



Boy Scout Troop 173
Yorktown Heights, NY



Troop Manual



Troop 173 Yorktown Heights is sponsored by our chartered organization

St. Patrick's Church

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Troop 173 Yorktown Heights

Manitoga District

Westchester-Putnam Council

Boy Scouts of America

Westchester-Putnam Council
Boy Scouts of America



Table of Contents

Introduction.....	4
Mission of the Boy Scouts of America	4
Goals of Troop 173	4
Chartered Organization (Sponsor)	4
Boy Scout Uniform.....	5
Field “Class A” Uniform	5
Full Field “Class A” Uniform	5
Activity “Class B” Uniform	5
Organization	6
The Troop	6
Troop Committee	6
Scoutmaster and Assistant Scoutmasters	6
Junior Leaders	7
Patrol Leaders' Council.....	7
Leadership Elections.....	7
New Scout Patrol.....	7
Role of the Parent/Guardian.....	8
Parents at Campouts	8
Advancement Program	10
Ranks	10
Rank Advancement Steps.....	10
Rank Advancement Process Flowchart	11
Scoutmaster Conference.....	11
Board of Review	12
Merit Badges	13
Merit Badge Process Flowchart.....	13
Courts of Honor	13
Boy Scout Handbook and “Blue Cards”	13
Service to Others; Religious Emblems	14
Service to Others.....	14
Religious Emblems	14
Outdoor Program.....	15
New Scout Campout.....	15
Order of the Arrow	15
Camping	16
Required Personal Gear for Camping.....	16
Troop Camp-Out Procedures and Guidelines	18
Necessary Paperwork for Camping	18
Annual Health and Medical Record.....	18
Parental Permission.....	19
Registration and Automobile Insurance.....	19
Equipment	19
Food	20
Tents	20
Summer Camp.....	20

Fees, Subsidies and Meetings21
Registration Fees 21
Troop Annual Dues 21
Fund-Raising 21
Friends of Scouting 21
Subsidies 21
Troop and Patrol Meetings 22
Troop Committee Meetings 22
Parent Meetings 22

Troop Discipline Policy 23
Disciplinary Actions 23

Additional Information 24

Introduction

We have prepared this Troop Manual to help Scouts and Scout Families understand how this Troop operates. This Manual supplements the New Parent Guide that you received when you joined the Troop and is available on the Troop Website. Please read both carefully. Although this Manual provides information on Troop 173 operations and the Scouting Program, Scouts and their parents should refer to the current edition of the Boy Scout Handbook for a thorough explanation of all rank and advancement requirements, as well as other features of the Scouting program. Additional guidance is available from other official publications of the Boy Scouts of America.

Our aim is to help your son grow into an honorable young man by challenging him to master life skills through Boy Scouting. We hope that he will find his Scouting experience both fun and rewarding.

The safety and security of your sons is of utmost importance to us. This Troop strives to operate its active outdoor program in a safe and conscientious manner. The assistance and support of all Parents is important to us. We invite comments and questions concerning this Manual and any Troop operation.

Mission of the Boy Scouts of America

Since 1910, it has been the mission of the Boy Scouts of America to serve others by helping to instill values in young people in order to prepare them to make ethical choices during their lifetime in achieving their full potential. The values we strive to instill are based on those found in the Scout Oath and Scout Law.

Goals of Troop 173

Troop 173 is dedicated to fulfilling the Mission of the Boy Scouts of America by providing a safe and fun program of service to the community, leadership development, and outdoor adventure to its youth members, based on the values contained in the Scout Oath and Scout Law. Using the Patrol Method of organization, the Troop is “boy run” with adult Scouters serving as coaches and advisors.

Chartered Organization (Sponsor)

Every Troop is sponsored by an organization that receives a charter from the Boy Scouts of America, allowing that organization to sponsor a Boy Scout Troop. The Chartered Organization for Troop 173 is the St. Patrick’s Church, Yorktown Heights, NY. The Chartered Organization shares our objectives for the boys and insures that there is adequate, trained leadership. A Chartered Organization Representative acts as the liaison between Troop 173 and St. Patrick’s Church.

Boy Scout Uniform

The Boy Scout Uniform is an important part of Scouting. It signifies who we are as an organization and what each of our roles is within the Troop. For this reason, the Troop requires that each boy have a full uniform and wear it correctly. If a family cannot afford a uniform, speak with the Scoutmaster or Committee Chairperson. The following rules with respect to the Scout Uniform are to be followed unless an exception is made by the Scoutmaster with respect to a specific event.

Field “Class A” Uniform

The Field “Class A” Uniform is worn at all formal events as indicated by the Scoutmaster and includes the following:

- Short or long sleeve tan Boy Scout shirt with tan/green “173” numerals, Council Shoulder Patch, green shoulder loops and Rank patch on the left pocket.
- Scout socks (regular or knee socks) – required with Scout Uniform Shorts, otherwise optional.
- Troop 173 neckerchief with slide— all Scouts are given a Troop 173 neckerchief upon joining the Troop. Replacement neckerchiefs can be purchased at any Boy Scouts of America Scout Shop.
- If a hat is worn, any Boy Scouts of America ball cap.
- Scout Uniform Pants or Uniform Shorts and Scout Belt (web or leather). NO NON-UNIFORM pants/shorts are permitted.

Full Field “Class A” Uniform

The Full Field “Class A” Uniform is mandatory for all Scoutmaster Conferences, Boards of Review, and Courts of Honor. The Troop Committee requires that each Scout appear before the Board of Review in a clean Full Field “Class A” Uniform. If not in proper uniform, he will be denied the opportunity to sit before the Board. The Full Field “Class A” Uniform includes the entire list, above plus a Merit Badge sash (when more than six Merit Badges have been earned)

Activity “Class B” Uniform

The Activity “Class B” Uniform is used at weekly Troop meetings, camp, camp-outs and other specified events. Unless an Activity “Class B” Uniform is specified, a Scout should appear in his Field “Class A” Uniform. The Activity “Class B” Uniform consists of:

- Troop 173 T-shirt. Troop 173 T-shirts can be purchased only through the Troop.
- Scout Uniform Pants or Uniform Shorts and Scout Belt (web or leather). NO NON-UNIFORM pants/shorts are permitted.
- Scout hats and jackets are optional. Scouts should wear only a Boy Scouts of America cap or hat.

