

# Troop 199 Scout and Family Handbook



**Illowa Council, Kittan District,  
Our Lady of Lourdes Catholic Church Charter Organization  
Bettendorf, IA**

Last updated on March 8, 2019

# Table of Contents

Purpose of this Manual .....	4
Troop 199, Illowa Council – Who We Are .....	4
Membership in Troop 199.....	4
Background on Scouting.....	5
Aims of Scouting.....	5
Methods of Scouts .....	5
Scout Oath and Law.....	5
Expectations of Scouts in Troop 199 .....	6
Weekly Meetings.....	6
Monthly Campouts.....	6
Advancement Plan .....	6
Fundraisers .....	6
Cellphones and Other Devices .....	6
Expectations of Parents and Family Members.....	6
Structure of Troop 199.....	7
Charter Organization.....	7
Troop Committee .....	7
Scoutmaster and Assistant Scoutmasters .....	7
Scout Leadership and Patrols .....	8
Parent and Family Member Involvement .....	8
Supporting the Advancement of Your Scout.....	8
Activities in Troop 199.....	9
Working on Advancement in Rank.....	9
Working on Merit Badges.....	9
In our Troop Meetings.....	10
Merit Badge Clinics/Universities .....	10
Summer Camp .....	10
Individually .....	10
Outdoor Programs.....	10
Weekend Camping .....	10
Summer Camp.....	11
Service Projects .....	11

Weekly Meetings.....	11
Typical Annual Calendar .....	11
Recognizing and Celebrating the Scouts’ Success.....	12
Board of Reviews.....	12
Court of Honor .....	13
Order of the Arrow.....	13
Membership Requirements .....	13
Eagle Ceremony.....	13
Troop Elections.....	14
A Brief Description of the Process.....	14
Election Process.....	15
Appointments by the Senior Patrol Leader.....	16
Uniforms.....	17
Meetings.....	17
Weekly Meetings.....	17
Committee Meetings.....	18
Patrol Leader Council Meetings .....	18
Dues and Finances.....	18
Annual Fee for Scouting .....	18
Troop Fundraisers .....	18
Scout Funds and Account .....	18
Medical Forms .....	19
Swim Test .....	19
Helpful Websites .....	19
Troop Track.....	19
Other Websites .....	20
Camping Supplies .....	21
Appendix A – Troop Positions .....	23
Adult Leadership Positions.....	23
Scout Leadership Position .....	24
Senior Patrol Leader - Elected .....	24
Assistant Senior Patrol Leader - Elected.....	24
Troop Guide - Elected.....	24

Patrol Leader - Elected ..... 24

Quartermaster – Appointed ..... 24

Chaplain Aide - Appointed..... 24

Historian - Appointed ..... 24

Librarian – Appointed..... 24

Scribe – Appointed ..... 24

Self-Nomination Form: ..... 25

Self-Nomination Form: ..... 25

## **Purpose of this Manual**

This manual provides Scouts and family members details about Scout Troop 199 and answers some of the most common questions. This is a living document that will be updated at least annually. If you have suggestions for areas to address through the manual, please share these with the adult leadership. Issues related to National and Council level Boy Scout topics are only superficially covered in this manual. Readers are encouraged to visit some of the websites shared later in this manual to learn details about national and council level Boy Scout topics. If there are questions, Scouts and family members are encouraged to ask these questions to the Scout leaders and Adult Leaders. We are here to help.

## **Troop 199, Illowa Council – Who We Are**

Boy Scout Troop 199 in Bettendorf, IA is part of the Illowa Council and Kittan District. Our charter organization is Our Lady of Lourdes Catholic Church located in Bettendorf, IA. Troop 199 was started in the late 1950's. Our current BSA Charter began in 1997. We have scouts from Davenport, Bettendorf and Pleasant Valley public schools, Lourdes Catholic School and Assumption High School.

We are a Scout led Troop. This means that the boys serve in leadership positions and determine the Troop activities. The older boys are expected to mentor the new Scouts and serve as role models in all situations. The adult leadership provide supervision and mentoring to the boys. This also means that Boy Scouts is a self-guided endeavor. Each boy will decide the pace they work on advancement, the Merit Badges they earn and the leadership positions they seek. The adult leadership will work with the boys to develop their plan, but this responsibility ultimately falls upon the Scout with assistance from their family.

Troop 199 is involved in many activities during and outside of their regular meeting time. We typically have an overnight monthly and our campouts are usually at county and state parks or a Scout Reservation. At our campouts, we work on outdoor skills, rank advancement activities and merit badge requirements. All scouts are expected to participate in camp duties (pitching tents, gathering firewood, preparing food, cooking, & cleanup). We also enjoy having Webelos II and their parents join us on these campouts.

### **Membership in Troop 199**

Any boy in the fifth grade, at least age 10 and under the age of 18 is eligible to join Boy Scouts and Troop 199. If a boy is interested in joining the Troop, they can contact a member of our adult leadership team to set up a time to come to a meeting. After attending, if the boy would like to join, an application can be filled out. Once this is submitted, the boy is considered a part of our Troop. We currently do not have any female patrols in Troop 199. Girls who are interested in joining Scouting should contact the Illowa Council to inquire about Troops that currently have female patrols.

## **Background on Scouting**

Below is a summary about Scouting. More information and history can be found at the BSA Website.

### **Aims of Scouting**

As an organization focused on the development of our youth, the Boy Scouts have four aims.

These are as follows.

1. Character Development
2. Citizenship Training
3. Personal Fitness
4. Leadership Development

Our Troop stresses that working towards these four aims should be enjoyable, fun and memorable. While some parts of what we do may not always be fun (cleaning dishes after a meal, taking down tents in the pouring rain), the teamwork and friendships that come out of the activity should be what keeps the Scout returning. They should see the value in what they are doing and enjoy being a member of Troop 199.

### **Methods of Scouts**

In order to achieve the aims of Scouting, the Troop uses these methods.

