



TROOP 226

OPERATING MODEL & POLICIES

Train up a child and when he is old he will not depart from it
– Proverbs 22:6

Document Revision History

Version	Revision Date	Revision Description	Revision By
3.0	10/21/14	<p>Interim revision of troop operating model and policies from 2013 version 2.2.1.</p> <ul style="list-style-type: none"> Replaced PEACH references with NTCHA. Removed references to Executive Committee Revised Troop Committee reporting by removal of Core Committee concept Changed age and prior leadership requirements for boy leader positions, i.e., “required minimum” to “recommended”. Changed “required prior BSA leadership” language for ASM positions. Revised attendance policy (Sec. 3.3 Participation Expectations) Revised database references from Troop Master to TroopTrack Removed Venture Patrol concept Revised changes to Troop Policy vote requirement from 2/3 to majority (<50%) Troop Committee plus NTCHA board approval (Sec. 4.6.3.2). Revised Video approval and viewing requirement (Sec. 8.2.5.3.1) Various other minor changes. 	Troop Committee Owl Patrol
4.0	1/21/17	<p>General update of changes appropriate given the current operations of the troop</p> <ul style="list-style-type: none"> Updates based on BSA National revisions. Extension of historical milestone Troop Committee organizational change and update of job descriptions 	Troop Committee with input from others
4.1	03/20/18	<p>Revised the following sections:</p> <p>10.3.1 “Mileage Reimbursement”</p> <ul style="list-style-type: none"> Replaced existing wording to use the standard IRS calculation. <p>10.3.1.1 “Mileage Reimbursement Calculations”</p> <ul style="list-style-type: none"> Replaced existing example of calculating the cost to be more specific and simpler to follow. <p>8.2.4.2.1 “Summer Camp Selection Process”</p> <ul style="list-style-type: none"> Revised the wording in regard to who is on the selection committee. 	<p>Mileage change presented committee member Brad Shoda and reviewed by Troop Committee.</p> <p>Summer camp change presented by scout Tommy Little and reviewed by the troop committee.</p>
4.2	9/20/22	<p>Revised the following sections:</p> <p>5.1.1 “Adult Training Fee Reimbursement”</p> <ul style="list-style-type: none"> Added possibility for full reimbursement for advanced adult training <p>7.1 “Jim Vorgert Scouting Excellence Award” and 7.3 “Hands and Feet Award”</p> <ul style="list-style-type: none"> Changed nomination and selection process <p>10.3.1 “Mileage Reimbursement”</p> <ul style="list-style-type: none"> Reverted to previous formula involving current gas prices for non-trailer drivers 	<p>Training reimbursement change presented by Stephen Bishop.</p> <p>Awards process change presented by scout Tommy Little.</p> <p>Mileage change presented by committee member Brad Shoda.</p>

4.3	08/15/23	<ul style="list-style-type: none"> • TroopTrack changed to Scoutbook • Troop History updated • Updated campout departure location • Northern Lights changed to Chisholm Trail • Removed references to Trailblazer patrol • Updated Eagle requirements • Updated BSA Membership Fees • Various changes to formatting, capitalization, and punctuation 	<p>Updates to operational procedures by Assistant Scout Master Kai Axford.</p> <p>Updates to Troop History by Cherie Shoda.</p> <p>Updates to BSA Membership Fees by Brad Shoda.</p>
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Changing This Document

This document is expected to be reviewed on an annual basis by the Troop Committee for revisions. However, any Troop member wanting to request a change may do so by submitting a written request to the Committee Chair at least one week prior to the regular committee meeting. All change requests will be reviewed and voted on by the Troop Committee. Changes to this document must also be approved by the Chartered Organization Representative and the NTCHA Board. The NTCHA Board may change this document without Troop 226 Committee approval. All approved changes should be adequately documented within the Document Revision History section of this document.

Table of Contents

Document Revision History	2
Changing This Document	2
Table of Contents	3
Document Purpose & Scope.....	10
1 Troop 226 Overview	11
1.1 Troop 226 Philosophy	11
1.1.1 Purpose	11
1.1.2 Vision	11
1.1.3 Mission.....	11
1.1.4 Youth-Led Leadership.....	11
1.1.5 Mentorship and Accountability.....	11
1.1.6 Programming	12
1.1.7 Troop Size	12
1.2 Troop 226 History	13
1.3 Troop 226 Traditions	16
2 Troop Structure.....	17
2.1 Organizational Structure.....	17
2.1.1 High Level Organizational Functions & Decision Points	17
2.2 Chartered Organization	18
2.2.1 Troop Chartered Organization Representative.....	19
2.3 Troop Committee	20
2.3.1 Troop Committee Structure	21
2.3.2 Troop Committee Roles & Responsibilities.....	22
2.4 Scoutmaster & Assistant Scoutmasters (Owl Patrol).....	50
2.4.1 Scoutmaster & Assistant Scoutmasters Roles & Responsibilities.....	51
2.5 Youth Leadership Team	65
2.5.1 Youth Leadership Team Roles & Responsibilities	66
3 Membership.....	87
3.1 Membership Requirements.....	87
3.1.1 NTCHA Membership	87
3.1.2 Transferring from Cub Scouts.....	87
3.1.3 Transferring from Boy Scouts.....	87

3.1.4	Not Transferring from Cub Scouts or Boy Scouts	87
3.2	The Patrol Model	88
3.2.1	The New Boy Patrol	88
3.3	Participation Expectations.....	88
3.3.1	Why Does the Troop Have Participation Expectations?	89
3.3.2	Participation Expectations Guiding Principles.....	90
3.4	Conduct.....	90
3.4.1	Conduct Expectations	90
3.4.2	Conduct Issues	90
3.4.3	Disciplinary Actions.....	91
3.5	Dues, Fees, & Overall Cost of Membership	91
3.5.1	Scout Dues & Fees	91
3.5.2	Adult Leader Dues	91
3.5.3	Other Expenses	92
3.6	Personal Gear Needs	92
3.6.1	Uniform.....	92
3.6.2	Camping Gear.....	93
3.7	Membership Documentation Required	95
3.7.1	Youth Members	95
3.7.2	Adult Members	95
3.8	Medical Procedures	95
3.9	Adult Involvement	96
3.9.1	Volunteer Opportunities	96
3.9.2	How to Volunteer	96
4	Troop Meetings.....	97
4.1	Meeting Schedule	97
4.2	Meeting Location	98
4.2.1	Facilities Use & Stewardship	98
4.3	Troop Meetings.....	99
4.3.1	Service Patrol & Program Patrol	99
4.3.2	Special Troop Meetings	99
4.3.3	Troop Meeting Visitors.....	101
4.4	Youth Leader Meetings	102

4.4.1	Patrol Leaders' Council.....	102
4.4.2	Chaplain's Aide Council	102
4.4.3	Bi-Annual Troop Leadership Training.....	102
4.4.4	Bi-Annual Troop Program Planning Conference	103
4.5	Adult Leader Meetings	103
4.5.1	Troop Committee	103
4.5.2	Owl Patrol	103
4.6	Running Troop Meetings	103
4.6.1	Basic Principles	103
4.6.2	Presenting Motions	104
4.6.3	Methods of Voting.....	104
4.6.4	Parliamentary Procedures at a Glance.....	105
4.7	Meeting Agendas & Minutes.....	106
4.7.1	What to Include in the Minutes	107
4.8	Events.....	107
5	Training & Safety	108
5.1	Adult Training.....	108
5.1.1	Adult Training Fee Reimbursement	109
5.2	Youth Training.....	109
5.2.1	Youth Training Fee Reimbursement	110
5.3	Age Appropriate Guidelines	110
5.4	Guide to Safe Scouting	110
6	Advancement.....	112
6.1	Trail to First Class Program.....	112
6.1.1	Purpose	112
6.1.2	Program Overview.....	112
6.1.3	Basic Scout Skills	113
6.1.4	Citizenship & Personal Responsibility	113
6.1.5	Cheerful Service.....	114
6.1.6	Scout Spirit	114
6.2	Trail to Eagle Program	114
6.2.1	Purpose	114
6.2.2	Eagle Required Merit Badges	115

6.2.3	Troop Leadership.....	116
6.2.4	Cheerful Service.....	117
6.2.5	Scout Spirit	117
6.2.6	Eagle Project	117
6.2.7	Eagle Application	119
6.2.8	Eagle Scoutmaster Conference	119
6.2.9	Eagle Board of Review	119
6.2.10	Eagle Rank and Court of Honor	120
6.2.11	Eagle Scout District Dinner	120
6.3	Merit Badges.....	120
6.3.1	Merit Badge Process	120
6.3.2	Merit Badge Counselors	121
6.3.3	Merit Badge Completion	121
6.3.4	Merit Badge Review	121
6.4	Scoutmaster Conference	121
6.4.1	Purpose	122
6.4.2	Scout Spirit Requirement	123
6.5	Boards of Review	124
6.5.1	Troop Boards of Review	125
6.5.2	Eagle Boards of Review	125
6.6	Courts of Honor	126
6.6.1	Troop Courts of Honor	126
6.6.2	Eagle Courts of Honor.....	127
6.7	Advancement Requirement Sign-Off Summary	127
6.8	Advancement Records Management.....	128
6.8.1	Scouts.....	128
6.8.2	Troop.....	128
6.8.3	National Council.....	128
7	Troop Awards.....	129
7.1	Jim Vorgert Scouting Excellence Award	129
7.1.1	Award Evaluation Criteria.....	129
7.1.2	Being Considered for Award.....	129
7.1.3	Being Awarded.....	130

7.2	PLC Outstanding Patrol Award	130
7.2.1	Award Evaluation Criteria.....	130
7.2.2	Being Considered for Award.....	130
7.2.3	Being Awarded.....	131
7.3	Hands and Feet Award	131
7.3.1	Award Evaluation Criteria.....	131
7.3.2	Being Considered for Award.....	131
7.3.3	Being Awarded.....	131
8	Camping & Activities.....	132
8.1	Monthly Camping & Activities.....	132
8.2	Troop Camping	132
8.2.1	Program Planning	132
8.2.2	Camping as a Patrol	133
8.2.3	Family & Friend Participation	135
8.2.4	Special Campouts	135
8.2.5	Electronics Use During Campouts	137
8.3	Camping Safety	138
8.3.1	Leadership Requirements.....	138
8.3.2	Transportation	138
8.3.3	Tobacco & Alcohol Use	139
8.3.4	Knife, Axe, Saw & Fire Safety	139
8.4	Camp Coordination.....	139
8.4.1	Camp Reservations	139
8.4.2	BSA Tour Plan.....	139
8.4.3	Riding Assignments.....	140
8.4.4	Sign-up Deadlines	140
8.4.5	Sign-up Cancellations	140
9	Service Projects.....	141
9.1	Community Service and Conservation Projects Guidelines.....	141
9.2	Service and Conservation Projects for Rank Advancement.....	142
9.3	Service and Conservation Projects for Merit Badges or Awards.....	143
10	Troop Finances and Assets	145
10.1	Troop Budget	145

10.1.1	Budgetary Items	145
10.1.2	Budgetary Cycle	145
10.1.3	Budget Approval Cycle	145
10.1.4	Non-Budgeted Items	145
10.1.5	Monthly Budget Review	145
10.1.6	Annual Bookkeeping Review	145
10.2	Troop Bank Account	146
10.2.1	Deposits	146
10.2.2	Disbursement of Troop Funds	146
10.2.3	Troop Fund Ownership	146
10.3	Expense Reimbursement	146
10.3.1	Mileage Reimbursement	146
10.3.2	Grubmaster Expense Reimbursement	147
10.3.3	Equipment Purchase Reimbursement	147
10.3.4	Other Expense Reimbursement	148
10.4	Use of the Service Center Troop Account	148
10.5	Tax Exempt Status	148
10.6	Financial Assistance	148
10.7	Fundraising	148
10.7.1	Pay Your Own Way Philosophy	148
10.7.2	Popcorn	149
10.7.3	Discount Cards	149
10.7.4	Other	149
10.8	Scout & Scouter Accounts	150
10.8.1	What is a Scout Account	150
10.8.2	How Do Scout Accounts Get Funded	150
10.8.3	What Are Appropriate Uses for Scout Account Funds	150
10.8.4	What Happens to Funds if I Leave the Troop	151
10.9	Troop Non-Monetary Assets	151
10.9.1	Asset Ownership	151
10.9.2	Asset Stewardship	151
10.9.3	Records Retention	152
11	Support Outside the Troop	155

11.1	Chisholm Trail District	155
11.2	Circle 10 Council	155
11.2.1	Camps	155
11.2.2	Scout Shop	155
12	Information Management & Communications.....	157
12.1	Public Website	157
12.2	Email	157
12.3	Scoutbook	157
12.4	QuickBooks	157
12.5	Data Security Policy	157



Document Purpose & Scope

The purpose of this document is to provide information concerning key aspects of Troop 226 operations and its guiding principles and policies. Troop 226 strives to align itself with policies and guidelines of the Boy Scouts of America (BSA) and also operates under BSA guidance.

This document does not provide comprehensive information about policies and guidelines of the BSA. For more information regarding BSA policies and guidelines, there are several publications that are available through BSA including:

- Troop Committee Guidebook
- Guide to Advancement
- Troop Leader Guidebook
- Guide to Safe Scouting
- A Guide for Merit Badge Counseling
- Troop Program Features Volumes I-III
- Troop Program Resources
- Boy Scout Handbook
- Senior Patrol Leader Handbook
- Patrol Leader Handbook
- Den Chief Handbook
- Order of the Arrow Handbook
- Boy Scout Requirements
- BSA Insignia Guide
- Manual for Chaplain Aides and Chaplains.

Individuals interested in learning more about BSA operating guidance are encouraged to review these publications.

1 Troop 226 Overview

This section provides an overview of Troop 226’s operating philosophy, history, and traditions.

1.1 Troop 226 Philosophy

This section provides an overview of the Troop’s basic beliefs, concepts, and attitudes that guide it.

1.1.1 Purpose

Founded on the wisdom of Proverbs 22:6, “Train up a child in the way he should go, and when he is old he will not depart from it”, Troop 226’s purpose is to help parents train and equip their sons, through the Scouting program, to be capable Christian leaders. This training is built upon the foundation of the Gospel of Jesus Christ and the Scout Oath and Law.

Scout Oath

On my honor I will do my best
To do my duty to God and my country
and to obey the Scout Law;
To help other people at all times;
To keep myself physically strong,
mentally awake, and morally straight.

Scout Law

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

1.1.2 Vision

Troop 226 is committed to support parents in training up their sons in the way they should go. It is our intent to help each young man under our care to become a responsible, participating citizen and leader who is guided by the Gospel of Jesus Christ and the Scout Oath and Law.

1.1.3 Mission

Troop 226 is dedicated first and foremost to the Gospel of Jesus Christ, making it a lamp unto our feet and light unto our path, and an instrument to prepare young men to make ethical and moral choices over their lifetimes. We will deliver a quality Scouting program that honors the Lord and equips young men to be prepared and live out the Scout Oath and Law.

1.1.4 Youth-Led Leadership

In one capacity or another, every man will one day be called to lead others. Troop 226 is dedicated to helping young men learn these skills through hands-on experience. The Troop is a youth-led Troop. To every extent possible, the Troop will allow youth leaders to make decisions about Troop programming and how the Troop will go. Under the guidance of the Scoutmaster and other adult leaders, youth leaders have a safe place to stretch their leadership wings, learning from mistakes made along the way.

“Never do anything
a boy can do”
– Robert Baden-Powell,
founder of Scouting

1.1.5 Mentorship and Accountability

Proverbs 27:17 states, “Iron sharpens iron, as one man sharpens another.” To help young men mature in their Christianity, the Troop believes it is important for them to interact with strong Christian Troop leaders. We strive to ensure every youth leader in the Troop will have a corresponding adult leader who

will be his mentor during his time of leadership. Following BSA Youth Protection guidelines, adult leaders will mentor, oversee, and provide guidance to youth leaders, holding them accountable for their role-specific Troop responsibilities.

1.1.6 Programming

In John Eldredge's book, *The Way of the Wild Heart*, he describes what happens to a boy as he becomes Scouting age.

[A] notable shift begins to take place in the boy's soul as he approaches his teens, a yearning for real adventure. Something inside tells him that he needs to prove himself, needs to be tested....And now the Question of a man's soul begins to present itself in nearly everything the boy-becoming-a-young-man does: do I have what it takes?

"A week of camp life is worth six months of theoretical teaching in the meeting room."
– Robert Baden-Powell, founder of Scouting

It is this sense of lessons from the field, hands on experience, testing, hard work, and real adventure that Troop 226 strives to incorporate into its Scouting program. Camping, service and leadership experience are key elements of Troop programming that help boys test and validate their capabilities, skills, and growth. The Troop typically camps at least ten months out of the year (generally excluding July and August for Texas camping). The Troop also typically conducts service projects at least six times per year. The camping and service program is directly driven and developed by the youth leadership of the Troop, with oversight from the Scoutmaster.

For I am not ashamed of the gospel, for it is the power of God for salvation to everyone who believes –Romans 1:16

Another key element to Troop programming is the integration of the Gospel of Jesus Christ. Biblical truths are welcomed and incorporated into Troop meetings and functions...including devotionals from the Troop Chaplain's Aide, prayer for the Troop's leaders, and biblical applications from Merit Badge Counselors. One of the most important things that the Troop can do for boys is to help parents impart the good news of Jesus Christ into the lives of their sons and help them live out the twelfth point of the Scout Law, a Scout is Reverent.

1.1.7 Troop Size

Within the original BSA Scoutmaster Handbook from 1914, the ideal troop size was set at three patrols of eight boys each. Robert Baden-Powell had suggested that the ideal troop size was around thirty-two boys. Today, BSA troop sizes can be in the tens or the hundreds. There are many pros and cons to having small and large troops.

Troop 226 believes that the ideal troop size for it is somewhere between 40 and 60 Scouts. A troop this size consists of four to six patrols, and is small enough to have effective patrol method programming, yet large enough to ensure program viability.

Once Troop 226 reaches an active Scout count between 80 and 100 Scouts, it will work with its chartered organization to evaluate whether to create an additional BSA troop under its charter.

1.2 Troop 226 History

Troop 226 was chartered in December, 2004, as a natural extension of the growth of Pack 226. It was established by the efforts of Lori Green and Theda Green whose sons were the first Scouts to join. Jim Vorgert was asked to lead the Troop as Scoutmaster, having a history with Pack 226 as Cubmaster. From the beginning the Troop was created to serve the Christian homeschool community.

Following are select members of the Troop since the establishment of Troop 226.

Troop Leaders

Chartered Organization Rep	Committee Chair	Scoutmaster
<ul style="list-style-type: none"> ● Lori Green (2004-09) ● Robert Moore (2009-11) ● Tom Cooke (2011-2013) ● Nathan Sheets (2014-2016) ● Grieg Riddle (2016-2019) ● Jeffrey Salladin (2019-2022) ● Beth Ann Cross (2022-Present) 	<ul style="list-style-type: none"> ● Lori Green (2004-09) ● David Morgan (2009-11) ● Lisa Sowalskie (2011-2012) ● Rodney Sowalskie (2012-2013) ● Tim Murray (2014-2015) ● Bill Elliott (2015-2016) ● Tim Platt (2016-2017) ● Charles Hacker (2018-2019) ● Stephen Bishop (2019-2021) ● Randy Hoyt (2021-Present) 	<ul style="list-style-type: none"> ● Jim Vorgert (2004-09) ● Russell Swinney (2009-11) ● Mike Wooddell (2011-2013) ● Dan Hull (2014-2015) ● Craig Hall (2015-2016) ● Wilson Little (2016-2018) ● Philip Baughman (2018-2020) ● Russell McNamer (2020-2021) ● Chris Pickard (2022-Present)

Following are some of the historical milestones for the Troop.

Troop 226 Historical Milestones
<ul style="list-style-type: none"> ● December 2004, established as a Troop for Christian homeschoolers ● January 2005, Troop has 11 Scouts ● December 2005, Troop earns the Quality Unit Award ● June 2006, first summer camp at Camp Alexander, Lake George, CO ● December 2006, Troop earns the Quality Unit Award ● January 2007, Troop has 25 Scouts ● January 2007, first “January Lock-in” camp-in at Canyons of Frisco ● December 2007, Troop earns the Quality Unit Award ● January 2008, Troop has 26 Scouts ● June 2008, first group of boys in Troop to earn BSA 50 Miler Award, Pikes Peak Trek (55 miles) ● August 2008, Crew 226 is established ● December 2008, first Troop-designed extended winter camp at Camp James Ray ● December 2008, Troop earns the Quality Unit Award ● January 2009, Troop has 41 Scouts ● May 2009, first Eagle Scout, Chris Vorgert ● August 2009, first patrol to earn the National Honor Patrol Award, Wildcat Patrol ● December 2009, Troop earns the Quality Unit Award ● January 2010, Troop has 59 Scouts ● April 2010, Troop earns the Great Plains District Windmill Award for best overall troop at Camporee ● April 2010, Alex Edwards earns the Barbed Wire award at Camporee ● August 2010, second Eagle Scout, Britain Green ● December 2010, Troop earns the Quality Unit Award ● December 2010, third Eagle Scout, Seth Sowalskie

- January 2011, Seth Sowalskie, receives the Great Plains District Dick Shaw Community Service Award for an outstanding Eagle project
- January 2011, Troop has 45 Scouts
- February 2011, Troop splits and Troop 207 is established in McKinney
- April 2011, Troop earns Third Place Ribbon for best overall troop at Camporee
- May 2011, fourth Eagle Scout, Drew Morgan
- June 2011, fifth summer camp at Camp Alexander, Lake George, CO
- September 2011, Troop establishes the Chaplain's Aide Council
- October 2011, fifth Eagle Scout, Bryan Bashrum
- October 2011, Troop establishes three new troop specific awards: Jim Vorgert Scouting Excellence Award, PLC Outstanding Patrol Award, and Hands and Feet Award
- November 2011, sixth Eagle Scout, Timothy Smiley
- December 2011, seventh Eagle Scout, Nicholas Perovich
- December 2011, Troop earns the Gold Level Journey to Excellence Award
- January 2012, Troop has 62 Scouts
- February 2012, eighth Eagle Scout, Sam Hunt
- February 2012, ninth Eagle Scout, Carter Lantz
- February 2012, tenth Eagle Scout, Conner Chambers
- March 2012, second patrol to earn the National Honor Patrol Award, The Phoenix Patrol
- March 2012, third patrol to earn the National Honor Patrol Award, Eagle Patrol
- April 2012, Troop earns the Northern Lights District Kudu Award for best overall troop at Camporee
- May 2012, Nicholas Perovich earns the Troop's Jim Vorgert Scouting Excellence Award
- May 2012, Noah Sowalskie earns the Troop's Hands and Feet Award
- May 2012, The Phoenix Patrol earns the Troop's PLC Outstanding Patrol Award
- May 2012, fourth patrol to earn the National Honor Patrol Award, Scorpion Patrol
- 2012, 11th Eagle Scout, Michael Garner
- 2012, 12th Eagle Scout, Jonathan Kirk
- February 2013, 13th Eagle Scout, Alex Higby
- April 2013, Troop earns the Northern Lights District Kudu Award for best overall troop at Camporee
- April 2013, 14th Eagle Scout, Alex Edwards
- April 2013, 15th Eagle Scout, Nathan Jensen
- April 2013, 16th Eagle Scout, Caleb Sowalskie
- June 2013, Troop attends camp Cris Dobbins in Colorado for summer camp.
- October 2013, 17th Eagle Scout, Caleb Smiley
- October 2013, 18th Eagle Scout, Noah Sowalskie
- December 2013, 19th Eagle Scout, Grayson Casey
- December 2013, 20th Eagle Scout, Tyler Lantz
- December 2013, 21st Eagle Scout, Jared Besse
- December 2013, 22nd Eagle Scout, Chad Edwards
- December 2013, 23rd Eagle Scout, Ian Dunshee
- December 2013, 24th Eagle Scout, Sam Cassels
- December 2013, 25th Eagle Scout, Ben Cassels
- December 2013, 26th Eagle Scout, Josh Kusterer
- December 2013, Troop splits and creates Trail Life Troop 226.
- January 2014, Troop charter changed to North Texas Christian Homeschool Association (NTCHA). Dan Hull becomes Scoutmaster. Troop begins meeting at St. Paul Lutheran Church in Plano.
- April 2014, Troop earns the Northern Lights District Kudu Award for best overall troop at Camporee

- April 2014, 27th Eagle Scout, Joshua Dunham
- June 2014, 28th Eagle Scout, Benjamin Shumate
- June 2014, Troop attends Camp Hale in Oklahoma for summer camp.
- June 2014, 29th Eagle Scout, Blake Higby
- January 2015, 30th Eagle Scout, Matthew Dula
- February 2015, 31st Eagle Scout, Seth Murray
- February 2015, 32nd Eagle Scout, Bryce Hulstein
- March 2015, 33rd Eagle Scout, Logan Ingram
- April 2015, Troop earns the Northern Lights District Kudu Award for best overall troop at Camporee
- April 2015, 34th Eagle Scout, Alex Koele
- April 2015, 35th Eagle Scout, Adam Chambers
- May 2015, 36th Eagle Scout, Garrett Swinney
- June 2015, Troop attends Camp Alexander in Colorado for summer camp.
- July 2015, Troop members attend Camp Bartle in Missouri for summer camp.
- July 2015, Troop members attend The Summit Experience high adventure camp
- December 2015, 37th Eagle Scout, David Elliott
- March 2016, 38th Eagle Scout, Jacob Hacker
- April 2016, Troop earns the Northern Lights District Kudu Award for best overall troop at Camporee
- May 2016, 39th Eagle Scout, Sean Elliott
- June 2016, Troop attends Camp Alexander in Colorado for summer camp.
- June 2016, Troop members attend Sea Base high adventure camp.
- July 2016, Troop members attend Camp Bartle in Missouri for summer camp.
- August 2016, Troop members attend Philmont high adventure camp.
- September 2016, Troop begins meeting at Hunters Glen Baptist Church in Plano.
- October 2016, 40th Eagle Scout, Andrew Cottingham
- October 2016, 41st Eagle Scout, Timothy Hall
- December 2016, 42nd Eagle Scout, Sean Metcalf
- December 2016, 43rd Eagle Scout, Josiah Dunham
- March 2017, 44th Eagle Scout, Connor Hulstein
- July 2017, Troop members attend Bartle Summer Camp in Missouri
- September 2017, 45th Eagle Scout, Hudson Sheets
- December 2017, 46th Eagle Scout, Stephen Garner
- December 2017, Troop members attend High adventure camp in Kauai, Hawaii
- February 2018, 47th Eagle Scout, Joshua Harley
- April 2018, 48th Eagle Scout, Noah Platt
- April 2018, 49th Eagle Scout, Tommy Little
- May, 2018, Troop members were asked to do flag ceremony at the National Annual Meeting with First Lady Barbara Bush
- May 2018, 50th Eagle Scout, Zane Solberg
- June 2018, 51st Eagle Scout, Philip Dalton Baughman
- July 2018, Troop members attend H. Roe Bartle Scout Reservation for camp
- July 2018, Troop members attend summer Camp Daniel Boone in North Carolina
- December 2018, 52nd Eagle Scout, Benjamin Puig
- December 2018, 53rd Eagle Scout, Kaleb Shoda
- December 2018, 54th Eagle Scout, Garrett Hacker
- December 2018, 55th Eagle Scout, Ethan Hacker

- April 2019, Troop Members asked by Circle Ten Council to perform flag ceremony for Prestigious Linz Award recipient, Bobby B. Lyle
- June 2019, 56th Eagle Scout, Jacob Muir
- July 2019, Troop Members attend Camp Friedlander in Ohio
- September 2019, 57th Eagle Scout, Samuel Hull
- December 2019, 58th Eagle Scout, Seth Riddle
- February 2020, Troop 226 wins Top Sales for Camp Cards and Popcorn for 2019 for Chisholm Trail District
- March 2020, Troop 226 halts indoor activities due to the COVID-19 pandemic.
- August 2020, 59th Eagle Scout, Elijah Dunham
- April 2021, Troop Members participated in Richardson Creek Clean up and recognized in the City of Richardson paper.
- June 2021, Troop Members attend High Adventure at Philmont Scout Camp
- July 2021, Troop Members attend Camp Alexander in Colorado
- July 2021, 60th Eagle Scout, Noah Frome
- August 2021, Troop 226 resumes indoor activities at Hunters Glen Baptist Church in Plano.
- October 2021, 61st Eagle Scout, Clyde Sherpell
- November 2021, 62nd Eagle Scout, Isaiah Platt
- January 2022, Troop has 33 Scouts
- March 2022, Noah Frome's Eagle Project wins Chisholm Trail District Eagle Project of the Year
- June 2022, Troop Members attend summer Camp Daniel Boone in North Carolina
- October 2022, 63rd Eagle Scout, Andrew Hancock
- January 2023, Troop has 32 Scouts
- February 2023, Troop 226 wins Top Sales for Camp Cards for 2022 for Chisholm Trail District
- April 2023, 64th Eagle Scout, Zachary Dunaway
- May 2023, Troop Members attend High Adventure at Sea Base Bahamas
- June 2023, Troop Members attend Camp Geronimo in Arizona

1.3 Troop 226 Traditions

Tradition has been an element of Scouting since the beginning. Most troops have their own traditions that set them apart from other troops. Troop 226 is no exception.

