

Boy Scouts of America
Troop 708
Castro Valley, CA

Parent's Handbook



September 2009 – August 2010

A guide to help you understand participation in
Troop 708

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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.

Scout Law

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean and reverent.

Scout Motto

Be Prepared.

Scout Slogan

Do a good turn daily.

All Scouts are required to memorize the Scout Oath, Scout Law, Scout Motto, and the Scout Slogan early in their Scouting career to advance to higher ranks in Scouting. As a troop, we don't just repeat these sayings, we expect all members to live them on a daily basis. Without everyone agreeing to these rules, the Troop could not function and work as a group. The leaders of Troop 708 are also expected to live up the Scout Oath and the Scout Law.

Purpose of this Handbook

Hopefully, this handbook will answer most questions you may have about Troop 708 and how we operate. If there are areas of confusion or items that are unclear, please bring the topic up at a Parent Meeting and it will be clarified. With time (and volunteer effort), this guide will only get better and become a valuable source of information about our troop.

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Scoutmaster's Letter to Parents

Scouting is an adventure that will give your son a chance to develop new skills, to grow in a safe and encouraging environment and to become a leader. Our troop has been blessed with many boys achieving the rank of Eagle. However, those boys did not become Eagle Scouts without active adult participation and some basic guidelines.

As a troop, there are a few guidelines that have been set in place that have enabled the troop to foster the environment necessary for the boys to grow and achieve.

1. We respect one another. This means at all times we speak and act positively towards one another. Nothing can build up or tear down a young boy quicker than poorly chosen words. In addition, the older Scouts look out for the younger Scouts. There is no tolerance for hitting, hazing or foul language. Finally, both Scouts and adults must control their tempers.
2. We help each other. It is vital to the success of the troop that both Scouts and adults are willing to assist where needed and with a positive attitude. It is incredible what happens when everyone pitches in just a little. The results are unbelievable.
3. Ask for help. It is okay not to know the answer. If you are not sure, ask. Don't be afraid to ask for help. No one knows all the answers and you just might help someone else learn something they did not know.
4. The Scouts will address all adults as "Mr." or "Mrs.". Not only is this a sign of respect, it is courteous.
5. The Scouts must wear their uniform when participating in a Troop activity. The Scouts must wear their full uniform for the last meeting of the month, to and from all outings and at Courts of Honor. Full uniform consists of the Troop hat, the Scout Shirt, Scout short or pants, Scout belt with Scout buckle and, if wearing Scout shorts, Scout socks. At other regular Troop meetings, the Scouts must wear the Troop hat and the Troop t-shirt.
6. Have fun! The single most important ingredient to the success of the individual boy and the Troop as a whole is having fun. Unless Scouting is fun, none of us will get the full Scouting experience.

In closing, I promise to do my best to help each boy grow to their full potential. However, this can only happen if we all work together and help each other. This means that I need the participation of adults. Even if you can only give a little of your time to the Troop, I promise you that your help will be appreciated and you will receive tremendous rewards in return. I look forward to working with you. Thank you!

Jeff Lambert, Scout Master

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Parent Committee Chair's Letter to Parents

Welcome to Troop 708! If you are transferring from another troop we thank you for choosing us. If you are joining from Cub Scouts we would like to give you an opportunity to learn about the differences that will be faced in the Boy Scout Troop. Boy Scouts Troops are boy-led. The boys are organized into patrols and are responsible for planning, organizing and implementing the activities that the Troop undertakes. The boys will grow and develop their leadership skills while participating in Boy Scouts. This comes with both Council led training opportunities as well as with the assistance of the adult members of the Troop. Parent participation is an important aspect of the program and is essential to the health and success of the Boy Scout Troop.

Troop 708 is committed to the idea that boys direct the activities of the whole program. Needless to say, parents must be on hand to supervise activities, guide the planning and offer advice to ensure the boys are safe and are able to have a meaningful experience with Scouting. In order to make sure that we can continue to offer a quality experience, the Troop requires one adult member of the family to join up and participate in the program with their son. This includes going on at least one outing per year, driving to activities, supervising patrol groups, becoming merit badge councilors or serving as a point person for the various committee assignments that help keep our group organized (crab feeds, camping/outings, summer camp, Scouting for Food, Recharter, etc...).

The Troop encourages the adult members to attend the Council's Acorn Training sessions. These training sessions are adult leadership programs designed to help you develop your skills and help the Troop by having experienced adults available to help our boys develop their skills.

The Troop 708 Parent Committee that meets once a month (the first Tuesday) to review past activities, share ideas, and plan for upcoming events. We look forward to seeing you at these meetings and getting to know you and your son. Troop 708 boasts a high percentage of Eagles and we hope that we can continue to do this for your Scout and future Scouts!

Jon Kiland, Committee Chair

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Troop 708 Structure

Scoutmaster (SM - Jeff Lambert)

Assistant Scoutmaster(s) (ASM's)
(Jon Kiland, John Falconer, Sheryl Zeballos, Tom Doohar)

(Scouts)

Senior Patrol Leader (SPL)
Paul Zeballos

Assistant Senior Patrol Leader (ASPL)
Chris Cunningham

Patrols ---- Patrol Leaders (PL)
Matthew Falconer - Stags
Andrew Kiland – Pedros
Stephen Zaballos – Pine Trees

Assistant Patrol Leaders and Scouts

(Parents/Scouters)

Parent Committee Chair
(Jon Kiland)

Parent Comm. Members

Treasurer (Jon Kiland)

Fundraising
(Ginny Lambert)

Advancement Coordinator
(John Falconer)

Recruitment (Julie Beth Harris)

Quartermaster (Tom Doohar)

Outing Coordinator
(Sheryl Zeballos)

Troop Leadership Positions:

Librarian - Angus Cotton
Scribe – Justin Powell
Chaplin Aide -
Historian – Harrison Lambert

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“A Boy Led Troop”

Troop 708 has chosen to be a “boy led troop”. That means that the Scouts are responsible for determining what activities they will participate in, what the content of the meetings will be, where they will go on outings and who will lead them. This also requires a lot of parental involvement i.e. making sure that they understand the steps necessary to accomplish their goals and to provide guidance and safety oversight. We are very proud of our Troop; it has been in operation continuously for over 50 years and has produced 84 Eagle Scouts - and counting. It is a great place for a young man to grow up.

Meeting and Activities Schedule

Troop meetings are generally held every Tuesday between 7:00 PM and 8:30 PM during the regular school year and every other Tuesday during the summer. Also, on the first Tuesday of the month, a concurrent Parent Committee Meeting takes place. There is an additional Parent Meeting at 7:00 PM on the Tuesday before the week of our scheduled Summer Camp to review required documents, assign drivers and update parents on the activities planned for Summer Camp. This meeting is required for all parents of boys going to Summer Camp, and all parents who will be going to Summer Camp.

