

WEST CHESTER FRIENDS TROOP 6

Troop Handbook

August 2001

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The Troop Committee has established and approved the following policies and guidelines. They have been placed into various categories for easy reference. These policies are designed to guide decisions within the Troop and provide consistent direction to the boys, parents and leaders. Questions regarding these policies and procedures should be directed to the Troop Committee either by e-mail via the Troop's website or by attending the monthly committee meeting.

1. Membership and Recruitment

1.1 Patrols

The Troop shall consist of patrols and a leadership corps. Scouts properly registered with the Troop and in compliance with the following attendance and advancement criteria shall remain active.

1.2 Recruitment

The Troop will keep direct contact with Cub Scout leaders, follow-up on performance of Den Chiefs periodically, and continue to plan events in cooperation with the Webelos. Webelos will be invited to a Troop meeting and outing to further both the boys' and parents' understanding of the BSA program. The Troop will designate a member of the Troop Committee as Webelos liaison.

2. Troop Meetings

2.1 Meeting Room (2001)

Troop meeting room will be cleaned up every week at the direction of the Senior Patrol Leader.

The troop meeting room shall be inspected and properly secured by a uniformed adult leader before leaving.

2.2 Meeting Frequency

Troop meetings shall be held on Monday evenings and will begin promptly at 7:00 p.m. Patrol Leaders Council meetings shall be held on the last Monday of every month.

2.3 Meeting Behavior

Scouts shall employ the ideals of the Scout Law during Troop meetings, giving due respect and courtesy to both adult and youth leadership.

3. Recognition for Outstanding Scout and Patrol

3.1 Patrol of the Month

The Troop will keep score on performance of patrols based on criteria established by the Troop Committee.

Patrol of the month award will be based on uniform, Scout spirit and ideals of the Scout Law.

3.2 Scout of the Year

Scout of the year will be chosen based on a vote by the uniformed leaders, based upon participation, attendance, example, and a willingness to help others.

4. Attendance

4.1 Early Departure

Early departure from Troop meetings is not acceptable, unless a uniformed leader is notified in advance and the Scout has a legitimate excuse.

4.2 Active Participation

To be considered an actively participating Scout within Troop 6, the Scout must attend a minimum of 50 percent of the scheduled Troop meetings and 50 percent of the scheduled camp-outs, or meet with the Scoutmaster and discuss a means of improving attendance.

Where active participation cannot be met by the Scout, a formal contract should be created between the Scout and Scoutmaster by which the Scout can satisfy participation requirements.

A Scout who does not maintain "Active Participation" status is considered not to demonstrate Scout spirit and may not be eligible for rank advancement.

A Scout who has not been active for a period of six consecutive months will not be registered with the Troop at the time of rechartering.

5. Advancement

5.1 Records (2001)

Scouts are required to keep individual advancement records in their Scout Handbook. Records shall be checked at the Scoutmaster Conference and during boards of review for rank advancement.

5.2 Service Time (2001)

Service time must be scout related; Eagle projects, work at Friends Meeting/School or Troop endorsed.

Service time may only be accumulated for the next rank, for instance a First Class scout can earn service hours towards Star, but not Life.

Scouts seeking service time or projects should check with the service time coordinator. Scouts performing service projects should report this activity to the service time coordinator. The current service time coordinator's phone number is published on the troop roster. The service time coordinator can also be contacted through the troop's web site.

5.3 Scoutmaster Conferences (2001)

Scoutmaster Conferences should be arranged at least one week in advance of a scheduled Board of Review, and may not take place on the same evening as the Board of Review. Scoutmaster conferences may only be performed by the Scoutmaster or an Assistant Scoutmaster.

5.4 Boards of Review (2001)

The advancement chair will schedule boards of Review regularly.

Scouts must request to appear before the Board of Review at least one week in advance of a scheduled Board. A Board of Review can be scheduled with the Advancement Chairperson. The Advancement chairperson's phone number is published on the troop roster. The advancement chairperson can also be contacted through the troop's web site.

Scouts going before the Board of Review shall present themselves in accordance with the guidelines established by the Troop. Class A uniform, Scout handbook, etc. (see attachment in Board of Reviews.)

5.5 Courts of Honor

The Advancement Committee Chairperson is responsible for coordinating all Courts of Honor, including Eagle Courts. The Chairperson can either do this him/herself, or appoint someone else to coordinate the Court of Honor.

The Troop encourages the parents of Eagle Scout candidates to meet with each other and arrange a mutually acceptable time, date and place for ceremonies. Involvement of the Troop's active Scouts is encouraged.

Rank advancement patches will be distributed at next scheduled Troop meetings with formal recognition at Court of Honor.

5.6 Merit Badges

5.6.1 Procedures

Before a Scout starts work on a merit badge, he has to meet with the Scoutmaster, express his interest and identify the appropriate merit badge counselor.

The Scout will then receive a "blue card" signed by the Scoutmaster. The Scout should show this card to the counselor at their first meeting.

When the Scout has completed the requirements for the merit badge, he will return the blue card to the Advancement Chairperson, signed by the counselor, for processing by the Advancement Committee.

Extensive merit badge work is also possible at summer camp for boys who have achieved 2nd class rank or higher.

5.6.2 Group Instruction of Merit Badges – National Policy (2001)

"To the fullest extent possible, the merit badge counseling relationship is a counselor-scout arrangement in which the boy is not only judged on his performance of the requirements, but achieves maximum benefit from the knowledge, skill, character, and personal interest of the counselor. Group instruction and orientation are encouraged where special facilities and expert personnel make this practical, or when scouts are dependent on only a few counselors for assistance. However, this group experience should be followed by attention to each individual candidate's projects and his ability to fulfill the requirements" - National BSA Advancement Policy and Procedures, 33088A, 1997

5.6.3 Troop Sponsored Merit Badge Sessions (2001)

In harmony with the national council's policy on group merit badge instruction, the troop may, from time to time, arrange for presentation of merit badge topics by merit badge counselors at Troop meetings. These presentations may include the opportunity to try some skill(s) related to the merit badge topic.

