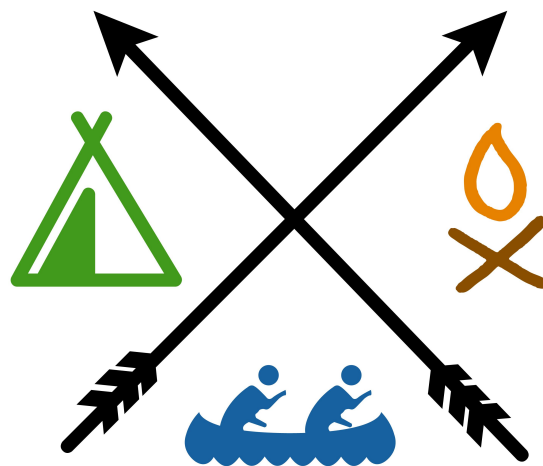


Scout & Parent Handbook

Troop 889



**Naperville
Illinois**

Last Update: 2/25/2022

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I. General Information

Troop 889 has a history of excellence and service. While we were chartered in 1991 with less than 15 scouts, we are now one of the larger troops in the District. As a larger Troop we recognize the need to get to know each scout and offer many opportunities for advancement and merit badges. We have graduated more than 155 Eagle Scouts and have been a long-time recipient of the National Quality Unit Award. The Troop maintains a roster of 60+ scouts, with 30+ participating in monthly and summer camps. Our Adult Leadership is derived from the many dedicated parent volunteers with the troop, as are the other volunteer opportunities. A list of Adult Leaders, other leadership and positions may be found on our website <http://bsa889.com>

Troop 889 meets from 7:00 - 8:15 pm on Monday evenings in the Gymnasium at Wheatland Salem United Methodist Church (WSUMC), our Chartering Organization. WSUMC is located on the southeast corner of the intersection of Book Rd. and 95th St. in Naperville, IL. Troop meetings are held all but one Monday night of each month. Patrol Leader Conference and Boards of Review are held on the "off" Monday. Meeting, PLC/BOR and Event dates may be found on the Troop Calendar by accessing <http://bsa889.com>

Troop 889 runs a yearlong program, with one or two outings or events every month of the year; however, we don't hold regular Monday Troop meetings over the summer.

II. Communication Overview

Troop information and resources can be found on the troop website (<http://bsa889.com>), including contact information for key leaders, event information, and answers to frequently asked questions. This is a public facing site; therefore, personal information will not appear on this site.

The troop uses an online troop management application called Scoutbook (<http://www.scoutbook.com>). This is where we maintain your scout's advancement records and contact information. All personal scout information will appear on the secure <http://www.scoutbook.com> site. All

Scout families will receive access to this record keeping and informational package upon registering with the Troop. Each family will be able to personalize their user name and password. Scouts who already are in Scoutbook will be transferred in by their pack.

Most communication within the troop is sent via email, using the email address(es) listed in Scoutbook, so please be sure your contact details are correct and current in Scoutbook at all times. If you have questions or difficulty accessing Scoutbook, please contact the troop leadership via the <http://bsa889.com> website, or at one of our weekly meetings.

Our official calendar is available at the troop website, as well as within Scoutbook.

We also maintain a presence on Facebook (<https://www.facebook.com/Troop889/>) and Twitter (<https://twitter.com/troop889>). Be sure to like & follow us!

III. Scout Leadership

Troop 889 is a Scout-run (committee guided) troop and as such the scouts plan the meetings and outings. Elected Scout leaders plan and execute the program with adult participation and support.

The Troop is divided into a number of patrols with 10-15 scouts. Sometimes patrols will hold their own meeting or plan outings in addition to the Troop meetings. New Scouts remain together for a couple of months as they work through the beginning ranks for skill building, get to know each other and how the Troop functions. They are then placed into permanent Patrols which consist of scouts of varying ages and skill levels. This fosters the learning and leadership process for both the new and experienced scouts.

The Patrol Leaders Council consists of the members of the Tatanka Patrol (the Senior Leadership Patrol), Patrol leaders, and other selected troop leaders, the Scoutmaster and Assistant Scoutmasters. The purpose of this meeting is to plan the meetings and events for the following month.

The monthly troop outings are determined by the Scoutmaster and the Troop Committee based upon requests from the scouts at the annual planning meeting.