Once a month and at least once over the summer the Troop leadership, (Scouts and Scouters), meet for a PLC (Patrol Leader Council) where the boys plan the upcoming meetings, outings and events. These meetings are usually the last Monday of the month at 7:00 pm at the Mountain Mike's Pizza in Castro Valley, but are occasionally held in alternate locations. The Senior Patrol Leader, Assistant Senior Patrol Leader, all Patrol Leaders and any Scout in a leadership position (Scribe, Quartermaster, etc...) are expected to participate, but anyone who has an interest in planning the meetings is also welcome.

Once a quarter, in place of a regularly scheduled meeting, the Troop will hold a Court of Honor, usually the last meeting of the quarter (March, June, Sept, and Dec). It is an informal ceremony where the Scouts are awarded the merit badges and rank advancements they have earned during that quarter. The Court of Honor is an evening where the whole family is invited to attend and each family is asked to bring food, usually dessert, to share. A typical evening involves a flag ceremony, the Scouts introduce themselves followed by the presentation of the awards.

The meetings will take place at the First Presbyterian Church of Hayward, 2490 Grove Way, Castro Valley, unless there is another announced location.

To keep each family up to date on our Troop activities, we keep the current Troop calendar on the Troop web site (Troop708.org). There are usually copies available at the Parent Committee meetings as well. While the copies at the meetings may be correct when printed, please make sure you check the calendar on the Troop web site for any changes that may need

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to be made. All changes are discussed at the Parent Committee Meetings, so this is another reason to make sure you attend monthly.

Besides being expected to attend the Parent's Meeting, parents are always welcome to attend the regular weekly meetings. Frequently at these meetings there are tasks to be done that require adult supervision/participation. We've also noticed over the years that the Scouts whose parents make the extra effort to be there and lend a hand are the Scouts who thrive in the program.

Parent Obligations & Requirements

It is a simple fact that our Troop cannot exist without the support of the parents. Parents are expected to attend and participate in monthly Parent Committee Meetings, volunteer to drive Scouts on Troop outings, support and encourage their sons to remain active in the Troop and attend all Troop meetings and functions. (Scouts who do not regularly attend may not know what is expected of them in their patrol, and may not learn vital information they need for the next outing. The Troop reserves the right to not allow a Scout to attend an outing if he is not prepared.) While the below items are not all that is expected of a Scout's parents (or their guardians), it is a list of expectations and obligations that will help us to maintain a healthy and active Troop.

- 1) One parent/guardian should be registered as a Troop Leader or Parent Committee Member. This involves an annual fee of \$7.00 to the San Francisco District Council which also provides insurance while Scouts are being transported to and from a Scout outing.
- 2) Regularly attend the Parent Committee Meetings (held the first Tuesday of each month). If you are unable to attend a meeting, the parent is responsible for contacting another attendee to garner information and handouts.
- 3) One parent/guardian must serve on a minimum of one subcommittee. A list of current subcommittee assignments is included in this manual.
- 4) Provide transportation to and from meetings and outings.
- 5) Bring this Parent Handbook to all committee meetings for review and possible revision.
- 6) Be knowledgeable of the Scoutmasters' plans and goals for the Scouts and work with, encourage, and reinforce them at home.
- 7) Participate in fund-raising programs for the Troop.
- 8) Participate in Troop Activities like camping trips, rafting trips, etc. As a troop, we encourage both mothers and fathers (or male or female guardian) to participate in all Troop activities. Each family is required to provide transportation for and supervision at a minimum of one overnight activity each school year.

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- 9) Participate in Scout's Board of Reviews for their rank advancement. This is an occasional job that takes about 10-15 minutes and generally takes place during the regular Troop meetings just before a Court of Honor. See the section elsewhere in this handbook describing Boards of Review.
- 10) If you have a specific area of expertise, you might consider becoming a merit badge counselor. See the section on Merit Badge Counselors on page 9.

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Parent Committee Responsibility Overview

The Troop Parent Committee supports the leadership and programs of the Troop. The Troop could not exist without the Parent Committee doing all the behind-the-scene tasks that are required. This effort becomes easier with more help. If every Scout has at least one active adult in the Parent Committee, the workload can be spread around and no one will get burned out. There are tasks that take a little time every month, and some that take lots of time only once a year, you decide the level of participation you put in. The only guarantee we will give you is lots of encouraging support and gratitude for your efforts. The pay is really great when we see our boys excel at things they never dreamed they could do!

For continuous, effective leadership of the Troop, all positions should be two deep.

**For the current Parent Committee Roster/Assignments see
Appendix C of this handbook.**

Committee Chair: organizes and runs committee meetings, secures and directs the resources of the committee in support of the Troop, works closely with the Scoutmaster, organizes parents to serve on committees and oversees the work of the committees, attends monthly Council Roundtable meetings, ceremonially opens and closes Courts of Honor, and is a formally trained Scouter.

Treasurer: maintains and reports all financial accounts, keeps track of the boy's camp funds, and pays troop expenses.

Advancement Coordinator: works with Scoutmasters to track Scouts' advancement progress, secures awards from Council offices for presentation at Courts of Honor, and is reimbursed by the Troop for the awards costs.

Quartermaster: oversees Troop Quartermaster, secures and maintains Troop equipment, provides inventory control and is responsible for check-in and check-out. The Quartermaster works with Troop/patrol quartermasters and patrol leaders and Scoutmasters. He/she recommends and secures equipment purchases as needed to the Parent Committee.

Outing Coordinator: reserves locations for outings, certifies safety and transportation, files tour permits, maintains driver lists with vehicle information and insurance coverage, provides maps, directions and coordinates drivers for outings.

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Email/Telephone Committee: works with Scoutmaster and committee, maintains email/phone tree system for speedy dissemination of important information, last minute changes and reminders.

Uniform Exchange: collects unneeded (as in out-grown but still serviceable) uniform parts and makes them available for any Scout in the Troop.

Newsletter Publisher: publishes the Troop Newsletter and makes it available as a hand-out or email, works with Scoutmaster and committee. Generally for convenience, this is a parent of the Troop Scribe (but this is not a requirement).

Fundraising: This committee breaks out into separate groups that help the Scouts plan and execute various fundraisers both for the Troop in general and the boys summer camp funds individually. Works with Committee Chair and Treasurer.

Crab Feed Coordinator: coordinates Scouts on trips to serve at local functions. Scouts earn \$\$\$ for summer camp this way. (Boys set up tables, serve salad, crab etc. and ensure needs of patrons are met, parents serve wine (if served). Tips are collected at the end of the evening, and shared by all participating Scouts (directly deposited into their Summer Camp accounts.)

Entertainment Book Sales: In the Fall of each year the Troop raises funds by selling entertainment coupon books. One parent serves as coordinator, contacting the publisher, ordering the books and distributing the books.

Court of Honor Hospitality: provides planning and coordination of quarterly Courts of Honor.

Recruitment: coordinates new parent orientations, and provides individual training and guidance as needed, contacts Webelos Dens to set up den visits to Troop meetings and participation on Troop overnight outings.

