

# ***Boy Scouts of America***

Troop 61 (Redwood Shores)

Frequently Asked Questions

## Table of Contents

Troop Organization .....	2
Finances.....	4
Advancement .....	5
Board of Review Procedure.....	7
Typical Board of Review Questions.....	8
Merit Badges .....	10
Uniform Policy.....	11
Camping Equipment – 3 Seasons (Spring, Summer, Fall).....	12
Camping Equipment - Winter.....	13
Dress for the Elements .....	14
Pack to Stay Dry.....	15
Troop Committee Job Descriptions.....	16
Glossary .....	19
Troop Tips.....	21
Expense Reimbursement Form .....	22
Service Hours Log .....	23

# ***Boy Scouts of America***

## Troop 61 (Redwood Shores)

### Frequently Asked Questions

#### **Troop Organization**

We in Troop 61 pride ourselves on being a boy-led troop, providing leadership training and experience for the Scouts. This is one of the things that makes Scouting different from most other youth organizations. However, the boys need lots of support from the parents and other adults. Here is the way our troop organization works.

#### **Scouts**

The Scouts are organized into groups of six to eight called Patrols with a leader called a Patrol Leader, and an assistant, called an Assistant Patrol Leader. The patrol elects their own patrol leader. The entire troop elects a Senior Patrol Leader, or SPL, and he in turn selects his assistant, an Assistant Senior Patrol Leader, or ASPL. The SPL leads the Patrol Leader's Council, or PLC, which is the decision-making body of the troop and is made up of the SPL, ASPL, Patrol Leaders, Troop Guides and Scribe. The PLC meets one Sunday evening monthly to plan troop meetings and activities. An annual planning meeting is also held in August/September to develop a troop activities calendar for the coming year.

#### **Scoutmaster and Assistant Scoutmasters**

The Scoutmaster, or SM, and Assistant Scoutmasters, or ASMs, deal directly with the boys at troop meetings and on campouts. They help provide a quality program for the boys and guide them on this discovery called Scouting. These adults are parents of some the boys in Troop 61 and/or people who have been in Scouting as boys and want to stay involved, or parents whose own Scouts have moved on, but are still committed to the program.

# ***Boy Scouts of America***

## Troop 61 (Redwood Shores)

### Frequently Asked Questions

#### **Troop Committee**

The troop committee serves as support for the troop. The committee members do not necessarily work directly with the Scouts but handle such things as the troop finances, newsletter, fundraising, transportation and a multitude of other administrative details. The troop committee is directly responsible to the sponsoring institution which is currently the Lions Club of Redwood Shores (2017).

The troop committee of our troop is made up of *you*, the parents. We register at least one parent for every boy as a member of the committee (or as an Assistant Scoutmaster). As a result, you will receive a copy of the *Scouting* magazine.

The committee meets once a month for a Parents' Meeting that is held concurrently with the first troop meeting of the month. We urge and encourage all parents to join us! Led by the Troop Committee Chair, this meeting is an opportunity to keep up on what is happening in the troop, to get help and information on supporting your Scout, and to participate and have a say in the direction and activity of the troop. The committee also approves the annual calendar developed by the Patrol Leaders Council. Having informed and involved parents helps a boy get the most out of his Scouting years. Please come join us and enjoy this family experience of Scouting!

# ***Boy Scouts of America***

## Troop 61 (Redwood Shores)

### Frequently Asked Questions

#### **Finances**

One of the responsibilities of the troop committee is to prepare an annual budget for the troop. This takes place prior to the troop rechartering process in December. The annual operating expenses of the troop are calculated and divided by the total number of boys registered in the unit at the time. This becomes the fee for registering a boy in the troop for the coming year. Troop registration fees, or dues, are collected annually for the following year in December. As new boys join the troop, their dues are prorated for the remaining months in the year. The dues are used to pay the expenses of the troop, such as registration, training, equipment and awards.