Organization

Troop 173 is part of the Manitoga District of the Westchester-Putnam Council, Boy Scouts of America. The Troop's organization consists of the Troop, Troop Leadership, the Chartered Organization, the Troop Committee and the Troop's Parents.

The Troop

The Troop is a group made up of several Boy Scout patrols. Each Patrol usually consists of a Patrol Leader and four to eight Scouts. The boys in a patrol elect their Patrol Leader who in turn appoints the Assistant Patrol Leader.

The Patrol Leaders, with the Senior Patrol Leader as their head, form the Patrol Leader's Council, which plans the activities and runs the Troop meetings.

Troop Committee

The Troop Committee is the link between the Chartered Organization - St. Patrick's Church - and Troop operations. The Troop Committee functions as an administration and support organization for the Troop. The Troop Committee takes care of non-program issues surrounding the Troop. For example:

- Carry out the policies and regulations of the Boy Scouts of America.
- Select the Scoutmaster, Assistant Scoutmasters, and merit badge counselors.
- Recruit and approve its own membership and form committees as required.
- Troop funds - Manage the finances and disbursements, in line with an approved budget plan.
- Fund raising activities.
- Membership drives.
- Troop coordination, activity permits and coordination.
- Administer Advancement Program and Advancement Records.
- Procurement and maintenance of Troop equipment.
- Facilitate communication among members of the Troop.
- Other responsibilities as may be assumed from time to time.

The Committee meets on the first Monday of the month.

Scoutmaster and Assistant Scoutmasters

The Scoutmaster and Assistant Scoutmasters are the direct contact leaders of the Troop. They actively participate directly with the Scouts in weekly Troop meetings and monthly outings. They are expected to complete the formal *Scoutmaster & Assistant Scoutmaster Specific Training* course (conducted by the Westchester-Putnam Council) within one year of taking the position. They are also encouraged to participate in other formal and informal Leader Training Programs when offered.

Duties include:

- Supervise the Troop programs at a Troop and patrol level.
- Conduct Troop Leader Training for elected and appointed Junior Leaders.
- Go camping with the Scouts.
- Conduct Scout training and sign advancement requirements.
- Discipline the Scouts.
- Perform various tasks to support components of the Troop.
- Act as coaches, counselors and advisors to the Troop Junior Leaders.

Junior Leaders

The Troop is based upon boy leadership and the patrol method of organization. Junior Leaders are responsible for a variety of roles within the Troop. See the position descriptions for Junior Leaders on the Troop 173 website.

Positions include:

Senior Patrol Leader	Chaplain Aid	Patrol Leader
Assistant Senior Patrol Leader	Troop Guide	Assistant Patrol Leader
Scribe	Instructor	Bugler
Troop Historian	Den Chief	Leave No Trace Trainer
Librarian	Junior Assistant Scoutmaster	Webmaster
Quartermaster	Order of the Arrow Representative	

Patrol Leaders' Council

The Patrol Leaders' Council is the committee of Junior Leaders that plans Troop activities. It consists of the Senior Patrol Leader (Chairman), Assistant Senior Patrol Leader, Patrol Leaders, Troop Guide and Scribe. The Scoutmaster and Assistant Scoutmasters serve as advisors to the Patrol Leaders' Council. Other junior leaders may, by invitation of the Senior Patrol Leader, attend Patrol Leaders' Council meetings. The Patrol Leaders' Council formally meets once a month to plan each Troop meeting and campout. It may also meet from time to time during or after Troop meetings. Twice a year, the Patrol Leaders' Council develops the Troop long-range (i.e., 6-12 months) activity plans. Members of the Patrol Leaders' Council are expected to attend a majority of these meetings.

Leadership Elections

There are two Leadership Roles where an election is held to determine the leader, Senior Patrol Leader and Patrol Leader.

Elections for Senior Patrol Leader are held annually. All Troop members are involved in voting. The Scoutmaster must approve all candidates for Senior Patrol Leader, based on a number of elements, including Scouts who:

- Participate in Troop activities dependably.
- Demonstrate leadership or show potential and behave responsibly.
- Set a good example for the other Scouts to follow.
- Live the Scout Law and Scout Oath every day, not just during Troop activities.
- Demonstrate Scout Spirit.

Elections for Patrol Leader are held twice a year. Only Patrol members are involved in voting.

The term for six month roles are from:

- 1) February 1st and extending through July 31st and
- 2) August 1st and extending through January 31st.

The term for twelve month roles are from August 1st extending through July 31st.

One Scout should not normally hold two Troop leadership positions at the same time.

New Scout Patrol

The Troop typically places all new Scouts into one or more patrols comprised of new Scouts. The Troop Guide and the Assistant Scoutmaster for the New Scout Patrol are responsible along with all Troop Instructors for supporting the advancement of each new Scout in the first six months to one year that the Scout is a member of the Troop. After the one year, or when all the members reach the rank of First Class, the New Scout Patrol generally remains together as a traditional patrol. Scouts are always free to join another Patrol if invited by that patrol. Scouts don't have to remain with the Patrol they were first placed in.

Role of the Parent/Guardian

The role of parent/guardian within Troop 173 is to be supportive of the Troop's efforts and to provide the atmosphere Scouts need to learn and excel. As with any volunteer youth organization, the Troop needs the active support of the Parents/Guardians to be successful. Troop 173 Parents/Guardians are required to be involved in Troop operations. Parental involvement goes a long way in ensuring the success of your Scout and our Troop. This doesn't mean attending every meeting and outing but does mean helping out with at least one of the many functions required by the Troop, both visible and behind the scenes. These functions include Assistant Scoutmasters, Merit Badge Counselors, Fundraising Committee, Boards of Review, and people to plan Courts of Honor, Picnics, Trips, Driver, etc. The list goes on.

When your son joins the Troop, we will ask each family to volunteer for at least one job with the Troop. Also, each year in September, we will again ask for volunteers. Unless we get 100% support of the Parents, we will be unable to provide the quality Scouting programs that our sons deserve and may have to reduce the roster of active Scouts in the Troop.

