



Est. 1952

Boy Scouts of America

JPL Troop 509

La Cañada Flintridge, CA

jpltroop509.org



Parent Guide

INTRODUCTION

Welcome to the family of Scouting. By being a parent of a Boy Scout, you are setting your son out on the grand adventure of Scouting. This is a tremendously important and rewarding endeavor that you share together with him.

What is it all about? What will you be expected to do? What does it cost? This guide will answer some of the basic questions.

The following pages describe the organization of our troop and the advancement pattern that scouts follow. This guide will help you understand how your scout can progress through the ranks with your help. It will help you understand how you can help and what the various adult volunteers do to help the troop.

WHAT IS IT ALL ABOUT?

The Scouting program has three principle aims:

- Build character
- Foster citizenship
- Develop fitness (physical, mental, emotional)

These three aims are the bedrock of Scouting. They represent the long term outcomes we want for every boy. Scouting methods and activities are specially designed to accomplish these aims.

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 gains control over what he becomes, prepares him to make ethical choices over his lifetime, and inspires him to achieve his full potential. These values are carried into adult life where they provide a compass for better living.

OATH	LAW	MOTTO	SLOGAN
On my honor I will do my best to do my duty to God and my country and to obey the Scout Law; To help other people at all times; To keep myself physically strong, mentally awake, and morally straight.	A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent	Be prepared.	Do a good turn daily.

Since 1910, these ideals have been taught in an atmosphere of recreation and fun, which helps young people develop self-confidence, leadership and character. The results are impressive. More than half of the astronauts were scouts, as were a third of the members of Congress and a third of the cadets and midshipmen at the Army, Navy and Air Force military academies. Eleven of the twelve astronauts who walked on the moon were scouts. The long list of famous scouts includes:

- Neil A. Armstrong, first person to walk on the moon - Eagle Scout
- Gerald Ford, 38th president of the United States - Eagle Scout
- Steven Spielberg, movie producer - Eagle Scout
- Walter Cronkite, journalist, television commentator - Eagle Scout
- J. Willard Marriott Jr., president of Marriott Corp. - Eagle Scout
- William C. Devries, M.D., implanted first artificial heart - Eagle Scout
- Sam M. Walton, founder/chairman/CEO, Wal-Mart - Eagle Scout
- Jim Whittaker, first American to summit Mt. Everest, - Eagle Scout
- Steve Fossett, first solo balloon flight around the world - Eagle Scout

The Boy Scouts of America is the largest youth- oriented organization in the United States, with 2.6 million scouts and 1 million leaders currently registered. Scouting emphasizes growth of moral strength and character, teaches citizenship, and promotes development of physical, mental and emotional fitness, all in the spirit of fun and adventure.

Unlike Cub Scouts, which is run by adults, Boy Scouts is a youth-lead organization. The program is designed for the boys to learn how to organize and lead the troop. After training, and with oversight from the adult leaders, the boys run the meetings and outings.

Training is provided as scouts work toward their First Class rank and then Eagle rank. As they travel the trail to Eagle they not only learn about leadership, but they actually lead other scouts in a variety of different situations. Eagle scouts proudly list their many scouting accomplishments on their resumes and find that scouting achievements are widely recognized and are valuable in gaining acceptance into college and the workforce.

Please take a few minutes to read Chapter 1 in the Boy Scout Handbook.

ORGANIZATION

Boy Scout troops are organized within councils and districts. Troop 509 is in the Greater Los Angeles Area Council (GLAAC), which ranges from La Canada Flintridge to Pomona to the Palos Verdes peninsula to mid-Wilshire. GLAAC has 10 districts, and Troop 509 is in the Rose Bowl District, which covers Pasadena, Altadena and most of La Canada Flintridge (the troop based at La Canada's Mormon church are not in our council, but in the Verdugo Hills Council).

A troop's organization consists of a chartered organization, a Troop Committee, the troop, and troop parents.

Chartered Organization (Sponsor)

Every Boy Scout troop is sponsored by an organization, the vast majority of them churches. The chartered organization for Troop 509 is Jet Propulsion Laboratory (JPL), a unit within the federal government's National Aeronautics and Space Administration (NASA). Yearly, the troop petitions NASA for use of JPL facilities. Permission comes with many restrictions that we must abide by or risk losing the privilege of meeting at JPL. While JPL provides accommodations for troop meetings, it is unable to provide any storage space for troop equipment, and we cannot use JPL as a rendezvous location for outings. The troop has a chartered organization representative who acts as the liaison between the troop and JPL.