Merit Badge Counselor Coordinator: keeps a current list of all registered Merit Badge counselors in the district.

Other Committees include:

Summer Camp, Scouting-For-Food, Re-Charter, Troop Website, Medical Forms, Tour Permits, Service Projects...

There may be other leadership rolls the Parent Committee decides that it needs from time to time. The above list is just some of the major tasks we have had filled in the recent past.

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Earning Merit Badges

For all ranks above 1st Class, Scouts are required to earn Merit Badges. Scouts can earn Merit Badges at Summer Camp, during Troop outings, and individually, by contacting individuals approved by the Council as Merit Badge Counselors. To start working on a Merit Badge Scouts need to get a Merit Badge "Blue Card" from the Scoutmaster, then contact a Merit Badge Counselor. The "Blue Card" is a 3- part form. When the Scout completes the Merit Badge requirements, the Merit Badge Counselor will sign the forms, keep one part, and return the other 2 parts to the Scout to be turned in to the Troop Advancement Coordinator (or Scoutmaster). At the next Court of Honor, the Scout will be presented the Merit Badge, and one part of the "Blue Card". This card is very important and should be kept with all your other important Troop awards and cards. A good way to keep all of these cards and awards together is with plastic binder inserts that are made for holding collecting cards. These are available from office supply stores, and many other locations for about \$.50 each or less. These cards may be vital to prove he earned a particular badge or award if there are any questions in the future when he is working on some of the higher ranks.

Scouts are encouraged to contact Merit Badge Counselors who are not directly associated with our Troop as well. This builds confidence when the Scouts initiate contacts with adults they do not know. As with all Scouting activities, if a personal meeting is set up with any adult Scouter, the Scout needs to have another Scout or another adult at the meeting. Working on Merit Badges with a buddy is always more fun! To find Merit Badge Counselors not associated with our troop, contact the Parent Committee Merit Badge Counselor Coordinator.

Each Merit Badge has a booklet available that fully explains the requirements, and all information that a Scout is required to know to earn the Merit Badge. Merit Badge books are available from the troop librarian (if they are in our collection); they may be purchased at an authorized Scout shop; or in some cases, they may be found at a local library. While these books are helpful in explaining all the details required for each merit badge, they are not required for the Scout to earn the Merit Badge. Make sure you have the most recent edition as sometimes the requirements change.

Additionally, the BSA publishes a book entitled 2006 Boy Scout Requirements that lists all the Merit Badges and all their requirements.

A complete list of Merit Badges is found on pages 188-193 of the new (rev. 11) Scout Handbook. Eagle required Merit Badges are listed on pages 188 & 189 of the Scout Handbook.

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Merit Badge Counselors

All adult Scouters and Parent Committee members can become Merit Badge Counselors. There are no fees, very few requirements, and these adults are vital to the life of a Scout. Look at the list of Merit Badges in the Scout Handbook, and see what you would like to teach. Work or hobby related skills and knowledge are basically all that is required to become a Merit Badge Counselor for most badges. For the shooting sports and swimming sports, Merit Badge Counselors are required to have some additional certification.

Information on becoming a Merit Badge Counselor may be obtained from the Parent Committee Chair, or from the Parent Committee Merit Badge Counselor Coordinator. We encourage all adults to consider their own personal skills, and share them with Scouts. The adults listed in Appendix C are associated with our troop, and are recognized by the S. F. B. A. C. (San Francisco Bay Area Council) as approved Merit Badge Counselors.

Boards of Review for Rank Advancement

In order for a Scout to advance to the next rank, he must present himself to a Board of Review. These boards generally consist of 3 members of the Troop Parent Committee. The Board will review the requirements for the rank the boy is working towards, and ask the Scout specific questions about what he has learned while working towards that rank. The questions are not structured, and can take almost any format. If the rank advancement requires that the boy know certain knots, he can be asked to demonstrate tying them; if it requires first aid skills, he can be asked questions on first aid. The purpose of the Board of Review is to make sure each Scout that advances knows what is required for the next rank and the duties and responsibilities that go with the rank. Information learned for previous ranks may also be reviewed if the board feels this is necessary.

All parents are asked to participate in these Boards of Review from time to time. Generally, they take about 15 minutes and occur during the normal troop meetings the few weeks before each Court of Honor.

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The Highest Rank – Eagle

Troop 708 has a remarkable record when it comes to awarding the highest rank – Eagle – to Scouts. The national statistics on the number of Scouts who earn Eagle are in the single digits yet here at Troop 708 it seems that the number of Scouts who don't make Eagle are in the single digits. We don't try to make our Scouts become Eagles, but if they show an interest in doing so we pull out all the stops to make sure that they have every opportunity to achieve their goal.

The requirements for Eagle are listed in the Scout Handbook and include: participation in the Troop and in a leadership role, as are a minimum of 21 merit badges (12 specific badges must be completed and then the rest are the Scout's choice). Additionally, the Scout must produce a service project, often called an Eagle Project, which benefits a church, school or local non-profit organization.

The Eagle Project process begins with a discussion with the Scoutmaster and then a visit to the Eagle Coordinator for our district – currently Mr. Ken Parker. Mr. Parker will go over with the Scout the processes and expectations of BSA for the Eagle candidate. He can also provide suggestions for projects although the Scout may choose to do any project that he so desires as long as the SFBAC/Mr. Parker approves it. Troop 708 adds one more layer to the process of preparation that has the Scout present his proposed project to the Parent's Eagle Committee – an extra chance to think through what he is planning and to polish his presentation.

At the completion of the project and his 21 merit badges and with his required five letters of recommendation in to the Council the Scout schedules a Scoutmaster conference. He turns in his Eagle Packet/paperwork to the Council office and awaits his Eagle Board of Review, which takes place outside the Troop and is presided over by members of the SFBAC.

It never fails to thrill the Troop to announce another Troop 708 Eagle and to witness the new look of confidence in the eyes of each Eagle when they realize their accomplishment.

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Annual Participation Dues

As a Troop, we require each family to pay an annual fee of \$100.00 per Scout. This covers some basic troop expenses, a scout and parent fee to the BSA National Office as an official member of Boy Scouts, and a subscription to Boys' Life magazine (at half of the regular subscription rate. For each additional Scout per family the BSA fee does not include an additional parent fee. If there is a financial need, these requirements can be waived (see the Campership section above). Adult Scouters are required to pay an annual fee of \$10.00 (one parent per scout or family). This goes to the Council for registration as an adult leader. These fees are set by the Parent Committee and can be changed as needed by a majority vote of the committee.

Summer Camp

Each year, usually the first week of August, the Troop attends a week-long summer camp at one of the BSA camps. Most often the camps are close to home (Royaneh and Wentle), but recently the Troop has attended camps in Oregon (Makualla) and on Shaver Lake in the Fresno area at Camp Chawanakee. The Scouts are expected to participate in the choice of the camp each year (with adult guidance). Summer camp is a highlight of the year's outings activities; an opportunity to earn merit badges and enjoy the outdoors with the Troop. Each year this activity is heavily attended with most of the Scouts and a good number of parents heading off to camp and coming back with many stories of adventure and advancement.