Expenses related to outings, events and activities such as camping are **NOT** included in the annual troop registration fee. These expenses include, but are not limited to, camp site fees, meals and mileage. Although unit leaders will do their best to calculate an estimate of cost per scout prior to a troop outing or activity, the troop treasurer will be responsible for billing each participant after all fees for a specific event have been determined.

The Troop 61 budget includes revenue that is collected and paid out for BSA/Troop registration, recharter, activities and youth and adult training. Troop 61 adult leaders ensure that the troop is fiscally responsible to operate close to break-even, without a deficit

Throughout the year, Troop 61 will provide each boy with opportunities to earn money to defray the cost of troop activities and dues. Troop leadership believes that the boys appreciate the Scouting experience much more if they help to pay for it. However, this is an individual family decision since the fundraisers require family support if a boy wishes to participate.

The troop treasurer maintains an individual account for each Scout. As the Scout participates in fundraising activities, his personal profit is credited to his account. As he participates in campouts and activities, the cost of these and his dues are deducted. The troop treasurer will email out a financial statement to each family on a monthly basis. Accounts in arrears are asked to be brought current upon receipt of the treasurer's statement.

# ***Boy Scouts of America***

## Troop 61 (Redwood Shores)

### Frequently Asked Questions

#### **Advancement**

Advancement is one of the important ways that Scouting helps boys to try out and explore many new fields of interest that they may never be able to do otherwise. It does take some guidance on the part of the parents, especially in the beginning. Please become familiar with the Boy Scout Handbook and requirements so you can help your Scout.

The trail to Eagle is broken into five ranks. First is the “Scout” rank which is becoming familiar with the program and memorizing the Scout Oath and Scout Law. Next comes Tenderfoot, then Second Class and First Class. As the boys develop more advanced leadership skills, they progress onto Star, Life and finally Eagle.

Through First Class, the boys should be working on the requirements which can be found in the back of the Boy Scout Handbook and online. The requirements for Scout, Tenderfoot, Second Class and First class, collectively referred to as The Trail to First Class, can be worked on simultaneously. Please encourage your new Scout to start with these requirements, which they need right away, rather than trying to earn merit badges. Other elements of each rank are service to others (community service) and leadership service for the higher ranks.

The requirements for Trail to First Class ranks can be worked on in troop meetings, at home or at school. Once a Scout has mastered a skill, he can sign up through the troop website to meet with the Scoutmaster (SM) or an Assistant Scoutmaster (ASM) to have requirements signed-off during an Advancement Meeting which take place once a month. However, a Scout does not have to wait for an Advancement Meeting to have requirements signed-off. Scouts are encouraged to have their Scout Handbooks with them at all times during scouting activities, regular troop meetings as well as events, and to ask the SM or ASMs present to sign-off on the requirements completed during that activity. A Scout must **demonstrate** competency to the adult leader in the specific requirement that he wishes to have signed off in order to complete the requirement and obtain a signature. Only adult leaders can sign-off on rank requirements.

Once a requirement has been signed off in the Scout Handbook, it should be record to the Scout’s ScoutBook account. Every Scout in Troop 61 is assigned a web based ScoutBook account. It is a tool that keeps track of all of a Scout’s collective advancement requirements including rank advancement, nights camped, miles hiked, hours of community service performed, etc. There is a ScoutBook tutorial Powerpoint presentation available on the troop website.

# ***Boy Scouts of America***

## Troop 61 (Redwood Shores)

### Frequently Asked Questions

For merit badges, the Scout decides which one he would like to work on. He obtains a signed merit badge card, or Blue Card, from the Scoutmaster or an Assistant Scoutmaster. He then contacts the troop Committee Chair for the contact information of district approved Merit Badge Counselors for the topic he wants to work on. This counselor is the person who coaches the Scout through the specific merit badge requirements and signs-off on the card once the Scout has completed all the requirements. The Scout is responsible for getting a merit badge book. The troop maintains a library of merit badge books that may be checked out and used to complete merit badges. Also, throughout the year, some merit badges may be offered as classes during troop Advancement Meetings. Classes are sometimes limited to a certain number of boys or have rank, age or experience prerequisites. Registration through the troop website is required when these classes are offered. Merit badges should also be tracked through ScoutBook. All completed Blue Cards should be turned into the troop Advancement Coordinator.