There are two mandatory parent meetings where parents will meet with Troop Committee and Uniformed Adult Leaders. The first is in October with the primary purpose to review the Troop calendar for the coming year and the second in February for Friends of Scouting among other agenda items.

In addition to volunteering time to the Troop, Parents should:

- Read their Scout's handbook and understand the purpose and methods of Scouting;
- Actively follow their Scout's progress and offer encouragement and a push when needed;
- Show support to both the individual Scout and the Troop by attending all Troop Courts of Honor;
- Be aware of the Troop Events Calendar.

All adults participating in Troop 173 activities must have completed Youth Protection Training from both the Boy Scouts of America and the Archdiocese of New York. Youth Protection Training teaches the adult to **protect children from abuse and the adult from false accusation of abuse**. Boy Scouts of America training is less than an hour long and is available online. Training from the Archdiocese is available through our Chartered Organization, St. Patrick's Church. Uniformed Adult Leaders and Troop Committee members should view the Boy Scouts of America Fast Start training video and are expected to complete Boy Scout Leader Training within one year of appointment. The Scoutmaster and Committee Chairperson must have completed Boy Scout Leader Training.

Parents at Campouts

The Troop encourages parents to join us on campouts. Outdoor activities are at the heart of the Scouting program and are enjoyable for everyone. We ask that Parents intending to participate in a camping trip ensure that they have completed Boy Scouts of America on-line Youth Protection Training. Parents should sign up for a campout in advance. That way we can plan for sufficient food, tents, and other equipment. Also, if you sign up and have a change in plans, let the Troop know as soon as possible.

Each Scout has very specific and assigned responsibilities to his patrol and the Troop during each campout, and he is expected to follow the activity schedule. The Troop operates by the "patrol method", with Scouts doing most activities with their patrols. No Parent may take his son out of camp without first advising one of the adult registered leaders. Adults also form themselves into a patrol. Normally, visiting Parents will be part of the adult patrol, and will not be part of a Scout patrol. Adults will eat meals together, and the boys will eat their meals together in their patrols.

Also keep in mind that as part of Scouting's Youth Protection policy, **one adult is never allowed to be alone with one Scout and an adult is never allowed to sleep in the same tent as a Scout unless it is with their own son**. This policy applies to all adults who attend campouts.

Another very important reason for having Parents at a campout is to maintain safe Scouting. As adult leaders for the Troop, we are bound by detailed rules for safe Scouting. If a visiting parent observes a violation of the rules, he or she must immediately report the violation to the Scoutmaster or an Assistant Scoutmaster. If the Scout is in imminent danger, stop the dangerous activity immediately. The rules for safe Scouting may be found on the Boy Scouts of America official website. Some of the most important safety rules include:

- No Scout is allowed to leave camp alone and/or without permission.
- No Scout is allowed to “play” with fire. All fires must be contained within the fire ring or cooking areas. Any Scout starting a fire must have the advance permission of the Senior Patrol Leader, Scoutmaster or Assistant Scoutmaster.
- **Fires are NEVER allowed in tents**, including lighters, lanterns, and matches. **NEVER.**
- No Scout is allowed to fight, play with, or throw a knife, axe or saw. Any Scout carrying a knife must have a Tot’n Chip Card in his possession. Axes and saws are not used outside of the Troop established Axe Yard.
- Fighting, punching, teasing, hazing are **never** allowed.

We expect the boys and adults to have fun during a weekend camping trip (and summer camp), rain, shine, or SNOW!! If we are not having fun, we are not having a successful camping trip. Parents are encouraged to actively participate in the evening campfire programs. This includes appropriate skits, songs, jokes, etc.

Advancement Program

Each Scout is encouraged to advance. The advancement process demonstrates an increased skill level and maturity. Parents should encourage your son to advance. The best way is to review his progress periodically using his Boy Scout Handbook. Let the Scout learn by completing the requirements himself.

Ranks

The Boy Scout advancement program provides a ladder of skills that a Scout climbs at his own pace. As he acquires these skills he moves up through a series of ranks, for which he is awarded badges – Tenderfoot, Second Class, First Class, Star, Life, and Eagle. The higher he climbs the more challenging his tasks – and the more rewarding. Details for advancement are contained in the Boy Scout Handbook, which every Scout should obtain as soon as possible after joining the Troop. Take a look at Chapter 1. This short chapter has an advancement summary through First Class.

Requirements for Scout, Tenderfoot, Second Class and First Class, can be “signed off” by the Troop Guide or a Troop Instructor, prior to review and formal approval by an Assistant Scoutmaster, or the Scoutmaster. Only the Scoutmaster or an Assistant Scoutmaster can sign off and approve Star, Life, and Eagle requirements. Brothers are never permitted to “sign off” on each other’s requirements. Parental “sign offs” are specifically prohibited in the Boy Scouts (except where the parent is a registered leader in the Troop.)

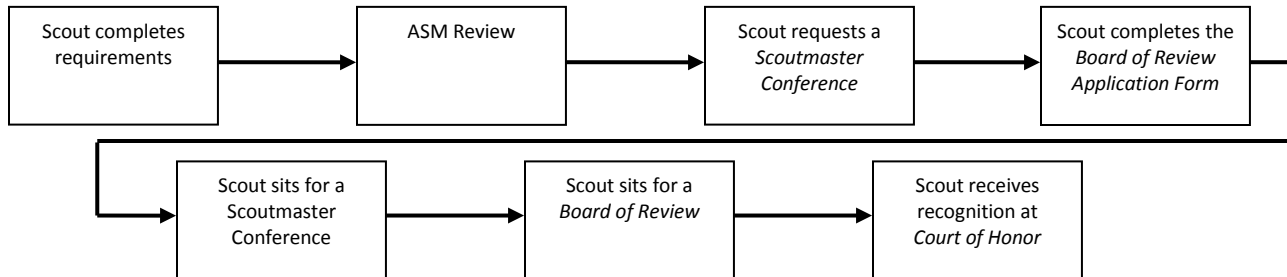
Rank Advancement Steps

In order for the Scout to advance in rank, he must accomplish the following:

1. Complete all requirements and have them initialed and dated in his Boy Scout Handbook.
2. Complete the time, leadership, and service requirements required for advancing to the next rank.
3. Request a Scoutmaster Conference by signing the Scout’s name, and rank to be achieved on the request sheet, which will be available at each meeting. Keep in mind that the request should be made at least two weeks before a scheduled Board of Review if the Scout anticipates attending that Board of Review. Generally, the Scoutmaster Conference will be held during the next scheduled Troop meeting following the request, although alternate scheduling arrangements may be made.
4. Complete a Board of Review Application form for the rank pursuing and bring the application to the Scoutmaster Conference. Board of Review Application Forms are available on the Troop website.
5. Meet with an Assistant Scoutmaster or the Scoutmaster in **Full Field “Class A” Uniform**.
6. For the rank of Scout, no Board of Review is required, only a Scoutmaster Conference.
7. Upon completion of a Scoutmaster Conference the Board of Review Application will be sent to the Board of Review Committee by the Scoutmaster.
8. Appear before the Board of Review in **Full Field “Class A” Uniform**. No Scout will be given a Board of Review unless he is in Full Field “Class A” Uniform.
9. Scouts who successfully pass their Board of Review (or Scoutmaster Conference for the rank of Scout) will be formally recognized for their advancement at the next Court of Honor.

Rank Advancement Process Flowchart

There are a few steps a Scout must follow to be able to complete the Rank. Here at Troop 173 we've established a formal process for Rank progression. The following flowchart depicts this process.



1. Scout completes all requirements for rank with the exception of:
 - *Demonstrate Scout Spirit by living the Scout Oath (Promise) and Scout Law in your everyday life. Discuss four specific examples of how you have lived the points of the Scout Law in your daily life.*
 - *Participate in a Scoutmaster Conference.*
 - *Complete your Board of Review*
 These will be completed later in this process.
2. Assistant Scoutmaster reviews handbook to confirm all requirements are signed off
3. Scout requests a *Scoutmaster Conference* from the Scoutmaster in advance of the next scheduled date. (See Troop Calendar for dates). ***(If this Scoutmaster Conference is for the SCOUT Rank then the process jumps to step 7)***
4. Scout completes the *Board of Review Application Form* for the rank he is pursuing. (See Troop website for the *Board of Review Application Forms*)
5. Scout sits for the Scoutmaster Conference in Full Field (Class A) Uniform with completed *Board of Review Application Form* and his Scout Handbook
6. After passing the Scoutmaster Conference he will then sit for the next scheduled Board of Review in Full Field (Class A) Uniform. (See Troop calendar for dates).
7. After passing the Board of Review the Scout has completed his rank. He may begin working on his next rank. The Scout will receive his Rank Badge at the next scheduled Court of Honor.

Scoutmaster Conference

Scoutmaster Conferences are scheduled during designated times. Please refer to the Troop calendar for the dates. It is the responsibility of the Scout to sign up for a scheduled conference by the deadline set by the Scoutmaster. Scouts must report to a Scoutmaster Conference in Full Field "Class A" Uniform. The Scout MUST bring his Boy Scout Handbook with all requirements completed (with the exception of those requirements related to Scout Spirit, Scoutmaster Conference and Board of Review) for the rank pursuing. Also, the Scout MUST bring a completed Board of Review Application Form for the rank pursuing. A Scout is not permitted to complete his Scoutmaster Conference and Board of Review for the same rank in the same evening. Scouts who do not pass the Scoutmaster Conference will be given the reason(s) for the Scoutmaster's rejection, and the corrective steps (and timing) necessary to pass a future Scoutmaster Conference. Scoutmaster Conferences will not be given to a Scout not in Full Field "Class A" Uniform.

Board of Review

The Board of Review consists of non-uniformed adults, members of the Troop Committee, parents from the Troop membership and/or members of the Community, lead by the Advancement Chairperson or Committee Chairperson, who meet with each Scout after the Scout has completed the requirements for each rank (except for the rank of Scout) and a Scoutmaster Conference. This is an opportunity for Board members to review the Scout's attitude, accomplishments and acceptance of Scouting ideals. The Board is responsible for checking that each Scout has in fact completed his rank requirements, is displaying appropriate leadership skills, maturity, attitude, spirit, and is prepared to move on to the next rank. The Board meeting schedule for the year is normally announced in September and published in the Troop calendar. Scouts who successfully pass the Board of Review will be immediately announced at that or the next Troop meeting. Scouts who do not pass the Board of Review will be given the reasons for the Board's rejection and the corrective steps (and timing) necessary to pass a future Board. Decisions of the Board of Review may be appealed to the full Troop Committee.

Scouts must appear before the Board in Full Field "Class A" Uniform (no exceptions), and must bring his Boy Scout Handbook. The completed Board of Review Application Form will have been sent to the Board of Review Committee by the Scoutmaster.

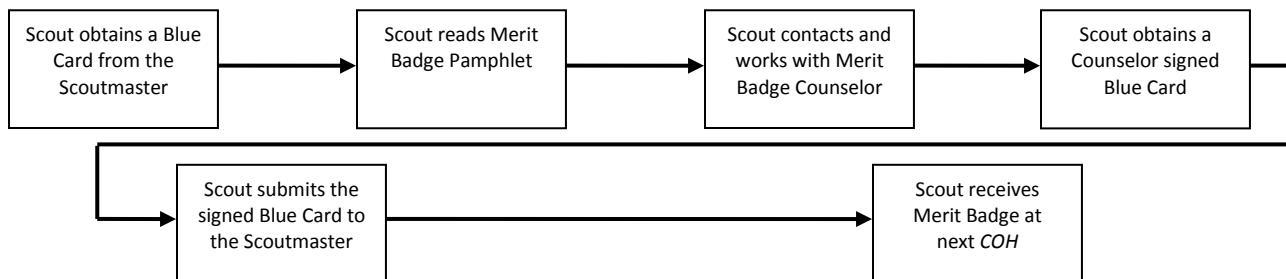
The District Advancement Chairperson chairs the Eagle Board of Review, with members drawn from Manitoga District. The Troop normally has two voting members on an Eagle Board of Review. Eagle Boards are convened on an "as required" basis.