1. Ideals – Follow our Scout Oath, Law, motto and slogan.
2. Patrols – Smaller groups within the Troop that work together.
3. Outdoors – Being outside and close to nature helps Scouts appreciate our world.
4. Advancement – After completing obstacles and steps, the Scout is rewarded with advancement.
5. Adult Association – Scout leaders who listen, encourage and take an interest in the Scout.
6. Personal Growth – Work towards completing a good turn daily.
7. Leadership Development – Every Scout has the opportunity to participate as a leader.
8. Uniform – Wearing the uniform makes visible the Scout's commitment to the aims of Scouting.

### **Scout Oath and Law**

The Scout Oath is a statement or pledge that as a Scout, we will help our community, our world and ourselves. The Scout Law consists of twelve points intended to guide the behavior and decisions of scouts and scouters. We start every meeting off with reciting both the Oath and Law after the Pledge of Allegiance. More details on the Oath and Law can be found on numerous Scouting websites and the Boy Scout book.

Scout Oath: "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."

The Scout Law: "A Scout is Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent."

## **Expectations of Scouts in Troop 199**

Simply put, the expectations of our Scouts are to be active members of the Troop who are committed to fulfilling the Scout Oath and Law. Scouts seek leadership positions, support each other, work towards advancement, and are engaged when at meetings. The Scout Oath and Law are big picture expectations of the Scouts, and below are descriptions of some of the specific expectations that Scouts and their families have questions about.

### **Weekly Meetings**

Family life and school work should come first in a Scout's life. There will be times that the Scout will not be able to attend a meeting due to other events and activities but attending our weekly meeting should be a priority. We do not have a minimum number of meetings that Scouts must attend. However, the Scout should be attending enough meetings that they can contribute to the Troop and their Patrol, make progress on advancement, and support their fellow Scouts. Being present at meetings is particularly important if the Scout is serving in a leadership position.

### **Monthly Campouts**

We typically schedule an overnight campout on a monthly basis. Camping is one of the foundations of Scouting. Many of the rank advancement and Merit Badge requirements can be completed during campouts. Additionally, campouts are some of the most enjoyable parts of the Scout program. Like weekly meetings, Scouts should try attending as many monthly campouts as possible while balancing family and school obligations.

### **Advancement Plan**

Each Scout will develop their own plan for advancement and achievement. The Scout should work with the adult leaders along with their parents to help with the plan.

### **Fundraisers**

As a Troop we participate in the placement of American Flags on National Holidays. This is a program offered through the Optimist Club for non-profit groups to raise funds. We expect every Scout to participate in these events, ideally every National Holiday. If every Scout helps with either the flag set up or take down the work is equally shared.

### **Cellphones and Other Devices**

During meetings Scouts should not have their cellphones or other electronic devices out unless given permission by a Scout leader or adult leader for a specific purpose. Devices are also not allowed to be out during campouts and other Scouting events.

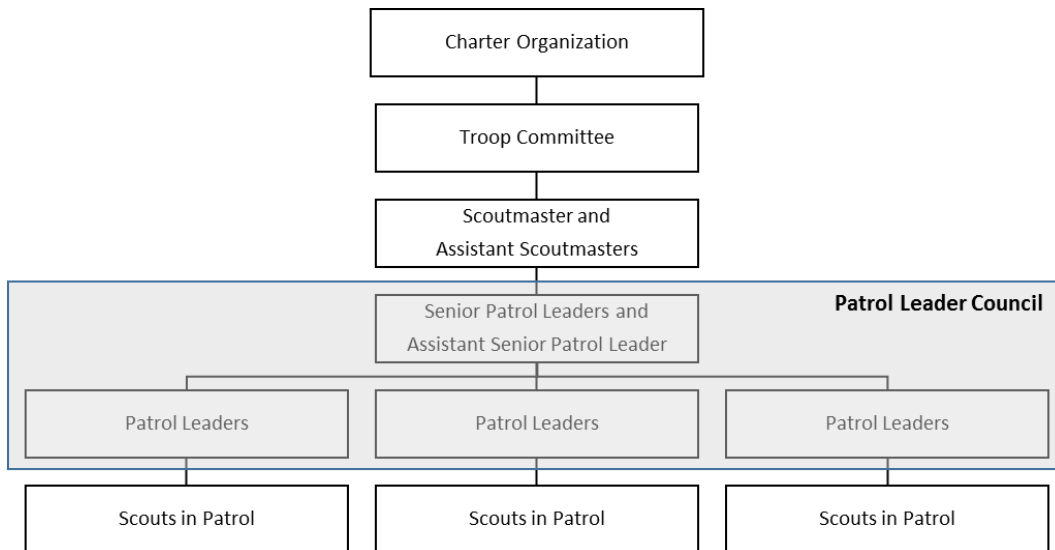
### **Expectations of Parents and Family Members**

While Scouting is focused on the boys, they need their family's support and involvement to be successful. Families are encouraged to be involved in the Troop at the level they can provide. The Troop does not function without parents who are committed and involved.

If everyone is involved at some level, the work is less on a select few. At a minimum, the family should help their son advance in Scouting, prioritize Scouting activities, and encourage them to continue when schedules become cluttered. Beyond supporting their son in Scouting, there are various leadership roles that are available for parents to serve in. These roles can be matched to the parents' skill set and interests.

## Structure of Troop 199

The below figure shows the basic structure of Troop 199. This structure is designed to create an effective Troop that supports the Scouts and creates reasonable work for volunteers. A chartered Boy Scout troop requires a Chartered Organization Representative, a Committee Chairman, at least two committee members, and a Scoutmaster. The main components of the Troop are described below. See Appendix A for a description of the positions. These descriptions are especially helpful when Scouts are determining positions to run for and when family members are considering ways to be involved in the Troop.



### Charter Organization

The Charter Organization sponsors the Troop and provides oversight to the Troop. There is a Chartered Organization Representative who is the direct contact between the unit and the Chartered Organization. Our Charter Organization is Our Lady of Lourdes Catholic Church.

