

# **BSA Troop 516**

***Elizabethton, TN***

*"Providing a Quality Scouting Program Since 2014"*



## **Procedures and Guidelines**



## **BOY SCOUTS OF AMERICA**

**Chartering Organization**  
**1<sup>st</sup> Baptist Church**  
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## **Mission Statement of the Boy Scouts of America**

It is the mission of the Boy Scouts of America (BSA) to serve others by helping to instill values in young people and in other ways prepare them to make ethical choices over their lifetime in achieving their full potential.

The purpose of the Boy Scouts of America (BSA) is to provide for boys an effective program designed to build desirable qualities of character, to train in the responsibilities of participating citizenship and leadership, and to develop in them personal fitness, thus to help in the development of American citizens who:

- Are physically, mentally, and emotionally fit
- Have a high degree of self-reliance as evidenced in such qualities as initiative, courage, and resourcefulness
- Have personal and stable values firmly based on religious concepts
- Have a desire and the skills to help others
- Understand the principles of the American social, economic, and governmental systems
- Are knowledgeable about and take pride in the American heritage and understand America's role in the world
- Have a keen respect for the basic rights of all people
- Are prepared to fulfill the varied responsibilities of participating in the giving of leadership to American society and the forums of the world

### **About this Manual**

The Adult Leadership of Troop 516 of Elizabethton, TN has attempted to clarify most of the critical issues surrounding Boy Scouting in today's active environment. Any guidelines described within this document act to supplement, but are not intended to conflict with, the national BSA policies. If any conflict between BSA policy and troop policy occurs, BSA policy will take precedence. This document is to be viewed as a "living document" subject to periodic review and change. Scouts can make suggestions for the manual directly to the Scoutmaster. The Scoutmaster will forward those suggestions to the Troop Committee Chair. The Troop Committee must approve any changes.

Hopefully, most issues have been addressed. It should be noted that it is impossible to document all the different issues in such a small manual. Issues not covered in this manual will be handled, to the best of Troop 516 Leadership abilities, at the time of the occurrence.

Todd Hallman - Charter Head  
Bob Welch - Charter Organizational Representative

Additional and supplemental documents can be found at our web site: TBD

*Current version of this troop manual is August 2020.*

## **Troop 516 Mission Statement**

- **To provide young men the program of Boy Scouts of America.**
- **To support our chartering organization, our Boy Scouts, our troop, our District and our Council.**
- **To be a credit to Boy Scouts of America, our chartering organization and our community.**

Our troop will be an active supporter 1<sup>st</sup> Baptist Church in Elizabethton, TN. We will support activities supported by the Church. We will be present in uniform on Scout Sunday. We will perform Good Turns as needed by our charter organization.

Our troop will support the development of the individual boys through our Boy Scout program.

Our adult and Boy Scout Leaders will support the troop through quality leadership, program planning, and financial responsibility. Adult and Boy Scout Leaders will commit to advanced leadership training for the advancement of our Scouting program.

Our troop will support the Buffalo Mountain District and be present at district activities such as Akela Cub, Camporee in the fall; Summer and Winter Camp at Camp Davy Crockett, Daniel Boone or others; both Mountain Man Rendezvous and Klondike in the winter, and Expo in the spring.

Our troop will support the Sequoyah Council in its activities and will be present at Scout Expo and other council events, and will use council camping facilities when possible.

We are an October Unit. \$86.00 plus \$12.00 for Boy's life is due October 15 each year to the treasurer. In addition, Troop 516 charges a first time initial joining fee of \$25.00. This will pay for 516 patch, neckerchief, neckerchief slide, and belt loop fob. Upon first time entrance to the Troop a fee of \$25.00 is due to treasurer. (See New Parent Packet)



## Troop 516 Vision Statement

Troop 516 envisions a quality program that provides to our Boy Scouts:

### 1. Growth in Moral Strength & Character

- Ethics in Action
- A Scout is Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean and Reverent
  - *The ideals of Boy Scouting are spelled out in the Scout Oath, the Scout Law, the Scout motto, and the Scout slogan. The Boy Scout measures himself against these ideals and continually tries to improve. The goals are high, and as he reaches for them, he has some control over what and who he becomes.*

### 2. Develop Citizenship

- Set the Example—"Let your light shine for others." Matthew 5:16
- Live the Example
  - *Used broadly, citizenship means the boy's relationship to others. He comes to learn of his obligations to other people, to the society in which he lives, and to the government that presides over that society.*

### 3. Develop Fitness

- Physical
- Mental
- Emotional
  - *Fitness includes the body (well tuned and healthy), the mind (able to think and solve problems), and the emotions (self-control, courage, and self-respect).*

***"The more responsibility the Scoutmaster gives his Patrol Leaders, the more they will respond."***

**Robert Baden-Powell**

WOLC

WJ



## **Troop 516 Philosophy Statement**

### ***We strive to be a BOY run troop***

**...run by Patrol Leader Council and GUIDED by the Adult Scouters.**

Troop 516 is a boy-run troop. The troop uses the Patrol Method to provide leadership opportunities for all boys within the troop throughout their scouting experience.

Troop 516 uses the outdoor program as one of the principle vehicles for teaching leadership and life skills to young men. As a general rule, the troop camps once a month throughout the year. The troop regularly sends a contingent of Scouts to summer camp and maintains a high adventure program to help keep older Scouts active.

Troop 516 will maintain an active supportive relationship with the Buffalo Mountain District and the Sequoyah Council. We will actively support and encourage involvement in the Order of the Arrow (BSA National Honor Society) and other council, regional or national youth leadership training opportunities.

Troop 516 adults maintain current BSA training and continue their education to keep the Troop 516 experience current for our youth.

The Troop 516 Philosophy encompasses the following 4 areas:

#### **1. Participation**

We believe that boys can grow into men with the help and assistance of fellow scouts and the leadership of older scouts. Adult leaders and parents take a supportive and encouraging role. Older boys have an obligation to pass on what they have learned through scouting experience to younger boys in the troop. Parents play a critical role in the operation of the troop with every family expected to give time and energy to the troop to ensure proper parental supervision, involvement, growth, and stability of the troop programs. Parental involvement can come in a number of ways including active participation on the Troop Committee, merit badge counseling, participation in camp-outs, or assistance in a large variety of committee assignments. The Troop Committee meets at 6:30 p.m. on the Tuesday after each campout while the boys and the Scoutmaster meet for the Patrol Leader's Council (PLC).. All parents are welcome and can regularly attend the Troop Committee Meeting. Voting members must be a registered leader of Troop 516.

#### **2. Belief in God**

We believe that spirituality is an important dimension of the scouting experience. While recognizing a diversity of faiths and beliefs, belief in God, reverence, and living by the Golden Rule and being an example by letting your light shine is an expected part of the Troop 516 experience and is a part of Scout Spirit which is required for every rank.

#### **3. Service to Our Community and Country**

Serving our community and country is an important part of the Troop 516 experience. While learning about what our community and country provides to us, we seek to find new and better ways to give back to our community and country.

#### **4. Youth Protection**

Making sure that youth are safe in the scouting environment is fundamental to Troop 516. The troop actively practices the two deep leadership policy of BSA. All adult leaders are required to keep their Youth Protection Training current. All youth will annually participate in the troop's "A Time to Tell" program and we encourage all scout parents, even those whose are not BSA registered Adult Leader, to take Youth Protection Training (YPT) each year. Youth Protection Training is available online through the Boy Scouts and is useful beyond Scouting. ALL involved parents participating in events or outings ARE REQUIRED to take YOUTH PROTECTION TRAINING AND WEATHER HAZARDS TRAINING. Other training is available through Council for all levels of participation, from Committee work to outdoor leadership. Youth protection training is only good for 1 year. A phone app is available. It is blue with a white Scout Symbol and is titled "myscouting" or at <https://www.scouting.org/Training/YouthProtection.aspx>

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**"I Will Do My Best"**  
By Norman  
Rockwell 1945  
On Display at the National Scouting Museum





## **I. Introduction to Troop 516**

**Buffalo Mountain District**

**Sequoyah Council**

**Charter Organization: 1st Baptist Church**

Welcome to Boy Scouts of America Troop 516! We are excited to have you join our troop and we hope that you are too. This manual was created to help you orient yourself to this troop and the way it is run. An important distinction to make between this troop and others is that we work toward being a "boy run troop". What this means is that we're "boy run with significant adult guidance". We ask the Scouts to organize, plan, and carry out activities from patrol meetings to summer camps. The adults' role in Troop 516 is to provide the guidance, coaching, mentoring and resources for the boys to lead and to carry out their program.

When Lord Robert Baden-Powell started the Boy Scouts, one of his goals was to teach leadership skills. In Troop 516, we work toward this goal along with the BSA aims of Citizenship, Character Development and Fitness. The Scouts in this troop are responsible for a variety of tasks ranging from paperwork to planning a meal. The Scoutmaster Corps and the Troop Committee endeavor, whenever possible, to have a Scout carry out a job instead of an adult. Each youth leadership position has an adult advisor who is a member of the troop Scoutmaster Corps or Troop Committee. The adult's job is to offer advice and counsel the youth leader as needed. This is an extremely rewarding opportunity for both the youth and the adults.

This troop provides a unique opportunity for the Scout. Guidelines are provided, and the Scouts help plan where they will be camping. They help to schedule what they will do on their campouts. They learn how to organize their meetings. The Scoutmaster Corps and Troop Committee keep our troop calendar organized and updated to insure that appropriate adult leadership is always available to meet BSA policies.



As you can see, we need each and every one of you to provide this program! We always need adult leaders to assist with the program and participate as members of the Troop Committee. Every family in the troop is expected to play some role in the running of the troop. Troop 516 is known throughout the Tall Timbers District as a troop with an extraordinary degree of adult involvement. We believe this is among the keys of our success. Of course, personal and family situations constantly change. The troop Leadership is more than willing to help you find a role that meets the needs of everyone in our "troop family"

If you're not sure how you can help, please talk with either one of us and we will be glad to find an outlet for your talents. You can assist as a Merit Badge Counselor, serve on or assist the Troop Committee, serve on a Board of Review, or serve the Scouts directly in a position as Assistant Scoutmaster. Our troop requires at least one parent (or guardian) from

each family to fill out an application and be active in the troop. Please come and share your talents.

We hope that you find this guideline helpful and informative. If you have any questions, the Scout leaders are always available to answer them and all adults are encouraged to attend and participate in the monthly Troop Committee meetings.