Before a Scout can advance a rank, he needs to make arrangements for a Scoutmaster Conference (SMC) and a Board of Review (BoR). Both SMCs and BoRs are offered during troop Advancement Meetings. A Scout is required to register through the troop website for these requirements. Registration for Advancement Meetings closes the Monday evening prior to the Thursday Advancement Meeting date. All rank requirements must be completed and uploaded to Scoutbook before a Scout can be assigned a SMC or BoR. A Scout must satisfy a BoR before he is considered to have successfully met all requirements for rank advancement. Merit badges and ranks are presented at a Troop Court of Honor which are held two to three times a year.

# ***Boy Scouts of America***

## Troop 61 (Redwood Shores)

### Frequently Asked Questions

#### **Board of Review Procedure**

1. Upload all supporting rank advancement information to ScoutBook. A Scout will NOT be scheduled for a Scoutmaster Conference or Board of Review unless his ScoutBook account reflects that these are the last two requirements needed to complete a rank.
2. Register for, complete and pass a Scoutmaster conference (a brief scheduled meeting with the Scoutmaster or an Assistant Scoutmaster). Scoutmaster Conferences may be scheduled on the same date as the Board of Review but MUST be completed before the Board of Review can take place.
3. Register for a Board of Review through the troop website. This must be done NO LATER than the Monday evening prior to the Advancement Meeting date indicated on the troop calendar.
4. A Board of Review shouldn't take more than 15 minutes for Trail to First Class ranks, but increase in length as the Scout advances to higher ranks.

#### **Things To Remember**

- SCOUTS need to register for the appointment, not the parents
- Full Class A uniform is required
- Scout to bring his Handbook with everything signed off
- Please arrive 5 minutes early
- Don't wait until Court of Honor months to schedule Board of Review
- If you or your Scout have any questions, please ask them
- Tell your Scout to relax. The Review Board is a group of friendly parents who take pleasure in seeing the boys advance

# ***Boy Scouts of America***

## Troop 61 (Redwood Shores)

### Frequently Asked Questions

#### Typical Board of Review Questions

**NOTE:** The Board of Review is a process where the troop committee gets an opportunity to assess how the Scout is progressing in the troop. **It is not a re-test of the skills.** The Scoutmaster has verified that aspect of the four steps in the Scout's Advancement process.

#### **The Skills**

Ask the Scout to demonstrate his knowledge of the skills, not re-test that skill. For example: What knot would you use to tie your tent down? How do you know someone may need the Heimlich Maneuver? What did you learn from cooking for your patrol? Why is it important to know the different degrees of skin burns?

#### **The Scout**

- What will be your most important goal as a (new rank) Scout?
- How do you use the skills Scouting has taught you in your: school, home, everyday life?
- How have you improved yourself since your last rank?
- What is your favorite part of the Scout Law (explain why)?
- What is the hardest point of the Scout Law for you to follow (explain why)?
- How could you learn to follow this point better?
- What has been the proudest part of Scouting for you?
- What has been the hardest part of Scouting for you?
- How do you display Scout spirit outside the troop meetings?
- What part of the Scout Oath and Scout Law would guide you regarding the use of drugs?
- What *good turn* did you do today?
- If you have to choose a career from one of your merit badges, which career would it be? Why?
- What question would you ask if you were on a Board of Review for this rank?