Merit Badges

The goal of the merit badge program is to expand a Scout's areas of interest and to encourage the Scout to meet and work with adults in a chosen subject. A Scout working with a registered merit badge counselor earns merit badges. All parents of Scouts are encouraged to become Merit Badge Counselors. Please fill in a Troop Resource Survey form and return it to a Troop Leader.

Merit Badge Process Flowchart

There are a few steps a Scout must follow to be able to complete a Merit Badge. Here at Troop 173 we've established a formal process for earning Merit Badges. The following flowchart depicts this process.



1. Scout identifies a Merit Badge he wishes to work on and request from the Scoutmaster a Blue Card to begin work. *(The Scoutmaster may not permit a Scout to work on a Merit Badge if the Scoutmaster believes the Scout is not prepared or ready to take on the Merit Badge at that time)*
2. Scout obtains and reads the Merit Badge Pamphlet for the Merit Badge he wishes to work on. Pamphlets may be in the Troop Library and are available for purchase from the Scout Shop or online at www.scoutstuff.org.
3. Scout contacts a Merit Badge Counselor and schedules time to meet. **The Scout must meet the counselor with a Buddy or Parent. Scouts are NEVER to meet a counselor alone, One-On-One.** Names and contact information for Merit Badge Counselors can be obtained from the Scoutmaster. *(For Summer Camp or Merit Badge Seminars the Counselor will be provided.)*
4. Scout completes all the requirements for the Merit Badge and demonstrates or presents completed work to the Merit Badge Counselor. Upon completion the Merit Badge Counselor will sign the Blue Card.
5. Scout presents the signed Blue Card to the Scoutmaster
6. Scout is presented his Merit Badge at the next Court of Honor

Courts of Honor

Courts of Honor are held at least three times a year (early fall, mid winter, and late spring) to recognize individual Scout achievement as well as Troop activities. Parents are strongly encouraged to attend **all** Courts of Honor to share with their son the pride of accomplishment, and the achievements of their fellow patrol and Troop members.

Boy Scout Handbook and "Blue Cards"

While the Troop and council keep records of each Scout's achievement and advancement, there is **only one official record of advancement, each boy's Scout Handbook**. For merit badges, **only the merit badge blue cards serve as the official record**. When applying for Eagle, the only records that are accepted are the Handbook and blue cards. **Please take care of the book and cards!** Also each Scout needs to keep track of advancement cards. We suggest that a Scout use a binder with paper, tabs and baseball card pocket inserts. The card inserts make excellent holders for Blue Cards and Advancement Cards.

Service to Others; Religious Emblems

Service to Others

One of the founding principles of the Boy Scouts is service to others. The Scout Slogan reminds us to ***Do a Good Turn Daily***, and the third point of the Scout Law tells us that ***a Scout is Helpful***. Service projects help Scouts to discover that they can make a positive difference in their community. Some ranks require Scouts to participate in an approved service project. Generally, Troop 173 will require each Scout to demonstrate service to others during a Board of Review for any rank.

The key phrase to remember and understand is “Service to others.” Service to this Troop will not count for service hours. A service project can be planned for a few Scouts, a patrol, or the entire Troop. In every case, service projects **must be approved in advance by the Scoutmaster**. Scouts who want to work on a Service Project should present the idea in advance to the Scoutmaster. Be prepared to answer questions related to the project such as who will benefit, what group is sponsoring the project, how much time will you put in to the project and will any other Scouts be working on the project. A Scout will not be given service hour credit “after the fact” for projects that had not been pre-approved.

In general, a Scout should wear a Field “Class A” Uniform or Activity “Class B” Uniform during a Service Project. But it does depend on the project. It helps Scouting if people know that a group of Scouts are performing some service and not just a group of boys.

For Troop-run service projects, the Scout should request that the Adult leader in charge of the project report service hours to the Troop Committee member or other appointed record-keeper, who keeps a listing of all service hours. For other projects, the Scout should get an attendance note or list from the Adult in charge of the project and retain it for use during the Scoutmaster Conference and Board of Review.

Religious Emblems

The twelfth point of the Scout Law states that ***a Scout is Reverent***. The religious emblems program is a program of religious denominations and not of Scouting. The specific religious groups have established qualifications for religious emblems. The Scout works through his own spiritual leader to complete the applicable program. Troop 173 is sponsored by St. Patrick’s Church, and has an active program to assist Scouts in obtaining religious emblems for the Catholic faith. A Scout of another faith should approach the Scoutmaster or Committee Chairperson for help in identifying a counselor for the religious emblem of his own faith.

Outdoor Program

The Troop's outdoor program is designed to:

- Insure that new Scouts have ample time and instruction to become efficient campers;
- Hone the skills of the Scouts with several years behind them; and
- Afford older Scouts, with proven ability, a more challenging and stimulating program.

First year Scouts will be members of the "New Scout" patrols. The objective is to train them in the basic skills required to be a proficient camper. Even if a boy is experienced in the outdoors (due to family camping), he will be trained in the Scout method of outdoor living.

The basic objective for Scouts in the second and third year of the Scouting program is to refine basic skills and to increasingly rely on nature and the environment for tools, equipment, and support.

"Senior" Scouts may be involved in high adventure camping experiences. They should be at least 13 years of age and should have a minimum of three years camping experience as a Boy Scout. The Scout should also have demonstrated a reasonable ability in the outdoors and a positive attitude and team spirit. A working knowledge of first aid is a must. The objective of this segment of the program is to allow each Scout to test his abilities and promote self-confidence, while having fun.

New Scout Campout

The Troop usually dedicates a Spring campout to teaching basic skills to new Scouts. Only new Scouts, Troop Guide and Instructors attend this camping trip (along with Adult Scouters), with the focus of the weekend to give these new Scouts (often Webelos Scouts who have recently "bridged" into the Troop), a basic foundation in Scout skills, while learning to work together in a "boy-run" patrol organization.

Order of the Arrow

The Order of the Arrow is Scouting's national honor society for Scouts and Scouters. **Ktemaque Lodge #15 WWW** is the Order of the Arrow Lodge chartered by the Westchester-Putnam Council, Boy Scouts of America. The Order of the Arrow is a youth-led organization that recognizes Scout campers who have shown love of the outdoors and best exemplify the Ideals of Scouting. A Scout is elected to membership in the Order of the Arrow by members of the Troop. Troop 173 generally holds its elections in March of each year. A Scout is eligible for Order of the Arrow membership when he achieves the rank of First Class and has participated in 15 nights of camping the previous two years (including 5 successive nights at Scout Camp). Additional information on the Order of the Arrow is on the lodge website, accessible from the Troop 173 website.