We hope to see you at our next outing!

Yours in Scouting,

**Gina Long**

Troop 516 Committee Chair

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Troop 516 Scoutmaster

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## **I.1) Aims of Scouting**

Boy Scouting works towards three aims. One is growth in moral strength and character. We may define this as what the boy is himself; his personal qualities, his values, his outlook.

A second is participating citizenship. Used broadly, citizenship means the boy's relationship to others. He comes to learn obligations to other people, to the society he lives in, and to the government that presides over that society.

A third aim of Boy Scouting is development of physical, mental, and emotional fitness. Fitness includes the body (well-tuned and healthy), the mind (able to think and solve problems), and the emotions (self-control, courage, and self-respect).

The methods are designed to accomplish these aims. Thus it is important that you know and use the methods of Boy Scouting. Other methods are good, but they may bring different results -- results quite different than we are seeking.

## **I.2) Methods of Scouting**

These methods are designed to accomplish the Aims of Scouting.

### **Advancement**

Scouting provides a series of surmountable obstacles and steps to overcome them through the advancement method. The Scout plans his advancement and progresses at his own pace as he overcomes each challenge. The Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help a boy grow in self-reliance and the ability to help others.

### **Ideals**

The ideals of Scouting are spelled out in the Scout Oath, Law, motto, and slogan. The Scout measures himself against these ideals and continually tries to improve. The goals are high, and as he reaches for them he has some control over what he becomes.

### **Patrols**

The patrol method gives Scouts an experience in group living and participating citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it. The patrol method allows Scouts to act in small groups where they easily can relate to each other. These small groups determine troop activities through their elected representatives.

### **Outdoors**

Boy Scouting is designed to take place outdoors. It is in the outdoors that Scouts share responsibilities and learn to live with each other. It is here that the skills and activities practiced at troop meetings come alive with purpose.

Being close to nature helps Scouts gain an appreciation for God's handiwork and mankind's place in it. The outdoors is the laboratory for Scouts to learn ecology and practice conservation of nature's resources.

### **Adult Association**

Boys learn from the examples set by their adult leaders. Troop leadership may be male or female, and association with adults of high character is encouraged at this stage of a young man's development.

### **Personal Growth**

As Scouts plan their activities, and progress towards their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Scouting. Boys grow as they participate in community service projects and do Good Turns for others. There probably is no device so successful in developing a basis for personal growth as the daily Good Turn.

The religious emblems program is also a large part of the personal growth method. Frequent conferences with his Scoutmaster help each Scout to determine growth toward Scouting's aims.

## Leadership Development

Boy Scouting encourages boys to learn and practice leadership skills. Every Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership roles of others and guides him toward the citizenship aim of Scouting.

## Uniform

The uniform makes the Scout troop visible as a force for good and creates a positive youth image in the community. Boy Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting. The uniform gives the Scout identity in a world brotherhood of youth who believe in the same ideals. Class A or Field Uniform or Class B or Activity Uniform.

The uniform is practical attire for Scout activities, and provides a way for Scouts to wear the badges that show what they have accomplished.



## II. Troop Organization

Troop 516 has 3 main groups and governing bodies that help plan and carry out the troop program. They include the:

1. Troop Leadership Corps (including the Patrol Leaders' Council)
2. Scoutmaster Corps
3. Troop Committee

### Youth positions include:

Senior Patrol Leader  
Scribe  
Troop Quartermaster  
Librarian  
Patrol Leaders  
Troop Guide /Instructors  
Chaplain's Aide

Assistant Senior Patrol Leader(s)  
Historian  
Patrol Quartermasters  
Order of the Arrow Representative  
Assistant Patrol Leaders  
Bugler

### Adult Leadership positions include:

**Scoutmaster Corps:**  
Scoutmaster

Assistant Scoutmasters  
Patrol Advisors

**Troop Committee:**

Committee Chair	Treasurer
Outdoor and Activities	Troop Advancement Chair
Chaplain	Secretary
Fund Raising	Membership
Newsletter	Quartermaster
Web Site Management	Safety and Health
Travel Coordinator	Publicity
Life to Eagle Shepherd	Board of Review Scheduler
Members of Boards of Review	
Merit Badge Counselors	
Charter Organization Representative	

You may serve in more than one committee position at a time. For example, the Treasurer may wish to participate in boards of review in addition to their other responsibilities. The Scoutmaster is a non-voting member of the Troop Committee while still a vital participant.

A flowchart is provided to show you how the troop is organized. For more information and descriptions of these positions, please refer to the troop web site ( TBD ).



**Swaziland Stamp Collection 1982  
To Commemorate the 75th Anniversary  
100 YEARS of SCOUTING -1910-2010  
of the Boy Scouting Movement**

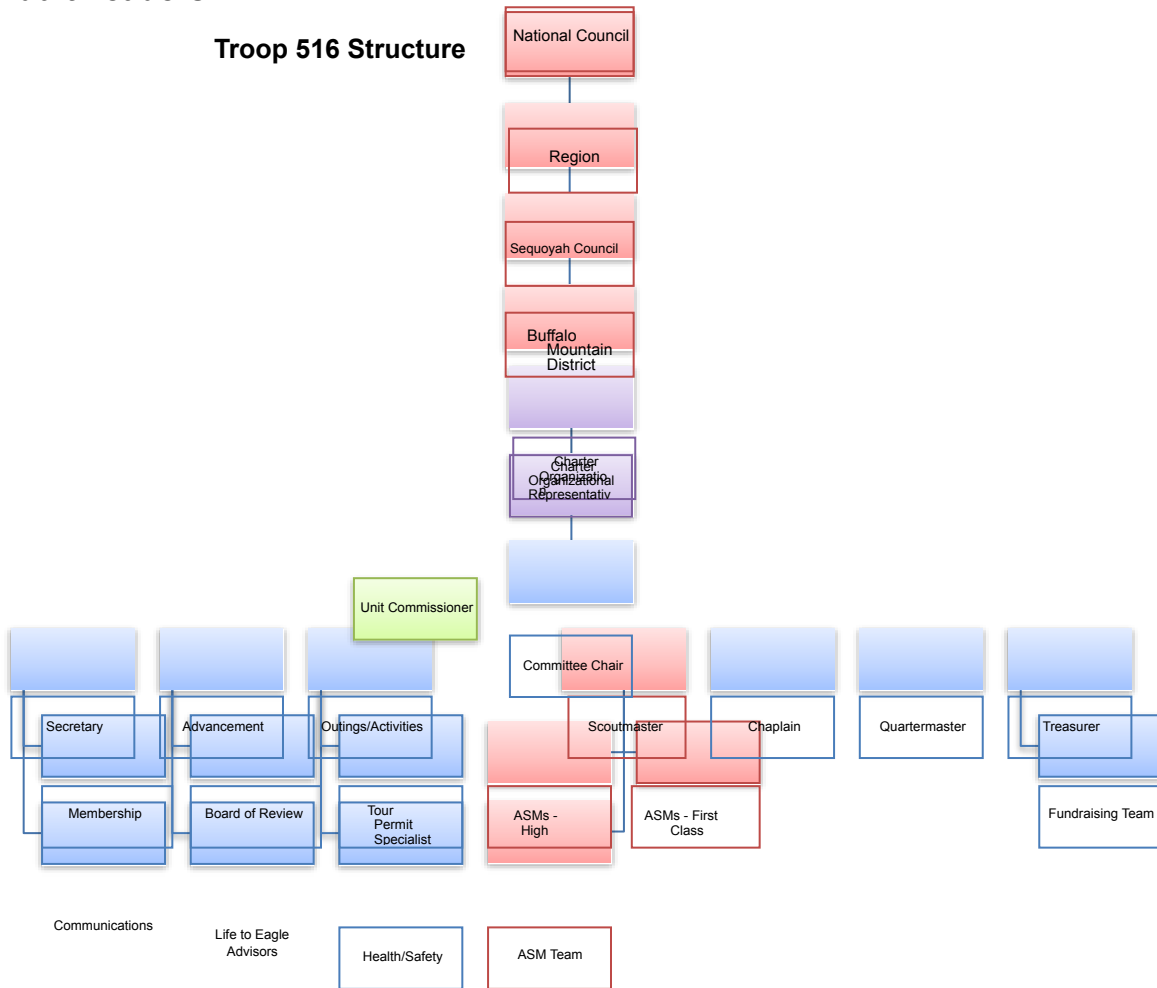
BOY SCOUTS OF AMERICA ★ 100 YEARS OF SCOUTING



CELEBRATING THE ADVENTURE ★ CONTINUING THE JOURNEY

## II..1) Adult Leaders

**Troop 516 Structure**



### The Troop Committee

The **Boy Scout Troop Committee** is responsible for conducting the business of the troop, setting policy, and helping the Scoutmaster and Scouts with the outdoor program and other planned activities. The committee also has the responsibility to provide adults for boards of review. This is an important responsibility and is one area where help is always needed and appreciated. The committee consists of parent volunteers who fulfill various roles on the committee.

### Key Leader Roles

#### Chartered Organization Representative

The Chartered Organization Representative is the direct contact between the unit and the Chartered Organization. This individual is also the organization's contact with the district committee and the Local Council. The chartered organization representative may become a member of the district committee and is a voting member of the council. The Chartered Organization Representative appoints the unit committee chair.

#### Troop Committee Chairman

The unit committee chair is appointed by the chartered organization and registered as an adult leader of the BSA. The unit committee chairman appoints and supervises the unit committee and unit leaders.

#### Scoutmaster

The Scoutmaster is the adult responsible for working directly with the Scouts to help them create the program for the troop. The Scoutmaster trains boy leaders to run the troop by providing direction, coaching, and support.

### **Assistant Scoutmaster(s)**

An Assistant Scoutmaster is one of the adult leaders age 18 or over who assists the Scoutmaster in delivering the troop program.

The Scoutmaster and Assistant Scoutmasters are not formal members of the committee. The Scoutmaster and Assistant Scoutmasters are advisers to the committee. They may attend committee meetings to communicate scout plans and to coordinate the needs of the Scouts. This factor is important to remember during Boards of Review because the Boards of Review also serve as quality checks of the Scouting program as delivered by the Scoutmaster and the Assistant Scoutmasters.