#### **The Troop and the Patrol**

- What do you think is the main attraction to Troop 61 and/or your patrol?
- How could you make Troop 61/your patrol better?
- What was the best patrol you were in and why?
- What has been the best Troop 61 activity for you?
- What has been the least pleasant Troop 61 activity for you?
- What would you like to do differently in Troop 61 and/or your patrol?

# ***Boy Scouts of America***

## Troop 61 (Redwood Shores)

### Frequently Asked Questions

- Why do you come to the troop meetings?
- If you were asked to talk to new Scouts about Troop 61 or your patrol, what would you say?
- How is your patrol leader doing?
- If you were not in your current patrol, what patrol would you be in and why?
- What would you change in the troop meetings?
- If you could plan a Troop 61 campout, where would you go and why?
- What would other people say about you as a Scout?

#### **Leadership** (this should be the major focus of the Star and Life Boards of Review)

- What is leadership?
- Who has been your favorite patrol leader and/or senior patrol leader and why?
- How can a good leader get his patrol to follow his leadership?
- What have you learned about leadership from your experience with leading?
- What leadership position do you want in the future and why?
- Do you think that you could lead a group of young Scouts now, and how would you lead them?
- Give us some examples of your leadership outside of Scouting.
- What do you think is the responsibility of the senior patrol leader?
- Give us an example of what you have learned from leadership that will help you in life.
- What could a patrol leader do to increase participation in meetings/campouts?
- Why does Troop 61 emphasize that the Scouts should be led primarily by other Scouts and not by adults?
- Pick an adult leader you admire, and tell us what leadership characteristics you see in that person?
- How would your fellow Scouts describe your leadership and leadership style?
- Name one event that you wish you could “take back” from happening in your leadership experience.

# ***Boy Scouts of America***

## Troop 61 (Redwood Shores)

### Frequently Asked Questions

#### **Merit Badges**

- 1) Request a signed merit badge, “blue card”, from the Scoutmaster or an Assistant Scoutmaster. Troop 61 emphasizes that the boys make all of the appropriate contacts, not the parents. The Scoutmaster reserves the right to approve a request or not, depending on whether he feels the Scout is capable of handling the requirements of the particular merit badge.
- 2) Request the name and contact information of a merit badge counselor from the Troop Committee Chairperson from the district approved merit badge counselor list.
- 3) Contact the merit badge counselor to see if he/she has time to work with you.
- 4) Arrange to meet with the counselor and follow the guidelines for earning the merit badge. Most counselors require Scouts to read a merit badge handbook. Books may be obtained through the Council office. Troop 61 also keeps a library of previously used books to loan out. Some counselors may keep the merit badge blue card until all of the requirements have been completed. Typically, the Scout keeps the blue card.
- 5) After all of the merit badge requirements have been completed, the counselor will sign the appropriate sections of the blue card. The counselor will keep one section for his records and return the other two sections to the Scout. It is the Scout’s responsibility to turn in the remaining two sections of the blue card to the Troop Advancement Coordinator, usually an Assistant Scoutmaster in charge of advancement. In some cases, such as at summer camp, the counselor gives the cards directly to the Advancement Coordinator or to the Scoutmaster.
- 6) The Advancement Coordinator will turn in one section of the blue card to the Boy Scout Council and obtain the badge from the Council store.
- 7) The Scout will be awarded the merit badge along with his copy of the merit badge blue card at the next troop Court of Honor following completion of the merit badge. It is VERY important to keep the Scout’s blue card records in a safe place. It is mandatory to present these records in order to pass an Eagle Board of Review. Missing copies may be obtained through the Council.
- 8) Merit badges are awarded at a Troop Court of Honor.

# ***Boy Scouts of America***

## Troop 61 (Redwood Shores)

### Frequently Asked Questions

#### **Uniform Policy**

Wearing the Boy Scout uniform makes the troop visible as a force for good and creates a positive youth image in the community. The uniform is practical attire for Scout activities; it provides a way for Scouts to wear badges that show what they have accomplished and it shows each Scout's commitment to the aims of Scouting.