Camperships

Camperships are available from the Council and from the Troop's general funds, made available according to need, subject to review by the Parent Committee. Participation by parents and/or guardians in Troop fundraising activities is required, and/or committee leadership position. If there is a need, please contact the Scoutmaster, the Parent Committee Chair, or the Treasure. All requests will be kept in strict confidence and released to as few Parent Committee members as possible.

Cost will never be a factor to keep a boy from attending any Troop activity. As a parent committee, we are committed to making sure all boys attend every activity they want to attend. We will not allow any Scout to miss Summer Camp or any other Troop outing that he wants to participate in due to cost.

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Individual Scout Funds

From time to time, activities come up that allow individual Scouts to earn money which can be used towards their Summer Camp fees, or towards other Troop activities. Some of these fund raising activities include serving at Crab and Spaghetti feeds, and helping to remove political advertising. When Scouts participate in these activities, the money is collected by the Treasurer and placed in individual accounts credited to the Scouts that earned the money. This money does NOT go directly to the Scouts, but is kept by the Troop to be used to help pay for the individual Scout's camping fees. If a Scout leaves the Troop for any reason, these funds revert to the Troop's general fund. In the past, if a Scout attained the rank of Eagle Scout, the Parent Committee has offered to allow the Scout to use these funds to pay for some of the Eagle Court of Honor expenses. The Troop Treasurer maintains a record of each individual Scouts fund balance, and reports on these funds at the monthly Parent Committee Meeting.

Parents can add money to their son's individual accounts at any time to spread the Summer Camp fees out over the year. All that is required is to give the money to the Troop Treasurer designated to the individual Scout's account.

Troop Uniform Convention

- Regular meetings - Troop T-shirt and hat
 - First meeting of month - Full Uniform
 - Court of Honor - Full Uniform
 - All Outings - Full Uniform *or Scout cannot be allowed on outing*
 - Merit badges will be worn on the merit badge sash to be worn at Courts of Honor, or other formal Scouting occasions.
- 1) Basic Uniform - Troop T-shirt and Troop hat
 - 2) Full Uniform – Troop Hat, Class A Scout shirt, Scout shorts/socks *or* long Scout pants, Scout belt
 - 3) Exception will be made for those in team sport uniform on all meeting nights except Court of Honor. No exceptions for outings.

The Scout Uniform is the visual symbol of Scouting. It will be worn by all leaders and Scouts at all Scout functions. This includes driving to and from the functions.

Uniforms are not worn while a commercial product or service is being sold, including Scout fund raising activities.

The Troop votes on certain optional parts of the uniform. Currently this includes a green stenciled cap, Scout (short or long sleeve) shirt (worn with open collar), red shoulder loops-no neckerchiefs, scout belt, scout shorts or long pants, scout socks, and clean tennis shoes or hiking boots. The Troop T-shirt can be worn in place of the official uniform shirt only as specifically directed by the Troop leadership.

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Rules of Conduct

Scout meetings:

- 1) Adults who wish to remain at regular meetings are permitted to observe, but are asked to respect the proceedings by not chatting or disrupting in any way.
- 2) Should Scouts require discipline, parents will be called and asked to pick up the Scout. This includes meetings, outings, and resident camps.

Outings/camps:

- 1) Scout Oath and Law in Action. Outdoor Code applies.
- 2) Meals are to be planned and menus adhered to; subject to approval of Scoutmasters. Hot dogs, burgers and cold cereal do not meet Troop 708 standards for menu items. Meals should be planned to cost approximately \$6.00 per Scout per outing (one dinner and one breakfast).
- 3) A minimum amount of cash is to be carried by scouts--\$5 or \$10 or as necessary, approved by leadership. Scouts will not charge another scout for any goods or services.
- 4) Scouts subject to discipline will be picked up by parents.

Charter Organizations

Troop 708 is sponsored by the two following organizations:

The C.V. Rotary: This club is our link with the community and will, from time to time do favors for us or make donations to us. We expect the Troop at some point to return favors in some manner, perhaps in a service project or assistance with one of their community functions. The address of the Rotary Club of Castro Valley is P.O. Box 2117, Castro Valley, CA 94546.

The First Presbyterian Church of Hayward: The church, by their charity, allows us to use their facilities for our meetings. We are thankful to the Elders of the church and the church staff. We expect everyone to respect church property and policy at all times. We also expect to give in return to the church for allowing us to operate here. The address of the church is: 2490 Grove Way, Castro Valley, CA 94546.

Troop Insurance

North America Insurance certifies that First Presbyterian Church of Hayward is insured against liability due to its affiliation with Troop 708. Additional insurance include all scout officials, volunteers, chartered organizations and others engaged in official activities. Insurance protection covers non-owned automobile liability, bodily injury, and property damage.

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Troop Outings

As a general rule, we try to select overnight and day trip outings early in the school year to conflict as little as possible with the local school activities. While this is not always possible, at least we try. For Summer Camp, we again, generally try to schedule it after the local school districts have completed their summer school. That usually means that we schedule our summer camp in early August.

Our overnight outings generally leave from the church parking lot some time early Saturday morning, and are generally completed by mid-day Sunday. Scouts are usually dropped off at their homes to avoid parents having to wait at the church for the returning Scouts.

Parents are encouraged to attend all Troop activities including the overnight outings, assuming there is space available. Siblings of scouts are generally not allowed on most Troop outings. While most activities do not have any limitation as to how many may attend, occasionally, we are limited and these limitations will be announced as early as possible. When mothers (or female guardians) wish to attend overnight outings, we ask that at least 2 females attend, or that they share a tent with their husband. Adults are not allowed to share tents with Scouts.

In the past we have had a problem of boys saying they will be attending an outing and then canceling at the last minute (as in late Friday evening or Saturday morning). We have also had the reverse, in that a boy will say he wants to attend at the last minute. Both of these situations cause logistic problems for the individual(s) purchasing food, as well as those organizing transportation.

To try to prevent this from happening, we ask that parents get their Scouts to keep their commitment regarding outings (A Scout is Trustworthy), and we are implementing an advanced outing payment. This fee will insure that the Scout has thought about the outing far enough ahead to bring the money to the weekly meeting before the outing (as well as to help defray the costs associated with the outing). Also, it will help insure that the Scouts who are purchasing the food will have the required funds to pay for it. If a Scout then decides at the last minute to not attend the outing, he will forfeit his fee (since food was already purchased for him). Generally, this fee will cover food for one dinner and one breakfast (around \$6.00 per Scout), and the camping fees. The individuals purchasing the food need to show the costs to all patrol members, and divide any excess funds collected among all the Scouts participating on the outing.