## **II .2) Merit Badge Counselors**

One way that all parents can take an active role in assisting our Scouts is to serve as a Merit Badge Counselor. A Merit Badge Counselor (or MBC) is simply an adult who has special interest in one of the more than 121 merit badges offer in Boy Scouts. The MBC is a key player in the Boy Scout advancement program. Whatever your area of expertise or interest—whether it is a special craft or hobby (basketry, leatherwork, coin collecting), a profession (veterinary medicine, aviation, engineering), or perhaps a life skill (cooking, personal management, communications)—as a merit badge counselor, you can play a vital role in stirring a young man's curiosity about that particular topic. By serving as a merit badge counselor, you offer your time, knowledge, and other resources so that Scouts can explore a topic of interest. <http://councils.scouting.org/Training/Adult/Supplemental/MeritBadgeCounselorInstructorsGuide>

We ask that each parent review the merit badge list and chose at least 3 that you would be willing to help counsel.

### **List of Merit Badges by Field of Study**

#### Agribusiness

Animal Science, Farm Mechanics

#### Arts and Crafts

Art, Basketry, Bugling, Leatherwork, Metalwork, Music, Pottery, Sculpture, Wood Carving

#### Business and Industry

American Business, Entrepreneurship, Pulp and Paper, Salesmanship, Textile

#### Conservation

Environmental Science, Fish and Wildlife Management, Forestry, Soil and Water Conservation

#### Hobbies

Backpacking, Camping, Coin Collecting, Collections, Cooking, Dog Care, Gardening, Hiking, Home Repairs, Indian Lore, Model Design and Building, Pets, Pioneering, Radio, Rowing, Stamp Collecting

#### Natural Science

Archaeology, Astronomy, Bird Study, Geology, Insect Study, Mammal Study, Nature, Oceanography, Reptile and Amphibian Study, Weather

#### Communications

Cinematography, Journalism, Photography, Theater

#### Personal Development

American Cultures, American Heritage, Citizenship in the Community, Citizenship in the Nation, Citizenship in the World, Communications, Disabilities Awareness, Family Life, Genealogy, Personal Fitness, Personal Management, Public Speaking, Reading, Scholarship, Traffic Safety, Wilderness Survival

### Physical Science

Chemistry, Computers, Electricity, Electronics, Energy, Nuclear Science (Formerly Atomic Energy), Space Exploration

### Professions

Architecture, Dentistry, Engineering, Landscape Architecture, Law, Medicine, Surveying, Veterinary Medicine

### Public Service

Crime Prevention, Emergency Preparedness, Fingerprinting, Fire Safety, First Aid, Lifesaving, Public Health, Safety

### Sports

Archery, Athletics, Canoeing, Climbing, Cycling, Fishing, Fly Fishing, Golf, Horsemanship, Motorboating, Orienteering, Rifle Shooting, Shotgun Shooting, Skating, Small-Boat Sailing, Snow Sports, Sports, Swimming, Water Sports, Whitewater

### Trades

American Labor, Auto Mechanics, Composite Materials, Drafting, Graphic Arts, Painting, Plumbing, Woodwork

### Transportation

Aviation, Railroading, Truck Transportation

*Note: The BSA is constantly adding Merit Badges to remain in step with technological and societal changes. Reference <http://www.scouting.org/meritbadges.aspx> for the most up-to date list and versions.*

## II .3) Adult Leader Training

### ***"Every boy deserves a trained leader."***

**Parent:** It is recommended that all parents of Cub Scouts, Boy Scouts and Venturing Scouts take the **Youth Protection Training (YPT)** on-line. It is **required** that all registered leaders take the YPT. The course takes 30-45 minutes to complete and you can do it at your leisure at home. (See below for specifics.)

**Committee Members:** Troop 516 requires all Committee Members to have Youth Protection Training, Fast Start Orientation and **"This is Scouting!"** (or NLE). Additionally, it is strongly recommended that members take **Troop Committee Challenge** training. All trainings can be done on-line.

**Merit Badge Counselors:** As a Merit Badge Counselor (or MBC) serving the youth of Troop 889 and the Tall Timbers District, **Youth Protection Training** is required. It is also strongly recommended that MBCs complete the online training, **"This is Scouting!"** and attend a **Merit Badge Counselor Orientation** training. The orientation training can be held during a troop meeting once a year by a member of the Tall Timbers District training, but is most commonly held during district training events. Please notify the Troop Advancement Chair if you need this training.

**Scoutmasters:** All adults serving as Scoutmaster or Assistant Scoutmasters are **required** to have **Youth Protection Training, Fast Start Orientation, "This is Scouting!"** (or NLE), **Boy Scout Leader Specific Training**, and **Introduction to Outdoor Leadership Skills (IOLS)**. These courses should be completed within the first year of registering in a Scoutmaster role. Advanced training such as Wood Badge for the 21<sup>st</sup> Century and Powderhorn are strongly recommended.

### **Using the BSA Online Learning Center**

**<http://www.Scouting.org/myScouting>**

The Boy Scouts of America offers a wide range of on-line training. Your first visit to the site will require you to register as a new user. Registration is quick and easy. During the registration process it will ask you for the name

of your council; we are the Sequoyah Council. It will also ask for your Member ID; if you don't know it or don't have one, you can skip that line. (Your Member ID is shown on your BSA Membership Card.) The OLC offers many training opportunities, including:

### **Youth Protection Training (YPT)**

<http://www.Scouting.org/myScouting>

The BSA places the greatest importance on creating the most secure environment possible for our youth members. All Cub Scout and Boy Scout adult volunteers (and parents) should take this course. It covers the BSA's Youth Protection policies, kinds of abuse, signs of abuse, how to respond to disclosure of abuse, and proper reporting procedures. It does so by taking you through situations that require choices and produce consequences.

Youth Protection Training is available online through the Boy Scouts and is useful beyond Scouting.

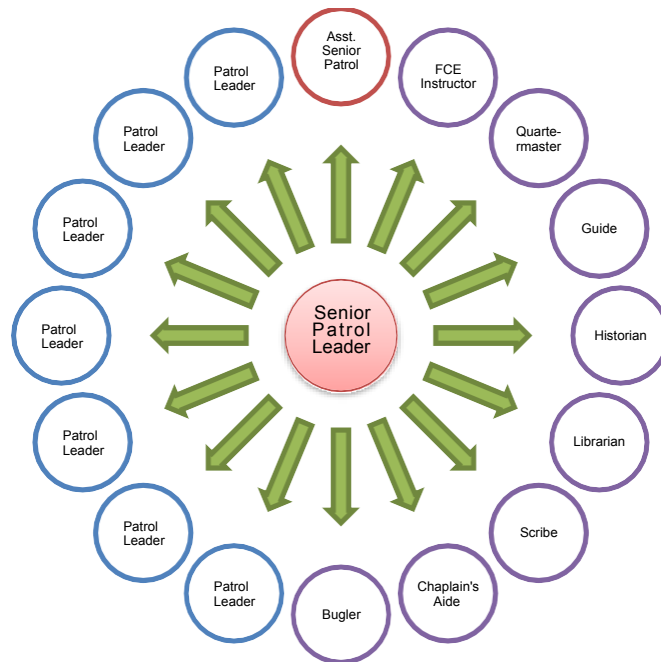
ALL involved parents participating in events or outings ARE REQUIRED to take YOUTH PROTECTION TRAINING ANNUALLY AND WEATHER HAZARDS TRAINING. Other training is available through the Council, the below app or website for all levels of participation, from Committee work to outdoor leadership.

Youth protection training is only good for 1 year. An app is available. It is blue with a white Scout Symbol and is titled "myscouting" or at <https://www.scouting.org/Training/YouthProtection.aspx>





## II .4) Patrol Leader's Council



The Patrol Leaders' Council, not the adult leaders, is responsible for planning and conducting the troop's activities. The Patrol Leaders' Council is composed of the following voting members: Senior Patrol Leader, Assistant Senior Patrol Leader(s), Patrol Leaders, Troop Guide, and other senior Scout leaders as determined by the PLC.

The troop's activities are selected and planned at the annual program planning conference. The troop's yearly plan is then submitted to the Troop Committee for approval. The Troop Committee either approves the plan or makes alternative suggestions for the Patrol Leaders' Council to consider. At its monthly meetings, the Patrol Leaders' Council organizes and assigns activity responsibilities for the weekly troop meetings. The Troop Committee interacts with the Patrol Leaders' Council through the Scoutmaster.

## II .5) Youth Leader Candidates

To be elected to a troop leadership position, the Scout must be a minimum of a First Class Scout. To have the Scout's name placed on any ballot, the Scout must first obtain the Scoutmaster's approval. The only exception will be the new Patrol Leader for an incoming Patrol.

Candidates for Senior Patrol Leader are encouraged to attend a council sponsored National Youth Leadership Training (NYLT) course. The Scoutmaster gives his highest recommendation to those leaders who have already attended NYL training. These candidates will have the opportunity to campaign for their position and address the troop explaining why they wish to be elected.

Candidates for all other Troop Leadership Corps (TLC) positions will have the opportunity to campaign for their position and address the troop explaining why they wish to be elected. All candidates must agree to attend troop Leadership Training (TLT) if they are elected to a leadership position.

In all cases, the election process is the same. The Scoutmaster's approval must be obtained prior to the start of an election. All elections are held by open voting.

**Current detailed descriptions and job requirements for all Youth Leadership Positions can be found online at the Troop 516 web site. (TBD in progres)**

## **II .6) Youth Leader Training**

### **Troop Leadership Training (TLT)**

Troop Leadership Training is organized into three one-hour modules, which can be taught individually or all in one session. The content of the first session focuses on what a new leader must know; the second session on what a leader must be, and the third session on what a leader must do. This training will be conducted every other year, beginning in Jan. 2018.

Completing all three modules qualifies the Scout to wear the "Trained" patch under his badge of office. The syllabus contains leadership position cards that define each position in the troop. Completion of TLT prepares the youth to attend National Youth Leadership Training.

### **National Youth Leadership Training (NYLT)**

National Youth Leadership Training is an exciting, action-packed program designed for councils to provide youth members with leadership skills and experience they can use in their home troops and in other situations demanding leadership of self and others.

The NYLT course centers around the concepts of what a leader must BE, what he must KNOW, and what he must DO. The key elements are then taught with a clear focus on HOW TO. The skills come alive during the week as the patrol goes on a Quest for the Meaning of Leadership.

NYLT is a six-day course. Content is delivered in a troop and patrol outdoor setting with an emphasis on immediate application of learning in a fun environment. Interconnecting concepts and work processes are introduced early, built upon, and aided by the use of memory aids, which allows participants to understand and employ the leadership skills much faster.