### Troop Committee

The Adult Troop Committee is responsible for conducting the business of the troop, setting policy, recruitment, training, obtaining meeting facilities, and helping the Scoutmaster and Scouts with the outdoor program and other planned activities. The committee consists of parent volunteers who fulfill various roles on the committee. These individuals take part in monthly meetings and complete work of the committee between meetings. These individuals are not required to attend the weekly Scout meetings.

### Scoutmaster and Assistant Scoutmasters

The scoutmaster and assistant scoutmasters have direct contact with the Scouts and are responsible for mentoring the scout leaders. These individuals are not formal members of the Troop Committee but do serve as advisers to the committee.



## **Scout Leadership and Patrols**

A properly run Troop depends on the leadership of the Scouts. The overall Scout leaders are the Senior Patrol Leader and Assistant Senior Patrol Leader. They are responsible for overseeing all the Patrols. The Scouts are broken up into Patrols, which are smaller units where patrol members work together to learn skills and values. Scouts elect their own patrol leader and they learn quickly that by working together and sharing duties the patrol can accomplish far more than any of its members could do alone. The patrol succeeds when every member of the patrol succeeds, and Scouts learn that good teamwork is the key to success.

The Senior Patrol Leader, Assistant Senior Patrol Leader and Patrol Leaders make up the Patrol Leader Council. The Patrol Leader Council plan activities for the Troop and plan the calendar.

Other positions are described in **Appendix A**.

## **Parent and Family Member Involvement**

While Scouting is boy led, it's essential to have adult leadership. Our Troop has benefitted from strong parent involvement over the years, but as boys age out of Scouts or families move out of the area, there is a constant need for new leaders. There are various ways to get involved in the Troop. If the volunteer is age 18 (or 21 for some positions) or older, has completed necessary training, and has a background check, they can serve as a volunteer. They can be a mother, father, sibling, grandparent, uncle, aunt, or friend.

Since our charter organization is a Catholic Church, there is an additional training session volunteers must complete through the Diocese of Davenport which can be completed online.

1. Committee Member – This is a position that serves the Troop in the planning process. See Appendix A for some of the positions. These positions have a monthly meeting and then there is work between the monthly meetings based on the position.
2. Scoutmaster or Assistant Scoutmasters – In these positions you work directly with the Scouts. You will typically attend weekly meetings and campouts as able.
3. Merit Badge Counselor – Your responsibility is to help the Scouts complete merit badges and sign off that requirements are complete. You can be a counselor for any badge you have knowledge about.
4. Attend campouts – Family members can attend a certain number of campouts a year without being an official leader.
5. Assist with flag distribution – This is assisting with our fundraisers of placing American flags outside of homes

Your involvement in the Troop can be adjusted to meet your needs and time availability. Given the positive impact that Scouting can have in our sons' lives, volunteering to keep the Troop going is a worthy investment of our time.

## **Supporting the Advancement of Your Scout**

We firmly believe that the motivation to achieve advancements and earn merit badges should be intrinsically motivated. The scout should be excited to work on achievements and should enjoy the process. History tells us that a scout who is pushed to do these things by family members or adult leaders will not enjoy the process and likely not complete the process.

While the family members should not be the driving force in working on advancement and merit badges, they can support and encourage. One of the best ways to do this is to read and review the Boy Scout Handbook with your scout. The Handbook lists the expectations and requirements for each advancement. The Handbook also lists all the merit badges with indicators of required or electives. Scouts should be encouraged to know which badges are required and encouraged to complete a few of the required badges each year.

## **Activities in Troop 199**

As a Boy Scout Troop we do a range of activities based on the aims of Scouting. Below is a description of the major objectives and activities of our Troop.

### **Working on Advancement in Rank**

As a Boy Scout, we want each boy to progress through the ranks of Scout. A basic goal we have is each Scout should advance a rank during the year. Additionally, we want each new scout to earn their First Class rank during their first year in the Troop. While these are goals for the Scouts, the advancement system is self-paced. The Scout will work with the Adult Leaders to develop his plans for advancement. Our Troop works to build opportunity for advancement in our meetings and activities.

We stress the importance of the process for advancement and the successes and failures that take place along the way. It is vital that the Scouts learn through doing and experiencing the activity. These skills should then carry over to practical situations in Scouting and in life. Older Scouts will help the younger Scouts work through their advancement process to help reinforce the skills they learned.

The ranks of Boy Scouts and the requirements for each can be found in the Boy Scout book and on the scouting.org website at <https://www.scouting.org/programs/boy-scouts/advancement-and-awards/>. Advancements in rank are based on completing certain activities, serving in leadership positions, and earning Merit Badges. Completion of advancement requirements will be completed in meetings, summer camp, and campouts.

### **Working on Merit Badges**

Merit badges provide Scouts the opportunity to choose the activities they want to learn more about. There are over 135 merit badges in areas of sports, crafts, science, trades, business, and future careers. There are 13 merit badges required for the rank of Eagle Scout. The remainder of the badges help with earning ranks as well as earning Eagle Palms (only after the Eagle Scout award has been earned).

Boy Scouts may work on merit badges from the time they join a Scout troop until they turn 18 years old. There is no time limit for completion of merit badges other than age 18. A list of all the merit badges can be found on various websites and in the Scout Handbook.

In order to complete a merit badge, Scouts need to obtain a merit badge booklet. The Troop has a library of books available for check out with the Troop Librarian. Merit badge booklets can also be purchased at the Scout Shop. The website, [www.meritbadge.org](http://www.meritbadge.org) has free worksheets for download for each badge. The worksheets are very helpful. The Scout will also need to coordinate with a merit badge counselor. The counselor ensures that the Scout has met the requirements of the badge. Once each requirement for the badge is completed, the counselor will sign off on the requirement.

Scouts have numerous different ways to earn Merit Badges. Some of these are described below.

### *In our Troop Meetings*

The Troop will routinely work on merit badges as part of our meetings. Because we have Merit Badge Counselors in our Troop, this is a convenient way to help multiple Scouts work together and earn their badges together.