Learning leadership skills is one of the most important products of being a Scout. Troop 889 has a Junior Leader Training program hosted within the Troop for Scout Leaders. Each Scout will learn the skills needed to carry out his job in the Troop by attending Introduction to Leadership Skills Workshops. Some of our scouts have served as staff on Council Training programs, and as Camp Staff at Camp Freeland Leslie, Three Fires Council Day Camp, Camp Gerber and other Scouts BSA Camps. Adult and youth training are offered regularly through the Three Fires Council and many training activities are subsidized by the Troop.

IV. Parent/Adult Involvement

Each family is expected to provide adult volunteer support in no less than 2 activities per year and our tree lot fundraiser. Adults who participate in the activities discover that Scouting can be as much fun for them as it is for their scout and Scouts whose parents who are involved get more out of the program and typically advance further. Volunteers are welcomed at all levels and for all activities including many that don't involve camping.

That said, one great volunteer opportunity area for those just joining is helping with the Camping/Outings. For all Troop or Patrol outings, there must be two registered adult leaders, with Youth Protection Training, present at all times. If the group is to be split (e.g. a strenuous hike for the older scouts, and an easier hike for the younger scouts), there must be two registered adult leaders with each group. See Section XIII for more information on Youth Protection Training. Volunteers are also needed to drive scouts to outings.

If you're volunteering as a driver, transportation to all Troop events must be in insured vehicles with a functioning seat belt for every passenger. Seat belts must be worn whenever the vehicle is moving. Vehicle insurance information must be on file with the Troop and Council before it may be used for Troop transportation. This information is gathered during the registration for individual outings.

While some Scouts BSA Leadership positions require different training courses, **all** registered adults are required to participate in Youth Protection Training. This training is available online at www.myscouting.org and in a classroom setting at various times during the year through Council. This information can be obtained from the Committee Chairperson or Training Chairperson.

The safety and protection of our scouts and leaders is a primary concern of the Boy Scouts of America and Troop 889. Policies, training and information have been established to insure that each scouting unit, leader, scout, and parent has the resources to identify, prevent and respond to unsafe situations. The Youth Protection Training is part of the overall Youth Protection Policy. It starts with the Child Abuse information insert in the Scouts BSA Handbook. It is very important that parents review this information with their scout. In addition to the insert, the Youth Protection Policy requires two-deep leadership at all scouting activities. The completion of the Youth Protection Training will provide adults with the information that Boy Scouts of America deems important when working with scouts.

No Scout is expected to travel the Trail to Eagle by themselves. Parents should encourage their scout to work on advancement and take full advantage of the Scouting program. That being said, part of what makes the Scouts BSA Program so effective, is the requirement of the Scouts to be the initiator of their success in advancement. Parents are not to sign off requirements in their scout's Scouts BSA Handbook. They may, within the limitations prescribed above, be merit badge counselors for their own scout. Parents are invited to all Troop meetings and Events, especially the Fall and Spring Courts of Honor.

Many adult leadership roles beyond basic volunteering are also available in our troop. These include Assistant Scoutmaster, Merit Badge Counselor and Committee Chairperson. Some require specific training, others just participating in our regular meetings. A comprehensive list of adult training opportunities can be found at <http://myscouting.org> or the Three Fires Council site. A list of our volunteer positions can be found on the troop website <http://bsa889.com>.

V. Troop Activities

Troop 889 has monthly events year-round. Many of those events are overnight campouts. The camping and non-camping programs are designed to provide the Scouts with fun, skill building, and advancement and leadership opportunities. In addition to meeting requirements for Rank Advancement, outings provide opportunities for earning merit badges; including Camping, First Aid, Swimming, Snow Sports, Disability Awareness, Collections and many others.

For the older scouts over 14, Troop 889 offers high adventure opportunities. Past trips have included white water rafting, rock climbing, canoeing, sailing SCUBA diving and hiking at locations like Northern Tier, Sea Base, Isle Royale, Boundary Waters and Philmont.

Scouts must be in a "Modified Field" uniform for travel to and from all Troop outings. See Section X for the description of uniforms.

VI. Campouts

There will be a campout fee due before each campout. This fee covers most of the cost of the campout (food, registration) and commits the Scout to the outing while allowing the Patrol to plan for food purchases. This fee is generally \$30 - \$45.

Scouts tent and cook as patrols. They do their own meal planning and preparation. Scouts will be given information regarding purchasing food when it is their responsibility. Any questions regarding meal plans should begin with the Patrol Leader and Senior Patrol Leader while purchasing questions should be directed to the Scoutmasters.