Troop Committee

The Troop Committee is made up of adult volunteers who provide administrative support for the troop. They act as a board of directors and support troop operations by taking care of things like troop finances, outing logistics support, advancement oversight and records, communications, council coordination, procurement and maintenance of troop equipment. There is no maximum limit on the number of committee members. Positions are filled by adults ages 21 and older. General duties for committee positions are summarized in Appendix A below.

The Troop Committee meets monthly. The meetings are open and all parents and interested adults are encouraged to attend.

Patrols and the Troop's Youth Leaders

The troop is actually run by its scouts. The troop is made up of small groups called patrols. Each patrol is comprised of scouts who are roughly the same level in rank regardless of age. A patrol consists of a patrol leader and somewhere between six to 10 scouts. The scoutmaster appoints scouts who are First Class rank and above as patrol leaders, and they in turn appoint an assistant patrol leader. The patrol method gives scouts experience in group living and practicing citizenship. It places a measured amount of responsibility on young shoulders and teaches boys

how to be responsible.

The troop is headed by a senior patrol leader (SPL) and assistant senior patrol leader(s) (ASPL) who are elected by all of the scouts in the troop. Other positions of responsibility are appointed by the scoutmaster, and are listed in Appendix C below. Together, these scouts form the Troop Leadership Corps (TLC), which is responsible for planning and running the troop's activities -- not the adult leaders. With the guidance of the scoutmaster and the assistant scoutmasters, the TLC plans the program, conducts troop meetings, and provides leadership to their peers.

Troop Parents

The role of parents within Troop 509 is to be supportive of the troop's efforts and to provide the atmosphere that scouts need to learn and excel. Parents should try to:

1. Read their Scout's Handbook and understand the purpose and methods of Scouting.
2. Actively follow their scout's progress (or lack thereof) and offer encouragement and a push when needed.
3. Show support to both the individual scout and the troop. Attend all courts of honor.
4. Assist, as requested, in all troop activities. Adult participation is essential to provide the range of experiences and quality program scouts need to advance.
5. Be familiar with the troop program and annual calendar.

TROOP 509 ACTIVITIES

Developing and maintaining the schedule of troop meetings and outings is a continuous process. The most up to date troop calendar is available at the our website, www.jpltroop509.org.

Troop Meetings

Troop 509 holds regular* weekly meetings as follows:

1 st Monday of the Month	Troop Meeting	7 to 8 p.m.
	Troop Committee Meeting	7 to 8 p.m.

2 nd Monday of the Month	Troop Meeting	7 to 8 p.m.
	Boards of Review	7 to 8 p.m.

3 rd Monday of the Month	Troop Meeting	7 to 8 p.m.
	Advancement	7 to 8 p.m.

last Monday of the Month	Troop Leadership Corps Meeting	7 to 8 p.m.

* Changes to the regular schedule are sometimes necessary to accommodate holidays, council events, school events, etc. Schedule changes will be announced at troop meetings.

Troop Outings

The biggest part of ScOUTING is outing. Outings are where the activities and skills practiced at troop meetings come alive with purpose. Outings are designed to teach scouts how to share responsibilities and learn to live and work together. Being close to nature also helps scouts gain an appreciation for God's handiwork and mankind's place in it. Outings are also a laboratory for scouts to learn ecology and practice conservation of nature's resources.

Our troop prides itself on having a rich assortment of experiences for scouts and their families. We have a tremendous outdoor program thanks to the many active parents that provide support (reservations, transportation, etc.) Every parent is encouraged to help organize, lead and assist with outings. Flyers and information about the outing are normally distributed at troop meetings and via email a few weeks ahead. Complex outings such as summer camp, Philmont, etc., require troop reservations as much as 2 years in advance, so flyers and sign-ups are done many months ahead. Each outing is self-financed by collecting a fee in advance from participants.