Camping

When outfitting a new Scout, here are a few suggestions:

- A backpack is not needed until the program indicates that we will be backpacking. An old duffel bag or sports bag will work fine for Cabin camping or Tailgate camping.
- A daypack will likely be needed for many trips, including day hikes, camporees, Klondike Derby, etc. It should be big enough to carry a lunch bag, water bottle, Scout Handbook, jacket, and gloves, for example. We suggest that you not use your school "book bag" as it will likely get dirty, wet, and beaten up.
- Acquire equipment slowly, as needed. Scout equipment makes great gifts.
- Talk with the older Scouts and adults on what equipment they have found to be the best. Try to buy good quality equipment, it lasts longer.

Both Individual Gear and Troop Equipment checklists are posted on the Troop 173 website. Each Scout should use the Individual Gear checklist to help him prepare for a camping trip. For each outing, a copy of the Troop Equipment checklist will be prepared by the Troop Quartermaster in consultation with the Senior Patrol Leader and the Scoutmaster, and provided to each Patrol Leader. Equipment required for each respective trip will be "checked" on the list. The Patrol Leader will share the list with each Scout who has signed up for the camping trip.

Required Personal Gear for Camping

- **Wrist Watch** - All our event we attend have schedules, to assist in staying "on time" a Scout should wear a waterproof wrist watch. DO NOT use a cell phone since they are not permitted for daytime use.
- **Mess Kit** - Small pot, frying pan, bowl, and cup.
- **Utensils** - Knife, fork, and spoon (stainless steel or Lexan).
- **Canteen** - Get the cheapest plastic you can find. Old one liter bottled water container or Nalgene-type bottles work well.
- **Sleeping Bag** - Understand the temperature rating of the bag. Some bags are rated at 40 or 50 degrees. Although they are fine for most late spring summer and early fall campouts, they likely will not be warm enough to use during other seasons. Down bags are expensive and do not insulate when wet (we camp, rain or shine, or snow!). Synthetic bags are economical and work well. You will also need a waterproof stuff sack.
- **Sleeping Pad** - A pad is used to insulate the camper and sleeping bag from the earth. It is not used for comfort. Pack it in a plastic bag to keep it dry. Air mattresses work well for car camping, but are too heavy for backpacking.
- **Rain Gear** - Campmor and other outlet centers have nylon jackets/pants that stuff into small bags. They are lightweight, cover well in driving rainstorms, and will be less likely to overheat than plastic suits, and they are not too costly. A poncho is adequate, it is cheap and works in drizzle; however, a poncho won't keep you dry if it is windy and tends to make a boy overheat.
- **Knife** - An official Boy Scouts of America knife is always acceptable (add a distinguishing feature so you can tell yours from another). Do not buy a knife with too many gadgets. Boy Scouts of America does not allow sheath knives. **NOTE: a Scout will not be allowed to carry a knife until he receives his Tot'n Chip Card.**
- **Flashlight** - It should be waterproof and sturdy. Spare bulbs and batteries are required camping gear.
- **Compass** - A low cost but reliable Silva-type compass is required equipment. Tie a colored cord around the compass to distinguish it as yours.
- **Whistle**
- **Flint and Steel** - Starting a fire with flint and steel (the steel is also known as a "firesteel") brings to mind the image of self-sufficient mountain men in the wilderness. A rite of passage that ties you to wilderness travelers through the millennia, the ability to use flint and steel is one of the basic survival skills everyone should master.
- **First Aid Kit** - The Scout Handbook lists the essential parts of a personal first aid kit. It should be brought on each trip.
- **Hiking Boots** - WELL-BROKEN IN waterproof shoes or boots.

- **Socks** - Socks are one of the most important items on camp-outs. Polypropylene sock liners or wool hiking socks are a must for long hikes or cold weather camping and to help avoid blisters and frostbite. Bring one pair for each day, plus one extra pair. Stay away from Cotton socks on hikes.

Please **label every item that a Scout owns**, with either the Scout's last name, or initials.

See Troop 173's website for additional information on Backpacking/Hiking/Cold Weather Gear

Unnecessary Equipment

- **Tents** - The Troop will supply all tents and tarps. A Scout may NOT bring a personal tent without first getting the Scoutmaster's permission.
- **Stoves, pots, and pans** - The Troop provides all Patrol level cooking equipment.
- **Patrol and Scout Personal Equipment Specifically Not Allowed on Troop Outings**
 - Liquid fuel equipment (stoves, lighters, lanterns, etc.). Scouts may only use propane stoves and propane lanterns
 - Sheath Knives (knives than cannot be closed)
 - Electronic games, toys, and computers – NOTE: personal music players (e.g., mp3 players or iPods) with personal headphones are permissible at bedtime.

Troop Camp-Out Procedures and Guidelines

There are several different types of activities the Troop participates in throughout the year. A note about adult supervision - at least two registered adult leaders, or one adult leader and a Scout parent, one of whom must be at least 21 years of age, are present at all Troop meetings, trips or outings. This is a Boy Scouts of America requirement.

Necessary Paperwork for Camping

A Scout (or adult Scouter) will not be allowed to participate in any activity unless the appropriate Health Forms and Parental Permission Forms have been supplied.

Annual Health and Medical Record

The Boy Scouts of America recommends that all youth and adult members have annual medical evaluations by a certified and licensed health-care provider. In an effort to provide better care to those who may become ill or injured and to provide youth members and adult leaders a better understanding of their own physical capabilities, the Boy Scouts of America has established minimum standards for providing medical information prior to participating in various activities. Those standards are offered in one three-part medical form, *“Annual Health and Medical Record”*.

