of Review to help assure timely advancement of all Scouts.
- Advise the members of the Tenderfoot-First Class Boards of Review.
- Conduct Courts of Honor.
- Secure badges and certificates.

TRAINING COORDINATOR

The Training Coordinator is a member of the Troop committee and has the following responsibilities:

- Ensure troop leaders and committee members have opportunities for training.
- Maintain an inventory of up-to-date training materials, videotapes and other training resources.
- Work with the district training team in scheduling Fast Start training for all new leaders.
- Be responsible for BSA Youth Protection training within the troop.
- Encourage periodic youth leader training within the troop and at the council and national levels.
- Report to the troop committee at each meeting.
- Assist in orientation of new parents.
- Be watchful that the troop is taking all steps to ensure the boys' safety.

ACTIVITIES COORDINATOR

The Activities Coordinator is a member of the Troop committee and has the following responsibilities:

- Supervise and help procure camp equipment.
- Work with Scoutmaster or Assistant Scoutmaster and Quartermaster on inventory, storage, and proper maintenance of Troop equipment.
- Help in securing permission to use camping facilities.
- Assure that all permits are secured in a timely manner.
- Serve as transportation coordinator.
- Provide maps to activities as necessary.
- Encourage monthly outdoor activities or special activities.
- Promote and coordinate service projects.

SECRETARY

The secretary is a member of the Troop committee and has the following responsibilities:

- Keep minutes of meetings and send out committee meeting notices.
- Handle publicity.
- Conduct parent orientation for new families.
- Prepare family newsletter of Troop events and activities.
- Work with Troop historian.
- Assist in annual membership recruiting and inspection programs.

MEMBERSHIP COORDINATOR

The Membership Coordinator is a member of the Troop committee and has the following responsibilities:

- Develop a plan for year-round membership flow into the troop.
- Work closely with the Cubmaster and Webelos den leader of the neighboring Cub Scout pack(s) to provide a smooth transition from pack to troop. Assist in developing and recruiting den chiefs, and assist in the crossover ceremony from Webelos to Boy Scouts.
- Plan and coordinate a troop open house to invite non-Scouts into the troop.
- Encourage Scouts to invite their friends to join the troop.
- Keep track of Scouts who drop out of the troop and develop a plan to encourage them to join.

SCOUTMASTER

The Scoutmaster is a member of the Troop committee and has the following responsibilities:

- Train and guide boy leaders to run the Troop.
- Give leadership to weekly meetings and monthly outings.
- Work closely with the Troop committee to conduct a complete quality program.
- Attend training and roundtables.
- Assist in annual membership recruiting and inspection programs.
- Conduct parent orientation for new families.
- As required, prepare and distribute family newsletter of Troop events and activities.
- Work with the quartermaster on inventory, storage, and proper maintenance of Troop equipment.

ASSISTANT SCOUTMASTER(S)

Assistant Scoutmaster(s) are members of the Troop committee and have the following responsibilities:

- Be responsible to the Scoutmaster.
- Serve as Scoutmaster in the Scoutmaster's absence.
- Attend training courses and roundtables.
- Meet with parents of new Scouts and explain their role in support of their son.
- Teach basic Scout skills, as necessary.

CHAPLAIN

The Chaplain is a member of the Troop committee and has the following responsibilities:

- Works with the Troop's Chaplain Aide to meet the religious needs of Scouts at Troop activities.
- Encourage participation in religious activities.
- Tells Scouts about the religious awards program for their faith.
- Ensures religious holidays are considered during Troop program planning.

EQUIPMENT COORDINATOR

The Equipment Coordinator is a member of the Troop committee and has the following responsibilities:

- 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 troops in the safe use of all outdoor equipment.
- Report to the troop committee at each meeting.