### **National Advanced Youth Leadership Experience (NAYLE)**

The new National Advanced Youth Leadership Experience (NAYLE) is an exciting new program where young men enhance their leadership skills in the Philmont Backcountry. Scouts will expand upon the team building and ethical decision making skills learned in National Youth Leadership Training (NYLT). NAYLE uses elements of the Philmont Ranger Training as well as advanced Search and Rescue skills to teach leadership, teamwork and the lessons of selfless service. NAYLE will offer Scouts an unforgettable backcountry wilderness experience where they live leadership and teamwork, using the core elements of NYLT to make their leadership skills intuitive.

NAYLE will equip youth leaders to be better troop leaders, NYLT staff members and/or superior camp staff. It will help guide their journey to become true "servant leaders", able to develop all members of whichever team they lead. It provides life skills for now and the future.

## **II..7) Order of the Arrow – Scouting's National Honor Society**

For more than 90 years, the Order of the Arrow (OA) has recognized Scouts and Scouters who best exemplify the Scout Oath and Law in their daily lives. This recognition provides encouragement for others to live these ideals as well. Arrowmen are known for maintaining camping traditions and spirit, promoting year-round and long term resident camping, and providing cheerful service to others. OA service, activities, adventures, and training for youth and adults are models of quality leadership development and programming that enrich and help to extend Scouting to America's youth.

The mission of the Order of the Arrow is to fulfill its purpose as an integral part of the Boy Scouts of America through positive youth leadership under the guidance of selected capable adults.

Troop 516 encourages involvement of our Scouts in the Order of the Arrow. The Troop actively participates in election in the fall and encourages participation in Chapter and Lodge events. It is the understanding of Troop 516 that active membership in the OA strengthens the leadership skills of the Scouts involved and subsequently strengthens the troop.



### III. Meetings

The troop has several meetings that take place at various times throughout the month and year. They include:

- Troop Meetings
- Patrol Leaders' Council (PLC) Meetings
- Patrol Meetings
- Committee Meetings
- Scoutmaster Corps Meetings

#### III..1) Troop Meetings

Lord Robert S. S. Baden-Powell

Troop meetings are on Tuesday evenings from 6:30 to 8:00 PM at 1<sup>st</sup> Baptist Church unless otherwise noted. Each Scout is expected to wear his complete uniform and bring his Boy Scout Handbook, notebook and pencil. All Scouts will assemble in a location established by the Senior Patrol Leader.

It is the strategy of the Patrol Leaders' Council to plan a variety of troop meetings throughout the year. Following the "Troop Program Features" program guide, the troop will conduct full troop meetings with targeted agendas.

#### III .2) Patrol Leaders' Council (PLC)

Generally, on the Tuesday night after each campout there will be a meeting of youth leaders in lieu of a full troop meeting. This meeting is used to plan the troop's upcoming activities. In addition to planning, ANY patrol member may have his Patrol Leader or a member of the Leadership Corp represent him and present his concerns to the council. This meeting is governed by the Senior Patrol Leader and is attended by the Assistant Senior Patrol Leaders, Scribe, Quartermaster, Historian, Librarian, individual Patrol Leaders, other designated youth positions and the Scoutmaster Corps. This time is also used to make changes in troop policy and voice concerns. Any other Troop 516 Scout or parent may attend the meeting and observe.

#### III .3) Patrol Meetings

Patrols are given the opportunity to meet for a short time at troop meetings. This time will vary slightly at each meeting and will be determined by the Senior Patrol Leader's agenda. In addition, the patrol should hold at least one and preferably two meetings/activities outside of the troop meeting each month. We encourage the earning of National Honor Patrol Award (formerly the Baden-Powell Patrol Award) for outside meetings, to reinforce the patrol method and work on leadership skills. These meetings can be hikes (with advisors), advancement activities, after-school planning sessions or service projects. The patrol leader is responsible for scheduling and carrying out these meetings. More information can be found on our web site.

#### III .4) Committee Meetings

Committee meetings are held at 7:00 p.m. on the Tuesday after a campout while the boys and the Scoutmaster met for the PLC (Patrol Leader's Council) of each month. These meeting can also be called by the committee chair Led by the Troop Committee Chair. the meetings are a forum for planning troop program assistance and monitoring troop progress. It is important that all committee members to attend these meetings. Other adult leaders or parents who wish to attend may do so. During this meeting, each subcommittee will report on projects or needs and the Scoutmaster will report to the committee the results of the Patrol Leaders' Council meeting and any other items that have been brought to his attention.

#### III..5) Scoutmaster Corps Meetings

Scoutmaster Corps meetings are typically held monthly on the same evenings as the Patrol Leaders' Council meetings. Led by the Scoutmaster, the meeting consists of Assistant Scoutmasters and Patrol Advisors. This meeting is to review lessons learned from recent campouts and discuss and plan for upcoming activities. An opportunity is provided here for the adults to discuss the operations of the troop. As with committee meetings, all parents are invited to attend.

## IV. Activities

One of the three aims of Scouting is to teach citizenship. Troop 516 exemplifies this by Buffalo Mountain District, Sequoyah Council. We often participate in the Daniel Boone Council and Toe River District in North Carolina. We do this in several different capacities. District and Council events are put on from time to time generally on an annual basis. Troop 516 may participate in some of the following events:

- Klondike
- Popcorn or Expo Coupon Sales
- Scouting for Food
- Akela Cub
- Spring Scout Expo
- Fall Camporee
- Winter and Summer Camps
- Troop Leader Training Conference



**"The Scoutmaster"**  
Illustration by Lord R.S.S. Baden-Powell

In addition, other activities may be scheduled from time to time. The Troop 516 PLC will determine whether or not the troop will attend. The PLC is always encouraged to practice good citizenship.

The troop will average at least one troop campout or activity per month outside of troop meetings.

### IV.1) Summer Camp & Winter Camp

The weeklong camp experience is an adventure for both Scouts and adults. The PLC and Scoutmaster selects camps that offer programs for first year scouts as well as offering merit badges and challenging activities for experienced scouts. Troop 516 participates in at least 1 summer camp (CDC-June) (sometimes more) and 1 winter camp(CDC-late December) each year. Troop 516 encourages Scouts to attend more than one long term camp each year. Scouts are provided opportunities to earn the money through fundraisers earlier in the year and pay their own way.

Attending summer camp and Winter Camp is an important part of scouting. It is a good opportunity to build independence and self-confidence. For many boys, this is the first time away from home and family. A good deal of advancement work can be accomplished at camp, while having a great time. For information on Camp Davy Crockett in Whitesburg, TN. Refer to CDC Parent Handbook as well as CDC Website: <https://campdavycrockett.org/> The Scoutmaster will assist the boys in choosing merit badges.

For the 2020 Summer Camp Season, we will be attending Camp Daniel Boone in Daniel Boone Council, Asheville, NC. Cost is \$340, boys will earn his own money with either services for pay ( lawn mowing, shoveling driveways, baby sitting, etc. ) or boys selling opportunities. (Several available, see fundraising opportunities)

### IV.2) Troop Camping

At a minimum, Troop 516 will provide approximately 12 nights per year of camping. Our troop plans weekend camping opportunities about 8 to 10 months of the year, and typically offers 1-2 options for weeklong (summer/ winter) camp. Summer opportunities include a First Class Emphasis program for the younger Scouts, a development level program for the mid-rank Scouts and a high adventure camp for the mature Scout, age 14 and older. For logistical purposes, the Scoutmaster Corps may set the dates for the summer camp opportunities.

The Patrol Leader's Council (PLC) determines the location and the program for most campouts. Exceptions include district and council events. Patrol members are highly encouraged to present their requests for camping to their patrol leader or another member of the PLC.

The troop will generally meet a day or two before leaving and pack the troop trailer. While camping as a troop, the patrol method is always in use. In some instances Patrols may be blended to allow a balanced share of duties. The Grub master per meal on a campout will purchase food and eat as a unit. The Meal Team will host troop leaders for meals, unless otherwise specified. It is the Grub Mater's responsibility to ensure that someone has planned a menu and purchased the food. Boys will rotate as Grub master( menu plan, collecting money, shopping, head chef).

#### **IV .3) Patrol Activities**

In addition to troop camping, each Patrol is encouraged to plan its own outings. These outings can be campouts, hikes, or other day trips to points of interest BSA guidelines must still be met by the patrol. Patrol activities will be planned with the guidance and approval of the PLC and the Patrol Advisors. Patrols are encouraged to achieve the National Honor Patrol Award.



## **V. Service Projects**

An important part of Scouting is service to others. Do a Good Turn Daily – this is the scout slogan.

The Troop helps maintain the Tweetsie Trail as a way of fulfilling this service to the community! You are encouraged to at any time to clean the trail. Document service hours in service log in the back of the Scout Handbook. Have an adult witness and your Scout Master sign to verify hours of service. Other service projects will become available throughout the calendar year.

Service hours will accumulate for rank advancement. For the past several years , we have worked with Pack 516 to provide ARM in Elizabethton with 3,000 plus cans of food during Food for Scouting in November. Service opportunities are also available helping senior scouts work on their Eagle service projects. The troop will periodically participate in other service projects. The Patrol Leaders' Council (PLC) will determine participation. Preference will always be given to supporting our charter organization, district, and council in that order. All Scouts will be expected to participate in all troop service projects. Service hours are required for some rank advancements.





## VI. Buddy System

Pairing two people for Scout activities is called the Buddy System. Troop 516 will adhere to the buddy system for all activities. All troop and Patrol activities are structured this way for safety. **At no time is a Scout allowed to be without a buddy, especially during activities.** With an uneven number of boys, a three-person buddy group is created.

Each Scout is responsible for keeping track of his buddy at all times. He may not swap his buddy without knowledge and consent of the Senior Patrol Leader or their Patrol Leader(s).

Adult Leaders are also required to comply with this policy. A minimum of **two Adults** is required for camps, hikes and meetings, as specified in the BSA Youth Protection Policy.

Further information on the Buddy System can be found in the Boy Scout Handbook. For more information on the BSA Youth Protection Policy please speak with the Committee Chairman.