6. Conduct & Discipline

Scouting is a special place. The rules we use are ones we know well – The Scout Law and the Scout Oath.

6.1 Responsibilities (2001)

- Leaders shall have the right to exercise the same authority as to conduct an behavior over members, during the time they are in attendance , including the time required in going to and from their homes, as the parents or guardians to such members may exercise over them.
- The committee chair and Scoutmaster are responsible for informing both parents and members of unit rules and regulations at the opening of each program year.
- In order that infractions of the rules established for member conduct may be treated equitably and consistently this policy is established by the troop committee as the disciplinary policy for Troop 6.
- The intent of this policy is to provide members with a definition of the limits of acceptable behavior, and to equip volunteer leaders for their disciplinary responsibilities.
- This policy is to be interpreted by volunteer leaders in a manner in which they deem just given the circumstances of each case.
- Additionally, members must understand that leaders shall have the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered.

6.2 Definitions

Verbal Assault – Verbally offering to do immediate and/or future personal bodily harm to another or to threaten and thereby put another in fear for his/her safety

Defiance – Refusing to allow a reasonable directive of a volunteer leader acting within the scope of his/her responsibility.

Willful Fighting - Engaging in a fight or scuffle entered into by mutual consent.

Theft – Withholding property of another permanently or for a period of time as to appropriate the major portion of its economic value, or with intent to restore only upon payment of reward or other compensation; or to dispose of the property so as to make it unlikely that the owner will recover it.

Physical Assault – Attempting to cause or intentionally, knowingly or recklessly causing bodily injury to another; negligently causing bodily injury to another with a deadly weapon.

Weapons – Weapons and replicas of weapons are forbidden. Weapons are anything which, under circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of threatening death or serious physical injury.

Vandalism – Damaging property of another intentionally, recklessly, or by negligence in the employment of fire, explosive, or other means; or recklessly or intentionally tampering with tangible property of another so as to cause or attempt to cause unjustified actual harm to the tangible property of another. Defacing property and vandalism represent the same type of deviant behavior. For purpose of response, damages in excess of \$10 will be considered vandalism while those less than \$10 in damages will be considered defacing property. In cases of less than \$10 in damages, discretion may be exercised by the unit leader in classifying the action based upon extenuating circumstances, e.g. repeating offences. In all cases, however, restitution will be sought with the application of disciplinary action as stated in the policy.

Extortion – Intentionally obtaining or withholding property of another by threatening to:

1. Inflict bodily harm on anyone or commit other criminal activities,
2. Accuse anyone of a criminal offense
3. Expose any secret intending to subject any person to hatred, contempt or ridicule.

6.3 Levels of Offenses (2001)

Level I

Minor misbehavior, which impedes orderly meeting procedures or interferes with the orderly operation of the troop, including but no limited to:

1. Offensive language
2. Other minor infractions or unacceptable behavior

Disciplinary Options (any one or more of the following)

1. Verbal reprimand
2. Restrictions
3. Counseling
4. Parental notification

Level II

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the troop, including but not limited to:

1. Defiance or disrespect
2. Smoking / smokeless tobacco use
3. Disruptive behavior
4. Fighting
5. Defacing property
6. Extortion
7. Theft

Mandatory Disciplinary Action

1. Parental Notification

Disciplinary Options (zero or more of the following)

1. Probation – with any future incident resulting in one of the disciplinary actions listed for a level III offence.
2. Removal from activity until next meeting
3. External suspension from the troop for one or more meetings and/ or activities

Level III

Misbehavior directed against persons or property or continued misbehavior which defies remediation at Level II, including but not limited to:

1. Vandalism
2. Controlled substance abuse
3. Endangering the safety of others
4. Arson
5. Bomb threats
6. False fire alarms
7. Commission of any act punishable under the state penal code

Disciplinary Action (any one or more of the following as appropriate)

1. Parental notification in writing
2. Notification of local law enforcement
3. Parental conference
4. Two (2) week external suspension – pending a formal committee hearing held prior to the commencement of the suspension.

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5. A second offence shall result in a four week suspension and unit committee hearing
6. The leader may, if he or she considers the committed offense in this category to be serious enough to warrant an immediate threat to the health, safety or welfare of others, request a unit committee hearing for the exclusion of the member upon the commitment of the offense for the first time.

6.4 Committee Involvement (2001)

At times during the year, a members misbehavior may require action by the troop committee. This assumes that the Scoutmaster has already attempted to correct the member's misbehavior as outlined in this policy and has tried to work with the member's parent(s) or guardian(s).

The misbehavior will probably fall into one of two areas:

1. Violation of the rules of conduct of the troop.
2. Violation of the law (a crime has been committed)

The second category requires calls for unit action as well as community action. The unit action may impose additional restrictions as deemed necessary or appropriate by the troop committee. The community action will be determined by the appropriate law enforcement agency.

6.5 Corporal Punishment (2001)

It is against the policy of the Boy Scouts of America to inflict corporal punishment. Volunteer leaders may use reasonable force:

1. To quell a disturbance
2. To obtain possession of weapons or other dangerous objects
3. For the purpose of self defense
4. For the protection of persons or property

6.6 Respect (2001)

The fundamental premise of this policy is that members will show tolerance to all other members. All members have a right to be free of intimidation either by word, gesture, or deed that is sexual, racial, cultural, or religious in nature. Members who violate this premise will be subject to disciplinary action as determined by the Scoutmaster or Troop Committee.