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Medical Forms and Medications

Each Scout must have a current medical form on file with the troop at all times. If any condition changes that may affect your son in any way, a new medical form should be filled out as soon as possible. There are two main medical forms that must be kept current, and a third form that may be required depending on what outings your son is participating in.

The Class 1 form is filled out by parents and lists general medical conditions. Each Scout should have a new Class 1 form filled out each calendar year.

Your physician must fill out the Class 2 form. The Class 2 form is required for each Scout who will be attending an overnight camp longer than 72 hours (Summer Camp). This is required every 3 years. This means that your son must have a physical examination at least every 3 years. Once this is filled out, the Troop Committee Chair will keep these forms and take them on every Scout outing. It is a good practice for you to keep the original with your son's other Scout records (so you can refer to it as needed and keep track of when you will need to schedule your son for another physical examination) and turn in a copy. If your son attends Brownsea Leadership Camp, or Eagle Camp, you will need to send a copy of this form to camp, so again, by keeping the original, you can make a copy as needed.

All adult leaders attending camps over 72 hours must have a Class 2 medical form filled out every 3 years as well. For adult leaders who are over 40, then there is yet another form, the Class 3 that needs to be filled out by your physician on an annual basis! This form is also used for the High Adventure camping experiences that we may occasionally offer for more experienced Scouts. If it is needed for Scouts going on an outing, you will be notified well in advance of the outing.

If your son requires any medication on a regular basis, there are additional forms that will be required for him to attend summer camp. All medications must be sent to camp in their original containers with the prescription label and they will be kept by the camp medical staff. Campers will have to go to the medical clinic to get their medication. This rule applies to both youth and adults. There should be no medications left in any tents while at summer camp. While the possibility is remote that medications may be taken either accidentally or intentionally by other campers, the camp rules state that all medications must be kept in the clinic. For more information on the rules about medications, speak to the Parent Committee Chair, or the Scoutmaster.

No Scout or Adult Scouter will be allowed to attend Summer Camp unless these forms are filled out as described above. These are not troop rules, but come from the National BSA rules. The Council will not make any exceptions to these rules.

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New Scout Equipment

Often, the parents of a new Scout don't know what they should have for their son in terms of camping equipment. The list below is a suggestion of what your son should have to make his overnight camping experiences enjoyable. This is in no way a complete list of required items, but just a general suggestion of what your son would need for most outings. Naturally, outings in the late Fall and Winter will require more equipment for keeping warm and dry, so use this as a starting point to build upon. Some of these items are optional and can be added in the future. If you need a suggestion for a birthday or holiday gift for your son, check out the list and see what he doesn't have. Check out sporting goods stores like REI, Oshman's, SportsMart, and others for price comparisons. You can also get some of the items from department stores like Target, which occasionally have sales on these items. This list does not include any clothing.

Basic Items	Comments
Backpack	Get this from a Sporting Goods or Outdoor store who has qualified staff to make sure it is a good fit for your son. The backpack is an essential item that should fit your son and provide good weight distribution. Get one with either an internal or external frame. Plan for him to outgrow his first pack.
Sleeping Bag	Generally, this item will last his entire scouting experience if cared for properly. Get a bag that is good down to at least 20°F. Lower is better, but will cost you more.
Hiking boots	Get boots that fit when 2 pairs of socks are worn, and make sure they are broken in before he goes on any hike or outing with them. His feet will thank you!
Sleeping Mat	This can be a foam mat (cheap), or one of the self-inflating mats (more expensive). Generally this is to help insulate the sleeping bag from the cold ground, not for making sleeping on the ground as comfortable as a bed.
Mess Kit	This is a compact eating kit consisting of a frying pan, bowl, cup, and pot. Each boy should have one on all outings.
Flashlight	Nothing fancy needed. AA, C or D size will generally be fine. A waterproof spun aluminum Mag-Light will get lost as easily as a plastic one, so you might as well let him loose the plastic flashlight. Extra bulbs and batteries are always a good idea though.
Water Bottle	This can be a single use water bottle, or one of the camelback types that goes into the backpack, but it should be sufficient in size for the type of outing.
Utensil kit	Fork, knife, and spoon set. Plastic or metal.
First Aid Kit	Personal kit for just your son. Either store bought, or made from items you have around the house. This should be customized for your son's particular needs. It should include basic bandages and antiseptic ointments as well as something like moleskin for blisters.
Compass	A good map compass will last for his entire scouting experience. It is needed to help the boys learn how to orient a map and for much of their hiking and lower rank advancement.

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Ground Cloth	5x8 Ft. plastic sheet to keep the sleeping bag and/or tent off the ground.
Backpack Stove	This is a luxury item, but a good gift item for later in their scouting career.
Rain Gear	From a large plastic bag with holes, to a complete rain suit.
Fishing Pole	A collapsible pole that can fit in the backpack.
Match Case	Plastic or metal match case that is waterproof. Make sure you have strike-anywhere matches in it.
Multi-tool/pocket knife	These are handy for whatever comes up. There are a number of different brands, with many different features.
Water Filter	Since there is not always clean water available on every outing, it is sometimes necessary to get drinking water from lakes and streams. The safest way to do this is with a good quality water filter. This item is a fairly expensive item, but very important on some outings. Save it for when your Scout gets older and you are sure he wants to continue going on outings in the wild, unless you want to also use it to supplement your family earthquake survival kit at home also (A Scout is prepared).

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Personal Equipment Required:

Equipment Checklist - (Overnighter)

The following is a list of important articles for camp-outs. Each Scout should have access to the following items. The most expensive items on the list are a good quality sleeping bag, and Backpack. If you are unsure about what type to purchase, ask one of the more experienced Adult Scouters for advice. Each outing will have it's own special requirements, so this list may not be complete and all items necessary for every outing.

- | | |
|--|--|
| <input type="checkbox"/> Full Uniform (includes hat, shirt, belt, socks, pants or shorts). | <input type="checkbox"/> Toiletries (including toilet paper, tooth brush, insect repellent, & other toilet articles) |
| <input type="checkbox"/> Warm jacket or sweatshirt and long pants | <input type="checkbox"/> Small notebook, pencils and pen |
| <input type="checkbox"/> Socks (2-3 extra) | <input type="checkbox"/> Backpack to carry all camping items |
| <input type="checkbox"/> Sweats for sleeping | |
| <input type="checkbox"/> Hiking shoe/boots (broken in) | <u>Optional Items</u> |
| <input type="checkbox"/> Water bottle/canteen | <input type="checkbox"/> Snacks |
| <input type="checkbox"/> Eating utensils | <input type="checkbox"/> Watch |
| <input type="checkbox"/> Cooking (mess kit) items | <input type="checkbox"/> Playing cards |
| <input type="checkbox"/> Sleeping bag (pillow optional) | <input type="checkbox"/> Wool gloves |
| <input type="checkbox"/> Sleeping pad | |
| <input type="checkbox"/> Tarp or ground plastic | <u>Troop Gear</u> |
| <input type="checkbox"/> First Aid kit (includes moleskin) | <input type="checkbox"/> Troop tent |
| <input type="checkbox"/> Sun screen (optional depending on venue) | <input type="checkbox"/> Tarp |
| <input type="checkbox"/> Flashlight + batteries (put tape over ends) | <input type="checkbox"/> Raccoon/bear-proof smellables containers |
| <input type="checkbox"/> Poncho or rain gear (or large plastic bag) | <input type="checkbox"/> Patrol cooking gear (stove, pots, charcoal) |
| <input type="checkbox"/> 25'-50' of rope | |
| <input type="checkbox"/> Pocket knife | <u>What NOT to bring</u> |
| (after earning the Toten chit) | <input type="checkbox"/> Radio/cassette player, Gameboy or other hand-held games, valuables or electronics |
| <input type="checkbox"/> matches | <input type="checkbox"/> Firearms, Hunting Knives |
| (after earning the Fireman chit) | |
| <input type="checkbox"/> Scout Handbook | |
| <input type="checkbox"/> Compass (if you have one) | |