The Troop has traditions of spirit, traditions of honor, traditions of service, and camping traditions that help make the Scouting program fun for the boys. The Troop is always looking to add additional traditions of substance. Some examples of Troop traditions follow:

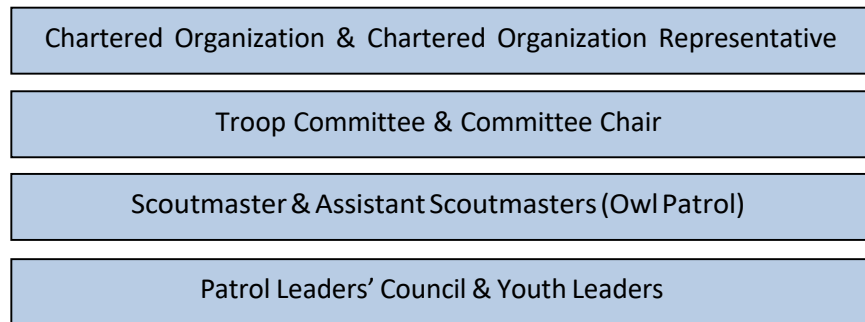
- Wearing the full Scout uniform
- Custom Troop neckerchief and Troop shirts
- Troop specific awards
- Serving in the Scouting for Food program
- Creating a Troop designed winter camp in December
- Camping outside of Texas for summer camps
- Camping “in” in January
- Family campout once a year
- Leader recognition potluck in May

2 Troop Structure

The Troop 226 organization is modeled after unit organizational structures provided by the Boy Scouts of America. Troop 226 is in the Northern Lights District of the Circle Ten Council of the Boy Scouts of America. This section of the document provides details on the organizational structure and the roles and functions of each entity within the structure.

2.1 Organizational Structure

Within the Troop there are four main organizational bodies: the Chartered Organization & Chartered Organization Representative, the Troop Committee, Scoutmasters & Assistant Scoutmasters (known as the Owl patrol), and the Patrol Leaders' Council & Youth Leaders. A hierarchical relationship exists between these bodies where the organization depicted below another is subordinate to the organization above (i.e., youth leadership reports to Scoutmasters who report to the committee who reports to the chartered organization).



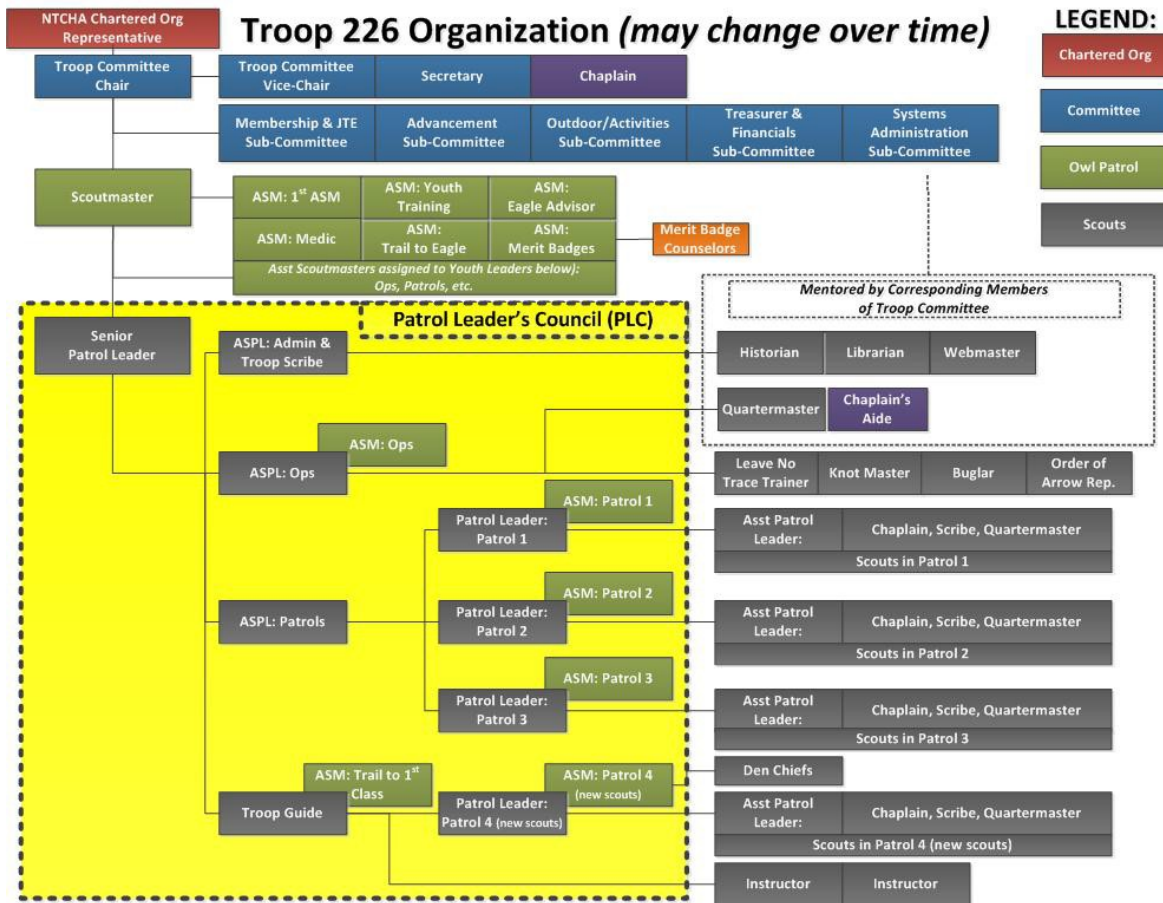
2.1.1 High Level Organizational Functions & Decision Points

The following table provides a high level view of the primary functions, key decision points, and meetings that exist within each layer of the unit organization. Strong interaction and collaboration takes place within the layers of the organization.

	Chartered Organization & COR	Troop Committee	Scoutmaster & Assistant Scoutmasters	Patrol Leaders' Council & Youth Leaders
Primary Function	Integrate, promote, and support Scouting unit within the charter organization	Operational support, policy, and budgetary development & compliance	Scout safety and youth leader mentoring	Program development and execution
Key Decision Points	<ul style="list-style-type: none"> Meeting location Troop Committee Chair, Vice-Chair and Scoutmaster Policy and budget approval 	<ul style="list-style-type: none"> Policy and adherence Budget and funding Troop Committee and Owl Patrol approval 	<ul style="list-style-type: none"> Safety Program approval Budgetary needs Youth leader approval 	<ul style="list-style-type: none"> Troop programming Youth leader selection
Meetings	<ul style="list-style-type: none"> Monthly board meeting 	<ul style="list-style-type: none"> Monthly committee meeting Quarterly Courts of Honor 	<ul style="list-style-type: none"> Monthly Owl Patrol meeting Weekly Troop meeting Quarterly Courts of Honor Bi-monthly Patrol Leader's Council meeting 	<ul style="list-style-type: none"> Quarterly Courts of Honor Bi-monthly Patrol Leader's Council meeting Monthly Chaplain's Aide Council meeting Weekly Troop and patrol meeting

Generic Organization Chart:

The generic organization chart below depicts the interrelationship between the organization layers. It also provides a view of where specific leadership roles fit within the organization. The remainder of this section of the document describes the specific functions within each organization.



2.2 Chartered Organization

A chartered organization provides oversight of the unit's program of activities to support their goals and objectives. Troop 226's chartered organization is North Texas Christian Homeschool Association. NTCHA provides for the Troop in two key ways:

- Select leadership:** The head of the chartered organization appoints a Chartered Organization Representative to provide leadership in the selection of a unit committee of parents and organization members that will provide overall supervision for the unit's program. The committee approves the key adult unit leaders who will work with the youth. The chartered organization representative also is a voting member of the local council and may serve as a member of the district committee.
- Provide a meeting place and promote a good program:** The chartered organization arranges for appropriate meeting facilities for the unit and promotes through its committee the full use of the program, including outdoor experiences, advancement, recognition, and, in particular, Scouting's values.

2.2.1 Troop Chartered Organization Representative

The Chartered Organization Representative (COR) is appointed by the head of the chartered organization, heads up the “Scouting Department” in the organization, and is a voting member of the BSA council representing the chartered organization. The COR also is a member of the district committee and liaison between the organization’s Scouting units and the resources available to these units through the district and council volunteer and professional resources.

CHARTERED ORGANIZATION REPRESENTATIVE (COR)	
Reports to	Chartered Organization
Duties	<ul style="list-style-type: none"> • Serve as head of Boy Scout Troop 226 in NTCHA. • Work with committee to select a Troop Committee Chair, Vice-Chair and Scoutmaster and reviews selection with the NTCHA Board. • Maintain a close liaison with the Troop Committee Chair and the Scoutmaster. • Help recruit other adult leaders and Scouts. • Approve all adult leader applications in conjunction with the NTCHA Board. • Serve as liaison between the Troop and NTCHA and keeps the NTCHA Board aware of its units’ programs and to see that its policies are being carried out. • Represent the Chartered Organization on the local Scout Council and District Committee. • Coordinate the Scouting program with other programs within NTCHA. • Review and approve the unit’s annual budget. • Supervisor to the Committee Chair. • Assist with unit re-chartering. • Encourage parental service to the Troop. • Work with NTCHA to provide a meeting place for Troop meetings and storage of Troop equipment. • Ensure all families are members of NTCHA. • Ensure all Boy Scouts meet NTCHA’s definition of homeschooling. • Shepherd Participation Waiver requests for Boy Scouts who do not meet NTCHA’s definition of homeschooling. • Is an active and involved member of the District Committee.
Qualifications	<ul style="list-style-type: none"> • Member of NTCHA in good standing. • Devout follower of Jesus Christ. • Appointed by the head of the Chartered Organization. • Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, and Fast Start. • Strong organizational skills. • Good listening and communication skills. • Good collaboration, teambuilding, and conflict resolution skills.
Service Term	Service term is two (2) years or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Troop Committee and NTCHA.

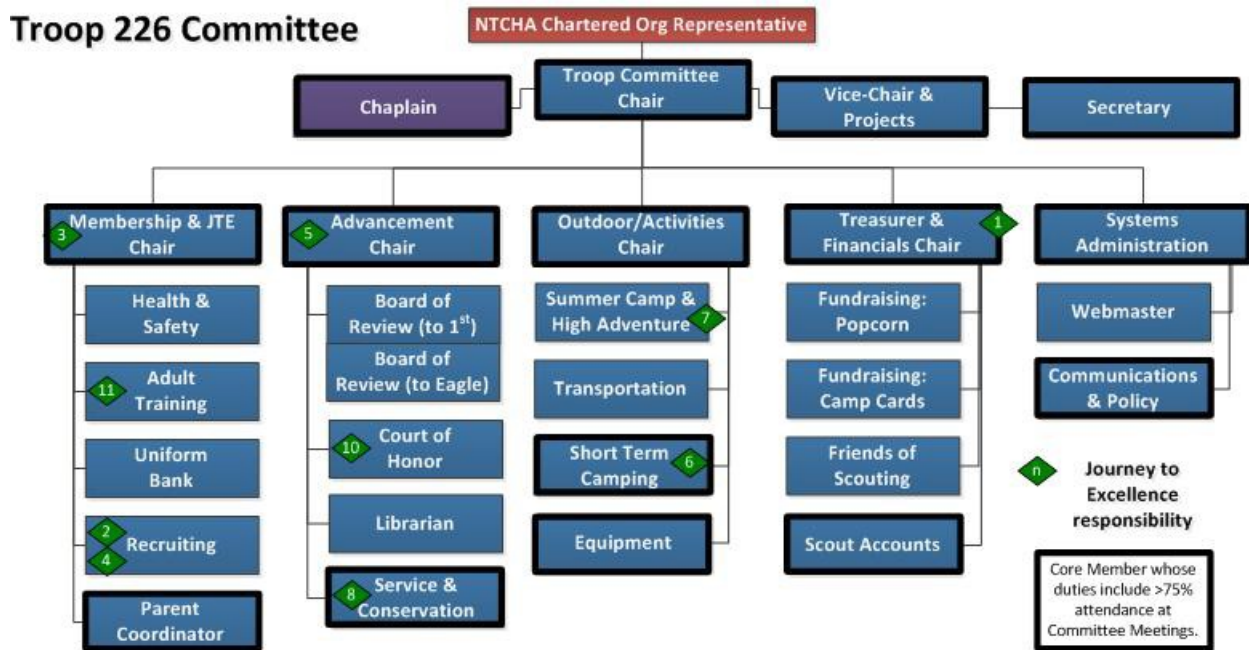
2.3 Troop Committee

The Troop Committee is the Troop's board of directors and supports the Troop program enabling the Troop to move forward with vigor. The Troop Committee is responsible for the following:

- Ensures that quality adult leadership is recruited and trained. In case the Scoutmaster is absent, a qualified assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is recruited.
- Provides adequate meeting facilities.
- Advises the Scoutmaster on policies relating to Boy Scouting and NTCHA.
- Carries out and ensures compliance of the policies and regulations of the Boy Scouts of America and Troop 226.
- Supports leaders in carrying out the program.
- Maintains records of Troop finances and advancement.
- Decisions on budgetary disputes
- Obtains, maintains, and properly cares for Troop property.
- Provides adequate camping and outdoor programs (minimum 10 days and nights per year).
- Serves on Boards of Review and Courts of Honor.
- Identifies and coordinates community service projects.
- Identifies and coordinates Troop fundraisers.
- Supports the Scoutmaster in working with individual boys, e.g., behavioral problems, and other problems that may affect the overall Troop program.
- Provides for the special needs and assistance that some boys may require.
- Helps with the Friends of Scouting campaign.
- New Troop leader approvals
- Leader term extension approvals per policy
- Decisions on Troop specific awards
- Decisions regarding Scout or adult member disciplinary disputes

2.3.1 Troop Committee Structure

The Troop Committee is structured in the following manner.



Certain positions on the committee are necessary at the troop committee meetings on an ongoing basis and have a duty of being present at least 75% of the time. These are defined as “Core Positions” and are noted in the chart above and on each job position description.

Others are required to be at the Troop Committee meeting only when they are asked to share by their Sub-Committee Chair.

In order for the Troop Committee to conduct business, a quorum or at least 50% of the Core Positions must be in attendance.

2.3.2 Troop Committee Roles & Responsibilities

Following are Troop defined committee positions and corresponding duties and qualifications.

COMMITTEE CHAIR (Core)	
Reports to	Chartered Organization Representative
Duties	<ul style="list-style-type: none"> Organize the committee to see that all functions are delegated, coordinated, and completed. Encourage committee members in their roles and provide assistance when needed to ensure responsibilities are successfully accomplished. Maintain a close relationship with the Chartered Organization’s Representative (COR) and the Scoutmaster. Interpret BSA national and local policies for the Troop. Ensure adherence to the Troop Operating Model and Policies. Prepare and communicate Troop Committee meeting agendas prior to monthly or special meetings. Call, preside over, and promote attendance at monthly Troop Committee meetings and any special meetings that may be called (following Robert’s Rules of Order). Ensure Troop representation at monthly roundtables. Conduct reference checks on potential Troop leaders or committee members. Work with Scoutmaster and COR to secure top-notch, trained individuals for Troop leadership. Coordinate with the Troop Webmaster on Scoutbook passwords and access rights. Arrange for charter review and re-charter annually. Plan the charter presentation. Support the policies of BSA and the Chartered Organization. Provide ring-out reports as requested by District. Set-up all troop meetings, PLC meetings, camping, CAS meetings, and Owl meetings in Troop database at the beginning of each term. [Webmaster] Maintain a minimum attendance rate of 75% for Troop Committee meetings (coordinate back-up leader when absent). Read and be familiar with the Guide to Safe Scouting.
Qualifications	<ul style="list-style-type: none"> Devout follower of Jesus Christ. Appointed by the head of the Chartered Organization. Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, and Fast Start. At least one year prior relevant BSA Troop Committee experience. Strong organizational skills. Good listening and communication skills. Good collaboration, teambuilding, and conflict resolution skills.
Service Term	Service term is two (2) years or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Troop Committee and NTCHA.

COMMITTEE VICE-CHAIR & PROJECTS (Core)

Reports to	Committee Chairperson
Duties	<ul style="list-style-type: none"> • Support Committee Chairperson in organizing the committee to see that all functions are delegated, coordinated, and completed. • Encourage committee members in their roles and provide assistance when needed to ensure responsibilities are successfully accomplished. • Interpret BSA national and local policies for the Troop. • Monitor adherence to the Troop Operating Model and Policies. • As necessary, fulfill the duties of the Committee Chairperson during their absence • Lead special projects as requested by the Troop Committee Chairperson • Support the policies of BSA and the Chartered Organization. • Maintain a minimum attendance rate of 75% for Troop Committee meetings (coordinate back-up leader when absent). • Read and be familiar with the Guide to Safe Scouting.
Qualifications	<ul style="list-style-type: none"> • Devout follower of Jesus Christ. • Appointed by the head of the Chartered Organization. • Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, and Fast Start. • At least one year prior relevant BSA Troop Committee experience. • Strong organizational skills. • Good listening and communication skills. • Good collaboration, teambuilding, and conflict resolution skills.
Service Term	Service term is two (2) years or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Troop Committee and NTCHA.

SECRETARY (Core)

Reports to	Committee Chairperson
Duties	<ul style="list-style-type: none">• Take attendance at committee meetings have meeting attendance maintained within the Troop database.• Keep minutes of committee meetings.• Send an electronic copy of meeting minutes to the Troop within one (1) week after monthly committee meetings. Mentor Troop Scribe in managing Troop attendance records for Troop meetings in Troop database• At each meeting, report the minutes of the previous meeting.• Maintain a minimum attendance rate of 75% for Troop Committee meetings (coordinate back-up leader when absent).• Read and be familiar with the Guide to Safe Scouting.
Qualifications	<ul style="list-style-type: none">• Devout follower of Jesus Christ.• Approved by the Committee.• Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, and Fast Start.• Proficient in typing or note taking.• Good written communication skills.• Good organizational skills.
Service Term	Service term is two (2) years or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

CHAPLAIN (Core)

Reports to	Committee Chairperson
Duties	<ul style="list-style-type: none"> Provide a spiritual tone for Troop meetings and activities. Give guidance and encouragement to the Chaplain Aides, helping them develop devotionals and Bible studies before they happen. Ensure that the Chaplain Aide has access to appropriate devotional materials and worship music for use at Troop activities. Promote regular participation of each member in the activities of the religious organization of his choice. Be prepared at all times to address spiritual issues and to provide spiritual guidance for scouts and leaders. Encourage Boy Scouts to earn their appropriate religious emblems. Attend monthly Chaplain's Aide Council meetings. Report to the Troop Committee as needed (e.g., Scouts Own Service plans). Maintain a minimum attendance rate of 75% for Troop Committee meetings Read and be familiar with the <u>Guide to Safe Scouting</u>.
Qualifications	<ul style="list-style-type: none"> Devout follower of Jesus Christ and Godly male role model. Approved by the Committee. Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, and Fast Start. Consistent personal prayer life, church membership and church attendance. Compassionate and encouraging. Ability to interact with Scouts.
Service Term	Service term is two (2) years or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

Other Troop Committee Positions (Sorted by Title)

ADULT TRAINING COORDINATOR	
Reports to	Membership & JTE Sub-Committee Chair
Duties	<ul style="list-style-type: none"> • Ensure Troop leaders and committee members have opportunities for training. • Encourage all new leaders to take Fast Start and This is Scouting training, as well as leader specific training. • Maintain calendar of upcoming council training and communicate training opportunities to the Troop. • Ensure all adult leaders have current Youth Protection Training (renewal required every two years). • Work with Outdoor Activities Coordinator and Summer Camp Coordinator to ensure adults have current Youth Protection Training and activity specific training prior to campouts. • Prepare and distribute a report prior to each committee meeting containing status (e,g, (% of Owls and Committee trained), plans and any open issues or questions • Report to the Troop Committee as requested by the Sub-Committee Chair. • Read and be familiar with the Guide to Safe Scouting.
Qualifications	<ul style="list-style-type: none"> • Devout follower of Jesus Christ. • Approved by the Committee. • Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, and Fast Start. • Detail oriented and strong organizational skills. • Good communication skills. • Proficient in data entry.
Service Term	Service term is two (2) years or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

ADVANCEMENT SUB-COMMITTEE CHAIR (Core)

Reports to	Committee Chairperson
Duties	<ul style="list-style-type: none"> • Coordinate, Mentor and Support the members of the Advancement Sub-Committee as they perform their roles. • Review status reports of each of their members and identify items of awareness or issues for reporting to the Troop Committee • Update database with Scout advancement (requirements toward rank, merit badges, leadership positions, nights camping, etc.). • Keep physical files of completed merit badge blue cards, Scoutmaster Conference worksheets (until Boards of Review are complete) and monthly Board of Review record sheets per record retention policy. • Input/Upload troop data to the national BSA database through Scoutbook. • Update special awards for scouts and leaders in Troop database as needed. • Update Order of the Arrow changes in Troop database as needed. • Review and sign Eagle project workbooks. • Submit Eagle District Dinner reservations in December. • Archive Scouts records as needed (after sending final advancement report). • Read and be familiar with the Eagle Scout Leadership Service Project Workbook, Eagle Scout Application, and the Eagle Project Packet available on the Troop website. • Report to the Troop Committee at each meeting the activities of their Sub-Committee and request support members of their sub-committee to report as useful for the committee to serve its purpose • Maintain a minimum attendance rate of 75% for Troop Committee meetings (coordinate back-up leader when absent). • Read and be familiar with the Guide to Safe Scouting.
Qualifications	<ul style="list-style-type: none"> • Devout follower of Jesus Christ. • Approved by the Committee. • Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, Fast Start, and Eagle Project – Advisor and Life Scout Training. • Detail oriented and good organizational skills. • Ability to interact with and encourage Scouts.
Service Term	Service term is two (2) years or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

BOARD OF REVIEW COORDINATORS

Reports to	Advancement Sub-Committee Chair
Duties	<ul style="list-style-type: none"> □ Create and maintain Board of Review binders. □ Train committee members in conducting Board of Reviews. □ Schedule Board of Reviews as needed. □ Run Board of Review reports from Troop database (verify requirements are complete). □ Create Board of Review packet (BOR report, SM Conference Worksheet, rank patch). □ If for Eagle Rank, <ul style="list-style-type: none"> ○ Submit Eagle Application to Council office for verification prior to scheduling BOR. ○ Print internet advancement summary for Eagle candidates prior to Eagle BOR. ○ Mail requests for Eagle letters of recommendation. ○ Read and be familiar with the Eagle Scout Leadership Service Project Workbook, Eagle Scout Application, and the Eagle Project Packet available on the Troop website. □ Maintain the T226 Steps to Eagle Rank Checklist and distribute to Eagle candidates □ Prepare and distribute a report prior to each committee meeting containing status (e.g., # BORs by rank), plans and any open issues or questions □ Report to the Troop Committee as requested by the Sub-Committee Chair. □ Read and be familiar with the Guide to Safe Scouting.
Qualifications	<ul style="list-style-type: none"> □ Devout follower of Jesus Christ. □ Approved by the Committee. □ Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, Fast Start, and Eagle Project – Advisor and Life Scout Training. □ Detail oriented and good organizational skills. □ Ability to interact with and encourage Scouts.
Service Term	Service term is two (2) years or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

COMMUNICATIONS & POLICY COORDINATOR (Core)

Reports to	Systems Administration Sub-Committee Chair
Duties	<ul style="list-style-type: none"> ❑ Maintain the Master Copy of this Troop 226 Operating & Policies Manual ❑ Ensure proper approval of any changes to this manual ❑ Serve as the internal expert and consultant for Troop Policies ❑ Develop a communications plan to ensure good communication between the Troop Committee, the Owl Patrol and with the Parents ❑ Monitor use and effectiveness of communications plan and modify as needed ❑ Handle publicity such as communications regarding Troop community service, special Troop awards, or assist with Eagle Scout recognition to local newspapers or NTCHA newsletter ❑ Prepare and distribute a report prior to each committee meeting containing status, plans and any open issues or questions ❑ Maintain a minimum attendance rate of 75% for Troop Committee meetings ❑ Read and be familiar with the Guide to Safe Scouting.
Qualifications	<ul style="list-style-type: none"> ❑ Devout follower of Jesus Christ. ❑ Approved by the Committee. ❑ Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, and Fast Start. ❑ Proficient in word processing and visual creation. ❑ Good written communication skills. ❑ Good organizational skills.
Service Term	Service term is two (2) years or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