7. Uniforms

7.1 Uniform Options (2001)

The troop has defined three uniform options:

The "Class A" uniform is comprised of a scout shirt (including basic insignia, the Chester County Council patch, troop 6 numeral, badge of office if appropriate, patrol emblem and badge of rank); the troop 6 neckerchief; a neckerchief slide; scout pants or shorts; scout belt; scout socks and dark shoes. The scout hat is optional and not typically worn.

The "Class B" uniform is the "Class A" shirt with pants, socks and shoes of the scout's choosing

The "Class C" uniform is the troop 6 tee shirt with pants, socks and shoes of the scout's choosing but appropriate for the event.

The Troop requires that each Scout wear a complete Class "A" Scout uniform for Board of Review; Court of Honor and the first meeting of the month.

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“Class B” uniforms are required for regular troop meetings and outings, including travel.

“Class C” Uniforms are used at summer camp; while performing service projects and on occasions designated by the Scoutmaster.

8. Outings

8.1 Frequency

There will typically be one outing per month, not including service projects, fundraisers, etc. There shall be a minimum of one uniformed and one adult leader in attendance at all outdoor programs.

8.2 Payment & Fees (2001)

Unless otherwise specified, monthly trips should be paid with cash. Cash is used immediately to purchase food for the trip. Trip fees typically cover food and/or admission fees. The Troop normally pays site fees for camping.

When paying by check, each trip must be paid for separately.

The trip permission slip details all costs and fees required for the event.

8.3 Permission Slips (2001)

No boy shall be permitted to attend an outing without submission of a permission slip signed by his parent or guardian (see attachment). Permission slips for current trips can be downloaded from the troop's web site.

9. Fees and Fund Raising

9.1 Annual Dues (2001)

Dues are annually by the Troop committee and are billed in November for payment by January 15th. A discount is offered for the second and any additional siblings from the same family registered as scouts or members of the venture crew.

9.2 Unpaid Dues

Scouts whose dues are in arrears will not be allowed to participate due to insurance reasons. Cases of financial hardship will be considered (in confidence) on a case-by-case basis. In these special cases, the Troop Committee Chairman, Treasurer or Scoutmaster should be contacted.

9.3 Adult Dues (2001)

Uniformed adult leaders and members of the committee are asked to pay annual dues to cover actual registration and insurance costs..

10. Summer Camp

10.1 Scout Attendance (2001)

Participation in at least one week of summer camp with the Troop is considered mandatory and is required to be in compliance with the participation requirement, section 4.2, above. Exceptions can be made for Scouts attending Council High Adventure activities. In all cases the Scoutmaster must be contacted if this requirement cannot be met.

Troop 6 attends Camp Horseshoe the first two weeks of camp, typically the last week of June and first week of July. Extensive merit badge work can be completed at this time. Cross-fertilization of ideas with other Scouts/Troops make summer camp a valuable growth experience. Funds for summer camp can be earned through Troop 6 fundraisers, or can be paid in cash. Scholarships are available in cases of financial hardship and are evaluated, in confidence, on a case-by-case basis. Contact the Scoutmaster, Treasurer or Troop Committee Chairman. Due diligence should be shown by these individuals in fund raising efforts.

Scouts under the rank of First Class will be expected to participate in the 'Trail Blazer' program at camp. This program is specifically designed to help first year scouts get the most out of camp.

Scouts appreciate mail. Parents should send daily mailings to their sons.

Adult leaders attending summer camp will expect Scouts to abide by the Scout Law and will have the same authority as uniformed leaders regarding discipline. This includes sending Scouts home, when required.

Scouts attending summer camp will be expected to attend for the entire scheduled week. Exceptions to this rule must be negotiated with the Scoutmaster before attending camp.

10.2 Adult Leaders at Summer Camp (2001)

The Scoutmaster or his designee will insure that there is adequate adult coverage during the time the Troop is at camp.

Adult leaders attending camp, for a day or a week, or more, are expected to pay the current fee imposed by council for use of the facilities.

11. Scout Accounts

11.1 Account Maintenance

The Treasurer will maintain a Scout account for each Scout for monies earned from fundraisers. Scout accounts may be used for any Scout outing, including high adventure trips, outings and summer camp. They may also be used for uniforms and equipment (camping).

11.2 Forfeiture

Scout account balances will be forfeited to the Troop treasury when Scouts leave Troop 6.

12. Fund Raisers

12.1 Participation & Types (2001)

Troop 6 conducts several fundraisers during the year. In recent years a Spring Flower Sale, a Fall Popcorn sale and a Holiday Greens sale have been offered. The proceeds of these sales, typically 30-40%, are credited to the individual scout account. All active scouts are strongly encouraged to participate.

13. Leadership

13.1 Duration (2001)

Leadership positions normally run for terms of 6 months: From April to September and from October to March. Leadership applications are accepted during March and September. Scouts must apply for Leadership positions using the troop's application form.

Leadership Positions

Tier 1 – Star, Life or Eagle Scouts

Senior Patrol Leader Appointed by Scoutmaster
Assistant Patrol Leader “
Senior Troop Guide
Troop Guide
Quartermaster
Scribe
Instructor
OA Representative

Tier 2 – First Class, Star, Life or Eagle

Assistant Quartermaster
Assistant Scribe
Historian
Librarian
Chaplain's Aide
Bugler *audition required*
Den Chief

Patrol Level

Patrol Leader must be First Class
Assistant Patrol Leader (does not count as a leadership position for rank advancement)

13.2 Participation requirement for credit (2001)

Scouts occupying leadership positions are expected to attend all Troop functions during their tenure to receive leadership credit towards advancement. Non-participating Scouts are not fulfilling their obligation and set a poor example for the Scouts they lead. Leadership Scouts are expected to set the example for other Scouts in conduct, proper uniforming and Scout spirit.