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Equipment Checklist -(Resident Summer Camp)

Personal Gear

- | | |
|---|---|
| <input type="checkbox"/> Full Uniform (includes hat, shirt, belt, socks, pants or shorts). Also, please bring Troop 708 T-shirt | <input type="checkbox"/> Toiletries (includes small roll of toilet paper, toothbrush, soap, shampoo, towel) |
| <input type="checkbox"/> Warm jacket or sweatshirt and long pants | <input type="checkbox"/> Day pack and back pack |
| <input type="checkbox"/> Socks (weeks' supply, plus extra) | <input type="checkbox"/> Small notebook, pencils and pen |
| <input type="checkbox"/> Underwear (weeks' supply) | <input type="checkbox"/> Playing cards |
| <input type="checkbox"/> Two changes of clothes (T-shirts, shorts are okay; include spare dry shoes) | <input type="checkbox"/> Scout Book |
| <input type="checkbox"/> Hiking shoes | <input type="checkbox"/> Snacks (for hiking and when in camp) |
| <input type="checkbox"/> Swimming trunks | <input type="checkbox"/> Spare cash (\$10-\$20) |
| <input type="checkbox"/> Sweats for sleeping | <input type="checkbox"/> Watch |
| <input type="checkbox"/> Water bottle/canteen | <input type="checkbox"/> Fishing gear (optional) |
| <input type="checkbox"/> Eating and cooking utensils | <input type="checkbox"/> Camera (optional) |
| <input type="checkbox"/> Sleeping pad | <input type="checkbox"/> Compass (if you have one) |
| <input type="checkbox"/> Sleeping bag (pillow optional) | |
| <input type="checkbox"/> Tarp or ground plastic | |
| <input type="checkbox"/> First Aid kit (includes moleskin) | |
| <input type="checkbox"/> Sun screen #15 or higher | |
| <input type="checkbox"/> Insect repellent | |
| <input type="checkbox"/> Chapstick | |
| <input type="checkbox"/> Flashlight + batteries (put tape over battery ends) | |
| <input type="checkbox"/> Poncho or rain gear (or large plastic garbage bag) | |

Troop Gear

- Troop tent (depending on available facilities)
- Tarp

What NOT to bring

- Radio/cassette player, Gameboy or other hand-held games, valuables or electronics
- Firearms, Hunting Knives

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Troop Equipment

The Troop Committee provides funds for the operation of the Troop, including camping equipment. It is for the use of all the Troop members by patrols on any and all troop outings and camps. It is the responsibility of the Scouts to maintain the gear in good working condition with direct oversight by the Quartermasters. The expectation is that all equipment will be treated as if it were your own, including replacement due to abuse or neglect.

Proper use, care, storage of equipment is expected at all times. Normal wear and tear excepted; ongoing maintenance is required. Abuse, or intentional damage by Scouts will result in replacement or repair by adults, and restriction of equipment use.

It is the Troop's purpose to teach proper stewardship of others' property. Please reinforce these principles at home.

When Using Troop Equipment:

- 1) **KNOW AND PRACTICE THE "OUTDOOR CODE"**
 - As an American, I will do my best to be clean in my outdoor manners.
 - Be careful with fire.
 - Be considerate in the outdoors, and
 - Be conservation minded.

- 2) **KNOW AND PRACTICE STOVE SAFETY AND OPERATION**
 - Allowed only with adult supervision.
 - Never use indoors or in a tent.
 - Never loosen fittings or refuel a hot stove.
 - Keep head and hands clear when lighting.
 - Never leave lighted stove unattended.
 - Keep fuel containers and flammables away from stoves.

- 3) **DEMONSTRATE TENT SETUP AND CARE**
 - Be familiar with manufacturer's instructions.
 - Use a ground tarp and clear sharp objects.
 - Remove shoes when entering.
 - Never horseplay in or around tents
 - Always keep zippers zipped.
 - Never leave any food or smellables in or around the tents.
 - Sweep tents clean before packing.
 - Report any damage or defects.
 - Re-pack neatly and check contents.
 - No flames or sharp tools in or around tents.

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Junior Leader Training and Job Descriptions

The Tres Ranchos District Council has a number of training opportunities that will help the boys improve their leadership skills. Some of these are one-day events, and some of them are longer over-night training classes. Once a year, the district offers a Junior Leadership Camp called Brown Sea Leadership Training. This is a week long camping experience and has been held in the past at the Wente Scout Reservation near Willits California. In the past, the Troop has offered to fund 1/2 of the fee for this training to encourage Scouts to get formal leadership training that they can utilize in our troop to make it a better troop. There are some age and rank requirements, so check with the Scoutmaster, Parent Committee Chair, or the district office about this training for your son. The monthly council newsletter has a calendar listing these training events. Information regarding them can also be obtained directly from the Parent Committee Chair, or the Council Office.

Junior Leadership jobs in the Troop help Scouts learn leadership responsibilities and skills. They are also required for the advanced ranks. There are many troop jobs for the boys to volunteer for (or be elected to fill). The following brief job descriptions are taken from the Boy Scout Junior Leaders Handbook. If your son has one of these jobs, you might want to purchase a copy of this book from the Scout Store.

All Troop Junior Leaders should set good examples to the other Scouts in the Troop. He should wear his Scout uniform properly and proudly. He should live by the Scout Oath and Law.

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Troop 708

CODE OF CONDUCT

from the Guide to Safe Scouting: All members of the Boy Scouts of America are expected to conduct themselves in accordance with the principles set forth in the Scout Oath and Law. Physical violence, hazing, bullying, theft, verbal insults and drugs and alcohol have no place in the Scouting program and may result in the revocation of a Scout's membership in the unit.

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.

Scout Law

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean and reverent.

Outdoor Code

As an American, I will do my best to
Be clean in my outdoor manners,
Be Careful with fire,
Be considerate in the outdoors,
and be conservation-minded.