COURT OF HONOR COORDINATOR

Reports to	Advancement Sub-Committee Chair
Duties	<ul style="list-style-type: none"> <input type="checkbox"/> Print advancement report prior to Court of Honor and submit report to the council service center. <input type="checkbox"/> Email Court of Honor report to SPL so script/program can be written. <input type="checkbox"/> Proof script/program before finalized. <input type="checkbox"/> Secure badges and certificates from Scout shop. <input type="checkbox"/> Fill out rank certificates and get appropriate signatures. <input type="checkbox"/> Individually package merit badge patches by Scout for presentation at Court of Honor. <input type="checkbox"/> Alphabetize and arrange bags/cards on award table before COH ceremony. <input type="checkbox"/> Coordinate non-Eagle Court of Honor receptions (decorations, food, drink, clean-up). <input type="checkbox"/> Read and be familiar with the Eagle Scout Leadership Service Project Workbook, Eagle Scout Application, and the Eagle Project Packet available on the Troop website. <input type="checkbox"/> Prepare and distribute a report prior to each committee meeting containing status, plans and any open issues or questions <input type="checkbox"/> Report to the Troop Committee as requested by the Sub-Committee Chair. <input type="checkbox"/> Read and be familiar with the Guide to Safe Scouting.
Qualifications	<ul style="list-style-type: none"> <input type="checkbox"/> Devout follower of Jesus Christ. <input type="checkbox"/> Approved by the Committee. <input type="checkbox"/> Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, Fast Start, and Eagle Project – Advisor and Life Scout Training. <input type="checkbox"/> Detail oriented and good organizational skills. <input type="checkbox"/> Ability to interact with and encourage Scouts.
Service Term	Service term is two (2) years or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

EQUIPMENT COORDINATOR (Core)

Reports to	Outdoor/Activities Sub-Committee Chair
Duties	<ul style="list-style-type: none"> ❑ Supervise and help the Troop procure camping equipment. ❑ Work with the Troop Quartermaster to create and maintain a Troop asset inventory and proper storage and maintenance of all Troop equipment and trailer. ❑ Make periodic safety checks on all Troop camping gear and encourage Troop in safe use of all outdoor equipment. ❑ Ensure that Troop trailers are properly registered with the State of Texas. ❑ Frequently attend campouts. ❑ Prepare and distribute a report prior to each committee meeting containing status (e.g., equipment status and needs), plans and any open issues or questions ❑ Report to the Troop Committee as requested by the Sub-Committee Chair. ❑ Maintain a minimum attendance rate of 75% for Troop Committee meetings ❑ Read and be familiar with the Guide to Safe Scouting.
Qualifications	<ul style="list-style-type: none"> ❑ Devout follower of Jesus Christ. ❑ Approved by the Committee. ❑ Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, and Fast Start. ❑ Enjoy camping and be familiar with camping gear. ❑ Ability to interact with Scouts.
Service Term	Service term is two (2) years or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

FRIENDS OF SCOUTING COORDINATOR

Reports to	Treasurer & Financials Sub-Committee Chair
Duties	<ul style="list-style-type: none"> □ Serve as liaison between the Troop and the district during the Friends of Scouting campaign. □ Attend Council and/or District Friends of Scouting meetings as required □ Arrange for Friends of Scouting Presenter to the troop parents annually □ Prepare and distribute a report prior to each committee meeting containing status, plans and any open issues or questions □ Report to the Troop Committee as requested by the Sub-Committee Chair. □ Read and be familiar with the Guide to Safe Scouting.
Qualifications	<ul style="list-style-type: none"> □ Devout follower of Jesus Christ. □ Approved by the Committee. □ Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, and Fast Start. □ Good organizational skills. □ Good communication skills.
Service Term	Service term is two (2) years or until a successor is appointed.
Term Limit	<p>May serve a maximum of two (2) consecutive terms.</p> <p>Term extension must be approved by the Committee.</p>

FUNDRAISING COORDINATOR – CAMP CARDS

Reports to	Treasurer & Financials Sub-Committee Chair
Duties	<ul style="list-style-type: none"> □ Coordinate annual council-sponsored discount cards fundraiser (March-April). □ Enlist teams to help with each project. □ Obtain proper authorizations or permits as necessary. □ Coordinate with the Treasurer for the collection of all fundraising proceeds and for making any required payments to vendors. □ Work with Treasurer to maintain fundraising records for the purpose of calculating the division of Troop and boy earnings. □ Prepare and distribute a report prior to each committee meeting containing status, plans and any open issues or questions □ Report to the Troop Committee as requested by the Sub-Committee Chair. □ Read and be familiar with the Guide to Safe Scouting.
Qualifications	<ul style="list-style-type: none"> □ Devout follower of Jesus Christ. □ Approved by the Committee. □ Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, and Fast Start. □ Detail oriented and good organizational skills. □ Good with numbers. □ Ability to encourage and motivate Scouts.
Service Term	Service term is two (2) years or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

FUNDRAISING COORDINATOR - POPCORN

Reports to	Treasurer & Financials Sub-Committee Chair
Duties	<ul style="list-style-type: none"> □ Coordinate annual council-sponsored popcorn fundraiser (September-November). □ Enlist teams to help with each project. □ Obtain proper authorizations or permits as necessary. □ Coordinate with the Treasurer for the collection of all fundraising proceeds and for making any required payments to vendors. □ Work with Treasurer to maintain fundraising records for the purpose of calculating the division of Troop and boy earnings. □ Research and develop fundraising projects for the Troop and present ideas to the Troop Committee for approval. □ Prepare and distribute a report prior to each committee meeting containing status, plans and any open issues or questions □ Report to the Troop Committee as requested by the Sub-Committee Chair. □ Read and be familiar with the Guide to Safe Scouting.
Qualifications	<ul style="list-style-type: none"> □ Devout follower of Jesus Christ. □ Approved by the Committee. □ Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, and Fast Start. □ Detail oriented and good organizational skills. □ Good with numbers. □ Ability to encourage and motivate Scouts.
Service Term	Service term is two (2) years or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

HEALTH & SAFETY COORDINATOR

Reports to	Membership & JTE Sub-Committee Chair
Duties	<ul style="list-style-type: none"> □ Coordinate annual collection of Troop medical forms. □ Work with the Outdoor Activities Coordinator and Summer Camp Coordinator to ensure that all adults and Scouts attending any Troop activity including high adventure and summer camp have current and proper medical forms and applications well in advance of beginning the activity. □ Maintain medical form files and make available to the Scoutmaster or designated Troop Medic for all Troop activities. □ Ensure a Troop Medic is designated to dispense Scout medications if necessary during Troop campouts. □ Ensure the campout Troop Medic is trained as needed to administer the Scout medications (e.g. epi pen training) □ Update Troop database with swim level information. □ Work with Troop Medic to ensure first aid kit is stocked. □ Ensure that the Troop has a current hard copy of the Guide to Safe Scouting and ensure that it is made available to the Scoutmaster for all Troop activities. □ Prepare and distribute a report prior to each committee meeting containing status (e.g., % of Scouts/Adults medical form compliant), plans and any open issues or questions □ Report to the Troop Committee as requested by the Sub-Committee Chair. □ Read and be familiar with the Guide to Safe Scouting.
Qualifications	<ul style="list-style-type: none"> □ Devout follower of Jesus Christ. □ Approved by the Committee. □ Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, and Fast Start. □ Detail oriented and good organizational skills.
Service Term	Service term is two (2) years or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

LIBRARIAN COORDINATOR

Reports to	Advancement Sub-Committee Chair
Duties	<ul style="list-style-type: none"> □ Mentor Scout Librarian on maintaining troop library in Troop database and on processes for checking-out and checking-in resources □ Mentor Scout Librarian through the process of identifying additional resources □ Maintain library of resources appropriate for each committee position □ Develop budget and procure resources according to need and available budget □ Prepare and distribute a report prior to each committee meeting containing status, plans and any open issues or questions □ Report to the Troop Committee as requested by the Sub-Committee Chair. □ Read and be familiar with the Guide to Safe Scouting.
Qualifications	<ul style="list-style-type: none"> □ Devout follower of Jesus Christ. □ Approved by the Committee. □ Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, and Fast Start. □ Good organizational skills. □ Good communication skills.
Service Term	Service term is two (2) years or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

MEMBERSHIP & JTE SUB-COMMITTEE CHAIR (Core)

Reports to	Committee Chairperson
Duties	<ul style="list-style-type: none"> □ Coordinate, Mentor and Support the members of the Membership & JTE Sub-Committee as they perform their roles. □ Review status reports of each of their members and identify items of awareness or issues for reporting to the Troop Committee □ Review JTE (Journey to Excellence) Requirements at the beginning of the year and at Troop Committee meetings to ensure progress toward gold level □ Maintain relationship with JTE-responsible member to understand their status and to support the resolution of any issues or risks. □ Report to the Troop Committee at each meeting □ Maintain a minimum attendance rate of 75% for Troop Committee meetings (coordinate back-up leader when absent). □ Read and be familiar with the Guide to Safe Scouting.
Qualifications	<ul style="list-style-type: none"> □ Devout follower of Jesus Christ. □ Approved by the Committee. □ Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, and Fast Start. □ Friendly and outgoing. □ Good communication skills □ Detail oriented and good organizational skills.
Service Term	Service term is one (1) year or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

OUTDOOR / ACTIVITIES CHAIR (Core)

Reports to	Committee Chairperson
Duties	<ul style="list-style-type: none"> ❑ Coordinate, Mentor and Support the members of the Systems Administration Sub-Committee as they perform their roles. ❑ Review status reports of each of their members and identify items of awareness or issues for reporting to the Troop Committee ❑ Ensure a monthly outdoor program. ❑ Keep National Camping Award log and submit for awards when appropriate. ❑ Designate a participant to take attendance at each outdoor event ❑ Input all attendance into Troop database and send report by patrol to Scout Accounts coordinator monthly. ❑ Report to the Troop Committee at each meeting the activities (e.g., #/% of Scouts camping, #/% of Owls camping) of their Sub-Committee and request support from the members of their sub-committee to report as useful for the troop committee to serve its purpose ❑ Maintain a minimum attendance rate of 75% for Troop Committee meetings (coordinate back-up leader when absent). ❑ Read and be familiar with the Guide to Safe Scouting.
Qualifications	<ul style="list-style-type: none"> ❑ Devout follower of Jesus Christ. ❑ Approved by the Committee. ❑ Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, and Fast Start. ❑ Detail oriented and good organizational skills.
Service Term	Service term is two (2) year or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

PARENT COORDINATOR (Core)

Reports to	Membership & JTE Sub-Committee Chair
Duties	<ul style="list-style-type: none"> □ Prepare new member/leader paperwork (BSA application, roster/driver information, hold harmless agreement, medical treatment authorization, and medical forms). □ Ensure returned registration paperwork is complete and submitted to the Council Service Center (file in Troop records after submitted). □ Work with the Treasurer to collect registration dues as required from new members. □ Enter new Scout/adult information into database from BSA application and roster/driver information sheet □ Verify each Scout family's personal information annually and update database with changes. (January) □ Work with parents to maintain contact information including emails in Troop database. □ Maintain PowerPoint presentation for new parent orientation. □ Conduct new parent training as needed. □ Maintain contact with parents of new Scouts for the first few months to make sure all questions are answered and the Scout is feeling comfortable in the Troop. □ Promote all Scouts to next grade in Troop database on June 1st each year □ Support Membership & JTE Sub-Committee Chair in the rechartering process each year □ Identify vocations, avocations and hobbies that qualify parents to be merit badge counselors and distribute to ASM-Merit Badges □ Prepare and distribute a report prior to each committee meeting containing status (e.g., # new members, # families trained via new parent orientation), plans and any open issues or questions □ Report to the Troop Committee as requested by the Sub-Committee Chair. □ Maintain a minimum attendance rate of 75% for Troop Committee meetings (coordinate back-up leader when absent). □ Read and be familiar with the Guide to Safe Scouting.
Qualifications	<ul style="list-style-type: none"> □ Devout follower of Jesus Christ. □ Approved by the Committee. □ Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, and Fast Start. □ Good organizational skills. □ Good communication skills.
Service Term	Service term is two (2) years or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

RECRUITING	
Reports to	Membership & JTE Sub-Committee Chair
Duties	<ul style="list-style-type: none"> <input type="checkbox"/> Establish and maintain contact with Cub Pack 226 Webelos families and leaders. <input type="checkbox"/> Invite Webelos Scouts to visit the Troop. <input type="checkbox"/> Coordinate with Cub Pack leadership and Scoutmaster to ensure Troop attendance at Webelos cross-over ceremony. <input type="checkbox"/> Define Annual Recruiting Plan to ensure appropriate parents in the community are aware of opportunities with the troop for the children <input type="checkbox"/> Coordinate and monitor the execution of the Annual Recruiting Plan <input type="checkbox"/> Prepare and distribute a report prior to each committee meeting containing status, plans and any open issues or questions <input type="checkbox"/> Report to the Troop Committee as requested by the Sub-Committee Chair. <input type="checkbox"/> Read and be familiar with the Guide to Safe Scouting.
Qualifications	<ul style="list-style-type: none"> <input type="checkbox"/> Devout follower of Jesus Christ. <input type="checkbox"/> Approved by the Committee. <input type="checkbox"/> Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, and Fast Start. <input type="checkbox"/> Proficient in word processing and visual creation. <input type="checkbox"/> Good written communication skills. <input type="checkbox"/> Good organizational skills.
Service Term	Service term is one (2) years or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

SCOUT ACCOUNTS COORDINATOR (Core)

Reports to	Treasurer & Financials Sub-Committee Chair
Duties	<ul style="list-style-type: none"> □ Accept payments from parents and ensure properly credited to scout accounts working with the Treasurer & Financials Sub-Committee Chair □ Ensure that scout accounts are debited based on attendance at troop events working with the Outdoor/Activities Sub-Committee Chair □ Ensure that scout accounts are debited based on regular troop operations fees, recharter fees, etc. working with the Membership & JTE Sub-Committee Chair □ Ensure regular communication to parents of scout account levels through manual reporting or through a Troop database. Follow-up with delinquent accounts not currently funded □ Prepare and distribute a report prior to each committee meeting containing status (e.g. % delinquent accounts), plans and any open issues or questions □ Report to the Troop Committee as requested by the Sub-Committee Chair. □ Maintain a minimum attendance rate of 75% for Troop Committee meetings (coordinate back-up leader when absent). □ Read and be familiar with the Guide to Safe Scouting.
Qualifications	<ul style="list-style-type: none"> □ Devout follower of Jesus Christ. □ Approved by the Committee. □ Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, and Fast Start. □ Good organizational skills. □ Good communication skills.
Service Term	Service term is two (2) years or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

SERVICE AND CONSERVATION PROJECT COORDINATOR (Core)

Reports to	Advancement Sub-Committee Chair
Duties	<ul style="list-style-type: none"> □ Work with the OA Representative, Senior Patrol Leader (SPL) and the Patrol Leaders Council (PLC) to identify appropriate community service and conservation projects in which the Troop can participate. Coordinate also with other units also chartered by NTCHA □ Coordinate at least six (6), 1-4 hour, Troop community service and/or conservation projects per year (including Eagle projects and the annual Scouting for Food program) in conjunction with the OA Representative, SPL and PLC. □ Work with the SPL, or his designee, to ensure proper sign-up and communication of Troop community service and conservation projects. □ Work with the SPL, or his designee, to ensure that at least two Youth Protection Trained adults are present at all Troop community service and conservation projects (i.e., two-deep Leadership). □ Work with Scouts, as requested, to identify appropriate community service and conservation projects required for merit badges (e.g., charitable organization for Citizenship in the Community). □ Work with Eagle candidates, as requested, to identify possible community service projects that could serve as appropriate Eagle projects. □ Approve, in advance, Scout-initiated community service and conservation projects that a Scout or group of Scouts (patrol) wish to pursue as representatives of BSA and the Troop (i.e., projects outside of scheduled Troop projects). □ Designate an attendee at each event to take attendance and note hours completed □ Update Scoutbook to reflect the completion of service hours (needed for rank advancement, merit badge completion, or Eagle project). □ Prepare and distribute a report prior to each committee meeting containing status (e.g., #/% boys at project, #/% of Owls at project, YTD total, hours of service), plans and any open issues or questions □ Report to the Troop Committee as requested by the Sub-Committee Chair. □ Maintain a minimum attendance rate of 75% for Troop Committee meetings (coordinate back-up leader when absent). □ Read and be familiar with the Guide to Safe Scouting.
Qualifications	<ul style="list-style-type: none"> □ Devout follower of Jesus Christ. □ Approved by the Committee. □ Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, and Fast Start. □ Passion for community service. □ Ability to interact with Scouts.
Service Term	Service term is two (2) years or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

SHORT TERM CAMPING COORDINATOR (Core)

Reports to	Outdoor/Activities Sub-Committee Chair
Duties	<ul style="list-style-type: none"> □ Work with the Scoutmaster, SPL and the PLC to identify short term camping or activity destinations during months of Sept to May □ Make reservations at desired locations and activities. □ Work with Treasurer to ensure camping fees are paid to the destinations □ Prepare and distribute a report prior to each committee meeting containing status, plans and any open issues or questions □ Report to the Troop Committee as requested by the Sub-Committee Chair. □ Maintain a minimum attendance rate of 75% for Troop Committee meetings (coordinate back-up leader when absent). □ Read and be familiar with the Guide to Safe Scouting.
Qualifications	<ul style="list-style-type: none"> □ Devout follower of Jesus Christ. □ Approved by the Committee. □ Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, and Fast Start. □ Good organizational skills. □ Good communication skills.
Service Term	Service term is two (2) years or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

SUMMER CAMP/HIGH ADVENTURE COORDINATOR

Reports to	Outdoor/Activities Sub-Committee Chairperson
Duties	<ul style="list-style-type: none"> <input type="checkbox"/> Research venues suitable for summer camp one year in advance. <input type="checkbox"/> Work with PLC to determine summer camp venue one year in advance. <input type="checkbox"/> Book reservation for summer camp one year in advance. <input type="checkbox"/> Create Scout and adult sign-up sheets. <input type="checkbox"/> Request deposit and final payment from Scouts and adults at appropriate time. <input type="checkbox"/> Reserve a location for overnight stay during travel to camp if required (See BSA Guide to Safe Scouting). <input type="checkbox"/> Coordinate swim tests for Scouts and adults. <input type="checkbox"/> Create individual Scout camp schedules (optional). <input type="checkbox"/> Work with Treasurer to submit deposit and final payment to camp. <input type="checkbox"/> Work with ASM – Merit Badges to coordinate merit badge registration. <input type="checkbox"/> Work with SPL to determine tenting assignments. <input type="checkbox"/> Work with Health and Safety Coordinator to ensure all Scout and adult applications and medical forms are complete. <input type="checkbox"/> Work with Training Coordinator to ensure all adults have current Youth Protection Training and other training required as determined by camp activities. <input type="checkbox"/> Determine riding assignments and current adult driver insurance information. <input type="checkbox"/> Communicate riding assignments, departure details, and driving directions to the Troop. <input type="checkbox"/> Prepare and distribute a report prior to each committee meeting containing status, plans and any open issues or questions <input type="checkbox"/> Report to the Troop Committee as requested by the Sub-Committee Chair. <input type="checkbox"/> Read and be familiar with the Guide to Safe Scouting.
Qualifications	<ul style="list-style-type: none"> <input type="checkbox"/> Devout follower of Jesus Christ. <input type="checkbox"/> Approved by the Committee. <input type="checkbox"/> Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, and Fast Start. <input type="checkbox"/> Strong organizational skills. <input type="checkbox"/> Strong communication skills. <input type="checkbox"/> Detail oriented.
Service Term	Service term is two (2) years or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

SYSTEMS ADMINISTRATION SUB-COMMITTEE CHAIR (Core)

Reports to	Committee Chairperson
Duties	<ul style="list-style-type: none"> □ Coordinate, Mentor and Support the members of the Systems Administration Sub-Committee as they perform their roles. □ Review status reports of each of their members and identify items of awareness or issues for reporting to the Troop Committee □ Ensure that payments for technical services are handled in a timely fashion □ Update Troop database to reflect leadership changes as needed updating leadership roles, security access and mailing lists. □ Make patrol membership adjustments in Troop database. □ Answers questions and provide support on Troop systems such as the Troop database and website. □ Report to the Troop Committee at each meeting the activities of their Sub-Committee and request support from the members of their sub-committee to report as useful for the troop committee to serve its purpose □ Maintain a minimum attendance rate of 75% for Troop Committee meetings (coordinate back-up leader when absent). □ Read and be familiar with the Guide to Safe Scouting.
Qualifications	<ul style="list-style-type: none"> □ Devout follower of Jesus Christ. □ Approved by the Committee. □ Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, and Fast Start. □ Good organizational skills. □ Good communication skills.
Service Term	Service term is two (2) years or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

TRANSPORTATION COORDINATOR

Reports to	Outdoor/Activities Sub-Committee Chair
Duties	<ul style="list-style-type: none"> □ Complete and submit tour planning worksheet and tour plan to council office 21 days prior to required events per BSA requirements. □ Coordinate transportation for monthly campouts. □ Be knowledgeable in the transportation section of the Guide to Safe Scouting. □ Work with Health and Safety Coordinator to ensure all Scout and adult applications and medical forms are complete. □ Work with Health and Safety Coordinator to ensure a Troop Medic is designated to dispense Scout medications during Troop campouts. □ Work with Training Coordinator to ensure all adults have current Youth Protection Training and other training required as determined by camp activities. □ Communicate riding assignments, departure details, and driving directions to the Troop for monthly campouts. □ Prepare and distribute a report prior to each committee meeting containing status, plans and any open issues or questions □ Report to the Troop Committee as requested by the Sub-Committee Chair. □ Read and be familiar with the Guide to Safe Scouting.
Qualifications	<ul style="list-style-type: none"> □ Devout follower of Jesus Christ. □ Approved by the Committee. □ Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, and Fast Start. □ Good organizational skills. □ Good communication skills.
Service Term	Service term is two (2) years or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

TREASURER & FINANCIALS CHAIR (Core)

Reports to	Committee Chairperson
Duties	<ul style="list-style-type: none"> □ Coordinate, Mentor and Support the members of the Treasure & Financials Sub-Committee as they perform their roles. □ Review status reports of each of their members and identify items of awareness or issues for reporting to the Troop Committee □ Handle all Troop funds. Pay bills on the recommendation of the Scoutmaster and authorization of the Troop Committee. □ Maintain checking and savings accounts. □ Keep adequate bookkeeping records. □ Promote the building of Scout accounts using the Scout Accounts Coordinator. □ Work with Scout Accounts Coordinator on the receipt of payments and the proper crediting □ Lead in the preparation of the annual Troop budget. Attend most Troop meetings. □ Keep adequate records of expenses. □ Work with the Fundraising Coordinator to verify fundraising checks. □ Work with the Fundraising Coordinator to maintain fundraising records for the purpose of calculating the division of Troop and boy earnings and the crediting of Scout Accounts with the Scout Accounts Coordinator. □ Regularly report deficient Scout Accounts to the Chairman, Scoutmaster and Chartered Org Representative □ Provide detailed and complete financial reporting to the committee on a monthly basis. □ Maintain a minimum attendance rate of 75% for Troop Committee meetings (coordinate back-up leader when absent). □ Read and be familiar with the Guide to Safe Scouting.
Qualifications	<ul style="list-style-type: none"> □ Devout follower of Jesus Christ. □ Approved by the Committee. □ Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, and Fast Start. □ Detail oriented. □ Prior accounting or bookkeeping experience. □ Good computer skills.
Service Term	Service term is two (2) years or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

UNIFORM BANK COORDINATOR

Reports to	Membership & JTE Sub-Committee Chairperson
Duties	<ul style="list-style-type: none"> <input type="checkbox"/> Promote donation of outgrown Scout uniform pieces to the uniform bank. <input type="checkbox"/> Maintain and store spare uniform pieces as donated by Troop Scouts. <input type="checkbox"/> Communicate uniform bank inventory on a quarterly basis to the Troop. <input type="checkbox"/> Distribute uniform items as requested. <input type="checkbox"/> Order Troop activity T-shirts (a.k.a., Class B), Troop Neckerchiefs and distribute as appropriate. <input type="checkbox"/> Order Troop number patches and distribute. <input type="checkbox"/> Prepare and distribute a report prior to each committee meeting containing status, plans and any open issues or questions <input type="checkbox"/> Report to the Troop Committee as requested by the Sub-Committee Chair. <input type="checkbox"/> Read and be familiar with the Guide to Safe Scouting.
Qualifications	<ul style="list-style-type: none"> <input type="checkbox"/> Devout follower of Jesus Christ. <input type="checkbox"/> Approved by the Committee. <input type="checkbox"/> Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, and Fast Start. <input type="checkbox"/> Good organizational skills. <input type="checkbox"/> Good communication skills.
Service Term	Service term is two (2) years or until a successor is appointed.
Term Limit	<p>May serve a maximum of two (2) consecutive terms.</p> <p>Term extension must be approved by the Committee.</p>

WEBMASTER	
Reports to	Systems Administration Sub-Committee Chair
Duties	<ul style="list-style-type: none"> □ Mentor the youth Troop Webmaster in maintaining the Troop’s website and information within the Troop database. □ Identify appropriate content, documents, newsletters, calendars, and appropriate photos and provide links to Scout related sites. □ Assure that no information is published that could present any type of security risk to members including full names and addresses, etc. □ Ensure no offensive or degrading material is published. □ Return correspondence as appropriate to anyone who sends inquiries to the webmaster either by way of email or guest book entries. □ Prepare and distribute a report prior to each committee meeting containing status, plans and any open issues or questions □ Report to the Troop Committee as requested by the Sub-Committee Chair. □ Read and be familiar with the Guide to Safe Scouting.
Qualifications	<ul style="list-style-type: none"> □ Devout follower of Jesus Christ. □ Approved by the Committee. □ Current Youth Protection Training, This is Scouting, Troop Committee Challenge Training, and Fast Start. □ Proficient in web design. □ Detail oriented. □ Ability to interact with Scouts.
Service Term	Service term is two (2) years or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

2.4 Scoutmaster & Assistant Scoutmasters (Owl Patrol)

The Scoutmaster and Assistant Scoutmasters (informally known as the “Owl Patrol”) work with Troop youth leaders to promote and execute programming that offers responsible fun and adventure, values-based character education, and training in citizenship, service, and leadership. These leaders also help prepare these young men to make ethical choices over their lifetimes by instilling in them the timeless values of the Scout Oath and Law.