Den Chiefs are required to obtain a letter detailing their satisfactory performance from the Den Leader of

the Den they served.

14. Troop Communication

14.1 Newsletter (2001)

The Troop publishes a newsletter, the Troop 6 Signal, monthly following the Patrol Leaders Council and Troop Committee meeting. The Signal highlights upcoming events for the Troop and Council, and reports Troop Committee issues. Permission forms are included for upcoming events.

14.2 Web Site (2001)

The Troop's web site, www.troop6bsa.org, is a source of information on troop activities. Permission slips, the troop's calendar and other items of ongoing interest are maintained here.

14.2.a Use of Names on Web Site (2001)

In no case will the first and last name of a youth member appear on unsecured areas of Troop's the web

14.2.b Use of Photos on Web Site (2001)

From time to time photos of scouts and leaders may appear on the Troop's web site. These photos may or may not appear with captions. When captions are present they will comply with part 14.2.a. and the photo will include at least three individuals.

14.3 E-Mail List (2001)

The Troop maintains several electronic mailing lists for the use of its members and friends of the troop.

To join a mailing list, follow the instructions on the web site. (Select **Resources** then **Mailing Lists**). Once a member of a list, you can send messages to all other members of the list by using a single e-mail address and you will receive copies of all messages sent to the list.

Membership in a mailing list is subject to approval by the Troop's Webmaster. In general, only current members of the troop or crew are allowed to be members of the Troop's mailing lists. Exceptions are made, on a case-by-case basis for Troop 6 Alumni, Professional Scouters or other individuals identified by the troop committee.

15. Parents' Responsibility

15.1 Joining Troop 6. (2001)

Parents or Guardians of all applicants must meet with the Scoutmaster, an Assistant Scoutmaster or the Committee Chairman for a personal interview before a boy will be registered with the Troop. The purpose of this meeting is to explain how Troop 6 functions, what the boy's and parent's responsibilities are, and allow the parents and boy to ask questions about the Troop. At this meeting parents will be given a copy of the Troop By-Laws and other material developed by the Troop to assist parents and scouts in understanding the functioning of Troop 6.

15.2 Parental Involvement (2001)

The Troop cannot function without the active involvement of every parent. Accordingly, the Troop asks each parent to:

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1. Volunteer for a Troop committee or adult leader position,
2. Volunteer to serve on a Troop sub committee or special event committee
3. Participate in at least one outing or activity annually, and
4. Sit on a minimum of one Board of Review for the scouts on a rotating basis.
5. Assist individual scouts in purchasing food for troop or patrol activities and should
 - Ensure that all the money is spent. Collected money should be sufficient for food and supplies.
 - Ensure that no candy or junk food is purchased. (Some snacks are OK)
 - Not alter, or allow the scout to alter, the menu selected by the patrol.
 - Attend when possible all Courts of Honor where scouts receive recognition.

15.3 Scout Commitment. (2001)

On an annual basis, by being registered with Troop 6 every family commits to the following:

1. Each Scout will attend a minimum of 50 % of the Troop's Meetings and 50% of Troop activities and outings.
2. Each Scout will attend all Courts of Honor, Scout Sunday, and all Troop required functions.
3. Each Scout will participate to the best of his ability in Troop 6 service projects and Eagle projects

15.4 Annual Parent's Meeting. (2001)

The Troop Committee Chairman will convene an annual Parents Meeting in late August or early September. The purpose of the meeting is to approve plans for the ensuing year, including the next year's Activity Calendar, proposed budget and associated fund-raising activities, approve key Committee officers, adult leaders and Troop by-laws. This meeting is mandatory for the parents/guardians of all boys currently registered with the Troop. Anyone who is unable to attend the meeting must notify the Troop Committee Chairman in advance.

15.5 Transportation (2001)

15.5.1 Transportation to Outings.

Parents are responsible for transporting their sons to campouts and other Troop activities. Carpools will be coordinated wherever possible, however the ultimate responsibility will lie with the parents.

All carpool drivers must carry liability insurance of at least \$50,000 (each person), \$100,000 (each accident) and \$50,000 (property damage).

All riders must wear seat belts while traveling. Parents and adult leaders must provide updated information about their vehicle(s) and associated insurance to the Troop annually.

15.5.2 Transportation Home.

Normally Scouts will be dropped home after an outing. In all cases the activity permission slip will indicate if the scout is to be picked up or if he will be dropped off.

Parents are responsible for making arrangements to either pick up, or meet their son at the end of an event. Arrangements can be made with another Troop Parents or neighbors at the parent's discretion.

If a boy is to be dropped off somewhere other than his residence address or will be picked up by someone other than a family member or the parent of another Scout in the Troop, the adult leader must be informed by the parent prior to the Troop activity (e.g., a note on the permission slip for that activity). Adult leaders

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are to use common sense, and consider what is in the best interest of the Scout, should the occasion arise that a parent is not available when a Scout must be dropped off, or no parent is available to pick up a Scout.

Appendix A: BOARDS OF REVIEW - Guidelines for Scouts

General

When a Scout has completed all requirements for a rank, he must attend a Board of Review. Members of the Troop Committee or adults selected by the Advancement Chairperson conduct the review. The purpose of the review is to determine that the Scout has fulfilled all the necessary requirements. The Troop 6 Advancement Committee expects the following from all Scouts who report for a review:

Proper Reporting Procedure

- a. Know how to properly address the Board when entering the room.
- b. Know the proper way to salute, make the Scout handshake and how to address a Board member.