Parts A and C of the Annual Health and Medical Record are to be completed annually by all Boy Scouts of America unit members. Both parts are required for all events that do not exceed 72 consecutive hours, where the level of activity is similar to that normally expended at home or at school, such as day camp, day hikes, swimming parties, or an overnight camp, and where medical care is readily available. Medical information required includes a current health history and list of medications. Part C also includes the parental informed consent and hold harmless/release agreement as well as a talent release statement. Adult unit leaders should review participants' health histories and become knowledgeable about the medical needs of the youth members in their unit. This form is to be filled out by participants and parents or guardians and kept on file for easy reference. Part B is required with parts A and C for any event that exceeds 72 consecutive hours, or when the nature of the activity is strenuous and demanding, such as a high-adventure trek. Service projects or work weekends may also fit this description. It is to be completed and signed by a certified and licensed health-care provider—physician (MD, DO), nurse practitioner, or physician's assistant as appropriate for your New York State. The level of activity ranges from what is normally expended at home or at school to strenuous activity such as hiking and backpacking. Other examples include tour camping, jamborees, and Wood Badge training courses. It is important to note that the height/weight limits must be strictly adhered to if the event will take the unit beyond a radius wherein emergency evacuation is more than 30 minutes by ground transportation, such as backpacking trips, high-adventure activities, and conservation projects in remote areas.

Risk Factors

Based on the vast experience of the medical community, the Boy Scouts of America has identified that the following risk factors may define your participation in various outdoor adventures.

- Excessive body weight
- Heart disease
- Hypertension (high blood pressure)
- Diabetes
- Seizures
- Lack of appropriate immunizations
- Asthma
- Sleep disorders
- Allergies/anaphylaxis
- Muscular/skeletal injuries
- Psychiatric/ psychological and emotional difficulties

For more information on medical risk factors, visit Scouting Safely on www.scouting.org.

Prescriptions

The taking of prescription medication is the responsibility of the individual taking the medication and/or that individual's parent or guardian. A leader, after obtaining all the necessary information, can agree to accept the responsibility of making sure a youth takes the necessary medication at the appropriate time, but Boy Scouts of America does not mandate or necessarily encourage the leader to do so. Also, if state laws are more limiting, they must be followed.

For frequently asked questions about this Annual Health and Medical Record, see Scouting Safely online at <http://www.scouting.org/scoutsource/HealthandSafety.aspx>. Information about the Health Insurance Portability and Accountability Act (HIPAA) may be found at <http://www.hipaa.org>.

Parental Permission

The *Troop 173 Parental Permission* form is required before each activity. This form must have the parent's signature and contact information. If parents will not be home during the activity, the form must provide an address and phone number of a responsible individual that can be reached in an emergency.

Copies of the "Annual Health and Medical Record" and "Troop 173 Parental Permission" forms are available on the Troop 173 website.

Registration and Automobile Insurance

These forms must be completed annually by each driver so that they are covered by the Boy Scout liability insurance policy when driving Scouts to and from events.

Equipment

The Troop Quartermaster issues gear to each patrol quartermaster for camp-outs.

- This gear is checked out before each camp-out from the Quartermaster Room.
- Gear is to be **cleaned** after each camp-out, and properly maintained.
- Stoves, cooking utensils, pots and pans are to be properly cleaned at home and returned at the next Troop meeting after each camp-out.
- Tents and ground cloths must be air dried and cleaned before storing and returning to the next Troop meeting. Any damage and/or missing items must be reported to the Troop Quartermaster.
- Broken mantels and glass globes for lanterns should be reported to the Troop Quartermaster for replacement.

Food

Each Patrol Leader is responsible to budget for meals. Each Patrol Grubmaster purchases the Patrol's food. Scouts are rotated in this position, as decided by the Patrol Leader. Planning forms are available on the Troop 173 website. The cost of purchasing food will be reimbursed by the Troop at \$7.00 per Scout for a single night campout and \$10.00 per Scout for a double night campout.

Tents

Patrol leaders will assign tent mates. Scouts are not allowed to sleep alone (one boy to a tent) without the Scoutmaster's permission. ***BSA regulations prohibit a Scout and adult Scouter from sleeping in the same tent unless the Scout is the adult Scouter's son.*** Personal tents are not permitted on Troop campouts, unless permission is received prior to the campout from the Scoutmaster. Snack food should never be kept inside a tent (even if inside a pack). Animals will crawl into tents looking for food. **Flames are NEVER allowed in tents.** When pitching a tent, remember to select a flat area away from any run-off or drainage areas. Never place your tent where a branch or rock could fall on it.

Summer Camp

The Troop spends one or two weeks at summer camp each year, with many Scouts opting for an additional week with a provisional Troop. Generally, the Troop spends the first week in July at Henderson Scout Reservation, Otschodela Council (located near Cooperstown, NY) and a mid August week at Curtis Read Scout Reservation, Westchester Putnam Council (located near Lake George, NY). Links to the websites for these Scout camps are on the Troop 173 website.

Camp runs from Sunday to Saturday. Space is limited in the camp, and advance sign-up is mandatory, with total camp fees (approximately \$ 250-350 per Scout per week) due around March 1st. Meals are included in this fee (but snacks are not). Each Scout is responsible for his own transportation to and from the camp. Needs-based financial assistance is available.

In addition to the standard Summer Camps weeks mentioned above the Troop participates in High Adventure weeks (Florida Sea Base, Cape Cod Trek, Adirondack Canoe Trek) or special events like the National Scout Jamboree.

The emphasis in summer camp is fun and fun. Scouts typically sign to work on merit badges, and attend daily classes, with evening homework, to complete the badges by week's end. First year Scouts typically focus on basic camping skills, including cooking, wilderness survival, and craft merit badges. Experienced Scouts focus on waterfront and other outdoor badges as well as high adventure activities. If a badge has requirements that cannot be done in the week at camp, Scouts are strongly encouraged to complete those requirements in advance of arrival at camp. Initial merit badge signups take place in March for Henderson and April for Read.

The Troop looks for parental support during part or all of the camp weeks. A minimum of three adults (two being registered leaders) are needed for each week at camp.

Fees, Subsidies and Meetings

Troop 173 operates as a not for profit, tax exempt organization. The Troop is chartered by St. Patrick's Church, Yorktown Heights, NY.

Registration Fees

The Troop pays annual registration fees to the Westchester-Putnam Council in December of each year, for the upcoming year which includes annual registration for National Boy Scouts of America (*Fees for each Scout and adult Scouter*), Troop Insurance and a *Boy's Life* subscription for each Scout.