The Owl Patrol:

- Uses the Gospel as the foundation for Troop programming by incorporating Biblical precepts into as many Scout experiences as possible.
- Provides training and experiences for boys to discover their God-given talents and develop leadership skills.
- Promotes comradeship and encourages personal growth by ensuring quality, safe, fun, adventurous, and challenging programming.
- Provides adequate camping and outdoor programs (minimum 10 days and nights per year).
- Helps boys navigate their trail to Eagle rank through leadership, service, outdoor, advancement, and merit badge programs.
- Models and encourages Godly character, Scout Spirit, honor, discipline, citizenship, and a love for the outdoors.
- Encourages Scouts to live by the Scout Oath and Law.
- Provides adult supervision.
- Non-Owl Patrol adults who camp with the Troop are considered “honorary Owls” for that campout.

TEN ESSENTIALS OF SCOUTMASTERSHIP* by William “Green Bar Bill” Hillcourt

- A belief in boys that will make you want to invest yourself and your time on their behalf.
- A zeal focused upon one point - the boy’s happiness through his formative years - "A happy boy is a good boy; a good boy is a good citizen."
- An immense faith in Scouting as a proven* program that helps* to mold our youth into fine men.
- A realization that to the boys, Scouting is a game - to you, a game with a purpose: Character building and Citizenship training.
- A knowledge that to your boys, you are Scouting. "What you are speaks so loudly that I cannot hear what you say!"
- A steadfastness of purpose to carry out a planned program with energy and perseverance, patience and good humor.
- A willingness to submerge yourself and make boy leaders lead and grow through an effective application of the Patrol Method.
- A desire to advance in Scoutmastership by making use of training offered and materials available on the subject.
- A readiness to work hand-in-hand with home, church, sponsoring institution, school, Local Council, and National Council for the good of the individual boy and the community as a whole.
- A love of the outdoors in all its phases and a vision of the hand that created it.

(*modified from the original)

2.4.1 Scoutmaster & Assistant Scoutmasters Roles & Responsibilities

Following are Troop defined Scoutmaster and Assistant Scoutmaster (ASM) positions and corresponding duties and qualifications.

SCOUTMASTER	
Reports to	Committee Chairperson
Duties	<ul style="list-style-type: none"> ❑ Protect and guide the image and program of the Troop. ❑ Guide the Troop in a way to positively affect every youth and adult involved. ❑ Work with other responsible adults to bring Scouting to boys. ❑ Use the methods of Scouting to achieve the aims of Scouting. ❑ Build a strong program by using proven methods presented in Scouting literature. ❑ Make it possible for each Scout to experience at least 10 days and nights of camping each year. ❑ Mentor, oversee, and provide guidance to the Troop Senior Patrol Leader (SPL). ❑ After each Troop meeting and event, evaluate with the SPL and PLC how everything went, and how it could be improved (i.e., standing PLC meeting). ❑ Meet regularly with the Patrol Leaders' Council (PLC) for training and coordination in planning Troop activities. ❑ Follow up with the SPL to make sure all PLC decisions are delegated and completed. ❑ Train and guide boy leaders (e.g., Troop Leadership Training). ❑ Mentor, oversee, and provide guidance to the Troop Assistant Scoutmasters (ASMs). ❑ Delegate responsibility to ASMs so that they have a real part in Troop operations. ❑ Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation. ❑ Take part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation. ❑ Conduct Scoutmaster Conferences for all rank advancements. ❑ Supervise Troop elections and Order of the Arrow elections. ❑ Participate in council and district events. ❑ Attend Troop Committee meetings and District Roundtable meetings or, when necessary, arrange for a qualified adult substitute. ❑ Maintain a minimum attendance rate of 75% for Troop meetings, Patrol Leaders' Council meetings, Standing PLC meetings, Owl Patrol meetings and Troop campouts (coordinate back-up leader when absent). ❑ Read and be familiar with the Guide to Safe Scouting, Scoutmaster Handbook, Senior Patrol Leader Handbook, Patrol Leader Handbook, Boy Scout Handbook, Eagle Scout Leadership Service Project Workbook, Eagle Scout Application, and the Eagle Project Packet available on the Troop website. ❑ Report to the Troop Committee at each Committee Meeting.
Qualifications	<ul style="list-style-type: none"> ❑ Devout follower of Jesus Christ and Godly male role model. ❑ An American citizen at least 21 years of age. ❑ Appointed by the Chartered Organization. ❑ Abides by the Scout Oath and the Scout Law. ❑ Subscribes to the precepts of the BSA Declaration of Religious Principle.

SCOUTMASTER

	<ul style="list-style-type: none">□ Respects and obeys the laws of the United States of America.□ Current Youth Protection Training, This is Scouting, Scoutmaster Training, Introduction to Outdoor Leadership Skills Training, and Wood Badge Training (preferred).□ At least one year prior relevant BSA troop leader experience.□ Strong leadership and organizational skills with evidence of the ability to plan and delegate.□ Demonstrated skill and devotion in helping Scouts progress, succeed, and remain actively involved in the Troop.□ Ability to help boy leaders lead and make their own decisions.□ Good listening and communication skills.□ Good collaboration, teambuilding, and conflict resolution skills.
Service Term	Service term is two (2) years or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Troop Committee and NTCHA.

ASSISTANT SCOUTMASTER – FIRST ASSISTANT

Reports to	Scoutmaster
Duties	<ul style="list-style-type: none"> □ Serve as acting Scoutmaster when the Scoutmaster is absent. □ Help conduct Scoutmaster Conferences for all rank advancements. □ Help Scoutmaster organize, delegate, and coordinate other adult leaders. □ Help Scoutmaster in all areas of Troop responsibilities. □ Mentor, oversee, and provide guidance to Troop OA Representative, Librarian, Scribe, Bugler, and Historian. □ Attend Patrol Leaders' Council and District Roundtable meetings. □ Publish Owl Patrol meeting minutes to the Troop within one (1) week after monthly Owl Patrol meetings. □ Maintain a minimum attendance rate of 75% for Troop meetings, Owl Patrol meetings and Troop campouts (coordinate back-up leader when absent). Read and be familiar with the Guide to Safe Scouting, Scoutmaster Handbook, Senior Patrol Leader Handbook, and Patrol Leader Handbook. □ Report to the Owl Patrol at each meeting.
Qualifications	<ul style="list-style-type: none"> □ Devout follower of Jesus Christ and Godly male role model. □ An American citizen at least 21 years of age. □ Appointed by the Scoutmaster and approved by the Committee. □ Abides by the Scout Oath and the Scout Law. □ Subscribes to the precepts of the BSA Declaration of Religious Principle. □ Respects and obeys the laws of the United States of America. □ Current Youth Protection Training, This is Scouting, Scoutmaster Training, Introduction to Outdoor Leadership Skills Training, and Wood Badge Training (preferred). □ Recommend at least one year prior relevant BSA troop leader experience. □ Strong leadership and organizational skills with evidence of the ability to plan and delegate. □ Demonstrated skill and devotion in helping Scouts progress, succeed, and remain actively involved in the Troop. □ Ability to help boy leaders lead and make their own decisions. □ Good listening and communication skills. □ Good collaboration, teambuilding, and conflict resolution skills.
Service Term	Service term is one (1) year or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

ASSISTANT SCOUTMASTER – TROOP OPERATIONS

Reports to	Scoutmaster
Duties	<ul style="list-style-type: none"> □ Coordinate overall program for Troop with Senior Patrol Leader (SPL), Patrol Leaders' Council (PLC), Owl Patrol, and adult volunteers. □ Help ensure quality training and activities. □ Mentor, oversee, and provide guidance to Assistant Senior Patrol Leader (ASPL) – Operations as he works with his leadership team. □ After each Troop meeting and event, evaluate with the SPL and PLC how everything went, and how it could be improved (i.e., standing PLC meeting). □ Accept input from all areas for improvement and help coordinate changes if needed. □ Attend Patrol Leaders' Council, Standing PLC, and District Roundtable meetings. □ Maintain a minimum attendance rate of 75% for Troop meetings, Owl Patrol meetings and Troop campouts (coordinate back-up leader when absent). Read and be familiar with the Guide to Safe Scouting, Scoutmaster Handbook, Senior Patrol Leader Handbook, Patrol Leader Handbook, and Boy Scout Handbook. □ Report to the Owl Patrol at each meeting.
Qualifications	<ul style="list-style-type: none"> □ Devout follower of Jesus Christ and Godly male role model. □ An American citizen at least 18 years of age. □ Appointed by the Scoutmaster and approved by the Committee. □ Abides by the Scout Oath or Promise and the Scout Law. □ Subscribes to the precepts of the BSA Declaration of Religious Principle. □ Respects and obeys the laws of the United States of America. □ Current Youth Protection Training, This is Scouting, Scoutmaster Training, Introduction to Outdoor Leadership Skills Training, and Wood Badge Training (preferred). □ Recommend at least one year prior relevant BSA troop leader experience. □ Strong leadership and organizational skills with evidence of the ability to plan and delegate. □ Ability to help boy leaders lead and make their own decisions. □ Good listening and communication skills. □ Good collaboration, teambuilding, and conflict resolution skills.
Service Term	Service term is one (1) year or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

ASSISTANT SCOUTMASTER – PATROLS

Reports to	Scoutmaster
Duties	<ul style="list-style-type: none"> □ Ensure that patrols are receiving the guidance and care they need grow and develop (i.e., access to organizational and planning tools, equipment, and information). □ Mentor, oversee, and provide guidance to Assistant Senior Patrol Leader (ASPL) – Patrols as he works with Patrol Leaders. □ Train, mentor, oversee, and provide guidance to ASM – Patrol Mentors as they coach their assigned Patrol Leaders. □ After each Troop meeting and event, evaluate with the SPL and PLC how everything went, and how it could be improved (i.e., standing PLC meeting). □ Attend Patrol Leaders’ Council, Standing PLC, and District Roundtable meetings. □ Maintain a minimum attendance rate of 75% for Troop meetings, Owl Patrol meetings and Troop campouts (coordinate back-up leader when absent). □ Read and be familiar with the Guide to Safe Scouting, Scoutmaster Handbook, Senior Patrol Leader Handbook, Patrol Leader Handbook, and Boy Scout Handbook. □ Report to the Owl Patrol at each meeting.
Qualifications	<ul style="list-style-type: none"> □ Devout follower of Jesus Christ and Godly male role model. □ An American citizen at least 18 years of age. □ Appointed by the Scoutmaster and approved by the Committee. □ Abides by the Scout Oath or Promise and the Scout Law. □ Subscribes to the precepts of the BSA Declaration of Religious Principle. □ Respects and obeys the laws of the United States of America. □ Current Youth Protection Training, This is Scouting, Scoutmaster Training, Introduction to Outdoor Leadership Skills Training, and Wood Badge Training (preferred). □ Recommend at least one year prior relevant BSA troop leader experience. □ Strong leadership and organizational skills with evidence of the ability to plan and delegate. □ Ability to help boy leaders lead and make their own decisions. □ Good listening and communication skills. □ Good collaboration, teambuilding, and conflict resolution skills.
Service Term	Service term is one (1) year or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

ASSISTANT SCOUTMASTER – TRAIL TO FIRST CLASS

Reports to	Scoutmaster
Duties	<ul style="list-style-type: none"> □ Oversee and maintain a rolling 12-month Trail to First Class (TFC) program, led by the Assistant Senior Patrol Leader – Operations and executed by Troop Instructors (during Troop meeting times and campouts). □ Communicate TFC program needs and achievements with Scoutmaster, Senior Patrol Leader, Assistant Senior Patrol Leader – Operations, and Patrol Leaders’ Council. □ Ensure continuity of TFC program during Troop meetings and campouts. □ Mentor, oversee, and provide guidance to Troop Instructors and Leave No Trace Trainer. □ Provide guidance and direction to under First Class rank Scouts, helping them obtain the rank of First Class within a 12-18 month timeframe. □ Review Scout achievements and sign-off requirements for skills mastered. □ Attend Patrol Leaders’ Council and District Roundtable meetings. □ Maintain a minimum attendance rate of 75% for Troop meetings, Owl Patrol meetings and Troop campouts (coordinate back-up leader when absent). Read and be familiar with the Guide to Safe Scouting, Scoutmaster Handbook, Boy Scout Handbook, Troop Program Features: Volume I, Troop Program Features: Volume II, and Troop Program Features: Volume III. □ Report to the Owl Patrol at each meeting.
Qualifications	<ul style="list-style-type: none"> □ Devout follower of Jesus Christ and Godly male role model. □ An American citizen at least 18 years of age. □ Appointed by the Scoutmaster and approved by the Committee. □ Abides by the Scout Oath and the Scout Law. □ Subscribes to the precepts of the BSA Declaration of Religious Principle. □ Respects and obeys the laws of the United States of America. □ Current Youth Protection Training, This is Scouting, Scoutmaster Training, Introduction to Outdoor Leadership Skills Training, and Wood Badge Training (preferred). □ Recommend at least one year prior relevant BSA troop leader experience. □ Strong leadership and organizational skills with evidence of the ability to plan and delegate. □ Ability to help boy leaders lead and make their own decisions. □ Good listening and communication skills. □ Good collaboration, teambuilding, and conflict resolution skills.
Service Term	Service term is one (1) year or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

ASSISTANT SCOUTMASTER – TRAIL TO EAGLE

Reports to	Scoutmaster
Duties	<ul style="list-style-type: none"> □ Coordinate and maintain a rolling 24-month Trail to Eagle (TTE) merit badge instruction program, focused on Scouts who are First Class rank or above (especially the needs of short-term Scouts turning 18 within 36 months or less), and executed by Troop Merit Badge Counselors. □ Coordinate a TTE Study Hall for Scouts who are First Class rank and above to work on merit badges, making available Merit Badge Counselors as needed (runs concurrently with Trail to First Class time at Troop meetings). □ Provide guidance and direction to Scouts who are First Class rank or above, helping them on their trail to Eagle rank (e.g., merit badge selection, service, and leadership roles). □ Mentor, oversee, and provide guidance to Life Scouts and short-term Scouts (turning 18 within 36 months or less) having the goal of achieving the Eagle rank. □ Recruit Troop 226 Eagle Advisors (advisors must have the approval of the Committee prior to taking role). □ Train Eagle Advisors on Troop 226 TTE processes and procedures. □ Align Eagle Advisors with Life Scouts who are working on Eagle Projects. □ Mentor, oversee, and provide guidance to Eagle Advisors. □ Support Eagle Court of Honor planning as needed. □ Attend Patrol Leaders' Council and District Roundtable meetings. □ Maintain a minimum attendance rate of 75% for Troop meetings, Owl Patrol meetings and Troop campouts (coordinate back-up leader when absent). Read and be familiar with the Guide to Safe Scouting, Scoutmaster Handbook, Boy Scout Handbook, Eagle Scout Rank Application, the Eagle Scout Leadership Service Project Workbook, and the Eagle Project Packet available on the Troop website. □ Report to the Owl Patrol at each meeting.
Qualifications	<ul style="list-style-type: none"> □ Devout follower of Jesus Christ and Godly male role model. □ An American citizen at least 18 years of age. □ Appointed by the Scoutmaster and approved by the Committee. □ Abides by the Scout Oath and the Scout Law. □ Subscribes to the precepts of the BSA Declaration of Religious Principle. □ Respects and obeys the laws of the United States of America. □ Current Youth Protection Training, This is Scouting, Scoutmaster Training, Introduction to Outdoor Leadership Skills Training, and Wood Badge Training (preferred). □ Recommend at least one year prior relevant BSA troop leader experience. □ Strong leadership and organizational skills with evidence of the ability to plan and delegate. □ Ability to help boy leaders lead and make their own decisions. □ Good listening and communication skills. □ Good collaboration, teambuilding, and conflict resolution skills.
Service Term	Service term is one (1) year or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

ASSISTANT SCOUTMASTER – NEW SCOUTS

Reports to	Scoutmaster
Duties	<ul style="list-style-type: none"> <input type="checkbox"/> Maintain a good working relationship with Cub Scout feeder Packs including Pack 226. <input type="checkbox"/> Coordinate Troop visits and Scoutmaster Conferences with packs. <input type="checkbox"/> Work with Troop and Pack leadership to secure Den Chiefs for Pack 226. <input type="checkbox"/> Participate in BSA and/or Chartered Organization youth recruiting efforts. <input type="checkbox"/> Communicate Troop and Pack calendars accordingly. <input type="checkbox"/> Attend Cub Scout Blue & Gold dinners and Webelos crossover ceremonies; coordinate responsibilities with Scoutmaster and Cubmaster. <input type="checkbox"/> Help Troop Guide coordinate Webelos campouts with feeder Packs. <input type="checkbox"/> Mentor, oversee, and provide guidance to Den Chiefs. <input type="checkbox"/> Mentor, oversee, and provide guidance to Troop Guide and new-Scout Patrol Leader to help deliver the Troop program to new Scouts (often 11- and 12-year-olds) entering the Troop. <input type="checkbox"/> Attend Patrol Leaders' Council and District Roundtable meetings. <input type="checkbox"/> Maintain a minimum attendance rate of 75% for Troop meetings, Owl Patrol meetings and Troop campouts (coordinate back-up leader when absent). Read and be familiar with the Guide to Safe Scouting, Scoutmaster Handbook, Boy Scout Handbook, and Den Chief Handbook. <input type="checkbox"/> Report to the Owl Patrol at each meeting.
Qualifications	<ul style="list-style-type: none"> <input type="checkbox"/> Devout follower of Jesus Christ and Godly male role model. <input type="checkbox"/> An American citizen at least 18 years of age. <input type="checkbox"/> Appointed by the Scoutmaster and approved by the Committee. <input type="checkbox"/> Abides by the Scout Oath or Promise and the Scout Law. <input type="checkbox"/> Subscribes to the precepts of the BSA Declaration of Religious Principle. <input type="checkbox"/> Respects and obeys the laws of the United States of America. <input type="checkbox"/> Current Youth Protection Training, This is Scouting, Scoutmaster Training, Introduction to Outdoor Leadership Skills Training, and Wood Badge Training (preferred). <input type="checkbox"/> Strong leadership and organizational skills with evidence of the ability to plan and delegate. <input type="checkbox"/> Ability to help boy leaders lead and make their own decisions. <input type="checkbox"/> Good listening and communication skills. <input type="checkbox"/> Good collaboration, teambuilding, and conflict resolution skills.
Service Term	Service term is one (1) year or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

ASSISTANT SCOUTMASTER – MERIT BADGES

Reports to	Scoutmaster
Duties	<ul style="list-style-type: none"> □ Work with the Scoutmaster and Assistant Scoutmaster – Trail to Eagle on Troop merit badge program needs. □ Recruit Merit Badge Counselors for the Troop and maintain a current counselor listing (counselors must have the approval of the Executive Committee prior to taking role). □ Provide merit badge applications (a.k.a., blue cards) to Scouts as requested, ensuring cards are signed by the unit leader (i.e., Scoutmaster). □ Update and maintain merit badge completion records within the Troop database. □ Submit approved Merit Badge Counselor applications to Council Service Center (file applications with Troop records). □ Mentor, oversee, and provide guidance to Merit Badge Counselors. □ Ensure Merit Badge Counselors have current training credentials as required (e.g., shooting sports, aquatics, climbing, etc.) in coordination with the Troop Adult Training Coordinator. □ Ensure Merit Badge Counselors fill out and submit proper counselor applications. □ Communicate and coordinate local and summer camp merit badge program opportunities (e.g., district merit badge colleges). □ Attend Patrol Leaders’ Council and District Roundtable meetings. □ Maintain a minimum attendance rate of 75% for Troop meetings, Owl Patrol meetings and Troop campouts (coordinate back-up leader when absent). Read and be familiar with the Guide to Safe Scouting, Scoutmaster Handbook, Boy Scout Handbook, and Boy Scouts Requirements publication. □ Report to the Owl Patrol at each meeting.
Qualifications	<ul style="list-style-type: none"> □ Devout follower of Jesus Christ and Godly male role model. □ An American citizen at least 18 years of age. □ Appointed by the Scoutmaster and approved by the Committee. □ Abides by the Scout Oath or Promise and the Scout Law. □ Subscribes to the precepts of the BSA Declaration of Religious Principle. □ Respects and obeys the laws of the United States of America. □ Current Youth Protection Training, This is Scouting, Scoutmaster Training, Introduction to Outdoor Leadership Skills Training, and Wood Badge Training (preferred). □ Strong leadership and organizational skills with evidence of the ability to plan and delegate. □ Ability to help boy leaders lead and make their own decisions. □ Good listening and communication skills. □ Good collaboration, teambuilding, and conflict resolution skills.
Service Term	Service term is one (1) year or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

ASSISTANT SCOUTMASTER – YOUTH TRAINING

Reports to	Scoutmaster
Duties	<ul style="list-style-type: none"> □ Develop and maintain Troop Leadership Training (TLT) materials and content that provides training for every youth leadership role (i.e., Patrol Leaders' Council roles, in-patrol leaders, and cross-Troop positions). □ Coordinate and assist the Scoutmaster and Senior Patrol Leader (SPL) with conducting TLT for newly elected and appointed Troop leaders. □ Ensure Den Chiefs have taken district-led Den Chief Training. □ Encourage youth leaders to attend council-led National Youth Leadership Training (NYLT) and national-led National Advanced Youth Leadership Experience (NAYLE). □ In coordination with the Advancement Coordinator, update and maintain youth training records within Troop database. □ Attend Patrol Leaders' Council and District Roundtable meetings. □ Maintain a minimum attendance rate of 75% for Troop meetings, Owl Patrol meetings and Troop campouts (coordinate back-up leader when absent). Read and be familiar with the Guide to Safe Scouting, Scoutmaster Handbook, Senior Patrol Leader Handbook, Patrol Leader Handbook, and Boy Scout Handbook. □ Report to the Owl Patrol at each meeting.
Qualifications	<ul style="list-style-type: none"> □ Devout follower of Jesus Christ and Godly male role model. □ An American citizen at least 18 years of age. □ Appointed by the Scoutmaster and approved by the Committee. □ Abides by the Scout Oath or Promise and the Scout Law. □ Subscribes to the precepts of the BSA Declaration of Religious Principle. □ Respects and obeys the laws of the United States of America. □ Current Youth Protection Training, This is Scouting, Scoutmaster Training, Introduction to Outdoor Leadership Skills Training, and Wood Badge Training (preferred). □ Strong leadership and organizational skills with evidence of the ability to plan and delegate. □ Ability to help boy leaders lead and make their own decisions. □ Good listening and communication skills. □ Good collaboration, teambuilding, and conflict resolution skills.
Service Term	Service term is one (1) year or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

ASSISTANT SCOUTMASTER – PATROL MENTOR

Reports to	Scoutmaster
Duties	<ul style="list-style-type: none"> □ Attend patrol meetings regularly, but stay in the background to build up the prestige of the Patrol Leader. □ Provide needed adult supervision for the patrol's outdoor program. □ Meet with assigned Patrol Leaders on a regular basis to encourage, counsel, and help remove barriers where possible. □ Hold Patrol Leader accountable for his role and responsibilities within the Troop (i.e., attendance at Patrol Leaders' Council, patrol status reporting, advancement progress for patrol, Troop and patrol meeting plans, and camping plans). □ Assist and provide, when necessary, the tools needed for planning the patrol or Troop meetings (e.g., equipment, meeting templates, etc.). □ Follow BSA Guide to Safe Scouting –Two-deep Leadership in an open environment with others present. □ Encourage Patrol Leader to set goals, build relationships within his patrol, and strive for National Honor Patrol Award. □ Follow up to assure the Patrol Leader is making patrol member phone calls, etc. □ Check all patrol menus at least one week prior to activity. □ Attend Patrol Leaders' Council and District Roundtable meetings. □ Maintain a minimum attendance rate of 75% for Troop meetings, Owl Patrol meetings and Troop campouts (coordinate back-up leader when absent). Read and be familiar with the Guide to Safe Scouting, Scoutmaster Handbook, Patrol Leader Handbook, and Boy Scout Handbook. □ Report to the Owl Patrol at each meeting.
Qualifications	<ul style="list-style-type: none"> □ Devout follower of Jesus Christ and Godly male role model. □ An American citizen at least 18 years of age. □ Appointed by the Scoutmaster and approved by the Committee. □ Abides by the Scout Oath or Promise and the Scout Law. □ Subscribes to the precepts of the BSA Declaration of Religious Principle. □ Respects and obeys the laws of the United States of America. □ Current Youth Protection Training, This is Scouting, Scoutmaster Training, Introduction to Outdoor Leadership Skills Training, and Wood Badge Training (preferred). □ Recommend at least one year prior relevant BSA troop/pack leadership experience. □ Strong leadership and organizational skills with evidence of the ability to plan and delegate. □ Ability to help boy leaders lead and make their own decisions. □ Good listening and communication skills. □ Good collaboration, teambuilding, and conflict resolution skills.
Service Term	Service term is one (1) year or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

ASSISTANT SCOUTMASTER – TROOP MEDIC

Reports to	Scoutmaster
Duties	<ul style="list-style-type: none"> □ Serve as a health information resource for Troop members. □ Ensure Troop first aid supplies are stocked and in date. □ Manage and ensure the confidentiality of youth and adult medical records on Troop outings. □ Monitor the medical effects of environmental conditions on Scouts and adults during outings - including considerations such as sleep deprivation, nutritional status, and heat and cold stress. □ Provide or oversee field medical treatment to Troop members injured or taken ill while engaged in a Troop outing. □ Ensure that Troop members are afforded the best possible treatment and are transferred in a timely manner to an appropriate level of care. □ Ensure the transfer of information to appropriate medical personnel to save valuable time during the treatment of injury and illness. □ Maintain a minimum attendance rate of 75% for Troop meetings, Owl Patrol meetings and Troop campouts (coordinate back-up leader when absent). □ Read and be familiar with the Guide to Safe Scouting, Scoutmaster Handbook, and Boy Scout Handbook. □ Report to the Owl Patrol at each meeting.
Qualifications	<ul style="list-style-type: none"> □ Devout follower of Jesus Christ and Godly male role model. □ An American citizen at least 21 years of age. □ Appointed by the Scoutmaster and approved by the Committee. □ Abides by the Scout Oath and the Scout Law. □ Subscribes to the precepts of the BSA Declaration of Religious Principle. □ Respects and obeys the laws of the United States of America. □ Current Youth Protection Training, This is Scouting, Scoutmaster Training, Introduction to Outdoor Leadership Skills Training, Wilderness First Aid Training, and Wood Badge Training (preferred). □ Strong leadership and organizational skills with evidence of the ability to plan and delegate. □ Ability to help boy leaders lead and make their own decisions. □ Good listening and communication skills. □ Good collaboration, teambuilding, and conflict resolution skills.
Service Term	Service term is two (2) years or until a successor is appointed.
Term Limit	May serve a maximum of two (2) consecutive terms. Term extension must be approved by the Committee.