Proper Uniforming

- a. All Scouts must be uniformed in Class "A" uniform, including the following:
 - 1) Shirt - with all proper insignia, including present rank.
 - 2) Trousers / Shorts - complete with belt (no under shorts visible).
 - 3) Shoes - Hiking shoes or dress shoes (no white soft shoes).
 - 4) Neckerchief - properly folded, with a prepared neckerchief slide (no strings, rubber bands, etc.).
 - 5) Socks - Scout socks (green) and not rolled down.
- b. Uniforms should be checked before appearing to be sure that shirttails are in and all buttons are buttoned. Undershirts protruding from short-sleeved shirts should **not** be worn.

Review Preparation

- a. Each Scout will bring his Scout handbook with rank requirements initialed by individuals who passed the requirements.
- b. Each Scout should be prepared to discuss how he qualified for any of the requirements of the rank he is seeking.

Appendix B: BOARDS OF REVIEW – Guidelines for Board Members

Purpose of a Board of Review:

The members of a Board of Review should have the following objectives in mind:

- To make sure the Scout has completed the requirements for the rank.
- To see how good an experience the Scout is having in the unit.
- To encourage the Scout to progress further.

Additionally, the Board of Review provides "quality control" on advancement within the unit, it provides an opportunity for the Scout to develop and practice those skills needed in a interview situation, and it is an opportunity for the Scout to review his accomplishments.

The Board of Review is NOT a retest; the Scout has already been tested on the skills and activities required for the rank. However, the chairperson of the Board of Review should ensure that all the requirements have been "signed off" in the Scout's handbook. Additionally, the chairperson should ensure that leadership and merit badge records are consistent with the requirements for the rank.

The Board of Review is an opportunity to review of the Scout's attitudes, accomplishments and his acceptance of Scouting's ideals.

Composition of a Board of Review:

For all ranks (except Eagle) and Eagle palms, the Board of Review consists of three to six members of the Troop Committee. The Troop Advancement Chairperson typically acts as the chairperson of the Board of Review. Relatives or guardians may not serve as members of a Scout's Board of Review. Unit leaders (Scoutmaster, Assistant Scoutmasters, Venture leader, Post Advisor, etc.) should not participate in a Board of Review.

For the rank of Eagle, the Board of Review consists of three to six members drawn from Scouting and the community. At least one member of the District Advancement Committee must be a member of the Board of Review for Eagle, and may serve as chairperson of the Board of Review. Unit leaders from the Scout's unit, relatives, or guardians may not serve as members of a Scout's Board of Review for Eagle. A Board of Review for Eagle may contain members of the community who are not registered Scouters; however, they should be knowledgeable of the principles of Scouting. For example, a representative from a chartering organization, an adult Eagle Scout (even if not currently registered), or a religious leader are frequently asked to assist with an Eagle Board of Review. The Scout may request an individual to be a member of his Board of Review, such as the Scout's Eagle councilor. As a general rule, no more than one member of an Eagle Board should be associated with the Scout's unit.

Mechanics of a Board of Review:

The Chairperson of the board introduces the Scout to the board.

The Scout should be in full uniform (local or unit custom may dictate regarding neckerchief and badge sash).

The chairman of the Board of Review should ask the Scout to come to attention, and recite one or more of the following:

- The Scout Law
- The Scout Oath

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- The Scout Motto
- The Scout Slogan
- The Outdoor Code

For the lower ranks, one or two (usually the Law and Oath) should be sufficient. For higher ranks, more may be expected. One or two re-tries are appropriate, especially for younger Scouts, or if the Scout appears nervous.

The board members are invited to ask questions of the Scout (see the sections appropriate to each rank). The questions should be open-ended, offering an opportunity for the Scout to speak about his opinions, experiences, activities, and accomplishments. Avoid questions, which only require a simple one or two word answer. If an answers is too brief, follow up with a, "Why?" or, "How can that be done?" to expand the answer. The questions need not be restricted to Scouting topics; questions regarding home, church, school, work, athletics, etc. are all appropriate. The Chairperson should be made aware of any "out-of-bounds" areas; these should be communicated to the board before the Board of Review begins (e.g., if a Scout is experiencing family difficulties due to a divorce, it would be prudent to avoid family issues.)

The time for a Board of Review should be from 15 to 30 minutes, with the shorter time for the lower ranks. When all members have had an opportunity to ask their questions, the Scout is excused from the room. The board members then consider whether the Scout is ready for the next rank; the board's decision must be unanimous. Once the decision is made, the Scout is invited back into the room, and the Chairperson informs the Scout of the board's decision. If the Scout is approved for the next rank, there are general congratulations and hand shakes all around, and the Scout is encouraged to continue advancing. If there are issues, which prevent the Scout from advancing to the next rank, the board must detail the precise nature of the deficiencies. The Scout must be told specifically what must be done in order to be successful at the next Board of Review. Typically, an agreement is reached as to when the Scout may return for his subsequent Board of Review. The Chairperson must send a written follow up, to both the Scout and the Scoutmaster, regarding the deficiencies and the course of action needed to correct them.