Scouts and adults do not share tents. *(Exceptions may be made on High Adventure trips, where Scouts may share a tent with their parent, but no other adult). Scouts are to use Troop 889's tents. Scouts are expected to keep their assigned tent tidy during the event and 1 of those scouts will be expected to take the tent home for set up and cleaning before returning the tent, in a timely manner, to the Troop Quarter Master. Adults bring their own tent.

Camping nights are recorded by the Advancement Chair to aid in tracking requirements for participation in the several Merit Badges and the Order of the Arrow. It is expected that scouts will participate in campouts for the full duration, if however, circumstances prevent this, partial credit for participation may be given with Scoutmaster consent. To qualify as a completed "night" of camping, the scout must be in attendance for the majority of the day time activities and set-up or take-down of camp. Any questions regarding this should be directed to the Scoutmaster.

VII. Troop 889 Equipment

On campouts, the troop furnishes tents, patrol boxes containing cooking gear and propane. Scouts are responsible for bringing individual plates, bowls, cups, eating utensils, sleeping bags, appropriate clothing for the range of potential conditions and personal items.

Tents - Troop 889 has spent a great deal of money on equipment and we need help from each scout family to properly maintain the equipment. At the end of each campout, Scouts will be assigned certain equipment that must be taken home, cleaned and brought back to the next troop meeting.

Tents are expected to be returned to the Troop 889 Quartermaster within **two meetings** from the date of the campout! Returned equipment will be inspected upon return to ensure it is in good condition.

Following is a summary of tent care expectations.

Troop 889 Tent Care Instructions

Troop 889 has spent a great deal of money on equipment and we need help from each scout family to properly maintain the equipment. At the end of each campout, Scouts will be assigned certain equipment that must be taken home, cleaned and brought back to the next troop meeting.

Tarps

Lay tarp out to dry. After it dries take a stiff broom and sweep all dirt and debris from the tarp. If dirt or mud remains on the tarp, you should spray it with water and use a stiff brush to clean off the dirt.

Tents

If you have been assigned a tent to take home, you must set it up when you get home or hang it up in the garage or basement. Cleaning and drying tents is extremely important to prevent mildew and to increase the usable life of the tents. **Mildew can set into a tent in as little as 24 hours**, so it is important to get even a slightly damp tent (like one you would find on a dewy morning) aired out quickly.

One of the easiest ways to damage your tent is by not drying it as quickly as possible after it gets wet.

Storing a wet tent for as little as 24 hours in warm weather is likely to start the process of mildew formation. Mildew can permanently damage the waterproof coatings by causing them to separate from the fabric, but mild to severe staining is more common. Mildew stains are permanent. They cannot be removed without potential harm to the fabric coatings. Even when your tent appears to be dry after use, it is always best to assure it is completely dry before storing. Hang it outside or pile it loosely in your house, turning it inside and out to assure it has dried everywhere. Never machine dry your tent as the heat can melt the fabric.

Tent parts

1 Tent Body

1 Fly

Aluminum Poles

2 A- Frame Poles

1 Ridge Pole

2 Ridge Pole Extensions

1 Spreader Pole (Bent)

1 bag Tent stakes

Guidelines When Taking Tents Home

Clean the tent

Shake out any debris from the inside of the tent.

Sweep out the inside of the tent, if necessary.

If there is mud/dirt in/on the tent, clean with a damp cloth.

If these items are very muddy, they will need to be hosed off.

Dry the tent and fly by setting it up or spreading it out outside. Dry the ground tarp and bags by spreading or hanging outside. This can be done in your garage or basement if necessary but will require much more time to dry.

Make sure all the pieces are included and inspect for damage. Rain Fly, tent body, ground tarp, poles, tent bag, stake bag and stakes

Pack tent

Place the stakes in the stake bag. Fold the tent in half the long way, then fold in half again so the width is somewhat less than the length of the tent bag.

Fold the fly in half the long way, then fold in thirds the long way, so that it is the same size or smaller than the folded tent.

Fold the ground tarp in half the long way, then fold in half again so that it is the same size or smaller than the folded tent.

Lay out the tent on the floor. Place the fly and tarp on top of the tent. Roll the poles inside of the tent/fly/tarp and place in the tent bag.

Be sure to include the bag of stakes inside the tent bag. Return

Report any missing items, or problems, to the quartermaster when you return the tent.

Turn-in the tent to Quartermasters. Arrive fifteen minutes prior to the start time of the next meeting, for inspection.