APPENDIX B -- BOYS LEADING THE WAY

LEADERSHIP POSITION DESCRIPTIONS

All Troop leadership positions have the following requirements and responsibilities in common:

- **Training:** You must attend the Troop Junior Leader Training even if you have attended in the past.
- **Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the Troop uniform, shirttail tucked in, with all required badges in their correct locations.
- **Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
- **Effort:** You are expected to give your job your best effort.
- **Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call your Patrol Leader, Senior Patrol Leader or Scoutmaster as soon as possible if you are not going to be at a meeting or if you have to miss a Troop activity. You also must arrange for the appropriate person to assume your responsibilities.

You are expected to attend a percentage of all Troop meetings, Patrol Leaders' Council meetings, Troop activities and service projects. Each position has the following specific minimum requirement:

Position	Minimum Acceptable Attendance
Senior Patrol Leader	85%
Assistant Senior Patrol Leader	80%
Patrol Leader	80%
Assistant Patrol Leader	75%
Chaplain Aide	60%
Quartermaster	60%

If your attendance does not meet these requirements, or if you have three (3) unexcused absences in a row, you can be removed from office.

SENIOR PATROL LEADER (SPL)



GENERAL INFORMATION

- Type: Elected by the members of the Troop
Term: 6 months
- Reports to: Scoutmaster
- Description: The Senior Patrol Leader is elected by the Scouts to represent them as the top junior leader in the Troop.
- Comments: The Senior Patrol Leader is the focal point of the Troop. He needs to attend as close to all Troop functions as possible. One of the major parts of the SPL's job is to appoint other Troop leaders. He must choose leaders who are capable, not just his friends or other popular Scouts.

QUALIFICATIONS

- Age: none
- Rank: 1st Class or higher
- Experience: Previous service as SPL, ASPL, PL, or APL
- Attendance: 75% over previous 6 months

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Run all Troop meetings, events, activities, and the annual program planning conference. Runs the Patrol Leader Council (PLC) meetings.
- Appoints other Troop junior leaders with the advice and counsel of the Scoutmaster. Assigns duties and responsibilities to junior leaders.
- Assists the Scoutmaster with Junior Leader Training.

ASSISTANT SENIOR PATROL LEADER (ASPL)



GENERAL INFORMATION

- Type: Appointed by the Senior Patrol Leader
Term: 6 months
- Reports to: Senior Patrol Leader
- Description: The Assistant Senior Patrol Leader is the second-highest ranking patrol leader in the Troop. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the SPL or when called upon. He also provides leadership to other junior leaders in the Troop.
- Comments: The most important part of the ASPL position is his work with the other junior leaders. The ASPL should be familiar with the other positions and stay current with the work being done.

QUALIFICATIONS

- Age: none
- Rank: 1st Class or higher
Experience: none
- Attendance: 50% over the previous 6 months

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Helps the Senior Patrol Leader lead meetings and activities.
- Runs the Troop in the absence of the Senior Patrol Leader.
- Helps train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian, and Chaplain Aide.
- Serves as a member of the Patrol Leader's Council.

PATROL LEADER (PL)



GENERAL INFORMATION

- Type: Elected by members of the Patrol
Term: 6 months
- Reports to: Senior Patrol Leader
- Description: The Patrol Leader is the elected leader of his Patrol. He represents his Patrol on the Patrol Leader's Council.
- Comments: The Patrol Leader may easily be the most important job in the Troop. He has the closest contact with the patrol members and is in the perfect position to help and guide them. The Patrol Leaders, along with the Senior Patrol Leader and Assistant Senior Patrol Leader are the primary members of the Patrol Leaders' Council.

QUALIFICATIONS

- Age: none
- Rank: none
- Experience: none
- Attendance: 75% over previous 6 months

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Appoints the Assistant Patrol Leader.
- Represents the Patrol on the Patrol Leader's Council
- Plans and steers Patrol meetings
- Helps Scouts advance
- Keeps patrol members informed
- Knows what his patrol members and other leaders can do.