Adult Leadership

The first priority in Scouting is safety. At least two registered adult leaders, who must be at least 21 years of age, are required for all Troop 509 meetings, activities or outings. Depending on the type of outing, adult leaders must have certain training (i.e. to engage in water activities of any kind, at least one adult leader must be trained in Safety Afloat, Safe Swim Defense, and CPR). For every outing, the adult leaders must have completed BSA's online Youth Protection training. A wide range of adult training classes are offered by the Council to help parents become familiar with the aims and goals of Safe Scouting.

ADVANCEMENT

Scouting provides a series of surmountable obstacles and steps to overcome them through the advancement method. A scout advances by participating in the troop program, and progresses as he overcomes each challenge. The scout is acknowledged for each achievement, which helps him gain self-confidence. The steps in the advancement system help a boy grow in self-reliance and his ability to help others. As he acquires these skills he moves up through a series of ranks, for which he is awarded badges: Scout, Tenderfoot, Second Class, First Class, Star, Life, Eagle. The higher he climbs the more challenging his tasks -- and the more fulfilling.

Achievements include:

- Learning skills that prepare a scout for more rugged and exciting outdoor challenges.

- Developing body and mind, growing self-confidence, and helping younger scouts advance up the Scouting trail.
- Discovering how it feels to go further -- in so many ways -- than he ever thought he could.

Rank advancement is not a goal, but is a natural outcome of a quality troop program.

There are four steps of advancement:

1. The scout Learns knowledge, skills, and attitudes at meetings, on outings, in activities.
2. The scout is Tested by someone authorized to approve his completion of requirements.
3. The scout is Reviewed by a board to assess if he is ready to advance to the next rank.
4. The scout is Recognized for advancing at the next court of honor.

Advancement Through First Class



Scout Badge



Tenderfoot Badge



Second Class Badge



First Class Badge

From the time the scout enters the troop through the time he earns advancement to First Class, he is learning basic scouting skills to enable him to camp, hike, swim, cook, tie knots, administer first aid, and perform other tasks in the outdoors and to also work as a member of a team. With those first steps the scout begins to build himself physically, mentally, and morally. He will start to live the scout oath and law. Soon he will learn the symbolism inherent in the Scout badge; he will learn that there are three points of the trefoil, which stand for the three parts of the scout oath: duty to God and country, duty to other people, and duty to yourself. Most scouts achieve the rank of First Class around 8th grade. This is a sign that he has mastered the fundamentals of scouting and can begin working on leadership skills and learning to lead others, teaching the scouting skills he has learned, and learning additional new skills.

Advancement from First Class to Eagle



Star Badge



Life Badge



Eagle Badge

From the achievement of First Class through Eagle, scouts learn about leadership, practice citizenship by performing service projects, earn merit badges, and apply the skills they learned to achieve the rank of First Class. The next ranks he will earn are Star and Life. These ranks are harder to obtain than the lower ranks, but are also more interesting for older scouts. After completing of all the requirements for Star and Life the scout is eligible to earn the Eagle rank. The ideals of Scouting expressed in the scout oath and law now have fuller meaning for the scout and his understanding of them is much greater. The final steps towards the rank of Eagle are filled with leadership experiences.

Details for advancement are contained in the Boy Scout Handbook, which every Scout should obtain as soon as possible after joining the troop. Chapter 1 provides an advancement summary through the rank of First Class.

Merit Badges

The merit badge program aims to expand a scout's knowledge and skills and spark potential career interests. The scout is encouraged to meet and work with adults on subjects interesting to the scout. Merit badges are earned by a scout working with a registered merit badge counselor. The scout is required to contact the counselor to arrange for times and places to meet with the counselor. When the scout completes the requirements for the merit badge, the counselor signs a merit badge blue card which is the record showing that the scout has earned that merit badge. Merit badges earned are presented to the scout at the troop's next court of honor. More information on earning merit badges can be found on in Appendix D below.

All parents of Troop 509 scouts are encouraged to become merit badge counselors. Please talk with the scoutmaster about how to help.

Boards of Review

When a scout has accomplished all of the requirements for a rank, he next has a scoutmaster conference, and then he is ready to have a board of review for all but the Scout rank. The arrangements and process for a board of review are different depending on rank. For Tenderfoot, Second Class and First Class, the board is composed of upper rank scouts. For Star, Life, and Eagle the board members are adults from the Troop Committee. A board of review makes sure the scout has completed the requirements for the rank, and has attained a sufficient understanding of the knowledge and proficiency at the skills for that rank. Board members also

assess the scout's attitude and acceptance of Scouting's ideals, and guide the scout toward having good experiences in the troop, and encourage him to keep working on advancement and progress further.