**"Scouts at a Fire"**

**Illustration by Lord R.S.S. Baden-Powell**

## VII. Electronic Policy

The Adult Leadership and Patrol Leaders Council have derived the following Electronic Device Policy for Troop 516:

1. Electronic devices are categorized into three categories: communication, positioning and personal:
  - **Communication devices** include, but are not limited to: cell phones, cell-enabled devices, shortwave ("ham") radios, and two-way radios.
  - **Positioning devices** include, but are not limited to: Handheld Global Positioning Systems (GPS), powered compasses, etc.
  - **Personal electronic devices** include, but are not limited to: iPods, iPads, Surface, wifi enabled devices, MP3 Players, cell phones, handheld video devices such as Game Boy, Nintendo DS, and all other such handheld gaming systems.
2. In general, portable electronic devices are contrary to the basic Scouting outdoor program philosophy, however, it is recognized by the Leadership of the Troop that such devices have become a ubiquitous part of society and should be blended into the Scouting experience in a productive a practical manner. As such, the following rules apply:

Communication Devices:

- Personal or Troop owned communication devices will only be used as necessary and under strict supervision and approval by the Scoutmaster (or designee) and Senior Patrol Leader.
- Unnecessary use of communication devices, to include texting, will result in the confiscation of such device until the end of the event or activity.
- All communication devices will be stowed unless in approved operation.

Positioning Devices:

- GPS, and other similar devices, are to be used in conjunction with training or hiking/pack packing outings as deemed appropriate by the Scoutmaster (or designee) and Senior Patrol Leader.
- All positioning devices will be stowed unless in approved operation.

Personal Electronic Devices:

- No personal electronic devices or cell phones may be used during Troop meetings, outings or other Troop sponsored events. Use of such devices will result in confiscation by the Troop leadership for the remainder of the event.
  - Personal music devices may be used with appropriate ear phones only on overnight outings *after* the designated quiet time has begun while in assigned sleeping quarters (i.e. tent, cabin). All such use must be preapproved by the Patrol Leader under the guidance of the Senior Patrol Leader. Cross over devices, such as cell phones with music capabilities, are covered by this rule.
3. Exceptions to these rules include the following:
    - Electronic medical devices, such as insulin pumps, hearing aides, or glucometers used by Scouts or Adult Leaders are exempted from these rules.
    - At least one Adult Leader will carry a cell phone on their person at all times during Troop outings.
  4. Confiscation of personal electronic devices shall be done in accordance with this policy and may be acted upon by any Adult Leader, the Senior Patrol Leader, Assistance Senior Patrol Leader, Patrol Leader or Assistant Patrol Leader. Any confiscated device will be given to the Scoutmaster (or designee) at the earliest practical time after confiscation occurs. In general, confiscated devices will remain in the possession of the Scoutmaster (or designee) until the end of the Troop event, unless determined otherwise by the Scoutmaster (or designee).
  5. This policy will be temporarily suspended by District, Council or National level events with contradictory electronics policies in place. Such events may include Camporees, Summer/Winter Camps and Jamborees.

This policy is subject to modification as deemed necessary by the Adult Leadership of Troop 516 in conjunction with reasonable requests by the Patrol Leaders Council.

## **VIII. 1.Attendance**

All Scouts are encouraged to attend as many Troop 516 activities as possible. This includes meetings, campouts, service projects, and events deemed necessary by the PLC.

The PLC utilizes sign-up sheets for activity planning purposes. If a Scout has signed up for an activity and later determines he is unable to attend the activity, he must contact his patrol leader, who will inform the SPL, or he may call the SPL directly. If the Scout is unable to contact his patrol leader or the SPL, he may contact the Scoutmaster. The troop Scribe will record absences in the attendance roster.

The troop realizes that Scouting is one of many activities competing for the Scout's time and attention. We understand the inability to attend when seasonal sports and activities conflict. However, the Scout is encouraged to allocate his time to attend troop activities and meetings whenever possible. Reduced attendance at Scout functions may inhibit a Scout from obtaining the knowledge and experiences gained in the program, hinder his ability to earn merit badges and rank advancement, and ultimately cause him to lose interest in being a Scout.

Scouting is open to many activities and our schedule and activities are driven by the boys' (and parents') interests. Some activities we have done in the past are bike hikes, rock climbing, fishing, visiting places of worship, attending community functions, scout swim nights, participating in conservation and community beatification projects, and going on other trips. Almost any activity can be accommodated to meet an individual boy's needs as long as BSA policies are adhered to.



## **VII. 2. COMMUNICATION**

**\*E. mail:** The email list and Facebook is to be used for scouting purposes ONLY! It shall NOT be used to promote any personal uses or views. [bsasctroop516@gmail.com](mailto:bsasctroop516@gmail.com)

TROOP 516 Website- TBD

The Troop 516 website is under construction. The site will include Handbook, Procedures and Policies Manuals, BSA Troop Forms, and BSA National, Council, and District Links and information.

## **IX. Uniform**

The Boy Scouts of America is a uniformed organization. The wearing of the uniform is an important part of the program and helps in many ways molding the young men and BSA units into what we want them to be. Almost all Troop 516 activities will require the wearing of a uniform. (There may be rare occasions where a troop or patrol activity will be conducted without uniforms.) We encourage Scouts to participate in the various troop fund raising activities in order to pay (either fully or partially) for troop gear, activities, and personal Scout Accounts. A Scout is thrifty.

In the event that a Scout or his family would incur significant hardships purchasing uniforms, the troop maintains a uniform closet. In addition, Scouts may apply each Christmas to obtain partial or full uniforms at the Scout Shop Ethan Tree. Below we define the various uniforms. It is up to the Scoutmaster and Senior Patrol Leader to determine the appropriate uniform for any given troop or patrol activity. The committee asks the Scoutmaster corps and the Patrol Leaders Council to work to ensure maximum compliance with these standards.

### **IX .1) Troop 516 Field Uniform**

BSA Handbook

Official BSA Shirt (with regulated insignia)

Official BSA Shorts or Pants

Official BSA Epaulets (green)

Official BSA Socks

Official BSA Belt

Official BSA or Troop Hat (optional)

Any Official BSA Medals or Ribbons

Troop Neckerchief with troop slide, custom/homemade slide or BSA slide

Merit Badge Sash

OA Sash (if applicable) – Merit badge sash and OA sash are not worn at the same time (worn at COH's and special events)

**\*The neckerchief and neckerchief slide are worn at all times with Class A-Field Uniform**

The Field Uniform (Class A) should be worn for Court of Honors, School Night for Scouting, District events, Council events and other special events like Scout Sunday. It will also be worn for **all** Board of Reviews. The Field Uniform is the everyday uniform of the troop. It is worn at troop meetings, outings, training, and other events as determined by the PLC. Troop Provided Gear:

The items below will all be included in a one-time \$25.00 fee upon joining Troop 516:

- Troop 516 Neckerchief, (generally presented at Crossover)
- Neckerchief Slide (generally presented at Crossover)
- Unit Number-(extra or replacement- \$5.00 purchased from Treasurer)
- Patrol Patch (once the new Patrols decide on a Patrol name)

### **IX .2) Troop 516 Activity Uniform**

Official troop T-shirt (or other Scout T-shirt chosen by the SPL)

Official Uniform Shorts or Pants

Official Uniform Socks

Official BSA or Troop Hat (optional)

Official BSA Belt

Troop 516 SHORT-SLEEVED OR LONG SLEEVED Activity T-Shirt (aka "Class B"), Troop 516 Hoodies, Hats with LED light, Backpacks, wallets, water bottle, etc.

See Treasurer for Prices . It is recommended that each scout have at least one Troop T-Shirt. Shirts are choice of black or red. We usually order these 2 times per year.

This is the Activity (Class B) uniform of the troop. It may be worn when actually working on service projects or when in camp. (An OA sash should also be worn with this uniform for OA activities only.)

### **IX..3) When to Wear the BSA Uniform**

When you are involved with Troop 516 you are on display to the public. For that reason, ALL clothing worn at events or meetings where you are representing the Boy Scouts of America should be fitted correctly. No baggy clothing will be tolerated. All shorts and pants are to be worn with the tops at the waist, not low across the hips. Additionally, the official Boy Scout shirt must always be worn buttoned and tucked in.

Commercially logoed attire (i.e. Nike, Abercrombie, etc.) is not acceptable. Certain events may require approved adjustments to the uniform such as jeans, light colored clothing, swimming attire, nylon/ fast drying clothing, but in general commercially logoed clothing is not acceptable.

Uniforms should be marked with permanent marker prior to leaving on outings to help identify any lost items. Please include Name, Troop 516 and SC (*Sequoyah Council*). This is crucial prior to overnight or summer camps. (Reasoning: There are possibly other troops in other councils designated as "Troop 516". Our troop number along with our council name will pinpoint our location.