Troop 61 uniform requirements fall into three levels:

#### **Full Field Uniform (Class A): Boards of Review, Advancement Meetings; Courts of Honor; Public Flag Ceremonies; Memorial Day Grave Decoration; City Council Meetings**

- Scout shirt (long or short sleeve) with green epaulets and badges
- Troop neckerchief and slide
- Merit badge sash
- Scout pants or shorts
- Scout belt
- Scout socks (optional)
- Closed toe shoes

#### **Partial Field Uniform: 1<sup>st</sup> & 3<sup>rd</sup> Meetings; Field Trips; Camping; Merit Badge Midway**

- Scout shirt (long or short sleeve) with green epaulets and badges (can be taken off after flag ceremony)
- Class B shirt underneath
- Solid color pants/shorts
- Scout socks (optional)
- Closed toe shoes

#### **Activity Uniform (Class B): Camping Non-Travel**

- Class B shirt
- Solid color pants/shorts
- Closed toe shoes

# ***Boy Scouts of America***

Troop 61 (Redwood Shores)

Frequently Asked Questions

## **Camping Equipment – 3 Seasons (Spring, Summer, Fall)**

### **Survival:**

Compass  
Whistle  
Flashlight or Headlamp  
Extra Batteries  
Space Blanket  
Sunglasses  
Waterproof Matches  
Pocketknife  
First Aid Kit  
Water Bottles  
Money

### **Clothing:**

Hiking Boots  
Poly (or Wool) Socks + Spares  
Thermal Underwear (Top & Bottom)  
Poly Pants + Spare  
Poly (or Wool) Shirt + Spare  
Waterproof Gloves + Spare  
Warm Coat or Parka  
Raincoat or Poncho  
Waterproof Pants  
Hat

### **Misc:**

Toilet Paper  
Nylon Rope  
Sunscreen  
Lip Balm  
Insect Repellant  
Lightweight Cup  
Plate and/or Bowl, Fork, Spoon  
Trash Bags (2 Large Plastic)  
Soap and Small Towel  
Toothbrush and Toothpaste  
Small Shovel

### **Core:**

Backpack  
Sleeping Pad  
Sleeping Bag  
Waterproof Ground Cloth

### **Patrol Gear:**

Cooking Pots & Pans  
Tents  
Food  
Water Purification Kit  
Stoves  
Fuel for Stoves

# ***Boy Scouts of America***

Troop 61 (Redwood Shores)

Frequently Asked Questions

## **Camping Equipment - Winter**

### **Survival:**

Compass  
Whistle  
Flashlight or Headlamp  
Extra Batteries  
Space Blanket  
Sunglasses  
Waterproof Matches  
Candle or Fire Starter  
Pocketknife  
First Aid Kit  
Water Bottles  
Money

### **Clothing:**

Waterproof Boots  
Poly (or Wool) Outer Socks + Spares  
Poly Liner Socks + Spares  
Thermal Underwear (Top & Bottom) + Spares  
Poly Pants + Spare  
Poly (or Wool) Shirt + Spare  
Poly (or Wool) Sweater + Spare  
Waterproof Pants  
Waterproof Gloves + Spare  
Waterproof Shell  
Parka or Heavy Coat  
Poly (or Wool) Stocking Cap + Spare  
Glove Liners  
Gaiters

### **Misc:**

Toilet Paper  
Nylon Rope  
Sunscreen  
Lip Balm  
Insect Repellant  
Lightweight Cup  
Plate and/or Bowl, Form, Spoon  
Trash Bags (2 Large Plastic)  
Soap and Small Towel  
Toothbrush and Toothpaste  
Small Shovel

### **Core:**

Backpack  
Backpack Waterproof Cover  
Sleeping Pad  
Sleeping Bag  
Waterproof Ground Cloth  
Foam Pad