Troop Member Agreement

I alone am responsible for my behavior at all Boy Scout functions. I understand that each Scout has the privilege to learn about Scouting and to enjoy all Scouting activities. Some behaviors take away from the Scouting experience, hurt others, destroy property and impact the ability of Scouters to obtain the full benefit of participating in the Scouting program. I understand that by following the ideals and teachings of the Boy Scouts of America I will more safely enjoy, and benefit from, the Scouting experience.

To make certain the privileges of Scouting are available to all members of my Troop, I agree to the following:

1. I will demonstrate good Scout spirit and follow the Scout Oath and Law and the Outdoor Code
2. I will actively participate in all activities while in attendance unless excused by the Scoutmaster or for medical reasons.
3. I will remain in attendance at the activity location unless excused by the Scoutmaster.
4. I will follow all directions from adult or scout leaders promptly and respectfully
5. I will not participate in any form of harassment – verbal, physical, sexual or racial. This includes intimidating behavior (e.g., ridiculing, teasing, bullying) and fighting.
6. I will treat all others with proper respect at all times
7. I will not say disparaging things about other Scouts or Leaders
8. I will not use profanity
9. I will use equipment in the manner for which it was designed and in keeping with the proper safety guidelines set forth by the Boy Scouts of America
10. I will respect the personal equipment and property of others
11. I will respect troop equipment

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12. I will properly wear the appropriately classed Scout uniform to all Scouting functions and will not wear inappropriate clothing or footwear. The insignias on my Scout uniform will be kept up-to-date.
13. If I have any problems I will inform a leader in the following order based upon availability / my comfort: 1) My Patrol Leader, 2) Senior Patrol Leader, 3) Scoutmaster, 4) Assistant Scoutmaster.

Failure to follow the rules in this Code of Conduct will result in the following consequences, though, risky or serious behavior will be dealt with more severely and be escalated more expeditiously:

- 1st I will be warned
- 2nd I will be removed from the activity
- 3rd I will be sent home from the activity
- 4th I will not be allowed to attend other activities

I also understand that continued failure to follow these rules will result in more severe consequences, including revocation of my membership in the Troop.

I understand that possession of illegal drugs, alcohol, tobacco products, firearms, fixed blade knives, fighting weapons, fireworks or other similarly dangerous or illegal items will be grounds for IMMEDIATE REVOCATION of my membership in the Troop.

Cigarette lighters, illegal fire starters, knives (without earning the Totin' Chip), matches (without earning the Firem'n Chit), electronic devices, laser pointers and headsets will be collected and returned to parents or guardians. Repeated incidents of bringing non-sanctioned items to an activity will result in more severe consequences.

In addition to any actions noted above, if I commit any of the following infractions, I will replace or repair the damaged, destroyed or missing equipment at my own cost:

1. Items stolen (no matter how small or inconsequential)
2. Other's personal property damaged or destroyed (intentional or accidental)
3. Troop equipment damaged or destroyed through neglect

On My Honor as a Scout I, _____, agree to live by the Scout Oath and Law and the Outdoor Code. I have read and understand the above Code of Conduct, agree to follow the rules set forth in it and understand the consequences of breaking any rules.

Scout Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Scoutmaster Signature: _____ Date: _____

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SENIOR PATROL LEADER (SPL)

Job Description:

- 1) The SPL is elected by the Scouts to represent them as the top Junior Leader in the Troop.
- 2) SPL reports to the Scoutmaster.
- 3) Duties:
 - Runs all troop meetings, events, activities attended.
 - Runs the Patrol Leaders' meeting.
 - Assigns duties and responsibilities to junior leaders.
 - Assists Scoutmaster with Junior Leader Training.
 - Sets a good example.
 - Wears the Scout uniform correctly for all meetings and outings.
 - Lives by the Scout Oath & Law
 - Shows and is an example of Scout Spirit.



ASSISTANT SENIOR PATROL LEADER (ASPL)

Job Description:

- 1) The Assistant Senior Patrol Leader is the second-highest ranking Junior Leader in the Troop. He is elected by the Scouts and acts as the senior patrol leader in the absence of the senior patrol leader or when called upon. He also provides leadership to other junior leaders in the troop.
- 2) ASPL reports to the SPL and the Scoutmaster.
- 3) Duties:
 - Helps SPL lead meetings, events and activities.
 - Runs the troop in the absence of the SPL.
 - Helps with training of junior leaders.
 - Participates in Patrol Leaders' meeting.
 - Sets a good example.

- Wears the Scout uniform correctly for all meetings and outings.
- Lives by the Scout Oath & Law.
- Shows and is an example of Scout Spirit.



TROOP GUIDE

Job Description

- 1) The Troop Guide works with new scouts. He helps them feel comfortable and earn their First Class rank in their first year.
- 2) The Troop Guide reports to the Scoutmaster and the SPL.
- 3) Duties:
 - Introduces new Scouts to troop operations.
 - Guides new Scouts through early Scouting activities.
 - Shields new Scouts from harassment by older established scouts.
 - Helps Scouts earn First Class Rank in their first year.

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- Teaches basic Scout skills.
- Works with the patrol leader in dealing with new Scouts.
- Sets a good example.
- Wears the Scout uniform correctly for all meetings and outings.
- Lives by the Scout Oath & Law
- Shows and is an example of Scout Spirit.



PATROL LEADER (PL)

Job Description:

- 1) The Patrol Leader is an elected leader. He represents his patrol at the Patrol Leaders' meetings and other events.
- 2) He reports to the Senior Patrol Leader. He also works with the Troop Guide with new Scouts.
- 3) Duties:
 - Appoints the Assistant Patrol Leader.
 - Plans and runs patrol meetings.
 - Ensures patrol is prepared for outings or events.

- Helps Scouts Advance.
- Acts as a recruiter of new Scouts.
- Keeps Patrol members informed.
- Is aware of his patrol members' capabilities.
- Sets a good example.
- Wears the Scout uniform correctly for all meetings and outings.
- Lives by the Scout Oath & Law
- Shows and is an example of Scout Spirit.



ASSISTANT PATROL LEADER (APL)

Job Description:

- 1) The APL is appointed by the PL and leads the Patrol in his absence.
- 2) He reports to the PL.
- 3) Duties:
 - Helps the PL plan and run patrol meetings.
 - Helps PL keep patrol members informed.
 - Helps get patrol ready for all outings, activities and events.

- Helps PL controlling the patrol and building patrol spirit.
- Represents patrol at Patrol Leader meetings when PL cannot attend.
- Sets a good example.
- Wears the Scout uniform correctly for all meetings and outings.
- Lives by the Scout Oath & Law
- Shows and is an example of Scout Spirit.



TROOP SCRIBE

Job Description:

- 1) The Scribe keeps the Troop records and records the activities of the troop.
- 2) He reports to the ASPL.
- 3) Duties:
 - Records results of elections.
 - Posts information regarding upcoming outings to the Troop Newsletter.
 - Keep necessary notes on Troop meetings for posting to the Troop Newsletter.