Be sure that the tent is logged in by a quartermaster.



Clean the tent



Dry by setting up

or



Dry by hanging



Inspect for Rips



Check the Poles



Roll up tent



Pack Tent



Return Tent

VIII. Damaged Equipment Policy:

Troop 889 expects Scouts to take pride in, and care for, the Troop's equipment:

- Tents that are wet when brought home, and left unopened in a stuff sack for any length of time, without being opened, dried and cleaned, become moldy and may be unusable again depending on the degree of damage. To protect our Scout's health, this may require us to throw the tent out and this is completely avoidable with proper tent care, cleaning and maintenance.
- **IMPORTANT NOTE:** Tents that are not returned in a reasonable period of time, or are damaged beyond reuse when returned, are expected to be reimbursed to the Troop at \$400 **full cost** so that we may purchase additional equipment.
- Each Scout / scout family will accept responsibility for care of troop equipment via the signed care agreement in the appendix and is expected to repair or replace damaged troop equipment. The decision to repair or replace a tent, or other Troop Equipment, because it is returned in non-usable condition, is done so at the discretion of Troop 889's Quartermaster.

IX. Summer Camp

No Scout will want to miss the great fun and camaraderie to be had at Summer Camp. The availability of merit badges, rank advancements, swimming, fishing and time with friends is an undeniable pull.

Troop 889 traditionally attends summer camp during June/July but it can vary year to year. Costs range from camp to camp but are typically under \$400, including transportation to and from camp. Registration for summer camp usually begins in March. Final Summer Camp fees are determined by the Troop based on the cost of transportation, summer camp fees, and required adult participation.

The Troop has attended Camp Decorah, Camp Freeland Leslie, Napawon, Ransburg, Camp Philips, Camp Gerber, Camp Ransberg, Camp Ed Bryant, and Camp Long Lake in recent years. Summer camp is a one-week camping experience that is beneficial to all scouts.

For scouts/families unable to afford the cost of Summer Camp or other troop activities, there are campership opportunities available. Please direct questions regarding this to the Scoutmaster.

X. Membership and other Fees

Membership fees cover a full year of National Scouts BSA dues, and supplemental insurance. The fees also partially cover expenses for rank advancements, merit badges, and other awards.

Crossover Scouts are assessed \$35 for the first year, due at Crossover and should be accompanied by an application form. New Scouts that are reregistering are charged a \$132; however late fees apply if the renewal forms are delinquent. Scouts that are joining at a time other than at Crossover season (January - April) will have the annual fee prorated. Adults leaders are covered by the troop. Questions regarding membership fees should be directed to the Membership Chair. Yearly membership renewal is \$132 (subject to change).

Payments for Scout activities including campouts and Summer Camps are to be made beforehand. If fees are not made in a timely manner, the balance will be applied to the scout account.

XI. Fundraising

Troop 889 has three fundraising opportunities each year. The largest fundraiser is the Christmas tree sale held on the Church property. This sale is the major fundraiser for Troop expenses. Each scout, and at least one parent, is required to participate in this activity. A portion of the profits from this fundraiser will be deposited into the Troop "scout accounts" for access by the scout to pay for scout related costs; such as, uniforms, camping fees and BSA equipment. BSA Popcorn and Camp Card sales are also available and allow the scout to directly earn money for their scout account. For every dollar sold the scout earns a percentage, which is set by Boy Scouts of America, and then deposited into their scout account. While the troop takes no part of the profits for this fundraiser; we will facilitate the process for the Scouts.

XII. Scout Accounts

Funds earned by scouts during fundraisers are deposited into their "Scout Account". This account may be used toward any scout related fees such as summer camp, monthly outings, camping equipment, high adventure outings and Eagle projects.

Scouts who transfer to another Troop may request, in writing, that their funds be transferred to their new Troop. Scouts may transfer their funds to a sibling if they leave the troop. Otherwise, any funds remaining in a Scout's account when he leaves the Troop will be transferred to general troop funds for use towards camperships and as deemed appropriate by the committee. Any questions regarding use of Scout account monies should be directed to the Treasurer.