### **Patrol Gear:**

Cooking Pots & Pans  
Tents  
Food  
Water Purification Kit  
Stoves  
Fuel for Stoves

# ***Boy Scouts of America***

Troop 61 (Redwood Shores)

Frequently Asked Questions

## **Dress for the Elements**

Be prepared to stay dry and to regulate body warmth

**THE LAYERED LOOK** – Principles for regulating body warmth

<b>Inner “Wicking” Layer</b>	<b>Middle “Insulating” Layer</b>	<b>Outer “Waterproof” Layer</b>
Long underwear Polypropylene OR polyester Medium weight	Polyester fleece or pile wool Add or subtract layers here to control body heat	Waterproof or water repellent fabric, e.g. treated nylon rainwear with hood that vents  Don’t let them see you sweat!

**HEAD** Knit watch cap, balaclava, head gaiter; sunglasses or goggles protect eyes from snow blindness

**NECK** Turtleneck, scarf, neck gaiter

**TORSO** Long underwear that wicks water away from the body  
Insulation layers regulated according to the amount of activity  
Waterproof/windproof layer

**HANDS** Inner gloves, wool gloves or mittens, and waterproof overmitt

**LEGS** Long underwear, insulating layer, waterproof layer, waterproof gaiters covers tops of boots  
\*warm legs = warm feet

# ***Boy Scouts of America***

## Troop 61 (Redwood Shores)

### Frequently Asked Questions

#### **Pack to Stay Dry**

Use waterproof backpack cover to keep backpack dry. Pack extra insulating layers in waterproof bags. Carry extra bags for wet clothes. Have plenty of dry extra socks.

#### **READ THE LABELS**

**Polyester:** A soft fabric that characteristically wicks body moisture away from the body and dries in 10 minutes, e.g. Patagonia Capilene, Polartech 200 or 300, REI's MTs, 3-M Thinsulate, Dupont Thermax and Thermastat. Synthetic fabrics have a very low melting point. Be careful near open flames or hot surfaces.

**Polypropylene:** A lightweight fiber capable of transporting moisture. It insulates when wet, but retains odors. It has a low melting point.

**Silk:** Natural fiber that preserves body tempera & breathes well. It dries slowly and requires special care in cleaning.

**Wool:** Fibers absorb water internally and even when damp, it retains much of its insulating power. It can be scratchy and wool shrinks as it dries. So buy BIG.

**Fleece and Pile:** Pile and Fleece are types of weave made of polypropylene or polyester, etc. 3-M Thinsulate is used widely in garments, gloves and boots.

**Cotton:** Fabric which absorbs and retains moisture, loses its insulating capability when wet. Not to be worn for any layer for winter camping, including underwear or socks.

**Down (filling):** Garments and bags filled with goose or other underfeathers. Known for its warmth for weight and compressibility. It loses all of its insulating properties when it gets wet. Not recommended for use by youth or inexperienced adults.

**Nylon:** Water and wind resistant fabric that can be coated, the type and amount of coating determines its waterproofing and breathability.

**Waterproof Fabrics:** These can be immersed in water and will not leak. Stitch holes are sealed. Don't confuse with water repellent.

**Water Repellent Fabrics:** Water droplets roll off the surface, but will soak through in heavy rain or if immersed. If stitching holes are left untreated, water will penetrate. The durable water repellent (DWR) finish should be treated with Scotchgard periodically.

**Breathable Fabrics:** These are waterproof, wind resistant, breathable fabrics, e.g. Goretex is nylon coated with a Teflon film.

# ***Boy Scouts of America***

Troop 61 (Redwood Shores)

Frequently Asked Questions

## ***Boy Scouts of America***

Troop 61

### **Troop Committee Job Descriptions**

#### **Committee Chair**

Lead and coordinate the Troop Committee. Lead the Troop Committee in supporting the Scoutmaster and Assistants in providing the program for the Scouts. Set agenda and chair monthly committee/parents meeting.