Helpful Guidelines and Questions for Conducting a Board of Review

1. The following pages contain sample questions that may be used by a Board of Review. The board will not necessarily use all of these questions, but following this format will assist them in determining if a Scout is prepared for advancement.
2. Before the interview begins the Board should take the time to review the Scout's handbook; this way they too can formulate their own questions. The Scout should be assured that what is said during the review is between the Scout and the Board and will not be repeated outside of that forum! Information gathered during the reviews should be used to help improve Troop management.
3. The Board can take this opportunity to give the Scout a "once over" on his uniform. This is a chance for the Scout to show pride in his uniform and in the patches he has earned. This is not meant to be a formal uniform inspection, but it should be used as another opportunity to make certain that the uniform is worn correctly. This inspection is NOT to be used as criteria for passing the Board of Review.
4. There is not a right or wrong answer to any of the questions. They are a tool. The Troop Committee's first responsibility is to make certain that the Scout UNDERSTANDS what he has achieved with his PENDING rank advancement and the additional responsibilities that the Scout will assume as he grows within the Troop. One of the greatest needs of boys is confidence (in advancing the Scout builds that confidence). You want the Scout to walk away from the Board knowing what he has achieved is something very worth while. Make it a pleasant experience for him and the Board.
5. The Board of Review is not just a question and answer period. The Board does not re-test the candidate. Rather, the Board should attempt to determine the Scout's attitude and his acceptance of Scouting's ideals. A discussion of the Scout Oath and Law is in keeping with the purpose of the review, to make certain that

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the candidate recognizes and understands the value of Scouting in his home, unit, school, and community. The Board should remember that the Scout advancing to Tenderfoot or Second Class will not have the same kind of answers as a Scout trying to advance to the rank of Life or Eagle. During the review, each member of the board must form a judgment concerning the Scout's qualifications.

* Has the scout accomplished the tasks that are required? {This is not a review of the requirements but of the experiences the scout had in completing these tasks. }

* What sort of experience is he having in the Troop and within his Patrol?

* Is he ready for advancement and the responsibilities that come with it?

* Where does he plan to go from here? Encourage him to verbally set goals.

6. If the Scout is not actively participating in his review, or appears to have little or no interest in the questions being asked, the Board is obligated to inform the Scout that he will need to come back at a later date when he is truly prepared. If the Scout does not pass the Board of Review for any reason, the Board is required to specify to the Scout exactly why he did not pass. The Board must list explicit reasonably obtainable goals for the Scout to pass. A written copy of these goals should be given to the Scout and the Committee Chairperson at the conclusion of the Board.

7. Advancement accommodates three (3) aims in Scouting:

* participating citizenship

* growth in moral strength and character

* and mental and physical development.

There are four (4) steps to advancement in Scouting:

* The Boy Scout learns by DOING.

* The Scout is tested. (Troop Policies and Procedures)

* The Scout is reviewed. (Board of Review)

* The Scout is recognized. (Court of Honor)

8. General practice is to make every reasonable consideration for the Scout, provided the requirements as stated in the Boy Scout Handbook are completed to the satisfaction of a Trained Scout Leader or Senior Scout (as defined in individual Troop Policies and Procedures).

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Rank Descriptions & Sample Questions

Tenderfoot Rank

This is the Scout's first experience with a Board of Review. The process may require some explanation on the part of the Board of Review Chairperson.

The first few questions in the Board of Review should be simple. The Board of Review should try to gain a sense of how the Scout is fitting in to the Troop, and the Scout's level of enjoyment of the Troop and Patrol activities.

Encourage advancement to 2nd Class. Point out that the Scout may have already completed many of the requirements for 2nd Class.

The approximate time for this Board of Review should be 15-20 minutes.

Sample Questions for Tenderfoot:

1. When did you join our Troop?
2. How many Troop meetings have you attended in the last two months?
3. What did you do at your last patrol meeting?
4. Tell us about your last Troop campout.
5. How would the first aid skills you must know for Tenderfoot help on a campout?
6. Where did you learn how to fold the American flag? Tell us about your first experience with this skill.
7. How would you avoid poison oak (poison ivy, sumac)?
8. Where did you go on your hike? How did you choose the location?
9. If you were on a hike and got lost, what would you do?
10. Why do we whip or fuse the ends of a rope?
11. What is the "Buddy System" that we use in Scouting? When do we use it?
12. Why do you think there are physical fitness requirements (push-ups, pull-ups, etc.), and a retest after 30 days, for the Tenderfoot rank?
13. What does it mean to a Tenderfoot Scout to "Be Prepared"?
14. Do you feel that you have done your best to complete the requirements for Tenderfoot? Why?
15. What "good turn" have you done today?
16. Please give us an example of how you obey the Scout Law at home (school, church)?
17. What do you like best about our Troop?
18. What does it mean for a Scout to be "Kind"?
19. Do you have any special plans for this summer? The Holidays?
20. When do you plan to have the requirements completed for 2nd Class?

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Second Class Rank

This is the Scout's second Board of Review. The process should be familiar, unless it has been some time since the Board of Review for Tenderfoot.

Questions should focus on the use of the Scout skills learned for this rank, without retesting these skills. The Board of Review should try to perceive how the Scout's patrol is functioning, and how this Scout is functioning within his patrol.

Encourage work on the remaining requirements for 1st Class; many of the easier ones may have already been completed.

The approximate time for this Board of Review should be 15-20 minutes.

Sample Questions for Second Class:

1. How many patrol meetings have you attended in the last 3 months?
2. What did your patrol do at its last meeting?
3. Tell us about a service project in which you participated.
4. Where did you go on your last Troop campout? Did you have a good time? Why?
5. Why is it important to be able to identify animals found in your community?
6. Tell us about the flag ceremony in which you participated.
7. What is in your personal first aid kit?
8. What have you learned about handling woods tools (axes, saws, etc.)?
9. How are a map of the area and a compass useful on a campout?
10. Have you ever done more than one "good turn" in a day? Ask for details.
11. Have you earned any merit badges?
If "Yes": Which ones? Why did you choose them? Who was your counselor?
If "No": Encourage getting started, and suggest one or two of the easier ones.
12. Did you attend summer camp with our Troop last summer?
If "Yes": What was your best (worst) experience at summer camp?
If "No": Why not?
13. Do you plan to attend summer camp with our Troop next summer?
If "Yes": What are you looking forward to doing at summer camp?
If "No": Why not?
14. What suggestions do you have for improving our Troop?
15. How do you help out at home, church, school?
16. What class in school is most challenging for you? Why?
17. One of the requirements for Tenderfoot is to participate in a program regarding drug, alcohol and tobacco abuse. Tell us about the program in which you participated.
18. How is it possible to live the Scout Oath and Law in your daily life?
19. What does it mean to say, "A Scout is Trustworthy"?
20. When do you expect to complete the requirements for 1st Class?