Additionally, the board of review provides "quality control" on advancement within the troop. For the advancing scout it is an opportunity to develop and practice the skills needed in a group interview situation, and a chance for him to review and reflect on his accomplishments.

Additional information about the troop's approach to boards of review can be found on the troop's website under the Rank Advancement tab.

Courts of Honor

Troop 509 conducts a court of honor three times a year, in September, January and May, usually in JPL's von Karman auditorium, subject to availability. The court of honor is the occasion where the troop and community recognizes each scout's achievements, and advancements since the last court of honor. Adult recognition may also be part of the court of honor. The Troop Committee is responsible for planning and conducting the courts of honor.

The court of honor is a public ceremony where scouts gain a powerful sense of confidence and accomplishment by being publicly recognized for their achievements. Parents, family members, relatives and all other interested individuals are encouraged to attend and share the pride that all of the scouts feel in advancing forward on the Scouting trail. Scouts are expected to, and their families encouraged, to attend every court of honor.

UNIFORM

The Scout uniform helps to achieve the objectives of Scouting. The uniform by itself cannot make a good scout or a good troop, but its use has been proven to improve both the scout and the troop because it is a visible symbol of Scouting and unity. Each scout is required to have and wear, within a reasonable amount of time after joining the troop, the following uniform items:

“Class A” Uniform

- Tan scout shirt with insignia (troop number, Rose Bowl District pocket patch, Greater Los Angeles Area Council shoulder patch, green shoulder loops, and patrol emblem.)
- Troop 509 neckerchief (provided by the troop)
- Neckerchief slide (can be purchased or made by scout).
- Olive scout pants or shorts or combination pants/shorts.
- Boy Scout web belt with brass buckle.
- Boy Scout green socks.
- Name patch (provided by the troop)
- **No** Boy Scout hat (not used in our troop).

- Hiking boots or tennis shoes.

“Class B” Uniform

- Troop 509 t-shirt (provided by the troop; extras may be purchased).
- Scout pants or shorts.
- Boy Scout socks.
- Hiking boots or tennis shoes.

Uniforms and patches are worn a certain way. Inside the cover of the Boy Scout Handbook are illustrations showing proper patch placement. Any questions you might have can be answered by the staff at the scout shops or by the troop's adult leaders.

Scout Supplies

Scout uniforms and supplies can be purchased at:

- Smiser Scout Center • 3450 E. Sierra Madre Blvd. • Pasadena, CA 91107 • (626) 351-3638
- Watt Scout Center • 2333 Scout Way • Los Angeles, CA 90026 • (213) 353-9879
- Verdugo Hills Council • 1325 Grandview Ave. • Glendale, CA 91201 • (818) 243-6282

ADMINISTRATIVE

Rechartering and Fees

The process of rechartering the troop is the annual collection of registration fees for the scouts and leaders. The troop also makes a formal request to JPL, the chartering organization, to renew their support for the coming year. The process of rechartering the troop must be completed by the end of December of each calendar year.

Annual Registration Cost

How much does Boy Scouting cost? The annual dues is set by the Troop Committee and is currently \$125 per calendar year. These funds cover a range of scout and troop expenses such as national BSA membership, insurance, subscription to *Boys Life* magazine, badges, patches, awards, troop gear and other expenses incurred by the troop as a whole. Dues are not prorated for scouts who join during the first half of the calendar year since the troop has one-time expenses for new scouts (neckerchief, t-shirt & name patch).

Cost for Outings / Activities

Individual activities and outings usually have some type of cost associated with them. If so, the sign-up flyer or email will specify how much (deposit or total) is needed, by when and to whom.

Fundraising

Troop 509 has historically not chosen to do fundraising, but instead self-finance our expenses.

Friends of Scouting / Delivering the Promise

Each year, our Council operates a fundraising campaign to help pay for council operations. The Council is responsible for maintaining the council camps, the council Expo, the council Camporees, as well as other council activities, local BSA administration and local advertising. Contributions are voluntary, but the troop has a good record of support for the council activities. Voluntary donations have become an important source of BSA funding.