XIII. Advancement Guidelines Scout - Tenderfoot – 2nd Class – 1st Class

The goal of Troop 889 is to advance every Scout to 1st Class. The journey from Scout to 1st Class is noticeably different from the journey from 1st Class to Eagle. The most obvious differences are that the requirements for the ranks for Scout, Tenderfoot, 2nd Class, and 1st Class are scout skill oriented. In order for a Scout to have completed these individual requirements, he must meet the requirement as stated in the Scouts BSA Handbook. In other words, if the requirement is to "Demonstrate", they must show how something is done - they demonstrate how to do it. If the requirement is to "Explain", they must be able to describe or tell the requested information in such a way that the adult leader recognizes the Scout's own knowledge of that requirement. Scouting's Teaching EDGE (Explain, Demonstrate, Guide and Enable) will be taught and used.

The individual requirements should be signed off, by a Scout Leader, in the Scout's Handbook and recorded with the Troop Advancement Chairperson as quickly as possible after completion. Parents can not sign off on advancements for their own scout. We do expect to enable scouts/parents to electronically record progress on the www.scoutbook.com website in the near future; however, these advancement activities will not be recognized as

officially completed until electronically approved by the appropriate authorized approver (ie. assistant scoutmaster or scoutmaster).

Active participation is required at different levels for these rank advancements (Tenderfoot-requirement 2, 2nd Class-requirement 2a, 1st Class-requirement 3). It is highly recommended that scouts complete the Troop/Patrol Activities Records within the pages of the Scout Handbook. There are no other participation requirements for these ranks. However, the adult leadership in Troop 889 strongly believes that the Scout will enjoy scouting more, advance more easily and rapidly, and get more benefit from Scouting if the Scout is a regular active participant in all Scouting activities, including meetings, campouts, fund raisers, service projects, and other activities. All scouting service should be considered for High School service hour requirements.

Requirements for advancement may only be signed off by Scoutmasters and their designates. These designates may include, on different occasions, Junior Assistant Scoutmasters, Senior Patrol Leaders, Assistant Senior Patrol Leaders, Troop Guides, Instructors, or Patrol Leaders.

A **Scoutmaster Conference** is required for advancement to each of these ranks. An appointment should be made by the scout ahead of time with an Assistant Scoutmaster or the Scoutmaster. The Scoutmaster Conference may or may not take place during a Troop meeting or camping trip. This Scoutmaster Conference is for the purpose of building a relationship between the adult leader and the Scout, and to discuss past and future expectations and experiences in Scouting. A brief description of the Scoutmaster Conference for each rank can be found in the Scouts BSA Handbook. Following the

conference, approval will be noted in the scout's handbook by the scout leader or an electronic approval of the conference can be made on www.scoutbook.com

After completing the Scoutmaster Conference for the current Scout rank, the Scout should make arrangements with the Advancement Chairman to

be added to a Board of Review. After the Scout has passed the BOR, the Advancement Chair will hold on to the Scout's Handbook so dates of completion can be recorded in his permanent scout records and fully captured on www.scoutbook.com.

For each rank, **Tenderfoot, Second Class, First Class, Star and Life rank**, the Scout will be expected to participate in a Board of Review. At this time the adult leaders (3-4 adults) will discuss with the Scout how he has fulfilled the requirements of the rank for which he is being reviewed and his experiences in Scouting. At this Board of Review, the Scout may be asked to show, explain to tell about what they have learned and their experiences.

Uniform requirements for your Scoutmaster Conference and Board of Review can be found later in this document in Section XIII.

XIV. Advancement Guidelines Star - Life

In order to advance in rank to Star or Life, a Scout must meet different requirements than for the previous ranks.

A Scout may meet Requirement 1 for being active in the Troop and Patrol, while fulfilling Requirement 5 to serve actively in a position of responsibility.

Requirement 2 to demonstrate Scout Spirit should be discussed during a Scoutmaster Conference or with another adult leader.

Requirement 3 to earn merit badges may be verified on www.scoutbook.com.

For requirement 4, the Scout should keep track of the service projects that he has participated in and be able to briefly describe the work that was done. This can be added into www.scoutbook.com and into the scouts handbook for appropriate approvals. Service may also be recorded directly by the advancement chair in cases of large troop service activities.

The individual requirements should be signed off, by a Scout Leader, in the Scout's Handbook and recorded with the Troop

Advancement Chairperson as quickly as possible after completion. Parents can not sign off on advancements for their own scout. We do expect to enable scouts/parents to electronically record progress on the www.scoutbook.com website in the near future; however, these advancement activities will not be recognized as officially completed until electronically approved by the appropriate authorized approver (ie. assistant scoutmaster or scoutmaster).