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First Class Rank

By this point the Scout should be comfortable with the Board of Review process.

The Scout should be praised for his accomplishment in achieving 1st Class (particularly if he joined Boy Scouts less than a year ago). In achieving the rank of 1st Class, the Scout should feel an additional sense of responsibility to the troop and to his patrol.

The 1st Class rank will produce additional opportunities for the Scout (Order of the Arrow, leadership, etc.).

Merit badges will begin to play a role in future advancement to the Star and Life ranks. Encourage merit badge work if it has not already begun.

The approximate time for this Board of Review should be 20 minutes.

Sample Questions for First Class:

1. On average, how many Troop meetings do you attend each month?
2. What part of Troop meetings are most rewarding to you?
3. What is the Scout Slogan? What does it mean for a 1st Class Scout?
4. Tell us about your last campout with the Troop. Where did you go? How did you help with meal preparation? Did you have a good time? (If "No", why not?)
5. If you were in charge of planning and preparing a dinner for your next campout, what would you select?
6. As a 1st Class Scout, what do you think the Star, Life, and Eagle Scouts will expect from you on an outing?
7. Does your family do any camping? What have you learned in Scouts, that you have been able to share with your family to improve their camping experiences?
8. Why do you think that swimming is emphasized in Scouting?
9. Why is it important for you to know how to transport a person who has a broken leg?
10. Why is it important for you to be able to recognize local plant life?
11. What did you learn about using a compass while completing the orienteering requirement?
12. What does it mean to say, "A Scout is Courteous"?
13. Why are merit badges a part of Scouting?
14. How frequently do you attend religious services? Does your whole family attend?
15. What is your most favorite part of Scouting? Least favorite?
16. How does a Scout fulfill his "Duty to Country"?
17. How do you define "Scout Spirit"?
18. What is the Order of the Arrow? What is the primary function of OA?
19. Who was Lord Baden-Powell?
20. When do you think you might be ready for Star Scout?

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Star Rank

With the Star rank, emphasis is placed upon service to others, merit badges, and leadership. Scout skills remain an important element for the Star Scout; however, the emphasis should be on teaching other Scouts these skills.

Explore how the Star scout can assist with leading his patrol and troop. Attempt to understand how the Scouting philosophy is becoming part of the Scout's life.

Often the Star rank is a place where Scouts "stall out". Encourage the Scout to remain active, and participate fully in his patrol and troop. If the Scout appears to be looking for additional opportunities, suggest leadership positions such as Den Chief or Troop Guide.

The approximate time for this Board of Review should be 20 minutes.

Sample Questions for Star:

1. How many Troop outings have you attended in the last three months?
2. Tell us about the last service project in which you participated.
3. What does it mean for a Star Scout to "Be Prepared" on a daily basis?
4. How have the Scout skills that you have learned helped you in a non-Scouting activity?
5. How many merit badges have you earned? What was the most difficult (fun, challenging, expensive, etc.)?
6. Which is more important: Becoming a Star Scout, or learning the skills prescribed for a Star Scout?
7. Why do you think a Scoutmaster's Conference is required for advancement in rank?
8. What is the most important part of a Troop Court of Honor? Why?
9. What leadership positions have you held outside of your patrol? What challenges did they present? What are your personal leadership goals and objectives?
10. How would you get a Scout to do an unpleasant task?
11. What extracurricular activities do you participate in at school?
12. What responsibilities do you have at home?
13. What is our "Duty to God"?
14. What does it mean to say "A Scout is Loyal"?
15. How are the Scout Oath and Law part of your daily life?
16. What is the Outdoor Code? Why is it important?
17. If the Scout is a member of the Order of the Arrow:
 - 17a. When did you complete your "Ordeal"?
 - 17b. When did you achieve "Brotherhood"?
 - 17c. When was the last OA work weekend you participated in?
 - 17d. What does membership in the OA signify?
18. Have you received any special awards or accomplishments in school, athletics, or church?
19. Baden-Powell's first Scout outing was located on an island off the coast of Great Britain; what was the name of that island? [Answer: Brownsea Island]
20. When do you plan on achieving the Life rank?

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Life Rank

The Life rank is the final rank before Eagle. The Life Scout should be fully participating in the Troop, with emphasis being placed on leadership in the unit, as well as teaching skills and leadership to the younger Scouts.

Merit Badge work should be a regular part of the Scout's career. Scouting values and concepts should be an integral part of the Scout's daily life.

At this point, the Scout is starting to "give back to Scouting" through leadership, training of other Scouts, recruiting, keeping Scouts active in the program, etc.

Explore suggestions for improving the program.

The approximate time for this Board of Review should be 20 - 30 minutes.