AND FINALLY

You are joining a great organization that includes tens of thousands of adult leaders, supportive parents, and the BSA professional staff. Scouting is much more than enjoying the outdoors. Scouting teaches leadership and practices citizenship. Scouting also shows the boys how they can keep themselves strong and healthy and make the most of school. With hard work and dedication, your scout will be able to serve as a leader in the troop and climb the trail to the highest rank in Scouting, and the most prestigious of all Scouting awards, the rank of Eagle.

Above and beyond anything else said in this guide, the boys and we "big kids" are in Scouting to have fun! Again, welcome to the Troop 509 family of Scouting.

Appendix A: Overview of the Troop Committee

Position	Primary Duties
Scoutmaster	<ul style="list-style-type: none"> - Delivers the Scouting program to the troop; See Appendix B below.
Asst. Scoutmasters	<ul style="list-style-type: none"> - Supports the scoutmaster in bringing scouting to boys
Troop Committee Chair	<ul style="list-style-type: none"> - Organizes / leads the Troop Committee that administratively supports the troop - Plans and runs monthly Troop Committee meetings to handle troop business matters - Ensures that all Troop Committee functions are delegated, coordinated, and completed - Interprets national and local policies to the troop
Troop Committee Secretary	<ul style="list-style-type: none"> - Keeps minutes / records of Troop Committee meetings - At each meeting, reports the minutes of the previous meeting
Treasurer	<ul style="list-style-type: none"> - Handles all troop funds; maintains checking and savings accounts for the troop - Pays bills on the recommendation of the scoutmaster and authorization by the Troop Committee - Leads the preparation of the annual troop budget - Reports troop financial status each month at Troop Committee meeting
Chartered Organization Representative	<ul style="list-style-type: none"> - Serves as liaison between the troop and JPL - Is a member of the chartered organization (works for JPL) - Obtains approval(s) for troop use of JPL facilities (meetings, court of honor) - Assists with annual troop rechartering
Unit Commissioner	<ul style="list-style-type: none"> - Represents troop at district & council meetings; coordinates council activities with troop
Merit Badge Coordinator	<ul style="list-style-type: none"> - Supports the merit badge earning process; maintains a list of merit badge counselors - Coordinates merit badge opportunities (within the troop, schedule of council camps)
Asst. Scoutmaster for Advancement	<ul style="list-style-type: none"> - Keeps records on membership and an advancement record for every scout in the troop - Obtains rank & merit badges, and certificates, and presents awards at the courts of honor

Asst. Scoutmaster for Tenderfoot Rank	<ul style="list-style-type: none"> - Tracks the progress of scouts at the Scout rank; encourages them to advance - Advises / helps as needed, the scouts in charge of Tenderfoot boards of review
Asst. Scoutmaster for Second Class Rank	<ul style="list-style-type: none"> - Tracks the progress of scouts at the Tenderfoot rank; encourages them to advance - Advises / helps as needed, the scouts in charge of Second Class boards of review
Asst. Scoutmaster for First Class Rank	<ul style="list-style-type: none"> - Tracks the progress of scouts at the Second Class rank; encourages them to advance - Advises / helps as needed, the scouts in charge of First Class boards of review
Asst. Scoutmaster for Star & Life Rank	<ul style="list-style-type: none"> - Arranges and/or leads adult boards of review for scouts that have earned Star or Life rank - Works in conjunction with the advancement coordinator on record keeping
Asst. Scoutmaster for Eagle Rank	<ul style="list-style-type: none"> - Helps Eagle candidates complete the Eagle rank advancement / approval process - Arranges boards of review for scouts who have completed the requirements for the rank of Eagle - Obtains acknowledgements and certificates, and presents them at the courts of honor
Adult Participant on Boards of Review	<ul style="list-style-type: none"> - Provides an adult presence on boards of review for scouts who are advancing to Tenderfoot, Second Class or First Class rank - Serves as primary reviewer for scouts who are advancing to Star, Life or Eagle rank
Troop Calendar	<ul style="list-style-type: none"> - Maintains the calendar of troop activities; gets the latest versions posted on the troop web site
Outdoor Program Coordinator	<ul style="list-style-type: none"> - Obtains Forest Service or other permits required for outings / camping sites - Coordinates outings program (announcements, flyers, schedule, etc.) - Makes sure the outing leaders file activity/tour plans
Driver & Vehicle Registration	<ul style="list-style-type: none"> - Maintains a list of drivers & vehicles registered with the troop (used to obtain tour permits / insurance)
Outings Planning & Reservations	<ul style="list-style-type: none"> - Secures reservations with camps, tour providers, transportation, etc., for large outings - Coordinates / collects sign-ups and fees until an adult outing leader is identified