### *Merit Badge Clinics/Universities*

Various organizations and Scout Councils in the community will sponsor merit badge clinics. There are events typically in January, February, March and April. These may be a clinic for a single badge around the specialty of an organization. There are also larger events where multiple merit badges are offered at the same time and Scouts can choose which ones to work on.

These clinics or universities offer scouts the opportunity to complete all or most requirements for Merit Badges in one day with some situations where multiple badges can be earned in the same day. Based on the badge, the Scout may have to complete prerequisites prior to the clinic day. We encourage our scouts to attend these and based on number the Troop coordinates registration and travel to these events.

### *Summer Camp*

At summer camp Scouts can complete multiple badges. The badges available are based on the camp structure and the facilities. These are typically more outdoor focused badges. Summer camp is typically the last full week in June.

### *Individually*

Scouts can pick a merit badge and work on the requirements on their own. They can use counselors within our Troop or contact the Illowa Council to find a counselor within the area.

What Are Blue Cards? – Blue cards are the nationally recognized merit badge record. The card provides a way to document the completion of requirements and merit badge and the counselor's name and contact information. Prior to starting a merit badge, the Scout should obtain a blue card from an adult leader and the signature of the scoutmaster. Once the card is completed, it should be stored in a safe location for future reference.

## **Outdoor Programs**

One of the foundations of Scouting is participating in outdoor activities. This is even more important today with so much emphasis on devices, gaming, and electronic entertainment. As a Troop, we work to be outdoors as much as possible. This includes camping and outdoor day trips. By being in the elements, the Scouts acquire skills that make them more self-reliant. They can explore canoeing, go on hikes and complete challenges they first thought were beyond their ability. They must plan, work through unforeseen circumstances and show good leadership, communication, and teamwork. See the annual calendar for a listing of the typical outdoor programs we complete.

## **Weekend Camping**

The Troop plans and carry's out overnight camping trips at least once a month. The Troop typically leaves on Friday evening or Saturday morning. We usually return on Sunday morning. In order to

attend the campouts, parents must complete and submit a permission slip on the Monday before the campout.

### **Summer Camp**

We attend summer camp every summer. We typically travel the last week of June to camp. We have traditionally traveled to a camp within one or two hours of the Quad Cities one year, then the following year to camp further away. We have traveled to summer camps in Illinois, South Dakota, Indiana and Wisconsin in recent years.

### **Service Projects**

Two times a year we travel to Nowlan Cemetery in Princeton, IA, to clean up the cemetery grounds. We also help place flags on Arsenal Island on Memorial Day weekend. We have also volunteered for other organizations, such as Toys for Tots and Riverbank Food Drives held throughout the Quad Cities. We also participate in church-sponsored activities such as Rake N' Rolls to help elderly folks, and delivery of food baskets and care packages. We also do projects for our Charter Organization as needed.

### **Weekly Meetings**

The Troop meets every Monday from 7 PM-8 PM. During the school year we meet at Lourdes Catholic School 1453 Mississippi Blvd, Bettendorf, IA. Scouts and family members should enter the building from the Mississippi Blvd entrance and we typically meet in the School Library which is in the lower level of the school. The doors are unlocked from 6:45-7:15 PM.

During the summer we meet at City of Bettendorf Lagoon Park. The park is located on Parkway Drive. Parkway Drive is off 18th Street, south of Middle Road.

During our meetings, we promote working on rank advancement and merit badges, plan campouts and take part in other Scouting activities.

### **Typical Annual Calendar**

While our calendar is adjusted each year and is based on the leadership of the Scouts, below is an estimate of when our Troop does certain activities throughout the year besides our weekly meetings. This is a just an estimate and Scouts should check with the Troop Calendar.

#### January

- Klondike Derby at Camp Loud Thunder

#### February

- Court of Honor – 2<sup>nd</sup> Monday

#### March

- At least one Merit Badge University
- Sign up for Summer Camp starts

#### April

- Nominations for Troop Elections
- Service at Nowlan Cemetery

#### May

- Troop Elections – 1<sup>st</sup> Monday

- Court of Honor – 2<sup>nd</sup> Monday
- Flag placement at Arsenal Island

June

- Weekly Troop Meeting at Lagoon Park start
- Summer Camp – Last full week of the month

July

- No meetings

August

- Weekly Troop Meeting at Lagoon Park until school begins. Then return to Lourdes.
- Court of Honor – 2<sup>nd</sup> Monday

September

October

- Nomination for Troop Elections

November

- Troop Elections – 1<sup>st</sup> Monday
- Court of Honor – 2<sup>nd</sup> Monday

December

- Christmas Game Night – Last Monday before that school is in session

A general rule with any Scouting event is if a Holiday or other event prevents the scheduling of these activities, or if either event must be cancelled due to weather or other mishap, they will be rescheduled for the following week.

### **Recognizing and Celebrating the Scouts' Success**

A major part of Scouting is recognizing the achievement of the boys. We do this in various ways. Scouts are recognized on the spot by leaders and each other for contributing to the success of the Troop. This might be through an announcement at a meeting or through a conversation. We also have more formal ways for recognizing our Scouts.

#### **Board of Reviews**

After a Scout has completed the requirements for any rank (except Scout), he appears before a board of review. Its purpose is to determine the quality of his experience and decide whether he has fulfilled the requirements for the rank. If so, the board not only approves his advancement but also encourages him to continue the quest for the next rank. We hold our Board of Review meeting when Scouts are ready for review and request the review. We attempt to do these in a timely manner so they can advance in rank in an efficient manner.

Board of Reviews will also be held if a Scout is not advancing in rank in a timely fashion. This is done to support the Scout and find out what he needs to be successful.

## **Court of Honor**

The Court of Honor is a formal recognition with families, friends, and the public in attendance. All Scouts who have moved up to any rank except Eagle Scout, or who have earned merit badges since the last court of honor, are recognized. This is meant to be a special meeting for our Scouts and their families. Scouts should wear their Class A uniforms including their sash and neckerchief. Our Court of Honors are held the 2<sup>nd</sup> Mondays of February, May, August, and November each year.