**The Sequoyah Council Scout Shop**

**Address:** 129 Boone Ridge Dr, Johnson City, TN 37615

**Hours:** 10:00-6:00-Mon. – Fri. 10:00-3:00-Sat.

**Phone:** (423) 952-6961

<http://www.scoutstuff.org/bsa/uniforms-insignia.html>

<https://bsauniforms.org/boyscouts>



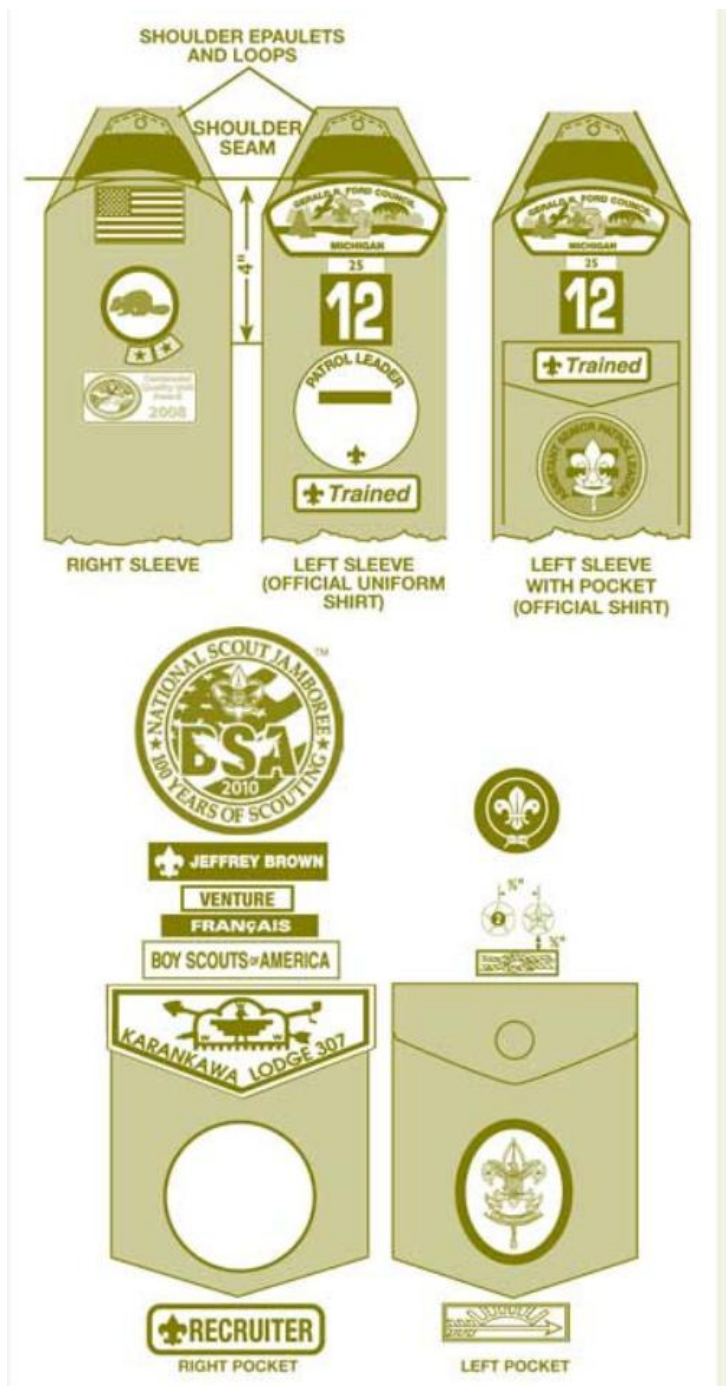


## X.Advancement

Troop 516 has developed an active program of advancement that provides both individual and group opportunities for each Scout. Each Scout is strongly encouraged to work towards and earn Scouting's highest honor, the rank of Eagle Scout. The troop will monitor each Scout's progress along the advancement trail both to keep interest at a high level and to maintain the desired high level of quality in the advancement program. Scouts and adults are reminded that Scouting stresses both individual initiative and close participation in group activities.

A Scout advances from one rank to the next by fulfilling certain requirements of tenure, adherence to the high standards of the Scout Oath and Law (Scout Spirit), participating in troop activities and in selected projects of community service, learning and demonstrating various Scout skills, and by earning various Merit Badges. A Scout must be a member of the troop before initiating the process of rank advancement.

Rank Advancement and Merit Badges are earned by participating in the troop's program under the direction of the PLC and by individual efforts under the direction of specific counselors approved by the Scoutmaster and Troop Committee. Unlike Cub Scouting, there are very few advancement requirements that can be pursued in





their entirety under the direction of a Scout's parents. A parent's signature on any advancement record will not be accepted without prior Scoutmaster approval.

It should be the goal of each Scout to achieve the rank of First Class within one year of joining Scouts. The attainment of this rank signifies that a Scout has learned the basic skills required to enjoy the outdoors safely. Without these skills, a Scout cannot participate in the more advanced and more exciting activities enjoyed by the troop. Every Scout is provided a high level of encouragement and numerous opportunities to learn the skills required for First Class. Numerous opportunities are also provided for the remaining advancement to the rank of Eagle, but the level of active encouragement is reduced. Each Scout's advancement beyond First Class is dependent upon his own ambition and initiative.

### **X..1) Merit Badges**

Merit Badges provide an opportunity for an individual to pursue a personal interest in almost any subject matter. Troop 516 encourages the Scout to pursue this opportunity on a regular basis. Merit Badges may be obtained at Summer and Winter Camps, 240 Buffalo Mountain District Merit Badge Academy, and Merit Badge University at ETSU, Annual MBU at Lees McCrae and individually.

A list of approved Merit Badge counselors is available to all Scouts at the troop's website. To work on a merit badge the Scout must:

- obtain a merit badge worksheet and requirements Form from the ScoutMaster, Troop Advancement Chair or the Merit Badge Counselor Coordinator
- fill out the merit badge card with personal information and the name of the merit badge
- The Scoutmaster or the Merit Badge Counselor Coordinator for his approval and signature

Following that approval, the Scout should contact the counselor and set up a time to meet with them before beginning the badge.

### **X .2) Scoutmaster Conference**

A Scoutmaster Conference is required for all rank advancements. When a Scout has completed all of the requirements for his next advancement he should contact a Scoutmaster and set up a time for a conference.

The Scout should appear at the Scoutmaster Conference in his **FULL Troop 516 Dress Uniform** and with his Scout handbook and pen. Optional and helpful items that a Scout might bring include a six-foot piece of rope, compass, pocketknife, and completed Advancement Form.

A Scoutmaster Conference is a time that is used to set individual goals for the Scout and make sure that he is progressing on his individual timetable. A Scoutmaster Conference can be done at any time, and for any reason, a Scout or Scoutmaster wishes to review the Scout's goals in Scouting.

### **X .3) Boards of Review**

A Board of Review (BOR) is conducted only after successful completion of a Scoutmaster Conference. After completion of the Scoutmaster Conference, the Scout may request a Board of Review. The Scout may sign up for the BOR by signing up on the BOR sign-up sheet available at the weekly troop meetings. Any requests made after that time, will be put on the list for the following BOR date.

A Scout should appear before the board dressed in a **FULL BSA Dress Uniform** with his Scout handbook, pen, and completed Advancement Form.

The Board of Review (BOR) has three purposes:

- To ensure that the requirements for rank advancement have been completed.
- To understand what kind of experience the boy is having in his patrol and in the troop.
- To encourage the Scout to advance to the next rank.

**The BOR is not an examination.** The Scout has learned his skill and has been examined by the Scoutmaster Corps. **This is a review of his overall Scouting experience.** Questions concerning Scout skills should be focused on where he learned his skill, how he was taught, and the value he gained from completing the requirements. The purpose of skill-based questions is to assess the effectiveness of our troop program, not the expertise of the Scout.

~~Each boy is required to ask A Friend of Scouting" to attend his BOR. This Scout must be of a higher rank or have participated in a BOR. The FOS is for moral support only. During an Eagle BOR, an Eagle Candidate must ask an~~

adult leader to act as a FOS.

Above all, the BOR members are encouraged to create a safe and positive atmosphere for the Scout. The more comfortable the Scout is, the more likely the Scout is to advance further. This is an opportunity for both the Scout and the troop to benefit from a Scout's reflection on his experiences.

Please see the Troop 516 "Board of Review Guidelines" for more information about being an effective Board of Review member.

Board of Reviews for the ranks of Tenderfoot, Second Class, First Class, Star, Life will be composed of three to six members of the Troop Committee. The Eagle BOR is conducted as outlined by the Sequoyah Council Policy.

A Board of Review, developed specifically for discipline issues, is referenced under the Behavior and Discipline portion of this manual.



**"Eagle Scout"**  
By George Rodrigue, Distinguished Eagle  
Scout 2004  
On Display at the National Scouting Museum  
(Note the Neckerchief Slide)

## **I. Financial Information**

### **XII .1) Scout Accounts**

Each Scout will have an individual financial ledger with the troop, known as the "Scout Account." The Troop Scribe will assist the Committee Treasurer in maintaining the Scout Accounts for the Scouts. Actual funds handling will be with approval by the Troop Committee and managed by the Committee Treasurer.

The funds in each Scout Account are used to pay dues, camp fees, and other related fees. The Scout will receive a detailed statement on the status of his financial Scout Account on a quarterly basis. The Committee Treasurer can provide the Scout or his parents with detailed information about the Scout Account. When a Scout leaves the troop, for any reason, the money will automatically go back into the troop account.

Ten percent of all personal sales of popcorn sales will go to each boys' individual Scout Account. For expo coupon sales, after Summer and Winter Camp are earned, 10 percent will go to boys' accounts and prizes chosen.

Annual fees-\$86.00 Boy's Life-\$12 annually

Camp-Outs- \$20.00 per week-end for meals (Includes 4 meals) Event-Cost-Varies according to event- \$10.00 or more.

Summer Camp-Costs varies depending upon camp and yearly price change. Boys are encouraged to participate in fundraising to offset costs. INDIVIDUAL SCOUT ACCOUNTS and EXPO Camp Fees are managed by Martha Pollitt, Treasurer of Troop 516.

Summer Camp at Daniel Boone Council- Cost TBD Annually Selling opportunities available ( See Scoutmaster) From year to year we may change Summer Camp Opportunities at different Locations. The boys are paying for summer camp directly, all proceeds per sales go directly into boys' accounts.

### **XII .2) Troop Operation Dues**

The Troop does not have an annual due to the troop. However, we encourage each boy to participate in fundraiser both individually and with troop sales. Troop Sales help cover the general operating expenses of the troop. Items such as advancement awards, troop gear, troop supplies, and overhead items such as copying, postage and software, and various other costs constitute Troop Operating Expenses.

### **XII .3) Troop Equipment and Maintenance Fund**

Dues and Fundraiser monies will be used to cover the cost of camping gear and other troop equipment expenses. The committee will review this assessment annually and consider adjusting this amount depending on the equipment needs of the troop.

### **XII .4) Order of the Arrows Dues**

The troop will draft OA dues from the account of any Scout who is a member of the honor society to help maintain that Scout in good standing with the lodge. This is done in order to assure that the Scout will not miss out on any opportunity provided by the lodge due to the lack of payment. Dues are due annually to Sequoyah Council.

### **XII .5) Adult Registration Fees**

The troop believes that parents should be involved in their son's activities to some degree, no matter what that activity is. To encourage this, the troop standard is to have one adult registered and active in the troop for every Scout family. In the event that both parents are active in the troop, both parents must be registered with BSA.

Once a Scout reaches the age of 18 and wishes to remain active in the troop as an Assistant Scoutmaster or Committee Member, his parents are not required to re-charter if they so wish.

To encourage family involvement through parent participation and to help parents meet the troop standard of involvement, the Troop Committee has decided that the troop will pay registration fees for all active adults.

Adults are expected to pay \$62.00 per year for annual re-charter. Due Oct. 1 of each year.



## XII .6) Camping Fees

Camping activities generate expenses and will be charged back to every Scout's account if he attends that specific camp-out. The charges to the Scout's account cover food, camping fees, and transportation and generally run between \$20.00 and \$25.00. Special outings may have increased cost.

A Scout signing up for an outing who subsequently needs to cancel may be charged if he fails to notify the Patrol Leader and assigned cook at least two days prior to the departure date of the event.

Parents committing their Scout on special, high adventure outings, which incur special fees, are liable for those fees if they cancel. Special attention will be made to attempt to replace the Scout's reserved slot,

but no guarantees of replacement or refund are possible.