Consent Forms and Red Books	<ul style="list-style-type: none"> - Maintains a set of red binders (Red Books) containing medical records for every scout in the troop and makes them available to the outing leaders
Troop Equipment Coordinator	<ul style="list-style-type: none"> - Maintains a supply of troop equipment (tents, water filters, cooking pots, first aid kits, etc.)
Outing Leader and Asst. Outing Leader	<ul style="list-style-type: none"> - Is the adult leader or assistant adult leader on a troop outing - Organizes flyer, sign-ups, transportation, logistics, finances, etc. for an outing
New Scout Registration	<ul style="list-style-type: none"> - Maintains a supply of membership applications and information packets - Helps new scouts and parents complete the registration process
Troop T-Shirts	<ul style="list-style-type: none"> - Maintains a supply of troop t-shirts for new scouts
Court of Honor Program	<ul style="list-style-type: none"> - Creates / prints /copies program handout (agenda, listing of advancements / achievements, etc.) for each court of honor
Hospitality	<ul style="list-style-type: none"> - Coordinates refreshments (supplied by scout families) at courts of honor
Committee Member	<ul style="list-style-type: none"> - Provides ad hoc assistance with troop and Troop Committee functions

Appendix B: Scoutmaster Role & Responsibilities

The scoutmaster is the adult leader responsible for the image and program of the troop. The scoutmaster and his assistant scoutmasters work directly with the scouts. The scoutmaster's job is vitally important because the quality of his guidance affects every youth and adult involved in the troop. The scoutmaster can be male or female, but must be at least 21 years old. The scoutmaster's duties include:

General

- Train and guide scouts to run the troop.
- Help scouts grow by encouraging them to learn for themselves.
- Work with and through other responsible adults to deliver the Scouting program.
- Build a strong program using the methods of Scouting to achieve the aims of Scouting.

Meetings

- Meet with the Troop Leadership Corps to assist with training and coordination, and guide scouts in planning troop activities.
- Attend all troop meetings or, when necessary, arrange for a qualified adult substitute.
- Attend Troop Committee meetings.
- Conduct periodic parent sessions to share the program and encourage parent participation and cooperation.
- Take part in annual membership inventory, charter review meeting, and charter presentation.

Guidance

- Conduct scoutmaster conferences for all rank advancements.
- Provide a systematic plan for new members and see that they are promptly registered.
- Delegate responsibility to other adults and groups (assistant scoutmasters, Troop Committee) so that they have a real part in troop operations.
- Supervise troop elections for the Order of the Arrow.

Activities

- Make it possible for scouts to experience at least 10 days / nights of camping each year.
- Participate in council and district events.
- Conduct all activities under qualified leadership, safe conditions, and the policies of the

chartered organization and the Boy Scouts of America.

To fulfill his obligation to the troop, the scoutmaster, with the assistance of the Troop Committee, recruits assistant scoutmasters to help operate the troop. Assistant scoutmasters share program duties and report to the scoutmaster. They also provide the required two-deep leadership standards set by the Boy Scouts of America (there must be at least two adults present at any Boy Scout activity). An assistant scoutmaster may be 18 years old, but at least one in each troop should be 21 or older, so he or she can serve in the scoutmaster's absence.












Appendix C: The Troop Leadership Corps







The troop is run by its boy leaders. With guidance from the scoutmaster and his assistant scoutmasters, scouts plan the program, conduct troop meetings, and provide leadership to their peers.

All the scouts in positions of responsibility are members of the Troop Leadership Corps. It is the TLC, not the adult leaders, which is responsible for planning and running the troop's activities. The TLC meets monthly to plan and coordinate troop meetings, activities and outings.

The TLC develops the program of troop outings and activities annually. The TLC's yearly plan is reviewed by the Troop Committee. The Committee either approves the plan or suggests alternative for the TLC to consider. At its monthly meetings, the TLC organizes and assigns responsibilities for the weekly troop meetings and upcoming outings.