A Scoutmaster Conference is required for advancement from each of these ranks also. This should be arranged by the Scout, by appointment, with the Scoutmaster. The Scoutmaster Conference should not take place during a Troop Meeting, since it would limit the leadership abilities of the Troop. At this level, Scout Master Conferences should be held before or after meeting or while participating in a Camp Out. The Scoutmaster Conference at these ranks continues the building of a relationship between the Scoutmaster and the Scout. It is also a place to discuss past and future expectations and experiences in Scouting. A brief description of the Scoutmaster Conference for each rank can be found in your Scouts BSA Handbook.

As with all ranks, except Scout, the scout will be expected to participate in a Board of Review. At this time the adult leaders (3 – 4 adults) will discuss with the Scout how he has fulfilled the requirements of the rank for which he is being reviewed and his experiences in Scouts. The Scout may be asked to show, explain or tell about what they have learned while at this rank. Upon passing this Board of Review, the dates of completion will be recorded into the Scout's permanent records by the Advancement Chair.

Uniform requirements for your Scoutmaster Conference and Board of Review can be found later in this document in Section XIII.

XV. Advancement Guidelines Eagle

Some of the requirements for Eagle Scout are similar to the requirements for Star and Life (Requirements 1, 2, 3 and 4). The Service Project element (Requirement 5) is what makes the Eagle Rank one of great distinction.

The individual requirements should be signed off, by a Scout Leader, in the Scout's Handbook and recorded with the Troop Advancement Chairperson as quickly as possible after completion. Parents can not sign off on advancements for their own scout. We do expect to enable scouts/parents to electronically record progress on the www.scoutbook.com website in the near future; however, these advancement activities will not be recognized as officially completed until electronically approved by the appropriate authorized approver (ie. assistant scoutmaster or scoutmaster).

When a Scout is ready to begin working on his Eagle Scout Project, or at any time that he feels he needs help along the path from Life to Eagle, he should see the Life to Eagle Coordinator. The Life to Eagle Coordinator will give the Life Scout an approval on the concept of the Eagle Project, and then the Scoutmaster will work more closely with the Scout as he works on his Eagle project and the other requirements needed to finish the Eagle Rank and complete paperwork for the Board of Review.

The Eagle Scout Board of Review is the only Board of Review that includes a Scout Leader from outside Troop 889. This Scout Leader is part of the District Advancement Committee. In addition to the District Advancement Committee representative, the Board of Review will consist of 3 or more Committee Members from Troop 889.

XVI. Boards of Review

Purpose: Boards of Review can be called for many reasons, not just to advance to the next rank. If ever a Scout has a concern about his experiences in Scouts BSA, he should talk to the Advancement Committee Chairperson to arrange for a Board of Review. Parents may sit in and listen to any Board of Review except when **their** Scout is seeking a rank advancement. As a courtesy, please notify the Advancement Chair if you are planning to attend.

Successful completion of a Scoutmaster Conference or a Board of Review is not automatic. In rare cases, during the Conference or Board of Review, it will be clear that the Scout is not ready to advance. The Scoutmaster or

the Board of Review has an obligation to the Scout, Troop and Boy Scouts of America to reasonably evaluate the Scout's completion of requirements, Scout Spirit, leadership and participation. No Scout will be denied a Scoutmaster Conference or Board of Review if scheduled in a timely manner. The process to address any deficiencies is to request the Scout come for an additional Scoutmaster Conference or Board of Review, after having discussed with the Scout which requirements were not adequately fulfilled and the actions required to meet those requirements. This is not a failure of the Scout, but rather constructive guidance on what the Scout needs to do to complete the rank requirements. At the initial Scoutmaster Conference or Board of Review, a date (2 -3 months away) should be set for the follow-up Scoutmaster Conference or Board of Review.

Transferring Scouts: Scouts transferring into Troop 889 at the rank of Tenderfoot or above may be requested to participate in a Board of Review. The intent of this Board of Review is to determine the Scout's previous experiences, and to convey the overall expectations of Troop 889 to the Scout. In this situation, the Parents of the Scout are encouraged to sit in and listen to this Board of Review.

Scheduling: Boards of Review must be arranged by the Scout with the Advancement Chair. Boards are held monthly, by appointment, on the same night as the PLC. The Troop Calendar indicates the exact dates and times.

XVII. Leadership Requirements

Various Leadership positions, listed in the Scouts BSA Handbook are available to the scouts in Troop 889. Some positions are filled through elections held by the scouts; others are selected by the Scoutmaster. The Leadership positions are held for 6 months and run concurrently with Senior Patrol Leader Elections.