## **Order of the Arrow**

Order of the Arrow is the Scouting honors society. The Order of the Arrow recognizes Scouts who best exemplify the Scout Oath and Law in their daily lives. The activities of the Order of the Arrow help Scouts use what they learn in Scouting in all parts of their lives and enrich ideals of Scouting.

The Order of the Arrow has more than 160,000 active members located in lodges affiliated with over 270 BSA local councils. As of August 2018, there is now an OA lodge in every council across the United States.

### *Membership Requirements*

Beginning February 1, 2019, unit elections will be permitted in Scouts BSA, Venturing, and Sea Scout units. The new Order of the Arrow membership requirements are as follows:

- Be a registered member of the Boy Scouts of America.
- Have experienced 15 nights of camping while registered with a troop within the two years immediately prior to the election.
- At the time of their election, youth must be under the age of 21, hold the Scouts BSA First Class rank, the Venturing Discovery Award, or the Sea Scout Ordinary rank or higher, and following approval by the Scoutmaster, be elected by the youth members of their unit.
- Adults (age 21 or older) who meet the camping requirements may be selected following nomination to and approval by the lodge adult selection committee.

More information about the Order of the Arrow can be found at <https://oa-bsa.org/about/membership>. Annually Troop 199 goes through a nomination process for the Order of the Arrow. Typically Scouts accepted into the Order of the Arrow have their Induction Ceremony at Summer Camp.

## **Eagle Ceremony**

When a Scout earns the highest honor in Boy Scouts, the Eagle Scout rank, the Scout and his family can celebrate with a personalized ceremony. The family will pick a location and plan the event in conjunction with the Troop. All Scouts in the Troop are encouraged to attend and celebrate the achievement of their peer. The Troop has sample scripts and formats that can be shared with families to assist in planning the Eagle ceremony.

## Troop Elections

The following is a suggested process for running elections. It includes steps to be conducted weeks before the Election. Troop Elections will be held on the first Mondays of February and August each year.”

### A Brief Description of the Process

All youth members of the Troop elect the following troop positions:

- Senior Patrol Leader
- Assistant Senior Patrol Leader
- Troop Guide

Only Scouts of First Class rank or higher are eligible for any of these positions.

The following troop positions are appointed by the Senior Patrol Leader, with the approval of the Scoutmaster:

- Quartermaster
- Scribe
- Historian
- Librarian
- Chaplain Aide
- Etc.

The Patrol Leader is elected by the members of his patrol.

Prior to Elections

1. 2-3 weeks prior to elections the election process is reviewed during a Troop Meeting.
2. Identify scouts needing a leadership position to obtain the next rank.
3. An announcement of the upcoming elections is sent to parents and scouts by email and during each meeting leading up to the election. The email announcement will identify scouts needing a leadership position as well as the “Leadership Position Application”.

This should occur one to two weeks prior to the election date.

- The “Leadership Position Application” briefly describes each leadership position (elected and appointed) and allows the scout to indicate his preference for up to three positions. The scout should also include an explanation of why they want the job and why they feel they are the best candidate for the position. They may also express their need to fill a leadership position to fulfill requirements for rank advancement.
- 4. “Leadership Position Applications” need to be completed and returned no later than four days prior to elections.
- 5. Once “Leadership Position Application” nominations are returned, ballots will be created for elected troop and patrol positions.

## **Election Process**

### Opening

1. The election process as well as a list of scouts requiring a leadership position for rank advancement is reviewed with the troop.

### Senior Patrol Leader

2. Present the Senior Patrol Leader description of duties. Included is defining his responsibility to appoint the following positions (with approval of the Scoutmaster) in the following order later during this process; Quartermaster, Chaplain Aide, Historian, Librarian, and Scribe
3. Scouts that are present and have self-nominated declare their candidacy for the position and explain why they want the job and why they feel they are the best candidate for the position.
4. Scouts that are not present and have self-nominated will be announced and their declaration read from the submitted "Leadership Position Application".
5. The troop elects the Senior Patrol Leader by secret ballot.

### Assistant Senior Patrol Leader

6. Present the Assistant Senior Patrol Leader description of duties.
7. Scouts that are present and have self-nominated declare their candidacy for the position and explain why they want the job and why they feel they are the best candidate for the position. They may also express their need to fill a leadership position to fulfill requirements for rank advancement.
8. Scouts that are not present and have self-nominated will be announced and their declaration read from the submitted "Leadership Position Application".
9. The troop elects the Assistant Senior Patrol Leader by secret ballot.

### Troop Guide

10. Present the Troop Guide description of duties.
11. Scouts that are present and have self-nominated declare their candidacy for the position and explain why they want the job and why they feel they are the best candidate for the position. They may also express their need to fill a leadership position to fulfill requirements for rank advancement.
12. Scouts that are not present and have self-nominated will be announced and their declaration read from the submitted "Leadership Position Application".
13. The troop elects the Troop Guide by secret ballot.

### Patrol Leaders

14. Present the Patrol Leader description of duties.
15. Have each patrol break up into separate areas
16. Scouts that are present and have self-nominated declare their candidacy for the position and explain why they want the job and why they feel they are the best candidate for the position. They may also express their need to fill a leadership position to fulfill requirements for rank advancement.
17. Scouts that are not present and have self-nominated will be announced and their declaration read from the submitted "Leadership Position Application".



18. Each patrol elects the Patrol Leader by secret ballot.

**Appointments by the Senior Patrol Leader**

19. Scouts that are present and have self-nominated declare their candidacy for Quartermaster, Chaplain Aide, Historian, Librarian, and/or Scribe and explain why they want the job and why they feel they are the best candidate for the position. They may also express their need to fill a leadership position to fulfill requirements for rank advancement.
20. Senior Patrol Leader and Scoutmaster will be provided "Leadership Position Applications" for scouts that are not present and have self-nominated.
21. The Senior Patrol Leader appoints each position and reviews appointments with the Scoutmaster for final approval. For positions with no nominations, the Senior Patrol Leader will appoint based on his knowledge of who would best fill the duties of the position.
22. Final positions are announced to the Troop.
23. Email announcement of election results is published within the week.