EAGLE ADVISOR

Reports to	Assistant Scoutmaster – Trail to Eagle
Duties	<ul style="list-style-type: none"> <input type="checkbox"/> Primary source of information, advice, and guidance for Eagle candidate. <input type="checkbox"/> Help the Scout understand all facets of the Eagle requirements, including selection, planning and executing his Eagle service project. <input type="checkbox"/> Monitor the Scout’s progress in all requirements. <input type="checkbox"/> Meet as needed with Eagle candidate to encourage, counsel, and clear obstacles where possible. <input type="checkbox"/> Guide Eagle candidate through Eagle project and application process. <input type="checkbox"/> Ensure Eagle candidate is compliant with Eagle paperwork requirements, assist with procurement of approvals, and help remove barriers where possible. <input type="checkbox"/> Communicate with Eagle candidate parents on progress and needs. <input type="checkbox"/> Read and be familiar with the Guide to Safe Scouting, Eagle Scout Leadership Service Project Workbook, Eagle Scout Application, Boy Scout Handbook (section on Eagle rank), and the Eagle Project Packet available on the Troop website. <input type="checkbox"/> Report to the Assistant Scoutmaster – Trail to Eagle regularly.
Qualifications	<ul style="list-style-type: none"> <input type="checkbox"/> Devout follower of Jesus Christ and Godly role model. <input type="checkbox"/> An American citizen at least 21 years of age. <input type="checkbox"/> Approved by the Committee. <input type="checkbox"/> Abides by the Scout Oath and the Scout Law. <input type="checkbox"/> Subscribes to the precepts of the BSA Declaration of Religious Principle. <input type="checkbox"/> Respects and obeys the laws of the United States of America. <input type="checkbox"/> Current Youth Protection Training and Eagle Project – Advisor and Life Scout Training. <input type="checkbox"/> Strong leadership and organizational skills with evidence of the ability to plan and delegate. <input type="checkbox"/> Ability to help boy leaders lead and make their own decisions. <input type="checkbox"/> Good listening and communication skills. <input type="checkbox"/> Good collaboration, teambuilding, and conflict resolution skills.
Service Term	Service term is one (1) year or until a successor is appointed.
Term Limit	No maximum.

MERIT BADGE COUNSELOR

Advised by	Assistant Scoutmaster – Merit Badges
Duties	<ul style="list-style-type: none"> □ Ensure that a Scout has a unit leader signed merit badge application (a.k.a., blue card) prior to working on the merit badge. □ Teach and mentor the Scout as he works on a merit badge and learns by doing. □ Stimulate the Scout's interest by showing him something related to the merit badge subject, but don't overwhelm him; remember, he is probably a beginner. □ Carefully review each requirement starting with easy skills or questions and encourage practice. □ Insist that the Scout do exactly what the requirements specify. Many of the requirements involve hands-on activities that call for a Scout to show or demonstrate, make, list, discuss, collect, identify, and label—and he must do just that. □ Don't make the requirement more difficult—or any easier—than stated. A Scout may undertake more activities on his own initiative, but he can't be required to. □ During testing, the Scout might need help in a particular area or with a certain skill and may need to be retested later to ensure the requirement has been fulfilled. □ Encourage self-evaluation and self-reflection and establish an atmosphere that encourages the Scout to ask for help. □ Take a genuine interest in the Scout's projects and encourage completion. □ Ensure Scouts fulfill the requirements on their own. □ Encourage Scouts to use and complete available merit badge worksheets. □ Renew Merit Badge Counselor registration annually. □ Read and be familiar with the Guide to Safe Scouting and appropriate merit badge pamphlet. □ Report to the Assistant Scoutmaster – Merit Badges regularly.
Service Term	Service term is one (1) year.
Term Limit	<p>No maximum. Must renew Merit Badge Counselor status each year.</p>

2.5 Youth Leadership Team

The Youth Leadership team is at the heart of what Boy Scouts is about. In the words of Robert Baden-Powell, “The object of the patrol method is not so much saving the Scoutmaster trouble as to give responsibility to the boy.” It is in this model that boys of today test their wings for leadership positions they will hold as adults. Scouts learn by doing, and what they do is lead their patrols and Troop. The boys themselves develop the Troop’s program, and then take responsibility for figuring out how they will achieve their goals. The Senior Patrol Leader is the top youth leader position and is responsible for making the Troop go, with the guidance of the Scoutmaster.

There are multiple groups of Scout leaders within the Troop model:

- **Senior Leadership Team** – This team is made up of the Senior Patrol Leader, Assistant Senior Patrol Leaders, and Troop Guides. These boys provide the most senior leadership within the Troop. They camp with their existing patrols and the SPL shares meals with the adult Owl Patrol. The Scoutmaster guides and coaches the Senior Patrol Leader.
- **Patrol Leaders’ Council (PLC)** – The PLC, under the guidance of the Scoutmaster, plans and runs the Troop’s program and activities and gives long-range direction through development of the Troop’s program calendar. The PLC is led by the Senior Patrol Leader, and its voting members, which include the Senior Leadership Team and Patrol Leaders. Other Troop leaders attend the bi-monthly PLC but cannot vote including the Troop Scribe, Troop Quartermaster, Order of the Arrow Troop Representative, and Assistant Patrol Leaders (can vote when acting as Patrol Leader). The Scoutmaster guides and coaches the Patrol Leaders’ Council.
- **Patrols** – Patrols are the building block of the Troop. Led by the Patrol Leader, a patrol is a small group of boys (8-10 boys) who are more or less similar in age, development, and interest. Each patrol has its own leadership team including the Patrol Leader, Assistant Patrol Leader, Patrol Quartermaster, Patrol Chaplain’s Aide, and Patrol Scribe. Patrols have weekly patrol meetings and are encouraged to participate in patrol activities outside of the Troop, once approved by the Scoutmaster. The Assistant Senior Patrol Leader – Patrols guides and coaches Patrol Leaders along with his specific Assistant Scoutmaster – Patrol Mentor.
- **Troop Leadership Team** – This team is made up of multiple Troop level leadership positions that help make the Troop go. These positions include the Troop Bugler, Troop Quartermaster, Troop Scribe, Troop Historian, Troop Librarian, Troop Instructors, Troop Chaplain’s Aide, Troop Webmaster, Order of the Arrow Troop Representative, Leave No Trace Trainer, and Den Chiefs. The Assistant Senior Patrol Leader – Operations and Assistant Scoutmaster – Operations guides and coaches these positions except for the Den Chiefs who are guided and coached by the Assistant Scoutmaster – New Scouts.
- **Chaplain’s Aide Council (CAC)** – The CAC is made up of the Troop Chaplain’s Aide and the Patrol Chaplain’s Aides and is guided by the adult Troop Chaplain. The CAC meets once a month to discuss the spiritual needs of the Troop, prepare religious programs for Troop campouts, and provide prayer for the Troop’s leadership team and Scouts. The Troop Chaplain guides and coaches the Troop Chaplain’s Aide.

The adult leaders of the Troop, led by the Scoutmaster, have the responsibility to train boy leaders to run the Troop by providing direction, coaching, and support. The boys will make mistakes now and then and will rely upon adult leaders to guide them. But only through real hands-on experience as leaders can boys learn to lead.

2.5.1 Youth Leadership Team Roles & Responsibilities

Following are Troop defined Youth Leadership Team positions and corresponding duties and qualifications.

SENIOR PATROL LEADER	
Reports to	Scoutmaster
Duties	<ul style="list-style-type: none"> ❑ Run all Troop meetings, events, activities, and the bi-annual program planning conference (in an orderly and timely manner). ❑ Chair meetings of the Patrol Leaders' Council, including the standing PLC' Meeting after Troop meetings. ❑ Appoint Troop members to serve in the Troop's other youth leader positions (with the advice, counsel, and approval of the Scoutmaster). ❑ Set goals for the Troop, with the advice, counsel, and approval of the Scoutmaster. ❑ Ensure that the Troop is prepared and has a plan for Troop activities including monthly camping and summer camp. ❑ Delegate duties and responsibilities to other youth leadership. ❑ Assist the Scoutmaster with Troop Leadership Training. ❑ Sign-off Scout requirements in their handbook up through First Class rank. ❑ Maintain a minimum attendance rate of 75% for Troop meetings, Patrol Leaders' Council meetings, and Troop campouts (coordinate back-up leader when absent). ❑ Lead in the selection of the annual PLC Outstanding Patrol award. ❑ Devote time necessary to be an effective leader. ❑ Wear the scout uniform correctly, set a good example, show Scout spirit, and live by the Scout Oath and Law. ❑ Read and be familiar with the Senior Patrol Leader Handbook and Troop Program Features: Volume I, Troop Program Features: Volume II, and Troop Program Features: Volume III. ❑ Report to the Scoutmaster regularly.
Qualifications	<ul style="list-style-type: none"> ❑ Must have the approval of the Scoutmaster to run for leadership position. ❑ Having earned the rank of Life or Eagle is recommended. ❑ Recommended to be at least 13 years of age. ❑ Recommended to have held a prior leadership position in the Troop for at least six months. ❑ Must obtain the majority vote for leadership position during Troop elections. ❑ Strong leadership and organizational skills with evidence of the ability to keep word, be fair, communicate, plan, be flexible, delegate, give praise, and have fun. ❑ National Youth Leadership Training (NYLT) is a plus.
Service Term	Service term is six (6) months.
Term Limit	No maximum. Term extension must be approved by the Scoutmaster and by the Scouts in the Troop through the receipt of the majority vote during Troop elections.

ASSISTANT SENIOR PATROL LEADER – OPERATIONS

Reports to	Senior Patrol Leader
Duties	<ul style="list-style-type: none"> □ Serve as acting Senior Patrol Leader when the Senior Patrol Leader is absent as directed by the Senior Patrol Leader or Scoutmaster. □ Help Senior Patrol Leader organize, delegate, and coordinate other youth leaders. □ Help Senior Patrol Leader in all areas of Troop responsibilities as directed. □ Train, mentor, oversee, and provide guidance to Troop Instructors, Leave No Trace Trainer, OA Representative, Bugler, Quartermaster, Librarian, Scribe, Webmaster, Chaplain's Aide, and Historian. □ Coordinate non-Eagle Court of Honor programs, scripts, volunteers, rehearsals, etc. □ Attend Troop Leadership Training and continue to work on advancement. □ Attend standing PLC meetings and bi-annual planning conference. □ Maintain a minimum attendance rate of 75% for Troop meetings, Patrol Leaders' Council meetings, and Troop campouts (coordinate back-up leader when absent). □ Function as a voting member of the Patrol Leaders' Council. □ Delegate duties and responsibilities to other youth leadership. □ Sign-off Scout requirements in their handbook up through First Class rank. □ Devote time necessary to be an effective leader. □ Wear the scout uniform correctly. □ Set a good example. □ Show Scout spirit. □ Live by the Scout Oath and Law. □ Read and be familiar with the Senior Patrol Leader Handbook. □ Report to the Senior Patrol Leader regularly.
Qualifications	<ul style="list-style-type: none"> □ Must have the approval of the Scoutmaster. □ Having earned the rank of Star, Life or Eagle is recommended. □ Recommended to be at least 13 years of age. □ Recommended to have held a prior leadership position in the Troop for at least six months. □ Must be appointed by the Senior Patrol Leader. □ Strong leadership and organizational skills with evidence of the ability to keep word, be fair, communicate, plan, be flexible, delegate, give praise, and have fun. □ National Youth Leadership Training (NYLT) is a plus.
Service Term	Service term is six (6) months.
Term Limit	No maximum. Term extension must be approved by the Scoutmaster and must be appointed or re-appointed by the serving Senior Patrol Leader.

ASSISTANT SENIOR PATROL LEADER – PATROLS

Reports to	Senior Patrol Leader
Duties	<ul style="list-style-type: none"> <input type="checkbox"/> Serve as acting Senior Patrol Leader when the Senior Patrol Leader is absent as directed by the Senior Patrol Leader or Scoutmaster. <input type="checkbox"/> Help Senior Patrol Leader organize, delegate, and coordinate other youth leaders. <input type="checkbox"/> Help Senior Patrol Leader in all areas of Troop responsibilities as directed. <input type="checkbox"/> Train, mentor, oversee, and provide guidance to Patrol Leaders. <input type="checkbox"/> Attend Troop Leadership Training and continue to work on advancement. <input type="checkbox"/> Attend standing PLC meetings and bi-annual planning conference. <input type="checkbox"/> Maintain a minimum attendance rate of 75% for Troop meetings, Patrol Leaders' Council meetings, and Troop campouts (coordinate back-up leader when absent). <input type="checkbox"/> Function as a voting member of the Patrol Leaders' Council. <input type="checkbox"/> Delegate duties and responsibilities to other youth leadership. <input type="checkbox"/> Sign-off Scout requirements in their handbook up through First Class rank. <input type="checkbox"/> Devote time necessary to be an effective leader. <input type="checkbox"/> Wear the scout uniform correctly. <input type="checkbox"/> Set a good example. <input type="checkbox"/> Show Scout spirit. <input type="checkbox"/> Live by the Scout Oath and Law. <input type="checkbox"/> Read and be familiar with the Senior Patrol Leader Handbook and Patrol Leaders Handbook. <input type="checkbox"/> Report to the Senior Patrol Leader regularly.
Qualifications	<ul style="list-style-type: none"> <input type="checkbox"/> Must have the approval of the Scoutmaster. <input type="checkbox"/> Having earned the rank of Star, Life or Eagle is recommended. <input type="checkbox"/> Recommended to be at least 13 years of age. <input type="checkbox"/> Recommended to have held a prior leadership position in the Troop for at least six months. <input type="checkbox"/> Must be appointed by the Senior Patrol Leader. <input type="checkbox"/> Strong leadership and organizational skills with evidence of the ability to keep word, be fair, communicate, plan, be flexible, delegate, give praise, and have fun. <input type="checkbox"/> National Youth Leadership Training (NYLT) is a plus.
Service Term	Service term is six (6) months.
Term Limit	No maximum. Term extension must be approved by the Scoutmaster and must be appointed or re-appointed by the serving Senior Patrol Leader.

TROOP GUIDE

Reports to	Senior Patrol Leader
Duties	<ul style="list-style-type: none"> ❑ Train, mentor, oversee, and provide guidance to New Scout patrol. ❑ Help Scouts meet advancement requirements through First Class. ❑ Advise New Scout Patrol Leader on his duties and responsibilities. ❑ Guide new Scouts through early Troop experiences to help them become comfortable in the Troop and the outdoors. ❑ Attend Troop Leadership Training and continue to work on advancement. ❑ Attend standing PLC meetings and bi-annual planning conference. ❑ Maintain a minimum attendance rate of 75% for Troop meetings, Patrol Leaders' Council meetings, and Troop campouts (coordinate back-up leader when absent). ❑ Function as a voting member of the Patrol Leaders' Council. ❑ Sign-off Scout requirements in their handbook up through First Class rank. ❑ Devote time necessary to be an effective leader. ❑ Wear the scout uniform correctly. ❑ Set a good example. ❑ Show Scout spirit. ❑ Live by the Scout Oath and Law. ❑ Read and be familiar with the Boy Scout Handbook and Patrol Leaders Handbook. ❑ Report to the Senior Patrol Leader regularly.
Qualifications	<ul style="list-style-type: none"> ❑ Must have the approval of the Scoutmaster. ❑ Having earned the rank of First Class, Star, Life or Eagle is recommended. ❑ Recommended to be at least 13 years of age. ❑ Recommended to have held a prior leadership position in the Troop for at least six months. ❑ Must be appointed by the Senior Patrol Leader. ❑ Strong leadership and organizational skills with evidence of the ability to keep word, be fair, communicate, plan, be flexible, delegate, give praise, and have fun. ❑ National Youth Leadership Training (NYLT) is a plus.
Service Term	Service term is six (6) months.
Term Limit	<p>No maximum.</p> <p>Term extension must be approved by the Scoutmaster and must be appointed or re-appointed by the serving Senior Patrol Leader.</p>

TROOP QUARTERMASTER

Reports to	Assistant Senior Patrol Leader – Operations
Duties	<ul style="list-style-type: none"> □ Keep a current inventory of Troop equipment and ensure it is in good condition. □ Work with the Patrol Quartermasters as they check out Troop equipment and ensure they return it in proper condition. □ Work closely with the Troop Equipment Coordinator. □ Provide instruction in the proper use and maintenance of equipment. □ Keep Troop trailer and equipment well organized and maintained. □ Coordinate the loading and unloading of equipment during campouts and activities. □ At the end of term, passes all relevant records, material, information, and advice to the new Troop Quartermaster. □ Attend Troop Leadership Training and continue to work on advancement. □ Attend Patrol Leaders’ Council meetings. □ Maintain a minimum attendance rate of 60% for Troop meetings and Troop campouts (coordinate back-up leader when absent). □ Devote time necessary to be an effective leader. □ Wear the scout uniform correctly. □ Set a good example. □ Show Scout spirit. □ Live by the Scout Oath and Law. □ Read and be familiar with the Boy Scout Handbook. □ Report to the Assistant Senior Patrol Leader – Operations regularly on equipment in need of replacement or repair.
Qualifications	<ul style="list-style-type: none"> □ Must have the approval of the Scoutmaster. □ Having earned the rank of First Class, Star, Life or Eagle is recommended. □ Recommended to be at least 12 years of age. □ Recommended to have held a prior leadership position in the Troop for at least six months. □ Must be appointed by the Senior Patrol Leader. □ Strong leadership and organizational skills with evidence of the ability to keep word, be fair, communicate, plan, be flexible, delegate, give praise, and have fun.
Service Term	Service term is six (6) months.
Term Limit	No maximum. Term extension must be approved by the Scoutmaster and must be appointed or re-appointed by the serving Senior Patrol Leader.

TROOP SCRIBE	
Reports to	Assistant Senior Patrol Leader – Operations
Duties	<ul style="list-style-type: none"> □ Attend and keep a log of Patrol leaders' Council Meetings, communicating minutes to the Troop within one (1) week monthly PLC meetings. □ Record Scout and Owl Patrol attendance and uniform inspection scores (with help from Troop Secretary and Assistant Patrol Leaders) into Troop database. □ Assist Troop Committee members responsible for finance, records, and advancement. □ Attend Troop Leadership Training and continue to work on advancement. □ Maintain a minimum attendance rate of 60% for Troop meetings, Patrol Leaders' Council meetings and Troop campouts (coordinate back-up leader when absent). □ Track PLC Outstanding Patrol Award criteria measures (e.g., patrol flag attendance, uniform inspections, etc.). □ Devote time necessary to be an effective leader. □ Wear the scout uniform correctly. □ Set a good example. □ Show Scout spirit. □ Live by the Scout Oath and Law. □ Read and be familiar with the Boy Scout Handbook. □ Report to the Patrol Leaders' Council regularly.
Qualifications	<ul style="list-style-type: none"> □ Must have the approval of the Scoutmaster. □ Having earned the rank of First Class, Star, Life or Eagle is recommended. □ Recommended to be at least 12 years of age. □ Recommended to have held a prior leadership position in the Troop for at least six months. □ Must be appointed by the Senior Patrol Leader. □ Good listening and note taking skills. □ Strong leadership and organizational skills with evidence of the ability to keep word, be fair, communicate, plan, be flexible, delegate, give praise, and have fun.
Service Term	Service term is six (6) months.
Term Limit	No maximum. Term extension must be approved by the Scoutmaster and must be appointed or re-appointed by the serving Senior Patrol Leader.

ORDER OF THE ARROW TROOP REPRESENTATIVE

Reports to	Assistant Senior Patrol Leader – Operations
Duties	<ul style="list-style-type: none"> □ Serves as a communication link between the lodge or chapter and the Troop. □ Encourages year round and resident camping in the Troop. □ Encourages older Scout participation in high adventure programs. □ Encourages Scouts to actively participate in community service projects. □ Assists with leadership skills training in the Troop. □ Encourages Arrowmen to assume leadership positions in the Troop. □ Encourages Arrowmen in the Troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members. □ Work with the Troop Service and Conservation Project Coordinator to make service projects available for the Troop to actively participate in. □ Attend Troop Leadership Training and continue to work on advancement. □ Attend lodge or chapter meetings. □ Attend Patrol Leaders’ Council meetings. □ Maintain a minimum attendance rate of 60% for Troop meetings and Troop campouts (coordinate back-up leader when absent). □ Devote time necessary to be an effective leader. □ Wear the scout uniform correctly. □ Set a good example. □ Show Scout spirit. □ Live by the Scout Oath and Law and OA Obligation. □ Read and be familiar with the Boy Scout Handbook and Order of the Arrow Handbook. □ Report to the Assistant Senior Patrol Leader – Operations regularly.
Qualifications	<ul style="list-style-type: none"> □ Must have the approval of the Scoutmaster. □ Must be a current member of the Order of the Arrow. □ Having earned the rank of First Class, Star, Life or Eagle is recommended. □ Recommended to be at least 12 years of age. □ Recommended to have held a prior leadership position in the Troop for at least six months. □ Must be appointed by the Senior Patrol Leader. □ Strong leadership and organizational skills with evidence of the ability to keep word, be fair, communicate, plan, be flexible, delegate, give praise, and have fun.
Service Term	Service term is six (6) months.
Term Limit	<p>No maximum.</p> <p>Term extension must be approved by the Scoutmaster and must be appointed or re-appointed by the serving Senior Patrol Leader.</p>

TROOP HISTORIAN

Reports to	Assistant Senior Patrol Leader – Operations
Duties	<ul style="list-style-type: none"> ❑ Collect and preserve Troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia. ❑ Collect and organize information about former Scouts and leaders, including maintaining the list of previous T226 Eagle Scouts and Scoutmasters. ❑ Take pictures at Troop meetings and activities. ❑ Gather pictures and facts about past activities of the Troop and keep them in scrapbooks, wall displays, on the Troop website, or information files. ❑ Work with the Troop Webmaster to help place photographs on Troop website. ❑ Attend Troop Leadership Training and continue to work on advancement. ❑ Maintain a minimum attendance rate of 60% for Troop meetings and Troop campouts (coordinate back-up leader when absent). ❑ Devote time necessary to be an effective leader. ❑ Wear the scout uniform correctly. ❑ Set a good example. ❑ Show Scout spirit. ❑ Live by the Scout Oath and Law. ❑ Read and be familiar with the Boy Scout Handbook.
Qualifications	<ul style="list-style-type: none"> ❑ Must have the approval of the Scoutmaster. ❑ Having earned the rank of First Class, Star, Life or Eagle is recommended. ❑ Recommended to be at least 12 years of age. ❑ Must be appointed by the Senior Patrol Leader. ❑ Strong leadership and organizational skills with evidence of the ability to keep word, be fair, communicate, plan, be flexible, delegate, give praise, and have fun.
Service Term	Service term is six (6) months.
Term Limit	<p>No maximum.</p> <p>Term extension must be approved by the Scoutmaster and must be appointed or re-appointed by the serving Senior Patrol Leader.</p>

TROOP LIBRARIAN

Reports to	Assistant Senior Patrol Leader – Operations
Duties	<ul style="list-style-type: none"> <input type="checkbox"/> Oversee the care and use of Troop books, pamphlets, magazines, audiovisuals, and Merit Badge Counselor lists. <input type="checkbox"/> Establish and maintain a Troop library. <input type="checkbox"/> Keep records on literature owned by the Troop. <input type="checkbox"/> With Troop Committee approval, add new or replacement items as needed. <input type="checkbox"/> Have literature available for borrowing at Troop meetings. <input type="checkbox"/> Keep a system to check literature in and out. <input type="checkbox"/> Follow up on late returns. <input type="checkbox"/> Suggest the acquisition of new literature to the Senior Patrol Leader and Scoutmaster. <input type="checkbox"/> Report needs to repair or replace any current holdings. <input type="checkbox"/> Attend Troop Leadership Training and continue to work on advancement. <input type="checkbox"/> Attend Patrol Leaders’ Council meetings. <input type="checkbox"/> Maintain a minimum attendance rate of 60% for Troop meetings and Troop campouts (coordinate back-up leader when absent). <input type="checkbox"/> Devote time necessary to be an effective leader. <input type="checkbox"/> Wear the scout uniform correctly. <input type="checkbox"/> Set a good example. <input type="checkbox"/> Show Scout spirit. <input type="checkbox"/> Live by the Scout Oath and Law. <input type="checkbox"/> Read and be familiar with the Boy Scout Handbook. <input type="checkbox"/> Report to the Assistant Senior Patrol Leader – Operations regularly.
Qualifications	<ul style="list-style-type: none"> <input type="checkbox"/> Must have the approval of the Scoutmaster. <input type="checkbox"/> Having earned the rank of First Class, Star, Life or Eagle is recommended. <input type="checkbox"/> Recommended to be at least 12 years of age. <input type="checkbox"/> Must be appointed by the Senior Patrol Leader. <input type="checkbox"/> Strong leadership and organizational skills with evidence of the ability to keep word, be fair, communicate, plan, be flexible, delegate, give praise, and have fun.
Service Term	Service term is six (6) months.
Term Limit	No maximum. Term extension must be approved by the Scoutmaster and must be appointed or re-appointed by the serving Senior Patrol Leader.