ASSISTANT PATROL LEADER (APL)



GENERAL INFORMATION

- Type: Appointed by the Patrol Leader
Term: 6 months
- Reports to: Patrol Leader
- Description: The Assistant Patrol Leader is appointed by the Patrol Leader and leads the Patrol in his absence.
- Comments: Substituting for the Patrol Leader is only part of the Assistant Patrol Leader's job. The APL actively helps run the Patrol.

QUALIFICATIONS

- Age: none
- Rank: none
- Experience: none
- Attendance: 50% over previous 6 months

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Helps the Patrol Leader plan and steer Patrol meetings and activities.
- Helps the Patrol Leader keep Patrol members informed.
Helps the Patrol get ready for all Troop activities.
- Represents his Patrol at Patrol Leader's Council meetings when the Patrol Leader cannot attend.
- Lends a hand controlling the Patrol and building Patrol spirit.

QUARTERMASTER (QM)



GENERAL INFORMATION

- Type: Appointed by the Senior Patrol Leader
Term: 6 months
- Reports to: Assistant Senior Patrol Leader
- Description: The Troop Quartermaster keeps track of Troop equipment and ensures that it is in good working order.
- Comments: The Quartermaster does most of his work around campouts. There are times when the Quartermaster has to be available to check equipment in and out.

QUALIFICATIONS

- Age: none
- Rank: none
- Experience: none
- Attendance: 50% over the previous six months

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Keep records on patrol and Troop equipment
- Makes sure equipment is in good working condition
- Issue equipment and makes sure it is returned in good condition
- Makes suggestions for new or replacement items
- Works with the Troop Committee member responsible for equipment
- Gets the US, Troop, and Patrol flags for meetings and ceremonies and puts them away afterwards.

CHAPLAIN AIDE (CA)



GENERAL INFORMATION

- Type: Appointed by the Senior Patrol Leader
Term: 6 months
- Reports to: Assistant Senior Patrol Leader
- Description: The Chaplain Aide works with the Troop Chaplain to meet the religious needs of Scouts in the Troop. He also works to promote the religious awards program.
- Comments: "Duty to God" is one of the core beliefs of Scouting. The Chaplain Aide helps everyone in the Troop by preparing short religious observations for campouts and other functions. The Chaplain Aide does not always lead the observation himself and can have other Troop member's help.

QUALIFICATIONS

- Age: none
- Rank: none
- Experience: none
- Attendance: 50% over the previous 6 months

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Assists the Troop Chaplain with religious services at Troop activities.
- Tells Scouts about the religious emblem program for their faith.
- Makes sure religious holidays are considered during Troop program planning.
- Helps plan for religious observance in Troop activities.



APPENDIX C – BOARD OF REVIEW ORGANIZATION

PURPOSES

The Board of Review has four purposes:

- To make sure that the work has been learned and completed
- To check the kind of experience the Scout is having in his patrol as well as the Troop
- To encourage the Scout to advance to the next rank beyond the current one
- To assess whether the Scout is ready to advance

PERSONNEL

1. For Boy Scout, no Board of Review is held because it is a joining level, not a rank. The boy can be reviewed and signed off as a Boy Scout by Scoutmasters or the Advancement Chair. If the Scout earned his Arrow of Light as a Webelos, he usually earns Boy Scout almost automatically.
2. For Tenderfoot, Second Class, First Class, Star and Life, plus Eagle Palms:
 - a. The Board of Review is composed of at least three adults who are members of the Troop Committee. The Advancement Chair, or designee, will conduct the Boards.
 - b. The parents of a Scout being reviewed may not attend nor participate in their son's Board.
 - c. Scoutmasters may not participate in a Board of Review, but may attend as observers. They should sit behind the boy, out of his view.

SCHEDULING

1. Up to Eagle Rank:
 - a. The scheduling process will be facilitated by the use of the "Rank Advancement" form, available from either the Advancement Chair or the Scoutmaster.

From Tenderfoot through First Class, the Scout will receive the signed and dated form from his Scoutmaster following his Scoutmaster Conference. It is then the Scout's responsibility to give the form to the Advancement Chair when requesting a Board of Review.