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- Reports to the Troop Newsletter on an outing that has taken place.
- Sets a good example.
- Wears the Scout uniform correctly for all meetings and outings.
- Lives by the Scout Oath & Law
- Shows and is an example of Scout Spirit.

4) Additionally, the Scribe may be called upon to act as assistant editor to the adult editor of the Troop Newsletter.



**TROOP
QUARTERMASTER**

Job Description:

- 1) The Quartermaster keeps track of troop equipment and sees that it is in good working order.
- 2) He reports to the ASPL.
- 3) Duties:
 - Keep records on patrol and troop equipment.
 - Checks equipment in and out to patrols for outings/activities.

- Makes suggestions for new or replacement items.
- Works with the Troop Adult Committee member responsible for equipment.
- Sets a good example.
- Wears the Scout uniform correctly for all meetings and outings.
- Lives by the Scout Oath & Law
- Shows and is an example of Scout Spirit.



LIBRARIAN

Job Description:

- 1) The Librarian takes care of Troop Books and materials used for Merit Badges and advancements.
- 2) He reports to the ASPL.
- 3) Duties:
 - Keeps a record of books and pamphlets owned by the Troop.
 - Keeps books and pamphlets available for borrowing.

- Keeps a system for checking books and pamphlets in and out.
- Reminds Scouts and Scouters to return books and pamphlets to library.
- Sets a good example.
- Wears the Scout uniform correctly for all meetings and outings.
- Lives by the Scout Oath & Law
- Shows and is an example of Scout Spirit.



TROOP HISTORIAN

Job Description:

- 1) The Historian takes care of Troop Books and materials used to record Troop outings, activities and events.
- 2) He reports to the ASPL.
- 3) Duties:
 - Keeps a file of articles, pictures and materials about the Troop.
 - Gathers pictures, facts and articles about Troop activities and events.

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- Keeps a scrapbook available for past history of the Troop.
- Takes care of Troop Trophies, ribbons, and souvenirs.
- Sets a good example.
- Wears the Scout uniform correctly for all meetings and outings.
- Lives by the Scout Oath & Law
- Shows and is an example of Scout Spirit.



CHAPLAIN AIDE

Job Description

- 1) The Chaplain Aide works to help meet the religious needs of the troop.
- 2) He reports to the SPL, the ASPL and the Scoutmaster.
- 3) He will lead the troop with grace before a meal and with requesting safekeeping when going out on an outing and giving thanks for the completion of an outing.
- 4) Duties:
 - Assists or leads religious services of the Troop.

- Makes sure religious holidays are considered during troop planning.
- Sets a good example.
- Has earned his Faith's religious emblem.
- Wears the Scout uniform correctly for all meetings and outings.
- Lives by the Scout Oath & Law
- Shows and is an example of Scout Spirit

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Official Placement of Insignia

Below is a copy of a scouting uniform inspection sheet showing the correct insignia placement. For a more detailed guide, an official BSA Insignia Guide is available at the Scout Store for only a few dollars. The Troop Librarian may also have a copy in the Troop Library.

BOY SCOUT/VARSITY SCOUT UNIFORM INSPECTION SHEET

SHOULDER SEAM

OFFICIAL PLACEMENT OF INSIGNIA

SHOULDER EPAULETS AND LOOPS

RIGHT SLEEVE

LEFT SLEEVE

RIGHT POCKET

LEFT POCKET

Conduct uniform inspection with common sense; the basic rule is neatness.

Merit Badge Sash. If worn, merit badges are attached to front (and back, if needed) of sash. Venture/Varsity letter is attached at bottom front corner. Temporary insignia may be worn on back.

Shoulder Epaulets. Red shoulder loops identify Boy Scouting (all members of a troop). Blaze loops identify Varsity Scouting.

Left Sleeve. Council patches, unit numeral, and badge of office are worn as shown snug up, and touching each other. Badge of office is centered below and touches unit numeral. The veteran unit bar (25, 50, 55, 60, 65, 70, 75, or 80 years) is positioned above and touching troop numeral and in turn touching council patch. Den chief cord is worn over the left shoulder and under epaulet.

Left Pocket. Service stars above the pocket. If a medal or embroidered knot for youth members is worn, service stars are raised. Embroidered square knots are worn centered above the pocket in rows of three. Not more than five medals may be worn, pinned centered immediately above the pocket (extending over knots if both are worn). The wearing sequence for knots or medals is at the wearer's discretion and lead color is to the wearer's right. Badges of rank are worn centered on the pocket above the Arrow of Light Award. Flap buttoned. The World Crest is worn centered horizontally over the left pocket and vertically between the left shoulder seam and the top of the pocket.

Right Sleeve. U.S. flag. Only the most recently earned Quality Unit Award may be worn below patrol emblem or below Baden-Powell Patrol Star. Musician badge, if in band or drum corps, is worn 1/2 inch below patrol emblem. Up to six merit badges may be worn on the long-sleeve shirt in two columns of three starting 3 inches above the bottom edge of the cuff.

Right Pocket. Jamboree insignia (only one) worn above BSA or interpreter strip. Order of the Arrow lodge insignia worn on pocket flap. Temporary insignia worn centered on the pocket. Flap buttoned. The Varsity or Venture strip is worn above the BSA strip or above the interpreter strip. Nameplate, if worn, is centered above the BSA strip, interpreter strip, and Venture or Varsity strip.

No. 34283 BOY SCOUTS OF AMERICA 1995 Printing

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Scout Shop and Scout Uniform Information

The San Francisco Bay Area District Office is located in San Leandro at 1001 Davis Street. The Scout Shop is also located at this address. The telephone number is 510-577-9000. The Scout Shop is one location where you can purchase the official Scout Uniform and other Scout equipment. There are also Scout Shops in San Jose and San Francisco, as well as other locations in the Bay Area. There are other stores in the area that carry Scout uniforms and equipment; J.C. Pennys sells them through their catalogue. Sometimes, uniform items may also be found at second-hand shops like Goodwill, and Salvation Army.

The troop also has out-grown "experienced" uniform items (generally in the smaller sizes) that are freely available. Contact the Parent Committee Uniform Exchange Coordinator to either donate items, or see if there is anything that your son could use.

Scouting and the Internet

As with many activities these days, Scouting is represented on the Internet at the Troop 708 web site: www.Troop708.org. The SFBAC has a web site at www.sfbac.org; the National Boy Scout Headquarters has one at <http://www.bsa.scouting.org>, and numerous other scouting organizations are also on the web.

For scouting related items like Dutch Oven cooking recipes and scouting clipart, try going to <http://www.macscouter.com>. For merit badge information, try <http://www.meritbadge.com>. For another clip-art site that you can use for scouting activities, try http://clipart.usscouts.org/ScoutArt/bsa_art/insignia/position/bsyth/. Any one of these sites will most likely have a link page that will quickly send you to a number of other Scouting related web sites.