TROOP INSTRUCTOR

Reports to	Assistant Senior Patrol Leader – Operations
Duties	<ul style="list-style-type: none"> □ Instruct Scout skills as needed within the Troop or patrols – aquatics, backpacking, boating, camping, citizenship, cooking, emergency preparedness, first aid, hiking, nature, orienteering, physical fitness, pioneering, wilderness survival, winter camping, etc. □ Prepare well in advance for each teaching assignment. □ Attend Troop Leadership Training and continue to work on advancement. □ Maintain a minimum attendance rate of 60% for Troop meetings and Troop campouts (coordinate back-up leader when absent). □ Sign-off Scout requirements in their handbook up through First Class rank. □ Devote time necessary to be an effective leader. □ Wear the scout uniform correctly. □ Set a good example. □ Show Scout spirit. □ Live by the Scout Oath and Law. □ Read and be familiar with the Boy Scout Handbook and Fieldbook. □ Report to the Assistant Senior Patrol Leader – Operations regularly.
Qualifications	<ul style="list-style-type: none"> □ Must have the approval of the Scoutmaster. □ Having earned the rank of First Class, Star, Life or Eagle is recommended. □ Recommended to be at least 13 years of age. □ Recommended to have held a prior leadership position in the Troop for at least six months. □ Must be appointed by the Senior Patrol Leader. □ Proficient in Scouting skills. □ Ability to teach others. □ Strong leadership and organizational skills with evidence of the ability to keep word, be fair, communicate, plan, be flexible, delegate, give praise, and have fun. □ National Youth Leadership Training (NYLT) is a plus.
Service Term	Service term is six (6) months.
Term Limit	<p>No maximum.</p> <p>Term extension must be approved by the Scoutmaster and must be appointed or re-appointed by the serving Senior Patrol Leader.</p>

TROOP LEAVE NO TRACE TRAINER

Reports to	Assistant Senior Patrol Leader – Operations
Duties	<ul style="list-style-type: none"> <input type="checkbox"/> Instruct the Troop on the principles of Leave No Trace. <input type="checkbox"/> Help the Troop improve their outdoor ethics and skills. <input type="checkbox"/> Help the Troop prevent avoidable impacts and minimize unavoidable impacts when using the outdoors. <input type="checkbox"/> Complete the Leave No Trace Trainer training course. <input type="checkbox"/> Attend Troop Leadership Training and continue to work on advancement. <input type="checkbox"/> Maintain a minimum attendance rate of 60% for Troop meetings and Troop campouts (coordinate back-up leader when absent). <input type="checkbox"/> Devote time necessary to be an effective leader. <input type="checkbox"/> Wear the scout uniform correctly. <input type="checkbox"/> Set a good example. <input type="checkbox"/> Show Scout spirit. <input type="checkbox"/> Live by the Scout Oath and Law. <input type="checkbox"/> Read and be familiar with the “Leave No Trace Guidelines”, Boy Scout Handbook and Fieldbook. <input type="checkbox"/> Report to the Assistant Senior Patrol Leader – Operations regularly.
Qualifications	<ul style="list-style-type: none"> <input type="checkbox"/> Must have the approval of the Scoutmaster. <input type="checkbox"/> Having earned the rank of First Class, Star, Life or Eagle is recommended. <input type="checkbox"/> Recommended to be at least 13 years of age. <input type="checkbox"/> Recommended to have held a prior leadership position in the Troop for at least six months. <input type="checkbox"/> Must be appointed by the Senior Patrol Leader. <input type="checkbox"/> Proficient in Scouting skills. <input type="checkbox"/> Ability to teach others. <input type="checkbox"/> Strong leadership and organizational skills with evidence of the ability to keep word, be fair, communicate, plan, be flexible, delegate, give praise, and have fun. <input type="checkbox"/> National Youth Leadership Training (NYLT) is a plus.
Service Term	Service term is six (6) months.
Term Limit	No maximum. Term extension must be approved by the Scoutmaster and must be appointed or re-appointed by the serving Senior Patrol Leader.

TROOP CHAPLAIN'S AIDE

Reports to	Assistant Senior Patrol Leader – Operations
Duties	<ul style="list-style-type: none"> □ Encourage scouts to participate in the observance of Scout Sunday (dates may vary each year, but always in February). □ Keep Troop leaders apprised of religious holidays when planning activities. □ Guide Patrol Chaplain's Aides and preside over Chaplain's Aide Council. □ Assist Troop Chaplain or religious coordinator in meeting the religious needs of Troop members while at activities. □ Lead a prayer and short scripture reading/devotional at the beginning of each Troop meeting. □ Encourage Troop to say grace at meals while camping or on activities. □ Tell Troop members about the religious emblem program. □ Preside over opening and closing prayer at Troop meetings and Troop campouts. □ Lead Bible-based religious programs at a Scouts Own Service or Vespers during campouts. □ Attend Troop Leadership Training and continue to work on advancement. □ Maintain a minimum attendance rate of 60% for Troop meetings and Troop campouts (coordinate back-up leader when absent). □ Devote time necessary to be an effective leader. □ Wear the scout uniform correctly. □ Set a good example. □ Show Scout spirit. □ Live by the Scout Oath and Law. □ Read and be familiar with the Boy Scout Handbook. □ Report to the Assistant Senior Patrol Leader – Operations regularly.
Qualifications	<ul style="list-style-type: none"> □ Must have the approval of the Scoutmaster. □ Having earned the rank of First Class, Star, Life or Eagle is recommended. □ Recommended to be at least 12 years of age. □ Recommended to have held a prior leadership position in the Troop for at least six months. □ Must be appointed by the Senior Patrol Leader. □ Must be consistent in demonstrating Duty to God. □ Strong leadership and organizational skills with evidence of the ability to keep word, be fair, communicate, plan, be flexible, delegate, give praise, and have fun.
Service Term	Service term is six (6) months.
Term Limit	<p>No maximum.</p> <p>Term extension must be approved by the Scoutmaster and must be appointed or re-appointed by the serving Senior Patrol Leader.</p>

TROOP WEBMASTER

Reports to	Assistant Senior Patrol Leader – Operations
Duties	<ul style="list-style-type: none"> □ Maintain the Troop’s website, in coordination with the adult Troop Webmaster. □ Make sure that information posted on the Troop website is correct and up-to-date. □ Make sure that members’ and leaders’ privacy is protected. □ Assist adult Webmaster to ensure Troop website projects a positive image of the Troop and of Boy Scouting. □ Coordinate with, and instruct the Scribe and Historian on posting material to the Troop website, and assist with training sessions on use of site tools as needed. □ Attend Troop Leadership Training and continue to work on advancement. □ Maintain a minimum attendance rate of 60% for Troop meetings and Troop campouts (coordinate back-up leader when absent). □ Devote time necessary to be an effective leader. □ Wear the scout uniform correctly. □ Set a good example. □ Show Scout spirit. □ Live by the Scout Oath and Law. □ Read and be familiar with the Boy Scout Handbook. □ Report to the Assistant Senior Patrol Leader – Operations regularly.
Qualifications	<ul style="list-style-type: none"> □ Must have the approval of the Scoutmaster. □ Having earned the rank of First Class, Star, Life or Eagle is recommended. □ Recommended to be at least 12 years of age. □ Must be appointed by the Senior Patrol Leader. □ Strong computer skills. □ Strong leadership and organizational skills with evidence of the ability to keep word, be fair, communicate, plan, be flexible, delegate, give praise, and have fun.
Service Term	Service term is six (6) months.
Term Limit	No maximum. Term extension must be approved by the Scoutmaster and must be appointed or re-appointed by the serving Senior Patrol Leader.

TROOP BUGLER

Reports to	Assistant Senior Patrol Leader – Operations
Duties	<ul style="list-style-type: none"> <input type="checkbox"/> Actively work on Bugler merit badge. <input type="checkbox"/> Sound “Taps”, “Assembly” and “Reveille” at Troop campouts. <input type="checkbox"/> Sound “Assembly” at weekly meetings. <input type="checkbox"/> Learn “To the Colors” and “Retreat” for playing at flag ceremonies. <input type="checkbox"/> Organize and play with Troop Bugle Corp at special events/programs. <input type="checkbox"/> Maintain sheet music folder of bugle calls and patriotic music. <input type="checkbox"/> Maintain a minimum attendance rate of 60% for Troop meetings and Troop campouts (coordinate back-up leader when absent). <input type="checkbox"/> Devote time necessary to be an effective leader. <input type="checkbox"/> Wear the scout uniform correctly. <input type="checkbox"/> Set a good example. <input type="checkbox"/> Show Scout spirit. <input type="checkbox"/> Live by the Scout Oath and Law. <input type="checkbox"/> Read and be familiar with the Boy Scout Handbook. <input type="checkbox"/> Report to the Assistant Senior Patrol Leader – Operations regularly.
Qualifications	<ul style="list-style-type: none"> <input type="checkbox"/> Must have the approval of the Scoutmaster. <input type="checkbox"/> Must be appointed by the Senior Patrol Leader. <input type="checkbox"/> Ability to play or desire to learn to play bugle or equivalent instrument. <input type="checkbox"/> Strong leadership and organizational skills with evidence of the ability to keep word, be fair, communicate, plan, be flexible, delegate, give praise, and have fun.
Service Term	Service term is six (6) months.
Term Limit	No maximum. Term extension must be approved by the Scoutmaster and must be appointed or re-appointed by the serving Senior Patrol Leader.

DEN CHIEF	
Reports to	Assistant Senior Patrol Leader – Operations
Duties	<ul style="list-style-type: none"> <input type="checkbox"/> Work with a den of Cub Scouts or Webelos and their adult leaders. <input type="checkbox"/> Take part in den meetings. <input type="checkbox"/> Encourage Cub Scout and Webelos advancement. <input type="checkbox"/> Serve as the activities assistant at den meetings and field activities. <input type="checkbox"/> Meet regularly with the Den Leader to review the den and pack meeting plans. <input type="checkbox"/> If serving as a Webelos Den Chief, prepare the boys to join Boy Scouting. <input type="checkbox"/> Project a positive image of the Troop and Boy Scouting. <input type="checkbox"/> Complete Den Chief training course. <input type="checkbox"/> Attend Pack meetings and Den meetings. <input type="checkbox"/> Maintain a minimum attendance rate of 60% for Troop meetings and Troop campouts (coordinate back-up leader when absent). <input type="checkbox"/> Devote time necessary to be an effective leader. <input type="checkbox"/> Wear the scout uniform correctly. <input type="checkbox"/> Set a good example. <input type="checkbox"/> Show Scout spirit. <input type="checkbox"/> Live by the Scout Oath and Law. <input type="checkbox"/> Read and be familiar with the Boy Scout Handbook and Den Chief Handbook. <input type="checkbox"/> Report to the Assistant Senior Patrol Leader – Operations regularly.
Qualifications	<ul style="list-style-type: none"> <input type="checkbox"/> Must have the approval of the Scoutmaster and pack Cubmaster. <input type="checkbox"/> Strong leadership and organizational skills with evidence of the ability to keep word, be fair, communicate, plan, be flexible, delegate, give praise, and have fun.
Service Term	Service term is six (6) months.
Term Limit	No maximum. Term extension must be approved by the Scoutmaster and Cubmaster.

JUNIOR ASSISTANT SCOUTMASTER

Reports to	Scoutmaster
Duties	<ul style="list-style-type: none"> <input type="checkbox"/> Under the Scoutmaster’s guidance, provide support and supervision to the Troop’s boy leaders. <input type="checkbox"/> Attend Troop Leadership Training and continue to work on advancement. <input type="checkbox"/> Attend Troop meetings and Troop campouts. <input type="checkbox"/> Sign-off Scout requirements in their handbook up through First Class rank. <input type="checkbox"/> Attend Owl Patrol meetings. <input type="checkbox"/> Maintain a minimum attendance rate of 60% for Troop meetings and Troop campouts (coordinate back-up leader when absent). <input type="checkbox"/> Devote time necessary to be an effective leader. <input type="checkbox"/> Wear the scout uniform correctly. <input type="checkbox"/> Set a good example. <input type="checkbox"/> Show Scout spirit. <input type="checkbox"/> Live by the Scout Oath and Law. <input type="checkbox"/> Read and be familiar with the Boy Scout Handbook and Scoutmaster Handbook. <input type="checkbox"/> Report to the Scoutmaster regularly.
Qualifications	<ul style="list-style-type: none"> <input type="checkbox"/> Must have the approval of the Scoutmaster. <input type="checkbox"/> Must have earned the rank of Eagle. <input type="checkbox"/> Recommended to be at least 16 years of age. <input type="checkbox"/> Recommended to have held a prior leadership position in the Troop for at least six months. <input type="checkbox"/> Must be appointed by the Senior Patrol Leader. <input type="checkbox"/> Strong leadership and organizational skills with evidence of the ability to keep word, be fair, communicate, plan, be flexible, delegate, give praise, and have fun. <input type="checkbox"/> National Youth Leadership Training (NYLT) is a plus.
Service Term	Service term is six (6) months.
Term Limit	No maximum. Term extension must be approved by the Scoutmaster and must be appointed or re-appointed by the serving Senior Patrol Leader.

PATROL LEADER	
Reports to	Assistant Senior Patrol Leader – Patrols
Duties	<ul style="list-style-type: none"> □ Represent the patrol at all Patrol Leaders’ Council meetings and the bi-annual program planning conference. □ Keep patrol members informed of decisions made by the Patrol Leaders’ Council. □ Play a key role in planning, leading, and evaluating patrol meetings and activities. □ Promote patrol spirit (i.e., patrol flag, yell, cheer, chuckbox, etc.). □ Help the patrol prepare to participate in Troop activities. □ Learn about the abilities of other patrol members and fully involve them in patrol and Troop activities by assigning them specific tasks and responsibilities. □ Attend Troop Leadership Training and continue to work on advancement. □ Encourage patrol members to complete their own advancement requirements. □ Recruit new members to maintain a full patrol. □ Expect the best from yourself and others. □ Work with others in the Troop to make the Troop go. □ Solicit ideas and concerns from patrol members so they have input in the planning and operation of the patrol. □ Plan and lead patrol meetings and activities. □ Function as a voting member of the Patrol Leaders’ Council. □ Sign-off Scout requirements in their handbook up through First Class rank, if Patrol Leader is First Class rank or above. □ Attend standing PLC meetings. □ Maintain a minimum attendance rate of 75% for Troop meetings, Patrol Leaders’ Council meetings and Troop campouts (coordinate back-up leader when absent). □ Devote time necessary to be an effective leader. □ Wear the scout uniform correctly. □ Set a good example. □ Show Scout spirit. □ Live by the Scout Oath and Law. □ Read and be familiar with the Patrol Leaders Handbook and Boy Scout Handbook. □ Report to the Assistant Senior Patrol Leader – Patrols regularly.
Qualifications	<ul style="list-style-type: none"> □ Must have the approval of the Scoutmaster. □ Having earned the rank of First Class, Star, Life or Eagle (unless in new Scout patrol) is recommended. □ Must obtain the majority vote for leadership position during patrol elections. □ Strong leadership and organizational skills with evidence of the ability to keep word, be fair, communicate, plan, be flexible, delegate, give praise, and have fun.
Service Term	Service term is six (6) months.
Term Limit	No maximum. Term extension must be approved by the Scoutmaster and by the boys in the patrol through the receipt of the majority vote during patrol elections.

ASSISTANT PATROL LEADER

Reports to	Patrol Leader
Duties	<ul style="list-style-type: none"> <input type="checkbox"/> Serve as acting Patrol Leader when the Patrol Leader is absent as directed by the Patrol Leader, Senior Patrol Leader, or Scoutmaster. <input type="checkbox"/> Help Patrol Leader organize, delegate, and coordinate other youth leaders. <input type="checkbox"/> Help Patrol Leader in all areas of Troop responsibilities as directed. <input type="checkbox"/> Assist the Patrol Scribe in keeping current attendance advancement records of patrol members. <input type="checkbox"/> Expect the best from yourself and others. <input type="checkbox"/> Work with others in the Troop to make the Troop go. <input type="checkbox"/> Attend Troop Leadership Training and continue to work on advancement. <input type="checkbox"/> Maintain a minimum attendance rate of 60% for Troop meetings and Troop campouts (coordinate back-up leader when absent). <input type="checkbox"/> Devote time necessary to be an effective leader. <input type="checkbox"/> Wear the scout uniform correctly. <input type="checkbox"/> Set a good example. <input type="checkbox"/> Show Scout spirit. <input type="checkbox"/> Live by the Scout Oath and Law. <input type="checkbox"/> Read and be familiar with the Patrol Leaders Handbook and Boy Scout Handbook. <input type="checkbox"/> Report to the Patrol Leader regularly.
Qualifications	<ul style="list-style-type: none"> <input type="checkbox"/> Must have the approval of the Scoutmaster. <input type="checkbox"/> Having earned the rank of Second Class, First Class, Star, Life or Eagle (unless in new Scout patrol) is recommended. <input type="checkbox"/> Must be appointed by the Patrol Leader. <input type="checkbox"/> Strong leadership and organizational skills with evidence of the ability to keep word, be fair, communicate, plan, be flexible, delegate, give praise, and have fun.
Service Term	Service term is six (6) months.
Term Limit	No maximum. Term extension must be approved by the Scoutmaster and must be appointed or re-appointed by the serving Patrol Leader.

PATROL CHAPLAIN'S AIDE

Reports to	Patrol Leader
Duties	<ul style="list-style-type: none"> <input type="checkbox"/> Encourage scouts to participate in the observance of Scout Sunday. <input type="checkbox"/> Assist Troop Chaplain or religious coordinator in meeting the religious needs of patrol members while at activities. <input type="checkbox"/> Encourage patrol saying grace at meals while camping or on activities. <input type="checkbox"/> Tell patrol members about religious emblem program. <input type="checkbox"/> Preside over opening and closing prayer at patrol meetings. <input type="checkbox"/> Attend Chaplain's Aide Council. <input type="checkbox"/> Attend Troop Leadership Training and continue to work on advancement. <input type="checkbox"/> Maintain a minimum attendance rate of 60% for Troop meetings and Troop campouts (coordinate back-up leader when absent). <input type="checkbox"/> Devote time necessary to be an effective leader. <input type="checkbox"/> Wear the scout uniform correctly. <input type="checkbox"/> Set a good example. <input type="checkbox"/> Show Scout spirit. <input type="checkbox"/> Live by the Scout Oath and Law. <input type="checkbox"/> Read and be familiar with the Boy Scout Handbook. <input type="checkbox"/> Report to the Patrol Leader regularly.
Qualifications	<ul style="list-style-type: none"> <input type="checkbox"/> Must have the approval of the Scoutmaster. <input type="checkbox"/> Must be appointed by the Patrol Leader. <input type="checkbox"/> Must be consistent in demonstrating Duty to God. <input type="checkbox"/> Strong leadership and organizational skills with evidence of the ability to keep word, be fair, communicate, plan, be flexible, delegate, give praise, and have fun.
Service Term	Service term is six (6) months.
Term Limit	<p>No maximum.</p> <p>Term extension must be approved by the Scoutmaster and must be appointed or re-appointed by the serving Patrol Leader.</p>

PATROL SCRIBE

Reports to	Patrol Leader
Duties	<ul style="list-style-type: none"> <input type="checkbox"/> Attend and keep a log of patrol meetings, communicating minutes to the patrol members, Patrol Mentor, and patrol parents within one (1) week after patrol meetings. <input type="checkbox"/> Record attendance (with help from Assistant Patrol Leader). <input type="checkbox"/> Attend Troop Leadership Training and continue to work on advancement. <input type="checkbox"/> Maintain a minimum attendance rate of 60% for Troop meetings and Troop campouts (coordinate back-up leader when absent). <input type="checkbox"/> Devote time necessary to be an effective leader. <input type="checkbox"/> Wear the scout uniform correctly. <input type="checkbox"/> Set a good example. <input type="checkbox"/> Show Scout spirit. <input type="checkbox"/> Live by the Scout Oath and Law. <input type="checkbox"/> Read and be familiar with the Boy Scout Handbook. <input type="checkbox"/> Report to the Patrol Leader regularly.
Qualifications	<ul style="list-style-type: none"> <input type="checkbox"/> Must have the approval of the Scoutmaster. <input type="checkbox"/> Must be appointed by the Patrol Leader. <input type="checkbox"/> Strong leadership and organizational skills with evidence of the ability to keep word, be fair, communicate, plan, be flexible, delegate, give praise, and have fun.
Service Term	Service term is six (6) months.
Term Limit	<p>No maximum.</p> <p>Term extension must be approved by the Scoutmaster and must be appointed or re-appointed by the serving Patrol Leader.</p>

PATROL QUARTERMASTER

Reports to	Patrol Leader
Duties	<ul style="list-style-type: none"> <input type="checkbox"/> Keep a current inventory of patrol equipment and ensure it is in good condition. <input type="checkbox"/> Work with the Troop Quartermaster to check out Troop equipment and return it in proper condition. <input type="checkbox"/> Provides instructions in the proper use and maintenance of equipment. <input type="checkbox"/> At the end of term, passes all relevant records, material, information and advice to the new Patrol Quartermaster. <input type="checkbox"/> Attend Troop Leadership Training and continue to work on advancement. <input type="checkbox"/> Maintain a minimum attendance rate of 60% for Troop meetings and Troop campouts (coordinate back-up leader when absent). <input type="checkbox"/> Devote time necessary to be an effective leader. <input type="checkbox"/> Wear the scout uniform correctly. <input type="checkbox"/> Set a good example. <input type="checkbox"/> Show Scout spirit. <input type="checkbox"/> Live by the Scout Oath and Law. <input type="checkbox"/> Read and be familiar with the Boy Scout Handbook. <input type="checkbox"/> Report to the Patrol Leader regularly on equipment in need of replacement or repair.
Qualifications	<ul style="list-style-type: none"> <input type="checkbox"/> Must have the approval of the Scoutmaster. <input type="checkbox"/> Must be appointed by the Patrol Leader. <input type="checkbox"/> Strong leadership and organizational skills with evidence of the ability to keep word, be fair, communicate, plan, be flexible, delegate, give praise, and have fun.
Service Term	Service term is six (6) months.
Term Limit	No maximum. Term extension must be approved by the Scoutmaster and must be appointed or re-appointed by the serving Patrol Leader.

3 Membership

Troop 226 supports Christian homeschool families in Plano, TX and surrounding areas, and is a chartered organization of the North Texas Christian Homeschool Association (NTCHA).

3.1 Membership Requirements

This section outlines the qualifications for becoming a member of Troop 226.

3.1.1 NTCHA Membership

Members of Troop 226 must be members, in good standing, of the North Texas Christian Homeschool Association (NTCHA), the Troop's Chartered Organization. Members of NTCHA must re-qualify their NTCHA membership on an annual basis, and criteria for re-qualification rests solely with NTCHA. NTCHA memberships expire on July 31 and must be renewed annually. A Troop member who no longer qualifies as a NTCHA member, no longer qualifies as a Troop member.

If a Scout is a Troop member in good standing and no longer qualifies as a NTCHA member (e.g., is no longer being home schooled), the Scout may appeal to the NTCHA Board who may consider allowing him to continue in the Troop on a case by case basis.

3.1.2 Transferring from Cub Scouts

Many boys join Boy Scouts by crossing over from Cub Scouts. Troop 226 is no exception. Many Scouts join from the Troop's sister organization Pack 226, as well as from other Cub Scout Packs. For a Cub Scout to join Boy Scouts and Troop 226, in addition to his family being a member of NTCHA a boy must meet the following key criteria:

- Must be a boy who is 11 years old, or one who has completed the fifth grade, or earned the Arrow of Light Award and is at least 10 years old but is not yet 18 years old.

3.1.3 Transferring from Boy Scouts

The Troop welcomes boys to join the Troop who are transferring in good standing from another Boy Scout troop and families become members of NTCHA.

3.1.4 Not Transferring from Cub Scouts or Boy Scouts

The Troop welcomes boys to join the Troop who have no prior Scouting experience. For a boy to join Boy Scouts, in addition to families being members of NTCHA he must meet the following key criteria:

- Must be a boy who is 11 years old, or one who has completed the fifth grade, but is not yet 18 years old.

3.2 The Patrol Model

Boys joining the Troop will be put in an existing patrol or could form a new patrol. Patrols are the building blocks of a Boy Scout troop. A patrol is a small group of boys (ideally 8-10 boys) who are similar in age, development, and interests. Working together as a team, patrol members share the responsibility for the patrol's success. They gain confidence by serving in positions of patrol leadership. All patrol members enjoy the friendship, sense of belonging, and achievements of the patrol and of each of its members.

“The object of the patrol method is not so much saving the Scoutmaster trouble as to give responsibility to the boy.”
 – Robert Baden-Powell, founder of Scouting

Life in a good patrol unconsciously creates in its members a strong feeling of loyalty and affection, of obedience to a common cause, and the spirit of "give and take" so necessary in life. The patrol will take care of their own meals, sleeping assignments, and will help direct the program of the Troop, under the leadership of the Patrol Leader.

3.2.1 The New Scout Patrol

Typically, when a group of first-time Scouts join the Troop together (e.g., crossing over from Cub Scouts), these Scouts will form their own patrol (called a New Scout Patrol), and will be shepherded by a Troop Guide for a 6-month period. After that time, the patrol will no longer be classified as a New Scout Patrol but will be a regular patrol and will not have a Troop Guide.

3.3 Participation Expectations

Scouts and adult leaders will get the most out the Scouting program when they regularly attend Troop meetings, events, and activities. Attendance will be taken at all Troop meetings, events, and activities. Scouts and adult leaders are expected to attend these functions for a minimum percentage of time as noted in the description for their role and in the table below. Scout and Owl Patrol attendance records will be maintained in Scoutbook by the Troop Scribe, Outdoor/Activity Coordinator and Service Project Coordinator. Each scout and his family can review the participation records within Scoutbook.

Role	Participation Expectations
Patrol Leaders' Council (SPL, ASPL, Troop Guide, Patrol Leaders)	<ul style="list-style-type: none"> □ Maintain a minimum attendance rate of 75% for Troop meetings, Patrol Leaders' Council meetings and Troop campouts (coordinate back-up leader when absent). □ Leaders not meeting this expectation may receive partial or no leadership credit for rank advancement and may be removed from the leadership position at the discretion of the Scoutmaster.
Scout Leaders (all other youth leaders)	<ul style="list-style-type: none"> □ Maintain a minimum attendance rate of 60% for Troop meetings and Troop campouts (coordinate back-up leader when absent). Troop Scribes also need to attend the Patrol Leaders' Council meetings. □ Leaders not meeting this expectation may receive partial or no leadership credit for rank advancement and may be removed from the leadership position at the discretion of the Scoutmaster.
All Other Scouts	<ul style="list-style-type: none"> □ Maintain a minimum attendance rate of 50% for Troop meetings and Troop campouts. □ Scouts not meeting this expectation may be considered inactive and may be dropped from the Troop roster.

Role	Participation Expectations
Adult Leaders (Owl Patrol)	<ul style="list-style-type: none"> <li data-bbox="597 142 1406 239">□ Maintain a minimum attendance rate of 75% for Troop meetings, Owl Patrol meetings, and Troop campouts (coordinate back-up leader when absent). <li data-bbox="597 247 1406 344">□ Adult leaders unable to meet this expectation may be reassigned to a different leadership role or asked to step down from leadership.

3.3.1 Why Does the Troop Have Participation Expectations?

The Troop has a defined participation expectation because (1) participation is a foundational precept of BSA and the patrol method, (2) because participation is a requirement for the Journey to Excellence Award and the National Honor Patrol Award, and (3) because participation makes our Troop a better troop.