#### **Assistant Chair**

Assist the Committee Chair in any way necessary.

#### **Treasurer**

Administer the troop bank account. Keep track of individual Scouts' accounts; collect receipts for monthly camping expenses; charge individual boys' accounts; provide family statements twice a year; provide annual report.

#### **Secretary/Newsletter Coordinator**

Attend monthly committee/parents meetings; take notes, type up and distribute newsletter.

#### **Tour Permits Coordinator (Vehicle Insurance)**

Apply to Council for tour permit for every troop outing. Coordinate with Campout Advisor regarding drivers' names before each event. Keep record of all drivers' licenses and insurance information in order to fill out the tour permit.

#### **Medical Forms Coordinator**

Keep a binder with current medical forms for each boy and provide to the adult in charge of each outing. Revise once per year.

#### **Roster Coordinator**

Maintain current roster; update and distribute as needed.

#### **Registrar and Merit Badge Counselors**

# ***Boy Scouts of America***

## Troop 61 (Redwood Shores)

### Frequently Asked Questions

Provide registration materials to each new family, collect them and deliver to the Council office. Confirm one adult registered for each family. Provide Merit Badge Counselor forms to any adult interested and be sure completed form is turned into Council.

#### **Rank Advancement/Board of Review Coordinator**

Recruit committee members to sit on Boards of Review for rank advancement; provide opportunity once per month; keep updated on requirements; coordinate with Troop Advancement Coordinator; schedule Scoutmaster Conferences and Boards of Review.

#### **Phone Tree Coordinator**

Contact phone tree representative for each patrol when a message needs to go out to the parents. Representative contacts adults in patrol then verifies with Coordinator.

#### **Purchasing Coordinator**

Assist in the purchase of Scout equipment with troop leadership when necessary. Order and distribute annual Scout summer camp t-shirts. Other troop t-shirts and neckerchiefs as needed.

#### **Uniform Bank Coordinator**

Receive, store and make available gently used/outgrown uniform pieces to other Scout families.

#### **Service Projects Coordinator**

Coordinate service projects for boys. Develop contacts with various community agencies, resources, etc. for possible service projects. Maintain log of hours contributed, etc. Confirm service hours for rank advancements.

#### **New Parent Facilitator**

Provide an overview of how the troop functions with the roles of parents/boys. Review of Red book information and answer questions.

#### **Recruiting Events Coordinator**

Assist troop in recruiting Webelos.

#### **Hospitality/Ceremonies Coordinator**

Coordinate annual troop dinner/Courts of Honor and any other occasions when refreshments are requested; purchase refreshments.

# ***Boy Scouts of America***

Troop 61 (Redwood Shores)

## Frequently Asked Questions

### **Summer Camp Coordinator**

Coordinate signups, camp fees, medical forms, ride assignments for troop summer camp. Coordinate adult leadership to participate. Distribute flyers re: merit badges, camp opportunities, etc.

### **Fundraising Sales Coordinator**

Coordinate all aspects of any fundraising activity for the troop; coordinate ordering; money collection; receive and distribute products; coordinate with treasurer.

# ***Boy Scouts of America***

Troop 61 (Redwood Shores)

Frequently Asked Questions

## ***Boy Scouts of America***

Troop 61

### **Glossary**

This list is intended to help you to understand some of the language and terminology of Scouting

**BSA**

Boy Scouts of America

**SM**

Scoutmaster

**ASM**

Assistant Scoutmaster

**JASM**

Junior Assistant Scoutmaster (boy assistant appointed by the Scoutmaster under the age of (18))

**SPL**

Senior Patrol Leader (boy leader of the troop elected annually)

**ASPL**

Assistant Senior Patrol Leader (appointed by SPL with Scoutmaster approval)

**PL**

Patrol Leader

**PLC**

Patrol Leaders' Council (boy leadership of the troop responsible for troop programs (SPL, ASPL, PL's, Scribe))