Troop Annual Dues

The Troop's primary operating expenses come from dues and our fundraisers. Currently, dues are \$75.00 per Scout, as established by the Troop Committee, payable in October. Needs-based financial assistance is available.

Fund-Raising

The Troop currently holds 2-3 fundraisers each year. The Trails End Popcorn sale is done in conjunction with other Troops in the Westchester-Putnam Council. Commissions can be earned by each Scout, based upon the value of the sales made by the individual Scout. Scouts are expected to actively support the fundraiser by selling often through door-to-door sales. Scouts are also expected to serve one or two "shifts" when the Troop sells baked goods and Irish soda bread at its St. Patrick's Bake Sale on a Saturday and Sunday in March outside St. Patrick's new and stone church. Occasionally an additional fundraiser is held during the year, sometimes to raise money for a particular event.

Parental support is vital to the success of the fundraisers, not only by supporting your son in individual, door-to-door sales, but by serving on various committees, and assisting with sales and distribution of the Popcorn, during the week and weekends. Volunteers will be solicited at the beginning of the Scout year, in September, and throughout the year.

Friends of Scouting

Every year the Westchester-Putnam Council holds a fundraising drive called The Friends of Scouting. The Troop invites a Friends of Scouting representative to a mandatory Parents' Meeting in February to provide information on the Council's summer camp opportunities and the Friends of Scouting fundraiser. Although Friends of Scouting donations are optional please consider making a contribution as it helps fund area Scout camps and activities that directly benefit your Scout.

Subsidies

The Troop generally subsidizes all weekend camping trips, paying camping and admission fees. The Troop also pays for all Troop equipment and repairs, as well as Troop level supplies (propane, charcoal, water, etc.) The Troop will subsidize Scouts for their food costs according to daily limits set from time-to-time by the Troop Committee. The amount of money available for these subsidies is dependent upon the fundraisers and annual dues, and we plan our annual budget accordingly.

Troop and Patrol Meetings

From September through June the Troop has regular Troop meetings every Monday evening, from 7:30 PM to 9:00 PM, at the lower meeting hall at St. Patrick's Stone Church. Other meeting times or dates may be set, with adequate advance information provided to each Troop member. The Patrol Leader's Council generally meets monthly at a designated location at St. Patrick's or such other date, time or location as announced by the Senior Patrol Leader. Regular Troop meetings are not held over the summer. Each Scout is expected to attend a majority of Troop meetings during the year.

Patrol meetings are scheduled by each Patrol Leader, and are usually held at the Patrol Leader's home. We strongly suggest that Patrol meetings be held at least once a month. Depending on the purpose of the Patrol meeting, a member of the Patrol Leader's Council may be invited to participate (e.g., Troop Guide, Instructor). A parent must be at home during the meeting, or the meeting cannot be held. Patrol Leaders are expected to give as much notice as possible, but not less than four day's notice, for these meetings. Each Scout is expected to attend a majority of his Patrol meetings during the year.

Troop Committee Meetings

The Troop Committee meets the first Monday of each month at a designated location in St. Patrick's School or such other date, time or location as announced by the Committee Chairperson. Minutes of these meetings are distributed.

Parent Meetings

A parents meeting is held at a designated location in St. Patrick's School. The date, time and location are announced by the Committee Chairperson.

Troop Electronics Policy

The Troop Committee and Patrol Leaders' Council recognize that personal electronic devices have become an important part in the way we live our lives in today's world. With this understanding both have developed the following policy with regard to their use at Troop Events.

The use of any personal electronic device is strictly prohibited during any Troop Event.

The follow expectations to this rule are:

Scouts are permitted to use cellular phones to communicate with parents at the start and end of Troop Meetings, Days at Camp, or a Service Project/Special Event. Cellular phones not to be used by Scouts outside of these times. Cellular phone may be used at any time in cases of emergency.

Scouts are permitted to use a personal audio device (example iPod, MP3 Player or any similar device) to listen to music only at bedtime on campouts and ONLY with ear buds. Music is NEVER to be play via the device's internal speaker or attached amplifier.

Troop Discipline Policy

Every Scout is expected to understand and comply with the Scout Oath, Scout Law, Scout Motto, Scout Slogan, the Outdoor Code, and the policies of the Troop. Scouts having difficulty following these rules will be given an opportunity to correct their behavior. Counseling of Scouts will be based on the severity of the discipline violation. Additional occurrences will initiate another level of leadership to counsel the Scout about the problem.

Every effort is made to have the Scouts, through the Senior Patrol Leader, Assistant Senior Patrol Leader and Patrol Leader resolve any conflict between Scouts or eliminate any unruly behavior by a Scout by counseling the Scout.

If a Scout continues to exhibit unruly behavior at any short term camping trip, summer camp, meeting, outing or other activity, after he is counseled by the junior leader to stop the behavior, the matter may be referred to the Scoutmaster or Assistant Scoutmaster. Appropriate disciplinary action will be taken. This action may include, at the Scoutmaster's or Assistant Scoutmaster's discretion, being sent home from the activity. In such instances, the Scout's parent will be contacted and asked to pick up the Scout.

Continued behavioral difficulties or behavior affecting the health and safety of any member of the Troop will result in a Special Meeting attended by the Scoutmaster, Members of the Troop Committee, the Scout and his parents and may result in suspension or expulsion from the Troop.

Disciplinary Actions

Disciplinary actions by the Troop and Committee can include, but are not limited to:

- Loss of leadership position for part or all of that term or a future term.
- Failure to recommend the Scout for Order of the Arrow.
- Suspension from future Troop activities.
- Failing Board of Review.
- Suspension from the Troop (temporary).
- Expulsion from the Troop (permanent).

Additional Information

You can find additional information about Troop 173 by accessing our website which is located at <http://www.Troop173-yorktown.org>

St. Patrick's Church website is located at <http://www.stpatricks-yorktown.org/home.html>

Information on the activities of the Westchester-Putnam Council, Boy Scouts of America and Curtis S. Read Scout Reservation may be found at <http://www.wpcbsa.org/>

You can find more information regarding activities at Henderson Scout Reservation at <http://www.otschodela.org/boyscoutcamp/hendersonscoutreservation.htm>