The following is a summary of the troop's positions of responsibility, all of which are in the TLC:

	Senior Patrol Leader – is the top scout leader(s) in the troop. Leads the Troop Leadership Corps and, in consultation with the scoutmaster, assigns specific responsibilities to troop members as needed.
	Assistant Senior Patrol Leader - assists the senior patrol leader with running troop activities, and is in charge when the SPL is absent.
	Patrol Leader - provides leadership to members of his patrol and represents them on the TLC
	Assistant Patrol Leader – assists the patrol leader and is in charge when the patrol leader is absent.
	Troop Guide - advisor and guide to scouts advancing to Scout, Tenderfoot, Second Class and First Class ranks.
	Instructor - teaches scouting and outdoor skills to troop members.
	Quartermaster – responsible for troop equipment and supplies.
	Troop Historian - collects and maintains troop memorabilia and information on troop outings.
	Librarian - keeps troop books, pamphlets, and merit badge books available for use by scouts.
	Webmaster – maintains the troop's website, making sure the information posted is correct and up to date.
	Order of the Arrow Representative – serves as a communications link between the troop and the local Order of the Arrow lodge, promotes Order of the Arrow, and assists with troop leadership training.

	<p>Leave No Trace Trainer – teaches Leave No Trace principles to scouts, ensures the troop follows the principles on outings, and helps scouts earn the Leave No Trace award.</p>
	<p>Den Chief – supports a Cub Scout den to help them learn about Boy Scouts.</p>
	<p>Scribe - keeps records of troop activities such as troop and TLC meetings.</p>
	<p>Chaplain Aide - assists in troop religious services and promotes the religious emblems program.</p>
	<p>Bugler - sounds bugle calls at troop events</p>
	<p>Junior Assistant Scoutmaster - older Scouts who support the troop as assigned by the scoutmaster.</p>

Appendix D: Introduction To Earning Merit Badges

Scouting provides many opportunities to learn new skills and experience terrific adventures. Earning merit badges is part of the Scouting program. However, the merit badges themselves are not the most important part of Scouting. Of greater value is what they represent. The skills mastered, the wisdom gained, and the experiences enjoyed are what really count.

Merit badges can be earned any time after the scout is registered with the Boy Scout of America and has the rank of Scout. The Boy Scout Handbook provides information about merit badges and a list of the ones needed for rank advancement, plus a long list of elective merit badges that can be earned. For each merit badge there is a booklet that explains the activities involved and the requirements that must be completed to earn the merit badge. The troop has a library of merit badge booklets that can be borrowed by checking them out from the troop librarian. There are three different ways merit badges can be earned:

1. Attend a BSA- sponsored camp such as summer camp that offers merit badges.
2. Attend a troop-sponsored merit badge class. The schedule for these varies depending on the needs of the scouts in the troop. Information, schedules and sign-ups are provided at troop meetings.
3. Self-study achievement guided and approved by a BSA-registered merit badge counselor.

To earn a merit badge the scout needs to complete the following steps:

1. First, meet with the scoutmaster.
 - Tell the scoutmaster what merit badge he is interested in earning, and ask if other scouts are also interested.
 - Get from the scoutmaster a "blue card" merit badge application (see below).
 - Have the scoutmaster sign the blue card, and fill out name, address, name of merit badge, etc.
 - For the self-study approach, ask the scoutmaster, advancement chairperson or the Troop Committee for a list of merit badge counselors.
2. Find another scout who is interested in earning the same merit badge.
 - Use the buddy system to work together and to meet with the merit badge counselor.
3. Contact the merit badge counselor. The merit badge counselor can explain the requirements for earning the badge and help the scout plan ways to fulfill them so that the scout gets the most out of his experience.
4. Complete all the requirements, meeting with the counselor whenever necessary until done.
5. Have the merit badge counselor approve the completion by signing the blue card including the date.

- The merit badge counselor will keep one section for his records and give the scout the remaining two sections.
6. Give the blue card signed by the merit badge counselor to the scoutmaster.
- The scoutmaster will keep one section of the blue card and return the last section to the scout.
 - After the steps above are completed, the merit badge will be awarded at the next court of honor provided everything above is finished and turned in at least two weeks before.