Leadership positions are required for rank advancement from Star through Eagle.

Guidelines and expectations for the various leadership positions can be obtained from www.scoutbook.com.

XVIII. Inactive Scouts

If a scout has been inactive in the Troop for more than 5 months, the Scoutmaster will need to have more than one Scoutmaster Conference before advancing the Scout to the next rank. The initial Scoutmaster Conference will be to help the Scout become "active". These expectations will be discussed and agreed upon by the Scout and the Scoutmaster. At the initial Scoutmaster Conference, a date (2 -3 months away) should be set for the follow-up Scoutmaster Conference.

Participation in Venture Crew activities is acceptable for meeting the "active" requirement for Eagle Palms. It will NOT qualify as "active" for rank advancement from Star to Life, or Life to Eagle.

XIX. Merit Badges

"A badge is recognition of what a scout is able to do, not merely a reward for what he has done. The badge is proof of certain abilities, and is not just a reward for the completion of a tiresome task." - Advancement Policies and Procedures, BSA

While Merit Badges are required for Star, Life, and Eagle Rank, a scout may begin working on merit badges once they have attained Scout Rank. However, an emphasis on earning Merit Badges is usually reserved until the first summer camp experience (usually the summer after the scout has completed 5th grade). There are over 120 BSA Merit Badges available and while many Merit Badges will better serve older, more experienced Scouts; there are an abundance of badges for scouts of all levels. See the Reference page for web site and book information.

A scout earns Merit Badges by completion of essential requirements outlined for each. A scout may work on a MB on his own or with a fellow scout and secure approvals for completion of the requirements by a Council approved merit badge counselor. Such counselors can be identified through a conversation with a Scoutmaster or Assistant Scoutmaster. At times the troop may have activities designed to enable completion of specific Merit Badges. These MB classes are sometimes held during or before regular

Troop meetings. Check emails from Scoutmaster to learn about these. There are also

To meet the requirement of active participation, a Scout must be registered in the unit and be in good standing, meaning he hasn't been dismissed for disciplinary reasons. In addition, he's expected to meet the unit's "reasonable expectations." For Troop 889, this means attendance, participation and engagement in meetings, campouts and activities.

Council & BSA Organized Merit Badge clinics such as Pathway to Eagle, Merit Badge University, and Summer Camp. Others may be available from your local Park District.

Scouts will be awarded his Merit badge patch at the semi-annual Court of Honor.

A. The Merit Badge - Getting Started

The steps a Scout should follow for completing a Merit Badge are as follows:

1. Choose a Merit Badge. Scouts should be working on the badges that are appropriate for their abilities, maturity, experiences and interests. The Advancement Chairperson or the Merit Badge counselor may suggest that a Scout postpone working on a merit badge until he is more suited to meet the requirements. Any questions regarding age or maturity appropriateness of a merit badge for your scout can be directed to the Advancement Chair or the Merit Badge counselor.
1. Finding a scout partner who is interested in earning the same Merit Badge is helpful but not required.
1. Find a Merit Badge counselor via a conversation with an assistant scoutmaster or the scoutmaster.
1. Begin to work on the Merit Badge requirements which can be found online at:

1. Follow the Blue Card process outlined below.

Portion Title	Purpose	Req'd for MB	Partial or Complete	Notes
Counselor's Record	For the MBC's records	No	Only completed when MB is done	MBCs do not always keep this
Applicant's Record	For the Scout's records	No	Partials and Completes are recorded here	Scout must have his portion for every MB earned!
Application for Merit Badge	For Advancement Chair	YES	Only handed in when MB is completed	Gets submitted to Council by Adv Chair

B. Blue Cards Overview

A Blue Card is the only official way to record a Merit Badge was worked on and completed by a Scout. A Blue Card has 3 parts, each a record of the Scout's work on a Merit Badge, partial or complete, as outlined in the table below:

See below for a picture of both sides of merit badge blue card:

- Scoutmaster's signature (may already be signed)
- Merit Badge Counselor's signature and info
- Scout's name and address
- Merit Badge name

Date when & indication all requirements were completed

- Scout hands Blue Card to Advancement Chair (AC)
- AC records in www.Scoutbook.com
- AC returns "Applicant's Record" portion to Scout
- AC sends application for MB to council
- AC purchases MB from Scout Store
- SM presents MB at Court of Honor or Troop Meeting

Blue Cards are obtained from the Merit Badge Counselor, if through a Troop sponsored class or clinic. The scout may also approach the Scoutmaster or Advancement Chair for a blank Blue Card, provided they are given sufficient notice.