## Uniforms

The Scouts are expected to wear their uniforms during our meetings and all Scouting events. Class A uniforms are considered the approved Scout shirt and appropriate pants or shorts. While official Scout pants or shorts are not required, they are recommended. If the Scout and family chooses to not purchase the pants and shorts, then jeans, hiking pants, matching khakis, hiking shorts or khaki shorts are considered appropriate.

Scouts should not wear sweat pants or athlete pants/shorts with their Scout shirts. Class A uniforms are expected to be worn to all school year meetings and while traveling to and from events, such as campouts or service projects.

During formal events such as Court of Honor, public appearances representing the Troop, or celebrations of accomplishments, Scouts should wear their neckerchief, slide, and their sash with Merit Badge awards in addition to their Class A uniforms.

During summer meetings and other less formal events, Class B uniforms are appropriate. This would be a Troop 199 T-Shirt or another official Scouting t-shirt. The Troop does an annual sale of the shirts and informally many families hand down shirts that older Scouts have outgrown. Scouting shirts can be purchased at the Scout Shop and other Scouting events. Scouts will be informed when Class B uniforms are appropriate.

## Meetings

We have various meetings in our Troop. Below is a description of our meetings. A typical month looks like this...

- 1st Monday – Troop Meeting (7pm)
- 2nd Monday – Troop Committee Meeting (6pm), Troop Meeting (7pm)
- 3rd Monday – Troop Meeting (7pm)
- 4th Monday – PLT Meeting (6:30pm), Troop Meeting (7pm)
- 5th Monday (as possible) - Troop Meeting (7pm)

Our standing rule is “no school, no meeting”. This applies to National holidays, weather-related school-closings, and Spring Breaks. We typically take the month of July off after summer camp. In the case where an activity would fall on a “no meeting” date, it is rescheduled to the following week.

### Weekly Meetings

The Troop meets every Monday from 7 PM-8 PM. During the school year we meet at Lourdes Catholic School 1453 Mississippi Blvd, Bettendorf, IA. Scouts and family members should enter the building from the Mississippi Blvd entrance and we typically meet in the School Library which is in the lower level of the school. The doors are unlocked from 6:45-7:15 PM. During the summer we meet at City of Bettendorf Lagoon Park. The park is located on Parkway Drive. Parkway Drive is off 18th Street, south of Middle Road. During our meetings, we promote working on rank advancement and merit badges, plan campouts and take part in other Scouting activities.

### **Committee Meetings**

The adult leaders of the Troop typically meet on the second Monday of the month. The Committee's primary responsibility is supporting troop leaders in delivering quality programs and handling troop administration. The 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.

### **Patrol Leader Council Meetings**

The Patrol Leader Council meets on the fourth Monday of the month. The Patrol Leader Council is made up of the Scout leaders of the troop. The Patrol Leader Council selects, plans, and leads Troop activities, and is the key to having a Boy-Led Troop.

## **Dues and Finances**

### **Annual Fee for Scouting**

The annual fee for Scouting is collected at the end of the year at the same time of the registration process. This is typically in October of each year. Based on the finances of the Troop and success of our fundraisers, the Troop may pick up some of the registration fee. At the time of registration Scouts will also have the option of subscribing to Boys Life.

### **Troop Fundraisers**

Our Troop's main fundraiser is placement of American Flags outside homes on Memorial Day, Flag Day, the Fourth of July, Labor Day and Veterans Day. This is through the Optimist Club. We need every Scout to participate in these flag placements.

### **Scout Funds and Account**

Successful outdoor activities require the use of proper equipment. The money an individual Scout earns through the yearly Troop-sponsored Christmas greenery sales is considered the Scouts' personal funds for the sole purpose of participating in Troop 199 activities - and these personal funds can be used to cover fees for Troop-sponsored events, the fee to attend yearly summer camp, and for the purchase of approved camping gear.

Our Troop's treasurer keeps track of individual Scout accounts and provides reports on available balances. The Scout is reimbursed for camping gear and supplies by providing a receipt of the approved purchases. Reimbursed purchases typically include sleeping bags, rain gear, camping-related gear, scout uniforms, scout books, etc. When submitting a permission slip for a campout or summer camp, the permission form has a checkbox allowing the fees to be automatically taken from the Scouts' account.

If a Scout leaves Troop 199 for any reason the funds in his Scout account automatically transfer to Troop's general fund. Troop 199 cannot transfer any funds in any Scouts account to other entities such as other Troops the scout may join, or other non-profit organizations the Scout joins or participates in.

For camping and other Scout gear the general rule is if it can be purchased at the Council's Boy Scout Store, then the purchase is eligible to be reimbursed.

## Medical Forms

Scouts are required to submit an annual medical form which can be found here, <https://www.scouting.org/health-and-safety/ahmr/>. All Scouts are required to fill out Part A and B. If you are going to attend summer camp, Part C must be completed. If Scouts go to a High Adventure camp, there will be additional forms to complete.

At the above site you can download an electronic form that you can type into, save and update. We recommend you keep an electronic copy of the form and use that form to update it on an annual basis.

## Swim Test

Summer camp usually involves activities in the water. We also routinely do activities on the water such as canoeing trips. In order to partake in these, Scouts and leaders must pass a swim test. We typically host a swim test in April or May. If Scouts are not available, they can typically take the test at summer camp on the first day.