When Scouts participate regularly, the Troop is better able to deliver:

- **Better Scout Experiences** – When Scouts participate regularly, they gain the rewards of being there. When a Scout is not there, he will not get the full benefit of learning, doing, and seeing. Scouting challenges boys and helps them answer the question “Do I have what it takes?” Also, in the Christian model that we are in, boys get the guidance and counsel of Christian men outside of their father who can reinforce the messages they get at home.
- **Better Scout Programming** – When Scouts participate regularly, they are serving the Troop and serving their patrol. When they are serving, the program is better. When they are absent, the overall program suffers as other Scouts are asked to fill in the gap and in some cases; the gap does not get filled.
- **Better Scout Advancement** – When Scouts participate regularly, they have consistent access to training and leaders who encourage and help them with advancement. They also see their peers advancing and are challenged to take responsibility for their own advancement. Scouts who advance tend to stay with the program and complete the road to Eagle. If a Scout is not participating, he quickly loses interest.
- **Better Scout Assessment** – With a defined participation expectation, the Scoutmaster is better able to assess whether a Scout completed the rank requirements in an acceptable manner. A participation expectation enables the Scoutmaster to apply a consistent standard to every Scout eliminating bias. It provides consistency in the evaluation and objectivity in fulfilling the commitment.
- **Better Character Growth** – With a defined standard, the Scoutmaster is better able to hold a Scout accountable for his responsibilities. Our troop was created for Christian homeschooled boys and the vision and policies were created with that group in mind. We want boys to understand what it means to make a commitment, what it means to fulfill an obligation, and what it means to be accountable for their actions. Participation expectations allow the Scoutmaster to hold boys accountable. Participation accountability is also a precursor of future expectations so that when the boys become adults, they will have learned what it means to take on the responsibilities of family leadership, to be dependable workers knowing they are ultimately working for God.
- **Better Community Involvement** – When Scouts participate regularly, they will improve their community through good turns and service.

3.3.2 Participation Expectations Guiding Principles

Following are the guiding principles of the Troop's participation expectations.

- The Troop is a team, and unity of the team is of utmost importance. It is our desire for every boy to feel a sense of belonging, develop lasting friendships, practice teamwork, and experience unity.
- The Troop understands and accepts the fact that our youth have competing demands on their time.
- Scouts and adults in leadership positions cannot lead effectively if they are not present. Therefore, a higher standard is needed for Scouts in leadership to receive credit for that requirement, and a higher standard is needed for adult leaders to ensure the safety of the Scouts and that adequate mentoring and coaching take place.
- All Scouts whether young or old have something to give and receive from the Troop.
- The Troop understands that there are extenuating circumstances such as medical, educational, family, and other issues that may prevent higher levels of participation. These extenuating circumstances will be considered when participation is evaluated.

3.4 Conduct

Scouting activities are fun, memorable experiences, and the Troop wants the Scouts and Scouters to enjoy themselves at all times. The participants' fun and enjoyment must, however, stay within the boundaries of proper behavior through the observance of the Scout Oath and Law.

3.4.1 Conduct Expectations

The Scouting program is a wonderful way for Scouts to live out the Christian values they are being taught by their parents at home. The Troop expects Scouts to do their best to give and exhibit:

- Deference vs. Offensiveness
- Flexibility vs. Resistance
- Forgiveness vs. Bitterness
- Generosity vs. Stinginess
- Honor vs. Disrespect
- Love vs. Selfishness
- Meekness vs. Anger
- Obedience vs. Willfulness
- Responsibility vs. Unreliability
- Self-Control vs. Self-Indulgence
- Sensitivity vs. Callousness
- Truthfulness vs. Deception

3.4.2 Conduct Issues

Misbehavior and inappropriate activities will not be tolerated and will be dealt with as described in the Disciplinary Actions section of this document. The Troop will use God's Word, the Scout Law and Oath, the Guide to Safe Scouting, and common sense as a foundation for addressing inappropriate behavior. Examples of inappropriate behavior follow:

- Acting in a disrespectful manner
- Disobeying rules of the activity
- Being uncooperative
- Intentionally damaging property or equipment
- Physical aggression or name calling
- Leaving a designated area without permission from a leader
- Using inappropriate language or gestures
- Hazing and bullying
- Bringing banned or inappropriate items to campouts or meetings

3.4.3 Disciplinary Actions

During all events and activities, Scouts and Scouters are expected to live up to the rules and guidelines established by the BSA and Troop 226. In the event a Scout or Scouter does not follow these rules and guidelines, or threatens the health and safety of any participants, the leader in charge (typically the Scoutmaster) may take immediate remedial action as deemed appropriate, including, but not limited to, immediate suspension from the remainder of the activity. Depending on the circumstances, the parents/guardians may be required to pick up their Scout immediately. Should such behavior re-occur by the same Scout or Scouter, that individual may be subject to permanent dismissal from the Troop as determined by the Troop Committee. A Scout or Scouter who continually disrupts activities or whose actions endanger him or others will be sent home. If a Scout continues to have discipline problems and his parent/guardian is a leader, the parent/guardian may be asked to take a break from leadership. Once the child has matured and his behavior has improved, the leader may be asked to step back in.

3.5 Dues, Fees, & Overall Cost of Membership

Scouting is an investment in the future of America. The program is designed to help shape the character and skills of tomorrow's leaders. This all comes at a price. A Scout can expect to spend anywhere from \$500-\$1000 or more per year on Scouting (excluding personal equipment). This expense comes in the form of dues, fees, and other expenses. Fortunately, a Scout has plenty of opportunities to "pay his own way" by raising funds through council and Troop sponsored fundraising programs.

3.5.1 Scout Dues & Fees

Annually, all Scouts must pay a BSA National Annual Membership fee to participate in the Scouting program. (For 2023, that fee was \$75 per Scout.) This membership fee must be paid when a boy joins the Troop to participate in any activities. Subscriptions to Boys Life magazine may be purchased at this time for an additional charge.

In addition, Troop 226 Scouts are assessed troop dues of \$30 per Scout per year and \$30 per council-led fundraising event (e.g., popcorn fundraiser in the fall and discount card fundraiser in the spring). Scouts will be assessed these fees whether they participate in the fundraiser or not. Fees assessed support the basic operations of the Troop. Dues and fees are subject to change without notice.

3.5.2 Adult Leader Dues

Annually, each adult Scout leader must pay a BSA National Annual Membership fee to participate as a leader. (For 2023, that fee was \$45.) This membership fee must be paid when an adult leader joins the Troop in order to participate as a leader in any activities. Fees are subject to change without notice.

3.5.3 Other Expenses

Scouts and adults who participate in Troop activities and events may be assessed fees other than those stated above. These fees can include Scout camp registrations, state park entrance and campsite fees, equipment rental fees, facility rental, transportation, meals to, from, or during campouts, merit badge colleges, etc. Additional expenses would include personal gear and uniform apparel.

3.6 Personal Gear Needs

To get started in Scouting, new Scouts and adult leaders will need basic camping gear and uniforms.

3.6.1 Uniform

Though it has changed in shape and color, the BSA uniform has been a source of pride for over 100 years. When people see the uniform, it is immediately associated with the ideals of Scouting. Scouts and adult leaders are to wear their Boy Scout “Class A” uniform to all meetings, to and from campouts, Courts of Honor, Scoutmaster Conferences, Boards of Review, and all other functions at which they represent the Troop.

3.6.1.1 Full Uniform (“Class A”)

Within the Troop, Scouts and adult leaders are expected to wear the official Boy Scout uniform. The official Boy Scout uniform consists of the official Scout shirt (long or short sleeves) with appropriate insignia and patches; the official BSA pants or shorts, belt, laced hiking boots or athletic shoes (i.e. no open toed shoes – sandals, flip-flops, “Crocs”, etc.) with official socks, and the Troop 226 neckerchief. Scouts may also wear the merit badge sash or Order of the Arrow sash (if a member and actively giving service), but not both. If a Scout is wearing a hat while in the Boy Scout full uniform, the hat must be an official BSA uniform hat. Official BSA hats are optional for Scouts within the Troop.

3.6.1.2 Insignia

The Troop will conduct regular uniform inspections to ensure Scouts are consistently wearing the Scouts BSA uniform correctly. Leaders are expected to wear their Troop Badges of Office in a proper manner, consistent with their appointed leadership role. This correct identification allows all Scouts and adults to always identify current unit leaders.

Learn more about uniform insignia at the BSA Guide to Awards and Insignia:

<https://www.scouting.org/resources/insignia-guide/>

Information regarding uniform inspections can be obtained using the Scouts BSA Uniform Inspection Sheet:

[https://filestore.scouting.org/filestore/pdf/510784\(19\)_Scouts_Uniform_Inspection_Sheet_WEB.pdf](https://filestore.scouting.org/filestore/pdf/510784(19)_Scouts_Uniform_Inspection_Sheet_WEB.pdf)

3.6.1.3 Activity Uniform (“Class B”)

The Troop has an official Troop activity T-shirt (a.k.a., “Class B” uniform). This activity shirt may be worn by Scouts and adult leaders during campouts, hikes, backpacks, and other activities not requiring the official uniform as determined by the event coordinator, Scoutmaster, or Troop Committee. The “Class B” uniform consists of the red Troop 226 T-shirt, official Scout pants/shorts, blue jeans, shorts or other acceptable casual pants, and laced hiking boots or athletic shoes (i.e. no open toed shoes – sandals, flip-flops, “Crocs”, etc.) with socks.

3.6.2 Camping Gear

Scouts will require a minimum set of camping gear when going camping. One Scout-friendly purchasing option for gear is www.HikerDirect.com; featuring low cost high quality Alps Mountaineering gear for Scouts.

3.6.2.1 Basic Gear Necessities

Following is a list of some basic gear necessities that Scouts should make sure they bring on campouts. Tents can be shared, as provided in their tenting assignments, so not all Scouts need a personal tent.

Shelter

- Tent (1-3 person)
- Tent footprint or tarp

Personal Sleeping Gear

- Sleeping pad
- Sleeping bag
- Pillow (optional)

Personal Clothing

- BSA uniform (shirt, pant/shorts, socks) – Class A
- Activity uniform – Class B
- Shirts/Sweatshirts (1-2)
- Pants/shorts (1-2)
- Socks (2-3)
- Underwear/Long johns
- Sleep clothes (optional)
- Hat
- Wet weather gear
- Coat/jacket
- Winter gloves (weather dependent)
- Winter hat (weather dependent)
- Hiking boots
- Camp shoes

Personal Dining Gear

- Personal mess kit (plate, bowl, cup, knife, fork, spoon)
- Water bottle

Personal First Aid Kit

(see BSA Handbook for list)

Personal Hygiene Gear

- Toothbrush
- Toothpaste
- Soap
- Shampoo
- Wash cloth
- Bath Towel
- Lip balm
- Talc powder
- Deodorant
- Toilet paper
- Sunscreen
- Insect repellent
- Hair comb (optional)

Personal Packs

- Day pack
- Back pack/Duffel bag

Personal Tools

- Para cord
- Duct tape
- Tent stake mallet
- Pocketknife
- Flashlight / Headlamp
- Spare batteries
- Watch with alarm
- Carabineers

Other

- Bible
- BSA Handbook
- BSA Field Guide (optional)
- Merit Badge Books
- Notepad
- Pen/pencil
- Camp chair (optional)
- Camera (optional)
- Money

3.6.2.2 Gear Considerations

Over time, Scouts who stick with the program may want to upgrade their gear. Following are some considerations when looking to purchase quality gear that is durable.

Item	Design Considerations	Brands Considerations
Tents	<ul style="list-style-type: none"> • 2-or 3-man • <4 lbs/person • freestanding 2 pole dome, vented full fly, big vestibules • no single-wall tents • tent footprint 	<ul style="list-style-type: none"> • Alps Mountaineering • Big Agnes • Cabelas, • Kelty • LL Bean • Mountain Hardwear • MSR, • North Face • REI • Sierra Designs
Backpack	<ul style="list-style-type: none"> • >4500cu in capacity • Exterior frame - has added space for tying on, more stable under heavy loads • Internal frame - offers added protection & often better straps • General rule is for a backpacker to carry less than 25% of his body weight 	<ul style="list-style-type: none"> • Alps Mountaineering • Kelty • Lowe • Outdoor Products • Avoid - Coleman, Rokk, Swiss Gear, Wenger, Wenzel
Sleeping Bag	<ul style="list-style-type: none"> • Down: mummy type bag, 25 degrees or better (<3lbs), water repellant • Synthetic: mummy, <3.5lbs, 25 degrees or better, compactable (<150 cu in), • Insulation types Delta>3D>PG • Note: The degree rating on the bag is what will keep you from death; it is not the degree that you will be comfortable 	<ul style="list-style-type: none"> • Kelty • North Face • REI • Sierra • Avoid - Downright, Guide Gear, Swiss Gear, Wenger, Wenzel
Hammocks	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Sleeping Pads	<ul style="list-style-type: none"> • 3lbs, inflatable, full size • closed cell is lighter & fine for all but <35 degrees 	<ul style="list-style-type: none"> • Pacific Outdoor • Cabelas • Campmor • REI • Therm-a-Rest

Boots	<ul style="list-style-type: none"> • Midweight hiker, <3lbs, full nubuck leather or waterproof (Gore-tex) • Cheaper nylon/leather okay for summer 	<ul style="list-style-type: none"> • Asolo • Hi-Tec • Lowe • Merrell • North Face • Salomon • Vasque
Mess Kit	<ul style="list-style-type: none"> • Lexan Mess kit (w/ spoon, bowl, mug) • Initial with Sharpie 	<ul style="list-style-type: none"> • GSI Outdoors • REI • Light My Fire • Campmor
Water Bottle	<ul style="list-style-type: none"> • At least 32 oz./ 1 liter • Backpack reservoirs are okay for hiking, but more difficult to use in daily activities 	<ul style="list-style-type: none"> • Nalgene • Camelbak
Pocket Knife	<ul style="list-style-type: none"> • Select a A good folding knife with a locking blade • Multi tools are okay • Scout must earn the <i>Totin Chip</i> award before they can carry a knife • Note: While BSA does not ban fixed blade knives or set limit on blade 	<ul style="list-style-type: none"> • Buck • Leatherman • Victorinox

3.7 Membership Documentation Required

Following are the documents that new youth and adult members will need to complete as part of joining Troop 226.

3.7.1 Youth Members

Following are the forms that are required for youth members to join the Troop.

Form	Description
NTCHA Application	A current application needs to be on file with NTCHA; applications must be resubmitted annually
BSA Application	Youth membership application for joining Boy Scouts of America
BSA Annual Health & Medical Record (AHMR)	BSA medical Form A, B1, B2, C and copy of current Insurance Card (Front and Back) for participation in Scouting activities
BSA Medical Treatment Authorization	Form authorizing Troop 226 to admit Scouts to the nearest medical facility for diagnosis and treatment if needed
BSA Hold Harmless Release	Form holding faultless the Boy Scouts of America, the adult leaders, parent volunteers, and sponsors of Boy Scout Troop 226 from any accident or injury claims arising from a Scout's participation
New Family Checklist	Form highlighting new member items, like T-shirt orders, etc.

3.7.2 Adult Members

Following are the forms that are required for adult members to join the Troop. Some forms are role specific and are not necessary unless you are applying for that role.

Form	Description
NTCHA Application	A current application needs to be on file with NTCHA; applications must be resubmitted annually
BSA Adult Application	Adult membership application for joining Boy Scouts of America
BSA Annual Health & Medical Record (AHMR)	BSA medical Form A, B1, B2, C and copy of current Insurance Card (Front and Back) for participation in Scouting activities
Adult Resource Form	Form highlighting the skills and expertise the adult brings
BSA Merit Badge Counselor Application	Adult application for becoming a BSA Merit Badge Counselor
Roster/Driver Information	Information form pertaining to automobile and insurance coverage
Youth Protection Training Certificate	Online BSA training available at my.scouting.org
New Family Checklist	Form highlighting new member items, like T-shirt orders, etc.

3.8 Medical Procedures

All youth and adults who wish to participate in Troop activities are required to annually complete BSA Annual Health and Medical Record (AHMR). These forms are good for 12-months but are typically collected at a specific time of year determined by the Health and Safety Coordinator. The committee should be notified of any changes in information as soon as possible. This record provides the Troop with basic medical, physician, and insurance information. Medical records shall be renewed annually. Medical forms are taken to all Troop activities so adult leadership can properly handle all medications and other health situations. Council or other medical forms may be required for certain functions such as summer camp and high adventure activities. These forms will be required in addition to the Troop medical forms when appropriate. Prescription medications and over-the-counter medications should be given to a designated Troop Medic for safe keeping and appropriate dispensing during any Troop activity. Parents/guardians attending activities may keep the medications and administer them to their son, except where local camp rules may apply.

3.9 Adult Involvement

All parents/guardians are welcome and encouraged to support the Troop through their direct involvement. There are many tasks large and small in a healthy, vigorous and well-run troop, and “many hands make light work” or “two are better than one” to cite Ecclesiastes 4:9 more accurately. The expectation for each Scout family is that at least one parent/guardian participates in an Assistant Scoutmaster or Committee role.

3.9.1 Volunteer Opportunities

There are many ways that adults can become directly involved in supporting and serving the Troop.

Support Area	Description
Troop Committee	Adults can join the committee and take on a Troop defined role or they can directly support other adults in those roles. See the Troop Structure section of this document for more information regarding Troop Committee roles.
Assistant Scoutmaster	Upon completion of the required training, adult males can work directly with the Scouts as Assistant Scoutmasters, helping them meet their goals, grow in their character, and excel in their skill development. See the Troop Structure section of this document for more information regarding Assistant Scoutmaster roles.
Merit Badge Counselor	Adults can serve as Merit Badge Counselors in an area in which they have some expertise. There are over 120 merit badges available. See the Troop Structure section of this document for more information regarding this role.
Eagle Advisor	Adult males can help Scouts work through their most challenging service project, the Eagle Project, serving as an Eagle Advisor. See the Troop Structure section of this document for more information regarding this role.

3.9.2 How to Volunteer

Adults wishing to pursue leadership positions in the areas listed above should contact one of the Troop’s Committee Members. Adult candidates wishing to serve as leaders in the Troop may be interviewed by the Committee to provide an opportunity for the adult to ask any questions and for the Committee to get to know the candidate better. This interview will take place prior to the final submission of the candidate’s BSA adult member application. The Committee will notify the candidate of their decision in a reasonable period.

3.9.2.1 What the Troop is Looking for in a Volunteer

The Troop is always looking for new adult volunteers that are passionate about helping Scouts grow and develop into productive citizens using Scouting ideals, methods, and tools in conjunction with Biblical precepts. The Troop is looking for adult volunteers who are:

- Believers in Jesus Christ as their Lord and Savior
- Committed to make the time necessary to successfully fulfill the responsibilities of their role
- Passionate about Scouting ideals and the positive transformation of the next generation
- Filled with a servant’s heart and willing to work jointly with others for the common cause of Scouting.

4 Troop Meetings

The Troop meets regularly September through May and has a lighter schedule in the summer months.

4.1 Meeting Schedule

The Troop has several standing meetings and events. The following tables highlight these activities and typical timing of the meetings. This suggested calendar is subject to change as needed or as changed by the PLC during the bi-annual Troop Program Planning Conferences).

MEETINGS		
Meeting	When	Details
Bi-Annual Program Planning Conference	Saturday 9:00 am – 3:00 pm	Second Saturday in February. Third Saturday in August.
Scoutmaster Conferences	Campouts	As scheduled with Scoutmaster. May take place during Troop meetings as well.
Boards of Review (BOR)	Tuesdays 7:15 pm – 8:15 pm	First week of month. May take place at other Troop meetings and campouts as well.
Chaplain's Aide Council	Tuesdays 6:00 pm – 7:00 pm	As needed.
Courts of Honor (COH)	Tuesdays 7:00 pm – 8:30 pm	Last week of month; September, November, March, and May.
Owl Patrol Meetings	Tuesdays 6:00 pm – 7:00 pm	Second week of month; September up to Summer Camp.
Patrol Leaders Council (PLC)	Tuesdays 6:00 pm – 7:00 pm	First and third week of month; September up to Summer Camp.
Troop Committee Meetings	Tuesdays 7:00 pm – 8:30 pm	Third week of the month. September through the week before Summer Camp.
Troop Committee Budget Meeting	Tuesday 7:00 pm – 8:30 pm	Third week of month in July.
Bi-Annual Troop Leadership Training	Saturday 9:00 am – 3:00 pm	First Saturday in March. First Saturday in August.
Troop Meetings	Tuesdays 7:00 pm – 8:30 pm	Weekly; September up to Summer Camp, except for Court of Honor nights.

EVENTS		
Events	When	Details
Camping	Friday – Sunday	Typically the third weekend of the month September through May, exceptions may occur due to District scheduling or extended events like Summer Camp and Winter Camp. Typically no camping takes place in July or August.
Camping – Family Friendly Campout	Friday – Sunday	Third weekend in November.
Camping – Lock In	Overnight	Third weekend of January.
Camping – New Scout/ Webelos Friendly	Friday – Sunday	Third weekend in December (“Winter Camp”)
Camping – Summer Camp	Week Long	Typically mid to late June or July.
Camping – Winter Camp	Varies	3-5 day winter camping program in December.

Pack 226 Blue & Gold Banquet	Monday 6:30 pm – 8:30 pm	Typically the third or fourth Monday in February.
Scouting for Food	Saturday 9:00 am – 4:00 pm	Typically the third Saturday in February.
Service Projects	Saturday	Second Saturday of the month in September, November and April. Last service project of year is done at Summer
Troop Uniform Inspection	During Troop Meetings	First week of the month in September, November, January, March, and May.

4.2 Meeting Location

The Troop holds its typical Troop and leader meetings at Hunter's Glen Baptist Church in Plano, Texas.

4.2.1 Facilities Use & Stewardship

The Troop is blessed to have a facility in which to meet and hold Troop functions. The Chartered Organization Representative is the single point of contact for the facility to contact the Troop.

4.2.1.1 Facilities Access

The Chartered Organization Representative and the Scoutmaster will have access to the facility. The Troop may not access the facility without prior approval of the facility representative. The Chartered Organization Representative or the Scoutmaster will open the facility twenty (20) minutes prior to any Troop function at the facility and will ensure that the facility is completely locked and the alarm is set (unless not appropriate per the facility representative), prior to leaving the facility.

4.2.1.2 Facilities Stewardship

It is imperative that the Troop use good stewardship principles as a guest of the facility.

4.2.1.2.1 Using the Facility

When using the facility, the Troop needs to ensure that there is:

- No using facility areas that have not been approved by the facility representative
- No running in the facility
- No misusing facility assets

4.2.1.2.2 Leaving the Facility

The Chartered Organization Representative or the Scoutmaster will ensure that the facility condition, when a Troop function is over, is as good as or better than when the Troop arrived. Following are some of the items the Troop needs to do prior to leaving the facility:

- Turn off internal and external lights in areas used by the Troop
- Lock internal room doors as required and external facility doors
- Remove trash from areas used by the Troop (inside and outside facility)
- Sweep or vacuum floors in areas used by the Troop as appropriate
- Restore rooms to condition prior to Troop use (e.g., restore tables and chairs to prior setting)
- Restore air conditioner settings prior to Troop use
- Inspect restroom facilities that the Troop used and clean as appropriate
- Ensure that no Troop or Scout items are left within or outside the facility, with the exception of designated items that the facility representative has given the Troop permission to store

4.2.1.3 Room Reservations

The Troop must reserve facility rooms in advance for Troop meetings, training, Courts of Honor, etc. It is the responsibility of the Committee Chair to ensure facility room requests are made at least one (1) month in advance by the responsible member of the committee or the Owl Patrol.

4.3 Troop Meetings

Weekly Troop meetings are core to the Troop's program and provide Scouts the opportunity to learn new skills, work on advancement, plan for Troop activities, and gather key information on Troop happenings. The meetings are run by the Senior Patrol Leader and planned by the Patrol Leaders' Council. The following table provides an overview of how a typical Troop meeting flows.

Meeting Element	Description
Pre-Meeting	Pre-meeting game, project, or set-up
Opening Ceremony	Call the meeting to order on time, conduct flag ceremony, and devotional from the Troop Chaplain's Aide
Skill Instruction	Skill instruction related to program feature
Patrol Meetings	Patrol Leaders lead and instruct their patrol and come with a prepared agenda
Troop Activities	Opportunity for patrol members to interact with one another via the Trail to First Class program, Trail to Eagle program, group activities, or games
Closing	Scoutmaster minute, closing thoughts, and flag ceremony
Post-Meeting	Meeting assessment, clean-up, and other necessary brief meetings

4.3.1 Service Patrol & Program Patrol

During each Troop meeting, a Service Patrol and Program Patrol are assigned to serve and support the Troop. Service Patrols and Program Patrols are designated by the Patrol Leaders' Council.

Type	Description
Service Patrol	Responsible for setting up the meeting facilities 15-20 minutes prior to the meeting and cleaning up and restoring the facility to prior condition
Program Patrol	Responsible for conducting the meeting's opening and closing ceremonies; should arrive at the meeting facility 15-20 minutes prior to the meeting to practice

4.3.2 Special Troop Meetings

There are special Troop meetings periodically throughout the year to conduct Boards of Review, Troop elections and Courts of Honor.

4.3.2.1 Boards of Review

The Board of Review Coordinators, with the direction of the Scoutmaster and in conjunction with other Troop Committee members, will conduct Boards of Review for Scouts who are seeking rank advancement. Learn more about these reviews in the Boards of Review section under Advancement within this document.

4.3.2.2 Elections

Twice a year, typically in January and June, the Troop will hold Troop elections. These elections are for the Troop to elect its Senior Patrol Leader and for patrols to select their Patrol Leader to serve for a six (6) month period. Elections are held using secret ballots. All other youth leadership positions within the Troop are appointed by either the Senior Patrol Leader or Patrol Leader with the approval and guidance of the Scoutmaster. The six (6) month service terms are as follows:

- March 1st - August 31st*
- September 1st* - February 28th

*During summer months of July and August, the Scoutmaster determines the applicable credit based off of TLT or PLC planning meeting attendance.

In January, the Troop, in conjunction with the local Order of the Arrow (OA) lodge, will elect qualifying Troop Scouts to become Order of the Arrow members. The OA is Scouting's National Honor Society. Fifty percent (50%) of the Troop must be present for an OA election to take place. Only elections conducted by an official OA election team trained by the local lodge will be considered valid. Elections are held using secret ballots. More information on the OA and eligibility follow.

4.3.2.2.1 Order of the Arrow Purpose

As Scouting's National Honor Society, our purpose is to:

- Recognize those who best exemplify the Scout Oath and Law in their daily lives and through that recognition cause others to conduct themselves in a way that warrants similar recognition.
- Promote camping, responsible outdoor adventure, and environmental stewardship as essential components of every Scout's experience, in the unit, year-round, and in summer camp.
- Develop leaders with the willingness, character, spirit, and ability to advance the activities of their units, our Brotherhood, Scouting, and ultimately our nation.
- Crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

4.3.2.2.2 Order of the Arrow History

The Order of the Arrow was founded by Dr. E. Urner Goodman and Carroll A. Edson in 1915 at the Treasure Island Camp of the Philadelphia Council, Boy Scouts of America. It became an official program experiment in 1922 and was approved as part of the Scouting program in 1934. In 1948 the OA, recognized as the BSA's national brotherhood of honor campers, became an official part of the Boy Scouts of America. In 1998, the Order of the Arrow became recognized as Scouting's National Honor Society when it expanded its reach beyond camping to include broader service to Scouting and the community.