Adult leaders attending campouts are responsible for their own fees. Customarily adult leaders will prepare their own meals. Grub Masters will rotate. When there is a district competition or participation event, Scouts and Leaders will prepare the same meals.

## XII .7) Scholarships

Scouting should be available to all boys seeking to live by the Scout Oath and Law. Where financial needs exist, scholarships are available either through the Sequoyah Council or direction from Troop 516's scholarship fund. Troop 516 has designated the Committee Chair to handle all inquiries for financial assistance with complete confidentiality. The Committee Chair can direct the family in need to the Council resources for camp or uniform assistance. He may also confidentially approach the Troop Committee to seek available relief for troop dues and fees, and any other Troop related activities. **To be eligible for any troop scholarships, the family must show that the Scout has or will take advantage of fund-raising opportunity provided. Fund raising programs provide adequate opportunities for every Scout to fund his own program needs.**

Successful Troops function because of Adult Leaders and Scouts who are well trained. To encourage participation in advanced training courses, Troop 516 will reimburse any adult or scout who successfully completes such training for 100% of the cost of the training course\*. The eligible courses are listed below:

Adult	Youth
Adult Topping Out (Climbing)	Youth Topping Out (Climbing)
Wood Badge	National Youth Leadership Training (NYLT)
NRA BIT / Rifle / Shotgun / Range Safety Officer	Outdoor Ethics (LNT) Trainer
USAA Basic Archery Instructor	Powder Horn (Advanced High Adventure)
Archery Range Master	National Advanced Youth Leadership Experience (NAYLE)
Outdoor Ethics (LNT) Trainer & Master Educator	Aquatics Supervision Training: Paddle Craft Safety (PCS)
Powder Horn (Advanced High Adventure)	
Aquatics Supervision Training: Paddle Craft Safety (PCS)	

\* Reimbursement is for the cost of the course only. Travel and other ancillary expenses are not eligible.

## TROOP 516 Leadership

Ricki Dykes-Scout Master-1-423-415-9673-rickidykes60@att.net  
 Gina Long-Committee Chair-423-773-6616 ginamariae4321@gmail.com  
 Tabatha Hallman- Troop Chaplain 504-214-5926-momatabs@gmail.com  
 Richard Crow Asst. Scout Master- 423-791-3344- moparman50@gmail.com  
 Richard Cannon-Quartermaster-423-512-1947-camoman50@gmail.com  
 Greg Whitehead- Asst. Scoutmaster-423-957-0928-1387gw@gmail.com  
 Jason Caldwell- Asst. Scout Master-423-943-9459-mjcaldwell@charter.net  
 Sam Bowers-Asst. Scout Master-423-956-3062-samuel.bowers@va.gov  
 Michael Lawson-Asst. Scout Master -Sr. Patrol-423-213-7012-mrlawson0597@gmail.com  
 Jaime Norris-Jaime Norris-Troop Committee-Troop Nurse- 423-213-8566-jrnnorris37@gmail.com  
 Martha Pollitt-Secretary/Treasurer- 423-213-1800 pollitt.ma@gmail.com  
 Dale Pollitt-Troop Committee Treasurer-423-213-1800 pollide@gmail.com  
 Troop Charter Head- Todd Hallman- 504-214-5326  
 Charter Organizational Representative- Bob Welch-972-948-7085

## XII .8) Fundraising

The basic philosophy of Troop 516 regarding finances is that we encourage our Scouts to earn, through our troop fundraisers and on their own, all funds needed for troop operations and at least a portion of their long-term camp expenses. We do not petition monetary donations from the Scouts or their parents for troop operations and expenses. If you desire to make a contribution or donation to the troop, it is preferable that it be made in the form of donated equipment, by sponsoring a Scout who could not otherwise go to camp, or in some equivalent act.

### SEQUOYAH COUNCIL EXPO COUPON CARDS

Coupon CARDS are available from your leader for you to sell. Scouts will receive A PORTION OF \$5 in Expo Cash for each coupon CARD sold in increments of 10, redeemable at the Prize Redemption Center. Look inside the tabloid for the great prize choices and decide which ones you would like to earn, then sell, sell, sell. All money and unsold coupon books must be turned in to your leader before the Expo, so they can pick up your Expo Cash. Take your Expo Cash the day of the Scout Expo and purchase your prizes.

The price of each Scout Expo coupon book is \$5.00. The coupon cards includes a ticket for admission to the Scout Expo and coupons valued over \$75.00 - \$100. When you sell coupon cards, you will want to explain this special bargain and wear your uniform to help promote Scouting.

A INDIVIDUAL GOAL WILL BE SET EACH YEAR PER BOY EACH YEAR FOR EXPO COUPON SALES AS DETERMINED BY TROOP COMMITTEE.



Country Meats-Beef Sticks



Lil Caesar's Pizza Kits



POPCORN  
per case



World's Finest Chocolate Bars -Buy

Little Caesar's Pizza Kits



Krispy Kreme Bogo Card And Store Front Sales

Commissions and/or profits earned through fundraising projects, unless fundraising is specifically designated for the troop's benefit, will be credited into the troop account and 10 % into each Scout's Account. A Scout may make additional contributions to his Scout Account if he wishes.

Troop 516 participates in three fund-raisers annually: Fall Pop Corn Sales (both Show and Sale each Sat. in the Fall and individual Take order sales), EXPO Coupon Card Sales, Spring Yard Sale, and Krispy Kreme Donut Card Sales. There is plenty of opportunity for your Scout to earn a significant portion (if not all) of the annual costs of Scout Camp and Equipment (From EXPO SALES) by participating in these fundraisers.

## XII.10) New Scout Prepayment

New Scouts joining Scouting expenditures, such as camping, operation & equipment maintenance dues and event transportation. This DOES NOT COVER summer camps, which presently cost \$200-\$300 each, and high adventure camps, which average about \$1500 each. However, the following items may be purchased with this fee and their costs deducted from the individual Scout account:

- Troop 516 Neckerchief & Slide
- Patrol Patch
- Troop 516 number patch

For the above items, a flat \$25.00 fee will be required upon entry into Troop 516.

- BSA Transfer Fee (if applicable)
- Troop 516 Class B T-shirts (two)
- Troop Dues
- Troop Equipment fee
- Order of the Arrow Dues (for OA members)

For the above items, the actual costs will be deducted from the account as they are incurred.

## **XIII. Behavior and Discipline**

One of the primary missions of Boy Scouts of America is to build character by helping the Scout to live with "Scout Spirit", as described by the Scout Law, Oath, Slogan and Motto. From time to time, it may be necessary to discipline a Scout who is not exemplifying the Scout Spirit in his behavior. The environment that we, as a troop, seek to develop is a "safe harbor" for the Scout to grow and develop. This safe harbor seeks to remove the threat of verbal or physical abuse of any kind.

We will attempt to teach our Scouts to respect the property of others and the feelings of one another, and to refrain from ridicule, malicious teasing, or physical or mental intimidation of any kind. We believe in a "hands-off" concept, so that generally boys do not place hands on another Scout at all, even if the intent is not to harm. The hands-off idea provides for fewer escalations of horse-play and rough-housing into more serious fights and injury to the Scouts. To this end, the Scoutmaster Corps will pay attention to the behavior of our Scouts and take corrective action when necessary.

### **XIII..1) Disciplinary Role of the Scoutmaster Corp**

A member of the Scoutmaster Corp, consisting of the Scoutmaster and all Assistant Scoutmasters, will have a one-on-one conference within the guidelines of the Youth Protection Training guidelines, generally known as "a Scoutmaster Conference," with any boy who does not show by his behavior that he fully respects other Scouts, or the property of others. The Scoutmaster conference will attempt to describe the ideal of Scout Spirit, and to elicit a response from the Scout about why his behavior was outside this standard. It will re-establish what expected behavior is, and it will set out any necessary discipline because of the specific behavior.

The tone of this meeting should be one that is aimed at more corrective attitude and action than punitive discipline, and should be an opportunity for positive reinforcement of Scout behavior rather than to tear down the boy in any way. However, in order for there to be real consequences for un-Scout-like behavior, penalties may be imposed by the Scoutmaster Corps that are appropriate for the level of the offense. The penalty would often be administered at a later time, having notified the Scout at the time of the offense and consultation that a disciplinary penalty would be forthcoming. The disciplinary penalty may be decided by consultation within the Scoutmaster Corp or with others outside the Corp or the troop, and should include a consultation and agreement with the Scout's parents.

### **XIII..2) Disciplinary Role of a Board of Review**

Prior to a confidential Board of Review, developed specifically for discipline issues, the Scout will receive a short description in writing of the offense and of the penalty from the Scoutmaster. It will be the Board of Review's responsibility at reasonable intervals, to have a meeting with the Scout to determine the progress he has made toward the fulfillment of these requirements. The Board of Review will, in consultation with the Scoutmaster, determine appropriate action if the Scout does not fulfill the discipline requirements in the time frame specified. It is the role of the Board of Review to encourage the Scout to meet the requirements and to see that a pattern has developed showing that the attitude of the Scout has moved toward a Scout Spirit, not only that the requirements have been accomplished. Once the Scout has shown responsibility for his actions, and has shown an attitude of change, it will be the responsibility of the Board of Review to encourage and to support the Scout in his future involvement with the troop.



### Examples of Behavior described as un-Scout-like:

1. Not following the requirements set out by troop leadership.
2. Actions by a Scout that are significantly unsafe to the Scout or other Scouts. This would include exploring physical hazards associated with rivers, creeks, lakes, cliffs, caves, boats, machinery, equipment, or abandoned structures without permission.
3. Physical or verbal hazing or harassment.
4. Leaving or trespassing designated areas without leadership permission.
5. Excessively rowdy, loud, disrespectful, disobedient or disruptive behavior, including foul language or cursing, smoking or use of controlled or illegal substances.
6. Damaging natural areas or man-made property.

### XIII. 3) Examples of Typical Disciplinary Penalties

The disciplinary penalty, which may include rank advancement delays, leadership position removal, activity exclusion or special work or training assignments, among others, should have a specified time requirement.