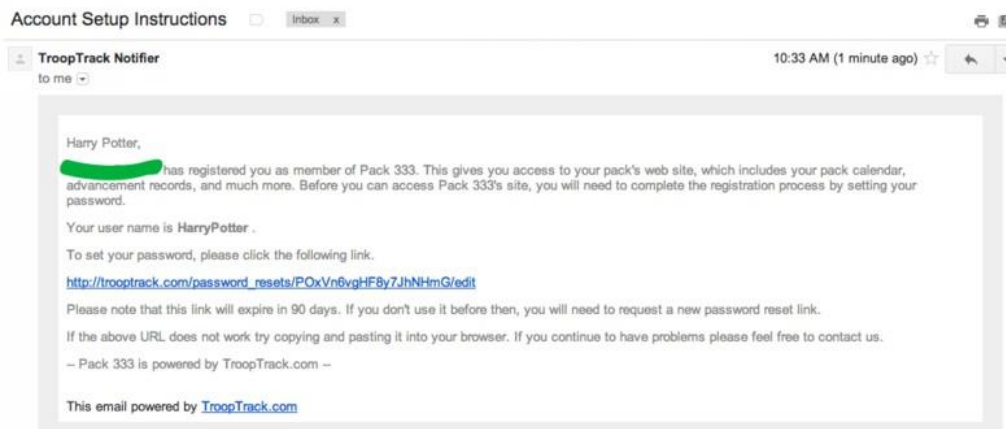
## Helpful Websites

The internet is full of helpful websites for Boy Scouts. In addition to general sites, our Troop has a Troop Track account where each Scout's information is kept. Below is more information on Troop Track and other sites.

### Troop Track

Troop Track is an online web-based program we use to manage our Scout Troop. It provides a means to set up events on a calendar, record participation, track achievements, establish and maintain individual money accounts, and communicate with our membership. The most recent versions of Internet Explorer, Safari, Chrome, and Firefox are officially supported. Google-Chrome is highly recommended.

When joining Troop 199, scouts and parents are registered in Troop Track. All communications are typically sent to the parent's email address. Once you are registered, you will receive an email (example below) inviting you to log in and set up a user-name and password. Once you do this you will be able to access information about your Scout.



If you'd like to unsubscribe and stop receiving these emails [click here](#). Please note that you will not receive emails from your scouting unit if you unsubscribe - if all you want to do is stop getting product announcements from TroopTrack you can set your email preferences by logging into TroopTrack and clicking on your name in the top right.

Reminders are sent to all members about meetings, campouts, and other calendar events. Troop Track also enables us to email each other with special announcements.

Different access levels are assigned by the Webmaster. The basic level allows Scouts and parents to access their own information and upload photos to the website. Adult Troop Leaders are assigned additional access depending on their areas of responsibility.

Obviously, keeping Troop Track up-to-date requires a lot of attention. If you would like to help in this area, contact the Troop Committee Chair.

### **Other Websites**

<https://troopleader.org/> - This is a great page for leaders to find resources.

[www.Meritbadge.info](http://www.Meritbadge.info) – This website has a listing of merit badge clinics throughout the country. You can limit the search to our region.

<https://www.scouting.org/> - This is the official website of the Boy Scouts of America.

<https://illowabsa.org/> - This is the website of the Illowa Council. Helpful information about Council related activities and events.

[http://meritbadge.org/wiki/index.php/Main\\_Page](http://meritbadge.org/wiki/index.php/Main_Page) - This website has a listing of all the merit badges and has merit badge booklets that are free to download. This is very helpful when starting a new merit badge.

## Camping Supplies

When your son becomes a Boy Scout, one of the first questions a parent will ask is: “What equipment do I need to buy for my son to participate?”.

Besides the uniform shirt with patches and sash, and the Boy Scout Handbook, there are a few items the scout should procure as soon as possible to allow him to participate in Troop activities, especially camping. We will not include clothing unless dictated by special circumstances. A Scout should “Be Prepared” by wearing clothing appropriate to the conditions (jacket, hat, gloves, etc.). One suggestion for all types of clothing: stay away from cotton! Cotton absorbs moisture.

1. For ALL outdoor events, a scout should carry a water bottle. What type is his choice, but something he doesn't have to carry in his hands is recommended.
2. A good pair of shoes or boots is recommended for outdoor activities. Too often we see scouts wearing ordinary “running” shoes or other types of casual shoes on hikes and campouts. These can contribute to foot injuries and ankle sprains. Socks that wick moisture are also a good idea.
3. A mess kit is necessary for every scout. It should include a cup, bowl, plate, fork, spoon, and knife. The Scout Shop has some that come in a mesh bag, which is handy to hang for drying. You can also get good compact ones from Army surplus stores, or on the internet.
4. A rain poncho or raincoat.
5. Sleeping Gear: a sleeping pad, a sleeping bag, a blanket. (Optional: a pillow, a cot) You will get a lot of advice on this topic, but remember, most of the camping we do is in tents in temperatures between 30 and 90 degrees. In January and February, we like to rent a cabin to sleep in. So, you don't need to buy a sleeping bag for extreme conditions. In summer months a light blanket will probably suffice. An REI article about choosing sleeping bags is found here. <https://www.rei.com/learn/expert-advice/sleeping-bag.html>. Be aware some bags can be very bulky when packed, and hard to carry. My younger son bought an ultra-lite bag in 2015 that weighed 3.5 lbs., measured 15 in. long x 8 in. diameter, and was good to 20 degrees. He used it year-round. [https://www.amazon.com/gp/product/B006WPZBBA/ref=ppx\\_yo\\_dt\\_b\\_asin\\_title\\_o05\\_s00?ie=UTF8&psc=1](https://www.amazon.com/gp/product/B006WPZBBA/ref=ppx_yo_dt_b_asin_title_o05_s00?ie=UTF8&psc=1). Inflatable sleeping pads are better because they take up less room when packed but closed-cell foam pads are also good. Cots are typically only used at Summer Camp.
6. Backpacks – Troop 199 does not do backpacking camping trips. While there are many great backpacks available that can hold all the gear your scout will need for camping, they are also expensive. For most campouts (and Summer Camp), Scouts will find a large duffle bag adequate to carry all their gear. In addition, they will get use from having a smaller day-pack to carry the essentials needed for an extended hike or one-night excursion.
7. A good Compass. We do orienteering exercises several times each year so each Scout can become proficient at compass use and finding his way.

Below is a list of typical camping supplies that Scouts should consider.