For advancement to the ranks of Star or Life, it is the Scout's responsibility to ask the Advancement Chair for the Rank Advancement form, which the Advancement Chair will complete in order to verify that the Scout has met all requirements for the rank to be reviewed. The verification must be completed by the Advancement Chair **BEFORE** the Scoutmaster Conference.

After verifying the requirements, the Advancement Chair will return the form to the Scout. The Scout then will be responsible for presenting the completed form to the Scoutmaster when requesting a Scoutmaster Conference. Upon completion of the Scoutmaster Conference, the Scout will then return the form to the Advancement Chair and request a Board of Review. The Advancement Chair will then schedule the Board of Review.

- b. The Advancement Chair will schedule the Board of Review as soon as possible, but usually one week after the successful completion of the Scoutmaster Conference. The Advancement Chair will have verified that the boy has met all requirements for the rank to be reviewed before the Scoutmaster Conference.
- c. The Board of Review will be scheduled first on the availability of potential members, and then on the availability of the boy, although there will be flexibility in timing. It is suggested that the Boards not be held during Scout Meetings, but be held before, or after, so as to keep the Scout at his regular meeting.
- d. More than one Board of Review may be scheduled consecutively, as demanded by the "backload" of those boys who are ready to advance. However, only one boy will be reviewed at a time. The "backload" will be handled at the discretion of the Advancement Chair.

REQUIREMENTS

1. The Board of Review Candidate has the following requirements:
 - a. The Scout is expected to show up on time, wearing a complete Class A uniform, and in possession of his Scout Handbook. If the Scout is more than 10 minutes late to the Board of Review, it will be cancelled at the discretion of the Board and the Board of Review will be rescheduled by the Advancement Chair.
 - b. The Scout may wear his Merit Badge or Order of the Arrow sash as he chooses. Some exceptions to the uniform may be made at the lower ranks; these are covered in the guidelines for those ranks. If the Scout uniform is incomplete, in accordance with the handbook, the Scout will be informed of any discrepancies and informed that his Board of Review will be re-scheduled once they are corrected. If the Troop policy is adjusted to less than full uniform, the Board of Review will inspect the Scout to the Troop standard and act accordingly.

- c. The Scout should present a clean neat appearance to the board along with behavior that becomes a Boy Scout, as set forth in the Scout Law and Oath.

THE BOARD

1. The Board of Review members should arrive shortly before the Scout, in case there are last-minute items to be discussed prior to the beginning of the formal Board.
2. The members should also be dressed neatly and appropriate for the season. If any members have a full Scout uniform, it should be worn as an example for the boy.
3. The Advancement Chair should provide a copy of the Troop's official records on the Scout's progress, achievements and activities for the Board's review. The Scout's own book may not be updated. Most Internet-based advancement software programs can print out a "Board of Review" sheet with all pertinent information for the rank in question. The sheet may also include space for signed Board approval or rejection.

APPENDIX D - CAMPING GUIDANCE

PHILMONT GRACE

For food, for raiment
For life, for opportunity
For friendship and fellowship
We thank thee, O Lord

THE OUTDOOR CODE

As an American, I will do my best to:
Be clean in my outdoor manners.
Be careful with fire.
Be considerate in the outdoors; and
Be conservation minded.

LEAVE NO TRACE

Plan ahead and prepare
Travel and camp on durable surfaces
Dispose of waste properly (pack it in, pack it out)
Leave what you find
Minimize campfire impacts
Respect wildlife
Be considerate of other visitors.

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APPENDIX E - ACKNOWLEDGEMENT

I have read and understand the contents of the Troop 399 handbook and agree to abide by it:

Scout Signature: _____ Date: _____

Parent Signature: _____ Date: _____

NOTE: The rules, policies, and procedures spelled out in this handbook are applicable to all Scouts, adult leaders, and parents regardless of whether they have acknowledged them by signature.

Please sign and date this form and return it to the Committee Chair.