# ***Boy Scouts of America***

## Troop 61 (Redwood Shores)

### Frequently Asked Questions

#### **Scribe**

A Scout appointment by the SPL, who attends PLC's, takes notes and records attendance at all Scout functions

#### **Troop Guide**

A Scout appointed by the Scoutmaster to assist the new patrols (must be 1<sup>st</sup> Class or above)

#### **Commissioner**

A volunteer liaison and resource person between the troop and the Scout Council

#### **OA**

Order of the Arrow – a camping honorary organization that older troop members are elected to by their peers. 1<sup>st</sup> Class rank and 20 nights of camping required.

#### **Scoutmaster's Conference**

Individual conference with Scoutmaster necessary prior to having a Board of Review

#### **Board of Review**

Review of accomplishments of individual Scouts to attain rank, conducted by Troop Committee members, required before receiving rank advancement

#### **Court of Honor**

Ceremony for recognizing achievements conducted several times a year

#### **Merit Badge (MB)**

Advanced achievement in a particular field (listed in pamphlets for each badge)

#### **Camporee**

District or Council campout with competition between the troops in areas of Scout skills

#### **Eagle Scout Project Coach**

An adult who advises the Eagle candidate on their project after it has been approved.

# ***Boy Scouts of America***

Troop 61 (Redwood Shores)

Frequently Asked Questions

## ***Boy Scouts of America***

Troop 61

### **Troop Tips**

- It is suggested that all medical forms and financial (reimbursements, receipts, etc...) be copied as a backup for your records
  - Medical forms: keep originals - return copies
  - Camping/food receipts: turn in originals – keep a copy
- Make copies of reimbursement form, equipment lists etc. and keep the originals
- Always label ALL of your Scout's clothing and equipment
- Be sure to ask about the troop's uniform bank. Please consider recycling into the troop uniform bank when the time comes to upgrade uniforms, clothing, boots and other equipment.

# ***Boy Scouts of America***

Troop 61 (Redwood Shores)

Frequently Asked Questions

## **Expense Reimbursement Form**

The latest Expense Reimbursement form can be found at the troop website (<http://rwstroop61.org/>). Click on Reference → Parent Information and scroll to the links at the bottom of the page.

Sample form:

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

Name: \_\_\_\_\_

Event: \_\_\_\_\_

Dates of Event: \_\_\_\_\_

### **Reimbursement For:**

Mileage (number of miles): \_\_\_\_\_

Food (amount-attach receipt): \_\_\_\_\_

Camping Fees (attach receipt): \_\_\_\_\_

Parking Fees: \_\_\_\_\_

Bridge Tolls: \_\_\_\_\_

Miscellaneous (attach receipts): \_\_\_\_\_

TOTAL \_\_\_\_\_

Boys covered by this expenditure:

_____	_____
_____	_____
_____	_____
_____	_____

Credit my family account \_\_\_\_\_ or Issue me a check \_\_\_\_\_

# ***Boy Scouts of America***

Troop 61 (Redwood Shores)

Frequently Asked Questions

## **BSA Service Project Scout Confirmation Form**

### **Service Hours Log**

The latest BSA Service Project Scout Confirmation Form can be found at the troop website (<http://rwstroop61.org/>). Click on Reference → Parent Information and scroll to the links at the bottom of the page.

Sample form:

Scout Name: \_\_\_\_\_

Agency Sponsoring Service Activity (i.e. school, organization, etc.): \_\_\_\_\_

Address of Agency: \_\_\_\_\_

Activity Completed: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Hours of Service: \_\_\_\_\_

Scout Signature: \_\_\_\_\_

Sponsor Signature: \_\_\_\_\_

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

Sponsor Comments: \_\_\_\_\_

The Scout will provide this form to the rank advancement person within the troop after having it signed by a representative of the sponsoring agency.