**4) \*Bullying or Fighting:** <https://www.scouting.org/filestore/training/pdf/BullyingPreventionGuide.pdf>  
(attached, please read)

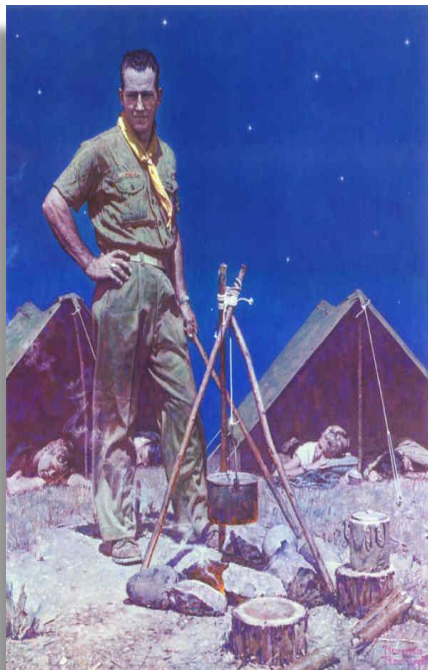
All Scouts should practice Scout Spirit and Troop Number 516 (from Matthew 5:16) motto: "Let your light shine before others." If a Scout is reported for bullying, using their rank to "up or boss," or striking another Scout or adult whether in a Scout Activity or other activity, the follow discipline actions will be taken:

**\*Discipline ACTION**

Discipline will be based on an individual basis when all facts are gathered. Depending on an accidental or blatant strike (hit) either a suspension from troop activities for one or two months will be initiated or the loss of current leadership position. Absolutely, no bullying, roasting, put-downs, etc. or hitting of/or to another Scout will be tolerated.

**A Scout should remember  
the Scout Oath and Law  
and use it to govern his actions.**

**"The Scoutmaster"**  
By Norman  
Rockwell circa 1956



## XIV. Insurance

The medical and liability insurance provided by the Sequoyah Council to all registered Scouts and adult leaders is included as part of the Scout or leader's registration. Any questions concerning their coverage should be directed to the Troop Committee Chairman or to the Council office at (423) 952-6961.

### XIV..1) Medical and Health Forms

The troop will maintain a "Troop Nurse," responsible for distributing medications. All medications will be presented to Nurse before an activity or campout in original bottles with daily instructions in a labeled zip lock bag. All Health forms are managed by the Troop Nurse as well. He/She will inform you upon renewal of annual Health Form. THIS FORM IS DUE EACH YEAR, All 3 parts a, b, and c, signed by a doctor, with shot records recorded and a copy of current health insurance card.

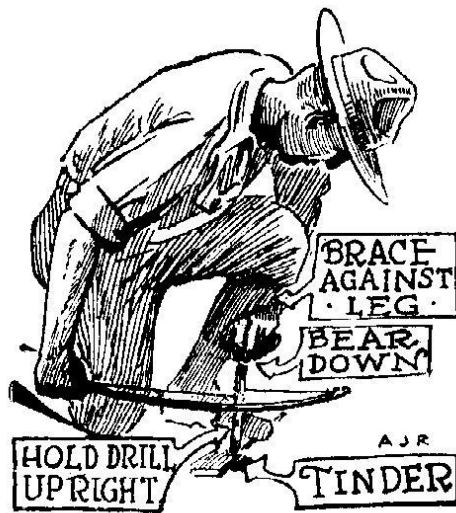
Each leader and youth is required to receive an annual physical. The BSA form used is included below. The doctor must sign the form and all medications and allergies must be listed.

[https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001\\_ABC.pdf](https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf)

### XIV .2) Sickness or Medical Emergency

During a campout, summer camp, winter camp, or trek, in the event of a scout coming down with a condition that puts himself or the rest of the group at risk [i.e.; stomach virus, high fever, lice, etc], the parent/guardian will be made aware of the situation and it is the parent/guardian's responsibility to come and remove the scout from the group. If this is not possible, the leader in charge, only as a last resort, shall make the final decision.

A Troop Nurse will attend each campout. All medicines are to be placed in original bottles, then placed in a zip lock bag with youth's name on the bag. Include dosage instructions in bag as well. This must be given directly to Troop nurse before each campout or Summer and Winter Camp. All medicines must be listed on current health Form.



"Fire by Friction"  
1952 Boy Scout  
Handbook

## XV. Media Release

From time to time the troop web site may contain photographs or other media ("photographs") of the Scouts involved in the various troop activities. Further, the troop may create and publish materials about the troop and its activities for use in publicity, competitions, and other areas. The troop will refrain from using the Scouts' names on the web site, but may do so in other media such as newspaper publicity photographs. A person or committee designated by the Troop Committee will be responsible for creating and implementing the procedure for accepting photographs submitted, posting those photographs of the Scouts on the web site and otherwise circulating photographs of the Scouts to newspapers and other publications. Parents of the Scouts and the Scouts themselves are asked not to undertake any such publication effort on their own but rather to work through the troop's resources to do so. Any postings or publications of photographs of the Scouts without following the troop's procedure will be consider an independent effort by that parent or Scout and not an effort sanctioned by the troop.

Each Scout and a guardian will be asked to sign a Media Release giving the troop and the BSA permission to use photographs of the Scout in this manner (included on BSA Health Form). Any Scout unwilling to sign such a release will need to contact the designated troop contact and address any issues.

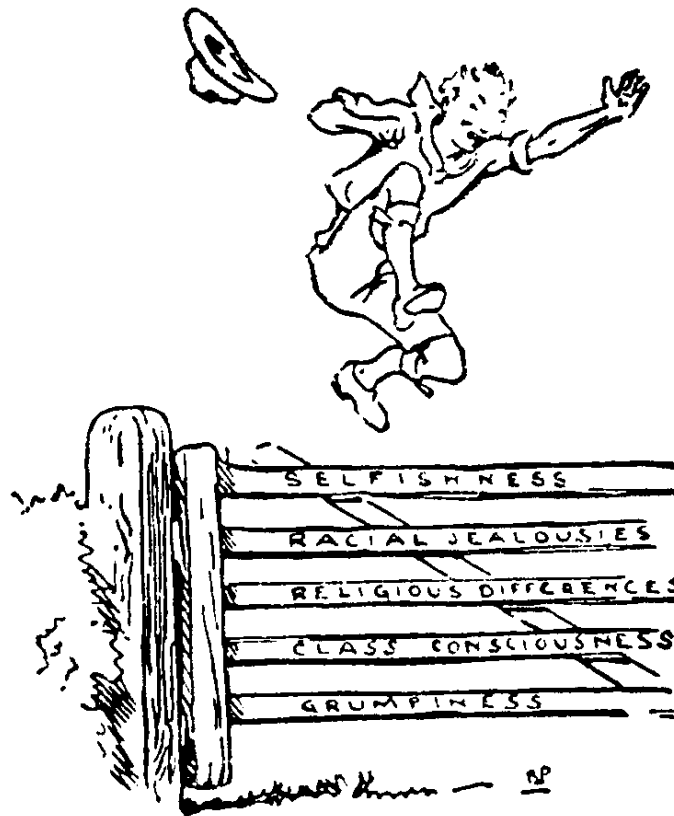


Illustration by Lord R.S.S. Baden-Powell

## XVI. Equipment Care and Use

Troop 516 will provide most group camping equipment, which includes tents, cooking gear, lanterns and propane tanks. The equipment will be checked out by the troop Quartermaster to a Patrol Quartermaster before a campout. It is the patrol leader's responsibility to set up a time with the quartermaster to accomplish this. Equipment will be returned to the quartermaster, in a timely manner, following every outing. It is the patrol's responsibility to ensure that the equipment is clean and in proper working order before returning it. The quartermaster will inspect all of the equipment upon return.

Troop 516 has endeavored to provide quality camping equipment to the troop. This will help reduce the overall costs of equipment on an individual basis. For a boy to participate in our active outdoor program, enjoy himself, and have fun, he will need certain equipment. While the total cost may seem high, it can be purchased over a year or so. The best advice to parents is DON'T BUY JUNK. If you have any doubts about the quality or serviceability of equipment, please have a talk with the Scoutmaster. Good equipment will provide years of continued use when maintained properly.

After each campout, individual boys will be assigned to "dry out" tents and return to the troop by the next meeting.



## XVII. Requirements for Joining Troop 516

### Entering Troop 516

Boys may enter the troop through several different methods:

1. Cross-over from a Cub Scout Pack as a Webelos 2
2. Transfer in from another troop within the district
3. Transfer in from another troop out of council due to family relocation
4. "Walk-in" having no previous Boy Scout affiliation

### Requirements for Joining Troop 516

Boys interested in joining Boy Scouts of America must:

1. **Meet age requirements.** Be a boy who is 11 years old, or one who has completed the fifth grade or earned the Arrow of Light Award and is at least 10 years old, but is not yet 18 years old.
2. **Complete a Boy Scout application and health history signed by your parent or guardian.**

#### JOIN SCOUTING:

<https://sequoyahcouncil.org/join/>

### Joining Troop 516

All prospective Troop 516 Boy Scouts must:

- Correctly fill out and sign a BSA Youth Registration application
- Provide the BSA Health Form
- Understand and agree to the Troop's Philosophy
- Review and agree to the Troop Guidelines Manual
- Have a Scoutmaster Conference

All parents/guardians of prospective Scouts must:

- Pre-pay a start-up fee of \$20
- Submit a Parent Resource Survey.



Troop 516 is a home for active Scouts who desire to help implement a "boy run", adult guided program. Only Scouts who agree with our Troop Philosophy should pursue joining. Our community supports many troops nearby that may well fit Scouts looking for a program with a slightly different emphasis. However, we believe every boy and his family that wants to be in the Scouting program should have the opportunity.

### Youth Responsibilities

**\*\*Each Scout is Responsible to keep up with advancements, service, campouts, hiking, etc., and merit badges in personal Scout Handbook. He/She should ask for a Scoutmaster Conference and Board of Review per Rank. Each Scout can borrow Merit Badge Pamphlets from Troop Library if available. If not, he/she is responsible for purchasing Merit Badge Books. Worksheets for all merit badges will be provided by Troop Scoutmaster.**

During Campouts, youth are responsible for his/her own personal gear. All gear should be labeled. Any lost items will be collected and be available if found at the next troop meeting after the campout.

## ACKNOWLEDGEMENT

We have read, acknowledge and understand the Troop 516 Procedures and Guidelines as stated in this manual.

Date: \_\_\_\_\_

\_\_\_\_\_  
Boy Scout's Signature

\_\_\_\_\_  
Boy Scout's Full Name (Printed)

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Parent or Guardian's Full Name (Printed)

***Please sign where appropriate and return this sheet to any member of the Troop Committee or the  
Webelos Coordinator***