<input checked="" type="checkbox"/>	ALL#CAMPING# EVENTS:	<input checked="" type="checkbox"/>	DEPENDING#ON# WEATHER#OR#ACTIVITIES:	<input checked="" type="checkbox"/>	DEPENDING#ON# LENGTH#OF#STAY:
	Belt		Bandana		Camp Shoes
	Compass		Extra Batteries		Clothesline pins
	Cot		Extra Blanket		Cord/Clothesline
	First Aid Kit		Extra Flashlight		Extra Jeans/Long Pants
	Flashlight		Extra Shoes		Extra Shorts
	Hat		Fire Starter		Extra Socks
	Hiking Boots		Gloves		Extra T-Shirts
	Jeans/Long Pants		Hooded Sweatshirt		Extra Towels
	Knife Sharpener		Insect Repellent		Extra Underwear
	Medicines		Jacket/Windbreaker		Ground Cloth
	Mess Kit		Long-sleeved shirt		Laundry Bag
	Pocket Knife		Sunglasses		Notebook & pencil
	Rain Poncho		Sunscreen		Pillow Case
	Scout Handbook				Shower Shoes
	Shorts				Swimsuits
	Sleeping Bag				Wallet/Money
	Sleeping Pad				Wash Cloths
	Soap				Watch
	Socks				Whistle
	T-Shirt				
	Toothbrush/tooth paste				
	Towel				
	Underwear				
	Water Bottle				

## Appendix A – Troop Positions

Below is a more detailed description of each position in the Troop. This is helpful for scouts to pick positions they may want to run for and family members to decide how they can assist the Troop

### Adult Leadership Positions

**Character Organization Representative** – Serves as a liaison between the units and the organization, helps with charter renewal, cultivates organization leaders and represents the organization at the council level

**Committee Chair** – The unit committee chair is appointed by the chartered organization and registered as an adult leader of the BSA. The unit committee chairman oversees the committee, organizes the monthly meetings, appoints and supervises the unit committee and unit leaders.

**Troop Secretary** – The unit secretary keeps minutes and records, send notices, and handle publicity.

**Troop Treasurer** – The unit treasurer handles unit funds, pay bills, maintain accounts, coordinate the annual Friends of Scouting (FOS) campaign, and supervise fundraising.

**Troop Advancement Chair** – The advancement chair ensure that the Troop has at least monthly boards of review, quarterly courts of honor, and that the unit has goals of helping each Scout advance a rank each year and for new Scouts to reach First Class rank during their first year. The advancement coordinator is also responsible for record keeping and submitting advancement reports.

**Troop Equipment Coordinator** – The equipment coordinator works with the youth Quartermaster and is responsible for inventory, storage, and maintenance of unit equipment.

**Troop Outdoor/Activities Chair** – The outdoor/activities chair secures tour permits and permission to use camping sites, serve as transportation coordinator, ensure a monthly outdoor program.

**Troop Membership Chair** – The membership chair ensures a smooth transition of new Scouts into the unit and orientation for new parents.

**Troop Training Chair** – The training chair ensures training opportunities are available, maintain training records and materials, and is responsible for BSA Youth Protection training.

**Troop Public Relations Chair** – The public relations chair informs parents of their responsibilities in Scouting and with the chartered organization. Provides news and announcements about the unit to newspapers, bulletins of sponsors, web sites, etc.

**Troop Friends of Scouting (FOS) Chair** – The Friends of Scouting chair works closely with the committee on public relations for FOS; conducts annual FOS campaign to enroll family members and adult leaders in FOS.

**Troop Fundraising Chair** – The Fundraising Chair supervises fundraising and ensure that every youth member has the opportunity to participate in fundraising events.

**WebMaster** – The webmaster organizes and supports the Troop’s website. This individual also manages access to the website and trains committee members on using the website.



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

### **Scout Leadership Position**

#### *Senior Patrol Leader - Elected*

Top scout leader in the troop who leads each Troop Meeting and participates as a leader of the troop in all scout activities. He appoints other scout leaders and assigns specific responsibilities as needed, in consultation with the Scoutmaster.

→ Must be First Class or higher to qualify for this position

#### *Assistant Senior Patrol Leader - Elected*

Fills in for senior patrol leader in his absence. He is also responsible for training and giving direction to the quartermaster, scribe, troop historian, librarian, and instructors.

→ Must be First Class or higher to qualify for this position

#### *Troop Guide - Elected*

Advisor and guide to each patrol.

→ Must be First Class or higher to qualify for this position

#### *Patrol Leader - Elected*

Gives leadership to members of his patrol and represents them when patrol level decisions and activities are required.

#### *Quartermaster – Appointed*

Responsible for troop supplies and equipment.

#### *Chaplain Aide - Appointed*

Assists in troop religious services and promotes religious emblems program.

#### *Historian - Appointed*

Collects and maintains record of scout events (photographic, etc.) that the troop participates in.

#### *Librarian – Appointed*

Keeps troop books, pamphlets, magazines, audiovisuals, and merit badge counselor list available for use by troop members.

#### *Scribe – Appointed*

Troop Secretary

**Self-Nomination Form:**

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

Position (please select only one position per Nomination Form):

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Senior Patrol Leader | <input type="checkbox"/> Assistant Senior Patrol Leader | <input type="checkbox"/> Troop Guide    |
| <input type="checkbox"/> Patrol Leader        | <input type="checkbox"/> Quartermaster                  | <input type="checkbox"/> Chaplains Aide |
| <input type="checkbox"/> Historian            | <input type="checkbox"/> Librarian                      | <input type="checkbox"/> Scribe         |

Why do you want the job and/or why are you a good candidate for this position:

---

---

---

---

---

---

---

---

**Self-Nomination Form:**

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

Position (please select only one position per Nomination Form):

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Senior Patrol Leader | <input type="checkbox"/> Assistant Senior Patrol Leader | <input type="checkbox"/> Troop Guide    |
| <input type="checkbox"/> Patrol Leader        | <input type="checkbox"/> Quartermaster                  | <input type="checkbox"/> Chaplains Aide |
| <input type="checkbox"/> Historian            | <input type="checkbox"/> Librarian                      | <input type="checkbox"/> Scribe         |

Why do you want the job and/or why are you a good candidate for this position:

---

---

---

---

---

---

---

---