Sample Questions for Life:

1. What is the most ambitious pioneering project with which you have assisted? Where?
2. What has been your worst camping experience in Scouting?
3. How many patrol meetings has your patrol held in the last three months? How many of them have you attended?
4. Have any of the merit badges you have earned lead to hobbies or possible careers?
5. What are your hobbies?
6. Of the merit badges you have earned, which one do you think will be of greatest value to you as an adult? Why?
7. Why do you think that the three "Citizenship" merit badges are required for the Eagle Rank?
8. What is your current (most recent) leadership position within the Troop? How long have you held that position? What particular challenges does it present? What is Leadership?
9. Do you have any brothers or sisters who are in Scouts (any level)? What can you do to encourage them to continue with Scouts, and to move forward along the Scouting Trail?
10. How do you choose between a school activity, a Scout activity, and a family activity?
11. Why do you think that Star and Life Scouts are required to contribute so much time to service projects? What service projects are most rewarding to you? Why?
12. Why do you think that a Board of Review is required for rank advancement?
13. How has Scouting prepared you for the future?
14. What does it mean to say, "A Scout is Reverent"?
15. What does "Scout Spirit" mean to a Life Scout?
16. Why do you think that Scouting for Food is referred to as a "National Good Turn".
17. The Scout Oath refers to "Duty to Self"; what duty do we have to ourselves?
18. If the Scout is a member of OA:
 - 18a. What role does OA play in Scouting?
 - 18b. What honor do you hold in OA?
 - 18c. What is the difference between Scout "ranks" and OA "honors"?
 - 18d. When was the last OA work weekend you participated in?
19. In what year was Boy Scouts of America founded? [Answer: February 8, 1910 - BSA Birthday]
20. Have you begun to think about an Eagle Service Project? What are you thinking about doing? When?

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Eagle Rank

The Board of Review for the Eagle Rank is different from the other Boards of Review in which the Scout has participated. The members of the Board of Review are not all from his Troop Committee. Introductions are essential, and a few "break in" questions may be appropriate.

At this point, the goal is to understand the Scout's full Scouting experience, and how others can have similar meaningful Scouting experiences. Scouting principles and goals should be central to the Scout's life; look for evidence of this.

Although this is the final rank, this is not the end of the Scouting trail; "Once an Eagle, always an Eagle". Explore how this Eagle Scout will continue with Scouting activities, and continued service to his home, church, and community.

The approximate time for this Board of Review should be 30 - 50 minutes.

Sample Questions for Eagle:

1. What would you suggest adding to the Scout Law (a thirteenth point)? Why?
2. What one point could be removed from the Scout Law? Why?
3. Why is it important to learn how to tie knots, and lash together poles and logs?
4. What is the difference between a "Hollywood hero" and a real hero?
5. Can you give me an example of someone who is a hero to you? (A real person, not a character in a book or movie.)
6. Why do you think that the Family Life merit badge was recently added to the list of required merit badges?
7. What camping experience have you had, that you wish every Scout could have?
8. Have you been to Philmont or a National (International) Jamboree? What was your most memorable experience there?
9. What is the role of the Senior Patrol Leader at a troop meeting (campout, summer camp)?
10. If you could change one thing to improve Scouting, what would you change?
11. What do you believe our society expects from an Eagle Scout?
12. The charge to the Eagle requires that you give back to Scouting more than Scouting has given to you. How do you propose to do that?
13. As an Eagle Scout, what can you personally do to improve your unit?
14. What will you be doing in your unit, after receiving your Eagle Rank?
15. Tell us how you selected your Eagle Service Project.
16. From your Eagle Service Project, what did you learn about managing or leading people? What are the qualities of a good leader?
17. What part of your Eagle Service Project was the most challenging? Why?
18. If you were to manage another project similar to your Eagle Service Project, what would you do differently to make the project better or easier?
19. What are your future plans (high school, college, trade school, military, career, etc.)?
20. Tell us about your family (parents, siblings, etc.). How do you help out at home?
21. What do you think is the single biggest issue facing Scouting in the future?
22. How do your friends outside of Scouting react when they learn that you are a Boy Scout? How do you think they will react when they learn that you have become an Eagle Scout?
23. Why do you think that belief in God (a supreme being) is part of the Scouting requirements?
24. How do you know when a Scout is "active" in his unit?
25. You have been in Scouting for many years, sum up all of those experiences in one word. Why?
26. What one thing have you gained from your Scoutmaster's conferences over the years?
27. How does an Eagle Scout continue to show Scout Spirit?
28. If the Scout is a member of the Order of the Arrow:
 - 28a. What does OA membership mean to you?
 - 28b. How does OA help Scouting and your unit?
29. Who brought Scouting from England to the United States? [Answer: William D. Boyce]

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30. [Traditional last questions] Why should this Board of Review approve your request for the Eagle Rank? or Why should you be an Eagle Scout?

Eagle Palms

Eagle Palms are awarded for continued leadership and skills development (merit badges) after the Eagle Rank has been earned.

The purpose of this Board of Review is to ensure that the Eagle Scout remains active within the unit, contributes to the leadership of the unit, and assists with the growth of the other Scouts within the unit.

The approximate time for this Board of Review should be 15 minutes.

Sample Questions for Eagle Palms:

1. As an Eagle, have the Scout Oath and Law gained new meaning for you? How?
2. Why is it important to developing and identify leadership? How do you do this?
3. Since earning your Eagle, what merit badges have you earned?
4. Since earning your Eagle (last Palm), in what service projects have you participated?
5. How do you plan to continue your involvement with Scouting?
6. What would you say to a Life Scout who is only minimally active within his unit, and who does not seem motivated to continue along the Scouting Trail?
7. If a Life Scout was having difficulty selecting an Eagle Service Project, what would you suggest to him?
8. What is the primary role of the Scoutmaster?
9. How have you begun to "... give back to Scouting more than Scouting has given to you".
- 10 .In what year was the first World Jamboree held? [Answer: 1920]