XX. Partial

In the event that a Merit Badge is not completed, a "Partial" may be given. A "Partial" is recorded on a blue card with dates and signatures indicating which requirements have been completed. Although Blue Cards do not expire, a Scout is expected to demonstrate an understanding of all the requirements for a merit badge at the time it is completed. Partial must be signed by a counselor that is currently registered for that specific Merit Badge.

XXI. Merit Badge Counselors (Important Adult Volunteer Opportunity)

One way to contribute to the Troop and to Scouts BSA is to become a Merit Badge Counselor. We are always looking for people with unique talent or special skills to lead these requirements. This is a great way to transfer skills to the next generation of leaders.

There will be an annual registration for all Merit Badge Counselors. To become a Merit Badge Counselor, you will need to be versed in your badge

of choice, whether is it your career or active hobby. All Counselors MUST have BSA Youth Protection Training and be registered with Council. To continue working with scouts on Merit Badges Counselor must maintain their YPT and reregister each year. Merit Badge counselors are expected to participate in Troop 889 Merit Badge Counselor Training.

Parents, who are registered Merit Badge Counselors, should only serve as counselor for 3 Merit Badges for their scout during his scouting career, none of which may be Eagle required.

To find who is a registered MBC for Troop 889, the scout should ask the scoutmaster, or an assistant scoutmaster. To sign up connect with the membership chair or committee chair.

XXII. Uniforms

Troop 889 recognizes 4 different uniform standards

Full Field Uniform: Khaki regulation shirt with all patches sewn on (Patrol, Leadership, Rank, Troop numbers, etc); Troop neckerchief; official Scout tie slide or Scout bolo; Scout regulation pants or shorts; Scout belt; Scout socks; shoes or hiking boots; Merit Badge sash and/or OA sash (only for OA specific activities), accordingly.

Field: Khaki regulation shirt with all patches sewn on (listed above); Troop neckerchief; official Scout tie slide or Scout bolo; - below First class; clean and neat pants or shorts. **No Athletic Shorts.** First Class and above; BSA scout pants or shorts.

Modified Field: Khaki regulation shirt with all patches sewn on (listed above); clean and neat pants or shorts.

Activity: Red Troop 889 T-shirt, clean and neat pants or shorts.

The following lists explain when to wear which standard of uniform:

Full Field Uniform: Boards of Review (1st Class and above), Courts of Honor, Special events when representing Scouting, some events at Summer Camp.

Field: Boards of Review (Tenderfoot, and 2nd Class Ranks), Special Event when representing Scouts

Modified Field: Scout Meetings, Patrol Leader Conferences, Travel to and from Camping / Outings

Activity: Scout outings, work or service projects.

XXIII. Dealing with Inappropriate Behavior

The goal of the adult leaders is to have a safe, fun Troop program for all the scouts. All Scouts are expected to live by the Scout Law and Oath. Appropriate behavior will be judged against both of these.

NOTE: This guide is intended as an overview for parents and scouts in Troop 889 and isn't intended to be completely comprehensive. www.myscouting.org is a great resource for additional information from the National BSA organization. Feel free to see the scoutmaster or committee chair on any ?'s not covered here.

Appendix – Troop 889 Tent Care Agreement

Troop 889 has spent a great deal of money on equipment and we need help from each scout family to properly maintain the equipment. At the end of each campout, Scouts will be assigned certain equipment that must be taken home, cleaned, dried, and brought back to the next troop meeting. In an effort to eliminate the expense of lost and/or damaged equipment, we have created the **Troop 889 Tent Care Instructions**.

In order to foster an environment where scouts accept responsibility for equipment usage, we have implemented a system that allows us to keep track of the whereabouts and condition of all tents, at all times. When scouts take home tents, for care following a campout, that tent will be assigned to that scout. Tents must be cared for according to the Troop 889 Tent Care Instructions. Tents must be returned at the next troop meeting. Upon return, all tents will be inspected and inventoried. Tents that are wet, or improperly stored will not be accepted for return. Scout families will be responsible for tents that have become mildewed, or are missing parts.

This agreement must be signed by each scout and a parent, prior to that scout going on a campout with the troop.

_____ Scout Signature / Date

_____ Parent Signature / Date