The OA has more than 170,000 active members located in lodges affiliated with over 295 BSA local councils.

4.3.2.2.3 Order of the Arrow Eligibility

The Order of the Arrow membership requirements are:

- Be a registered member of the Boy Scouts of America.
- After registration with a troop or team, have experienced 15 days and nights of Boy Scout camping during the two-year period prior to the election. The 15 days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of

resident camping, approved and under the auspices and standards of the Boy Scouts of America. The balance of the camping must be overnight, weekend, or other short-term camps.

- Youth must be under the age of 21, hold the BSA First Class rank or higher, and following approval by the Scoutmaster or Varsity team Coach, be elected by the youth members of their troop or team.
- Adults (age 21 or older) who are registered in the BSA and meet the camping requirements may be selected following nomination to the lodge adult selection committee. Adult selection is based on their ability to perform the necessary functions to help the Order fulfill its purpose, and is not for recognition of service, including current or prior positions. Selected adults must be an asset to the Order because of demonstrated abilities, and must provide a positive example for the growth and development of the youth members of the lodge.

4.3.2.2.4 Order of the Arrow Election Results

The OA team determines the minimum number of votes one must receive to be elected, as follows: If the number of ballots turned in was even (2, 4, 6, 8, etc.), divide this number by two. If the number was odd (1, 3, 5, 7, etc.), add one and then divide by two. The number of votes a youth must receive to be elected is entered on the report form.

The votes are counted in private by the election team and the unit leader to determine who has been elected. All votes count equally. If at least one has been elected, this result is final. If no one is elected, the OA team announces this fact and states that the unit will now be given the opportunity to vote again. Time is allowed for further explanation of the purpose of the Order and the election procedures, and for any questions. (No information about the votes received by candidates is to be revealed at any time.) The second election is then held immediately, and if the unit still elects no one, this is the final result for the year's election. The OA team places a check mark next to the names of those who have been elected.

Announcement of results will not be made. The results will remain secret. Names and addresses of the newly elected candidates must be forwarded to the lodge membership committee immediately. Candidates will be called out at the earliest possible time, either at a resident camp, a camporee, or a special ceremony. The names and addresses (plus additional information the lodge feels is necessary) are listed on the election report form. OA team members sign the form and mail it to the specified address.

After election, a Scout, remains a candidate until completion of the Ordeal and Ordeal ceremony. If this period of candidacy exceeds one year, the candidate's name is dropped and he no longer is a candidate. To become a candidate again, he must be re-elected. The executive committee of the lodge may extend the one-year limit between election and induction if the candidate is ill or there are other unusual circumstances.

4.3.2.3 Courts of Honor

The Court of Honor is a time to recognize the Troop and Scouts for their achievements. The Troop holds Courts of Honor in the last week of month; September, November, March, and May at its regular meeting place. The program for the Court of Honor is developed by the Patrol Leaders' Council in cooperation with the Scoutmaster and Court of Honor Coordinator. Learn more about this topic in the Courts of Honor section under Advancement within this document.

4.3.3 Troop Meeting Visitors

Troop 226 welcomes many types of boys who are interested in visiting the Troop.

4.3.3.1 Webelos Participation

Homeschooled, registered Webelos Scouts are welcome to participate in Troop meetings and Webelos appropriate campouts. The Senior Patrol Leader will assign Webelos to a patrol for the meeting or campout.

4.3.3.2 Boy Scout Participation

Homeschooled, registered Boy Scouts from another troop are welcome to participate in Troop meetings and campouts up to four (4) times. The Senior Patrol Leader will assign visiting Scouts to a patrol for the meeting or campout.

4.3.3.3 Scout-Age Boy Participation

Homeschooled boys that are Boy Scout age are welcome to participate in Troop meetings, but not Troop campouts. The Senior Patrol Leader will assign friends to a patrol for the meeting. Boy Scout age boys may visit up to four (4) times. BSA nor the Troop are liable for the safety of unregistered youth.

4.3.3.4 Sibling Participation

Homeschooled, male, Boy Scout age siblings are welcome to participate in Troop meetings, but not Troop campouts. Boy Scout age male siblings may visit up to four (4) times. At meetings where both parents are serving, siblings are allowed to stay at the meeting place, as long as they can quietly entertain themselves. BSA nor the Troop are liable for the safety of unregistered youth.

4.3.3.5 Friend Participation

Homeschooled Boy Scout age friends of Scouts are welcome to participate in Troop meetings, but not Troop campouts. The Senior Patrol Leader will assign friends to a patrol for the meeting. Friends may visit up to four (4) times. BSA nor the Troop are liable for the safety of unregistered youth.

4.4 Youth Leader Meetings

The youth leaders of the Troop conduct multiple leadership meetings throughout the year. Details on these meetings follow.

4.4.1 Patrol Leaders' Council

The Patrol Leaders' Council (PLC) meets twice a month. The PLC, under the guidance of the Scoutmaster, plans and runs the Troop's program and activities and gives long-range direction through development of the Troop's program calendar. The PLC is led by the Senior Patrol Leader, who creates the meeting agenda, and its voting members, which include the Senior Leadership Team and Patrol Leaders. Other Troop leaders attend the bi-monthly PLC but cannot vote including the Troop Scribe, Troop Quartermaster, Order of the Arrow Troop Representative, and Assistant Patrol Leaders (can vote when acting as Patrol Leader). PLC members are expected to come prepared to each meeting.

4.4.2 Chaplain's Aide Council

The Chaplain's Aide Council (CAC) is made up of the Troop Chaplain's Aide and the Patrol Chaplain's Aides and is guided by the adult Troop Chaplain. The CAC meets once a month to discuss the spiritual needs of the Troop, prepare religious programs for upcoming campouts, and provide prayer for the Troop's leadership team and Scouts. The Troop Chaplain's Aide creates the monthly agenda and leads the meeting.

4.4.3 Bi-Annual Troop Leadership Training

Twice a year, after Troop elections, the Troop will conduct Troop Leadership Training (TLT). This one day training session is for all youth leaders to receive instruction from the Scoutmaster, Senior Patrol Leader, and other leaders, and to better understand their specific roles and responsibilities. See more information under the Training section of this document.

4.4.4 Bi-Annual Troop Program Planning Conference

Twice a year, the newly elected Patrol Leaders' Council will meet to update and create a rolling 12-month Troop plan. The first six months will be partially planned for them by the outgoing PLC, and the second six months will be created by the new PLC. The plan will contain information about program features, Troop meetings, Courts of Honor, camping plans, Trail to First Class plans, Trail to Eagle plans, service projects, etc. Once the plan is complete, the Senior Patrol Leader and the Scoutmaster will present the plan to the Troop Committee for approval.

4.5 Adult Leader Meetings

The adult leaders of the Troop conduct multiple leadership meetings throughout the year. Details on these meetings follow.

4.5.1 Troop Committee

The Troop Committee meets monthly and is led by the Committee Chairperson who sets the meeting agenda. The Troop Committee is the Troop's board of directors and supports the Troop program. Learn more about the committee in the Troop Structure section of this document.

In some instances when it is necessary to quickly make decisions between Troop Committee Meetings, conference calls and email motions are permitted by the Troop Committee. It is recommended that discussions follow Robert's Rules of Order.

4.5.1.1 Troop Committee Quorum Rules

A quorum must be present in order for a Troop Committee to conduct business. A Troop Committee quorum is defined as the gathering of greater than fifty percent of Committee members designated as Core Positions and that have a duty to attend at least 75% of Troop Committee meetings.

4.5.2 Owl Patrol

The Scoutmaster and Assistant Scoutmasters (Owl Patrol) meet monthly to discuss Troop programming direction and planning. The meeting is led by the Scoutmaster who sets the meeting agenda. Learn more about the Owl Patrol in the Troop Structure section of this document.

4.6 Running Troop Meetings

For Patrol Leaders' Council, Owl Patrol, and Troop Committee meetings, basic Parliamentary Procedures should be used to keep meetings orderly and effective. The chairs of each of these meetings should run their meetings using these procedures.

4.6.1 Basic Principles

Following are some of the basic principles of Parliamentary Procedure.

- Parliamentary procedure exists to facilitate the transaction of business and to promote cooperation and harmony.
- All members have equal rights, privileges, and obligations.
- All members have such basic rights as the right to be heard and the right to oppose.
- Full and free discussion of every motion considered is a basic right.
- The majority has the right to decide.
- The rights of the minority must be protected at all times.
- Only one question at a time can be considered at any given time.
- Members have the right to know at all times what the immediately pending question is and to have it restated before a vote is taken.
- No member should speak until recognized by the chair.

- No one can speak a second time on the same question as long as another wants to speak a first time.
- The chair should remain impartial and should not permit a vocal few to dominate the debates.

4.6.2 Presenting Motions

Following are some of the basics regarding presenting motions.

- All comments and debate should be directed to the chairperson. Keep to the time limit for speaking that has been established.
- Make your motion - Always state a motion affirmatively in a clear and concise manner. Say, "I move that we..."
- Wait for someone to second your motion – another member will second your motion or the chairperson will call for a second. If there is no second to your motion, it is lost.
- The chairperson states your motion – the chairperson will say, "It has been moved and seconded that we ...," thus placing your motion before the membership for consideration and action.
- If there is no more discussion, a vote is taken.

4.6.3 Methods of Voting

Following are some of the basics methods of voting when conducting face-to-face meetings.

- By voice – the chairperson asks those in favor to say "aye," those opposed to say "no." Any member may move for an exact count.
- By division – this is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
- By roll call – each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
- By general consent – when a motion is not likely to be opposed, the chairperson says, "If there is no objection..." The membership shows agreement by their silence; however, if one member says, "I object," the item must be put to a vote.
- By ballot – members write their vote on a slip of paper; this method is used when secrecy is desired.

4.6.3.1 Troop Committee Email Voting

In some rare instances, it may be necessary for the Troop Committee to vote on a motion in between committee meetings due to the time sensitive nature of a motion. In such cases, the Troop Committee may elect to make these time-sensitive motions via email for the committee to vote on via email. Email voting should be used only when face-to-face meetings are not prudent in relation to the time sensitive nature of the motion. Examples of these types of motions include:

- Emergency expenditure authorizations (e.g., trailer repairs required during Troop camping)
- Policy interpretations/rulings required just before or during a Troop activity

4.6.3.2 Troop Committee Email Voting Procedures

- Any committee member may make a motion via email.
- The committee member making a motion should send an email to the entire committee with subject line that includes the word "Motion."
- The first line of the body of the email should include the words "I move that the Troop Committee approve/authorize/recommend ..."

- The motion must be seconded by another committee member by responding to all committee members via email.
- A motion that has not been resolved will expire in seven calendar days or at the start of the next committee – whichever comes first.
- All committee members, including the Committee Chair, may vote.
- A majority vote is required for an email motion to be approved. The member who proposed the motion and who seconded are automatically counted as an affirmative vote.
- The secretary is responsible for tallying the votes and informing the committee of the outcome. Votes should be circulated to all committee members. If a member fails to CC: other committee members on his/her vote, the secretary should forward the email to the others. The secretary will be responsible for soliciting the vote of any committee member without email and informing the rest of the committee about that vote.
- When voting, committee members should include in the words “I vote No” or “I vote Yes” in the first line of their response.
- Email motions can only be voted up or down. They can’t be amended.
- The member who proposed the motion may withdraw it at any time prior to approval of the committee.
- If the motion doesn’t receive a majority vote by the deadline it fails.
- The committee should review any email motions, approved or unapproved, at the start of the next committee meeting. The secretary should include that review in the minutes of the meeting.
- Email approval is only suitable for straightforward motions. Email is not suited for the conduct of a deliberative process. Email doesn’t provide the opportunity for discussion or amendment of the motion that you would have in a face-to-face meeting. Members should feel free to say, “I vote No, because I think we should discuss it.” The member who proposed the motion shouldn’t take offense at such a response.

4.6.3.2 Majority Troop 226 Committee Vote Rule for Policy Change

A majority vote is required for the Troop 226 Committee to change an existing Troop policy. A majority vote by the NTCHA Board (the chartering organization) can change existing Troop Policy, and is required to approve suggested changes by the Troop Committee. A majority vote is greater than 50% of a quorum of the Troop 226 committee or the NTCHA Board voting in the affirmative, i.e., “aye” or “Yes”.

4.6.3.3 Action Required if a Policy is Not Followed

While the Troop has not needed a formal complaint or grievance procedure, any Troop member who believes a policy is not being followed is encouraged to inform any Adult Leader, who in turn should inform one of the Key 3 leaders (Chartered Org Rep, Committee Chair, Scoutmaster). The Key 3 leaders will resolve the issue, involving the Committee and the NTCHA Board as needed, keeping in mind that the NTCHA Board must approve any change, and in this case deviation, from policy.

4.6.4 Parliamentary Procedures at a Glance

Following is a summary of basic Parliamentary Procedures.

Todo this...	You say this...	May you interrupt the speaker?	Must you be seconded?	Is the motion debatable?	What vote is required?
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until...	No	Yes	No	Majority

ToDo this...	You say this...	May you interrupt the speaker?	Must you be seconded?	Is the motion debatable?	What vote is required?
Complain about noise, room temp., etc.*	Point of privilege	Yes	No	No	No vote
Suspend further consideration of something	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 vote
Postpone consideration of something	I move we postpone this matter until...	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend a motion	I move this motion be amended by...	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to procedure or personal affront*	Point of order	Yes	No	No	No vote, chair decides
Request information	Point of information	Yes	No	No	No vote
Ask for actual count to verify vote	I call for a division of the house	No	No	No	No vote
Take up a matter previously tabled*	I move we take from the table...	No	Yes	Yes	Majority
Reconsider something already disposed of*	I move we reconsider our action relative to...	Yes	Yes	Yes	Majority
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority

* Not amendable

Adapted from Roberts Rules of Order, 10th edition

4.7 Meeting Agendas & Minutes

One of the keys to conducting effective meetings is being prepared. The Troop expects meeting leaders to create written agendas for each Troop meeting based on the timetable outlined below. These agendas should be communicated in advance to the audience noted in the table.

Meeting	Final Agenda Due Date	Agenda Owner	Agenda Audience
Troop	At least one week prior to meeting	Senior Patrol Leader	Entire Troop
PLC	At least 24 hours prior to meeting	Senior Patrol Leader	PLC and Owl Patrol
Monthly Campout	At least one month prior to campout	Senior Patrol Leader	Entire Troop
Court of Honor	At least one week prior to meeting (COH script)	Senior Patrol Leader	PLC and Owl Patrol
CAC	At least 24 hours prior to meeting	Troop Chaplain's Aide	Patrol Chaplain's Aides, Troop Chaplain, and Owl
Patrol	At least 24 hours prior to meeting	Patrol Leader	Patrol
TLT	At least one week prior to meeting	Scoutmaster and Senior Patrol Leader	Entire Troop

Troop Program Planning	At least one week prior to meeting	Scoutmaster and Senior Patrol Leader	PLC and Owl Patrol
Owl Patrol	At least 24 hours prior to meeting	Scoutmaster	Owl Patrol
Troop Committee	At least 24 hours prior to meeting	Troop Committee Chairperson	All Troop 226 parents

At the conclusion of Troop meetings where decisions are being made, meeting minutes should be documented, communicated, and archived for future reference. The following table highlights when Troop meeting minutes should be available.

Meeting	Final Minutes Due Date	Owner	Audience
Patrol	One week after meeting	Patrol Scribe	Patrol
PLC	One week after meeting	Troop Scribe	Entire Troop
Owl Patrol	One week after meeting	ASM – First Assistant	Entire Troop
Troop Committee	One week after meeting	Secretary	Entire Troop

4.7.1 What to Include in the Minutes

Minutes are a record of what was done at a meeting, not a record of what was said. Per Robert’s Rules of Order, at a minimum the minutes should include:

- Name and kind of meeting. If it is a special meeting, attach a copy of the meeting notice given to members.
- Date, place, and time that the meeting began and ended.
- Names of the chair and secretary or their substitutes.
- Names of voting members attending and whether a quorum was present. You may circulate a sign-in sheet and attach it to the minutes.
- Names of guests and their subject matter.
- Whether minutes from the previous meeting were approved or corrected.
- Motions made. You must record:
 - 1) the exact wording of the motion,
 - 2) who made the motion, and
 - 3) the result of the vote
- Reports. Record the name of the report, the name of the member presenting it, and any action taken on the report. If the report was in writing, attach it, or tell where it may be found. An oral report may be summarized briefly.
- Other actions, assignments and deadlines, and resolutions can be briefly recorded.

4.8 Events

The Troop conducts multiple events throughout the year including camping, service projects, uniform inspections, etc. These events will be posted on the Troop calendar on the Troop website and will be part of the Troop’s rolling 12-month plan. Learn more about camping, service projects, and uniform inspections under the Camping, Service Project, and Membership sections of this document.

5 Training & Safety

One of the keys to over 100 years of successful Boy Scouting is leader and parent training. Trained leaders and parents ensure safety for the boys and provide successful programming. Boy Scouts of America has developed several Boy Scout training courses that will help leaders and parents understand how the Boy Scout program is run, how to be an effective leader, and how to keep the boys safe.

Following are the training site links that leaders can use to take online training or learn more about training options:

- BSA Online Learning Center (<http://myscouting.org/>)
- Circle Ten Council Training (www.circle10.org)

5.1 Adult Training

All adults within the Troop are required to take some form of BSA training, whether they are an adult leader or not. Online training is available at any time, district training is available in the fall and spring, and council training is available at various times throughout the year. Following represents the basic leader training and non-leader training that are required, as well as advanced training options that are available.

Non-Leader Parent Training (required for every adult parent participating in any form with the Troop)

- Youth Protection Training
- Scout Parents Unit Coordinator Fast Start

Basic Leader Training (required for every adult leader in Owl Patrol participating in any form with the Troop)

- Youth Protection Training
- Fast Start: Boy Scout Training
- This is Scouting
- Boy Scout Leader Specific – training varies based on specific leadership role
- Introduction to Outdoor Leader Skills (Scoutmaster/ASM only)

TRAINING COURSES		Online	District	Council
BASIC TRAINING	Youth Protection	X		
	Fast Start: Boy Scouting	X		
	This is Scouting	X		
	Troop Committee Challenge	X	X	
	Scout Parents Unit Coordinator Fast Start	X		
	Merit Badge Counselor		X	
	Eagle Project – Advisor and Life Scout		X	
	Scoutmaster/ASM Leader Training		X	
	Introduction to Outdoor Leader Skills**		X	
ADVANCED TRAINING	Weather Hazards*	X		
	Safe Swim Defense*	X		
	Safety Afloat*	X		
	Climb on Safely	X		

TRAINING COURSES		Online	District	Council
	Trek Safely	X		
	Physical Wellness	X		
	Roundtable		X	
	Shooting Sports (Rifle, Shotgun & Archery)			X
	Climbing Training			X
	University of Scouting			X
	Wood Badge			X

* Required for Tour Plan review

** Required for Scoutmaster/ASM only

Advanced training is for leaders and parents that have completed all of their basic training and want to continue their Scout leadership education.

5.1.1 Adult Training Fee Reimbursement

The Troop recognizes the impact that trained leaders can have on the quality of programming and will reimburse 100% of associated training fees for adults taking district level basic leader training courses. Adults wishing to receive reimbursement must submit proper documentation including a training receipt and a completed reimbursement request form within thirty (30) days of course completion.

Adults that go beyond basic leader training and take advanced leader training may be eligible for partial or full training fee reimbursement. The Troop will reimburse 50% of associated training fees for adults taking council level advanced leader training courses listed above (excluding University of Scouting). Adults wishing to receive reimbursement must have approval of the Troop Committee prior to registering for the course and must submit proper documentation including a training receipt and a completed reimbursement request form within thirty (30) days of course completion. Requests for committee consideration will be submitted via the Scoutmaster.

5.2 Youth Training

Training youth leaders is an essential element of a successful Troop. Twice a year the Troop will conduct Troop Leadership Training after elections for new leaders. This training will help prepare the youth leaders of the Troop to do their jobs effectively. In addition, Den Chief training is available from the local district for Troop Den Chiefs. The district and council also have other optional training that youth leaders can take to help them grow in their leadership skills. Scouts wishing to take district or council training must have the approval of the Scoutmaster. Full or partial scholarships may be available for Scouts taking district or council training.

Basic Leader Training (required for youth leader participating in any form with the Troop)

- Troop Leader Training
- Den Chief Training (Den Chiefs only)

TRAINING COURSES		Troop	District	Council
BASIC	Troop Leadership Training	X		
	Den Chief Training		X	
ADVANCED	Oak Leaf		X	
	National Youth Leadership Training			X
	National Advanced Youth Leadership Experience			X

5.2.1 Youth Training Fee Reimbursement

Youth leaders taking advance leader training courses may be eligible for partial training fee reimbursement. The Troop will reimburse 50% of associated training fees for youth taking council level advanced leader training courses listed above. Youth wishing to receive reimbursement must have approval of the Scoutmaster and Troop Committee prior to registering for the course and must submit proper documentation including a training receipt and a completed reimbursement request form within thirty (30) days of course completion. Requests for committee consideration will be submitted via the Scoutmaster.

5.3 Age Appropriate Guidelines

BSA has developed guidelines for activities that are appropriate for Cub Scouts, Boy Scouts and Venturers. These guidelines will be used by the Troop when planning activities to ensure that the activities align to the group (e.g., visiting Webelos, family campouts, etc.).

Activities that do not appear on the chart should be reviewed using these criteria.

- The group-based activity matches the training and experience of participants. The group has the ability to successfully complete the activity.
- The activity complies with the policies and procedures in the Guide to Safe Scouting.
- The activity supports or is in harmony with Scouting values.
- The activity adds to the life experiences, knowledge, or abilities of participants.
- The unit or group receives training appropriate to the activity.

These guidelines have been developed:

- To provide national consistency for what is offered for BSA youth programs and activities
- To match the degree of difficulty of activities to the age and rank of participants, thereby helping to avoid accidents and injuries
- To help retain youth membership in BSA programs by offering activities with a progression of challenge, duration, and intensity
- To help strike a balance among parent, leader, and youth expectations
- To provide some protection for unit leaders by establishing parameters for programs and activities.

A printable version of the “Age-Appropriate Guidelines for Scouting Activities” can be found online at <http://www.scouting.org/scoutsources/BoyScouts/Age-AppropriateGuidelines.aspx>

5.4 Guide to Safe Scouting

The purpose of the Guide to Safe Scouting is to prepare members of the Boy Scouts of America to conduct Scouting activities in a safe and prudent manner. The policies and guidelines have been established because of the real need to protect members from known hazards that have been identified through over 100 years of experience. Limitations on certain activities should not be viewed as stumbling blocks; rather, policies and guidelines are best described as stepping-stones toward safe and enjoyable adventures.

In situations not specifically covered in this guide, activity planners should evaluate the risk or potential risk of harm, and respond with action plans based on common sense, community standards, the Boy Scout motto, and safety policies and practices commonly prescribed for the activity by experienced providers and practitioners.

The Troop will use the Guide to Safe Scouting when planning Troop activities to ensure that BSA policies and guidelines are adhered to. BSA also requires that a current copy of the Guide to Safe Scouting is available at all Troop functions.

An online version of the Guide to Safe Scouting can be found at <http://www.scouting.org/scoutsource/HealthandSafety/GSS/toc.aspx>

6 Advancement

Scout advancement provides a progressive series of requirements in various skills, sets standards for meeting them, and offers awards, in the form of special badges, to the Scouts who master them. In Scout advancement, each boy proceeds at his own speed. His rate of advancement depends upon his own ability and interests.

“An invaluable step in character training is to put responsibility on the individual.”
– Robert Baden-Powell

It is the philosophy of the Troop that a Scout’s rank advancement is the responsibility of the Scout. Opportunities to advance may be made available through the Troop, but the Scout must take the initiative to take advantage of those opportunities. These Troop opportunities may include:

- Trail to First Class Program – supporting Scouts through Tenderfoot, Second Class, and First Class
- Trail to Eagle Program – supporting Scouts through Star, Life, and Eagle
- Merit Badge Classes – providing opportunities to earn merit badges

6.1 Trail to First Class Program

The Trail to First Class (TFC) Program is a Troop program designed to support Scouts as they progress from Scout to the rank of First Class. The adult leadership of this program is provided by the Assistant Scoutmaster – Trail to First Class (ASM – TFC).

6.1.1 Purpose

When a boy joins Scouts, it is important to prepare him for the adventures and activities in which he will participate. The Trail to First Class program focuses on helping Scouts live out the Scout Motto to “Be Prepared” by teaching them basic skills that will make them successful in Scouting and life.

The purpose of the Troop’s Trail to First Class program is to:

- Prepare Scouts to be completely at home in the outdoors through mastery of basic Scout skills
- Prepare Scouts to be productive citizens and personally responsible
- Promote teamwork through the patrol method and the Troop model
- Encourage Scouts to give cheerful service through Troop service projects, and
- Encourage and expect Scouts to demonstrate Scout Spirit.

6.1.2 Program Overview

For a Scout to progress to the rank of First Class, he must complete over fifty (50) basic Scout skill, citizenship, personal responsibility, service project, and Scout Spirit requirements. A Scout may work on most of these requirements at any time regardless of his rank (e.g., a Tenderfoot Scout can work on First Class requirements); however, a Scout must advance in rank in order (i.e., Scout, Tenderfoot, Second Class, and First Class).

During regularly scheduled Troop meetings, campouts, and other scheduled Troop activities, the Troop will offer Trail to First Class sessions taught by qualified youth Instructors or adults. Some Trail to First Class rank requirements will need to be completed by Scouts on their own (e.g., earn and save money).

On a rolling twelve (12) month schedule the Troop will offer sessions that cover all Trail to First Class requirements that do not require a Scout to work on his own. However, this does not mean that every new Scout will complete his First Class rank within twelve months. Scouts work on advancement at their own pace and as their schedules allow.

As Scouts work within the Trail to First Class program, they will most likely be taught a skill more than once. This is by design. The goal is to make Scouts proficient in their knowledge and skills so that they are able to truly live out the Scout Motto, “Be Prepared” as they participate in Scouting and in life. This is accomplished by teaching the Scouts through a learning by doing model – where the Scouts are doing for a purpose.

6.1.3 Basic Scout Skills

As Scouts under the rank of First Class participate in Troop meetings, camping, and other scheduled Troop activities, they will have the opportunity to sharpen their skills in aquatics, camping, cooking, first aid, knots/lashings, nature, and orienteering/hiking. These are essential skills that will help Scouts feel at home in the outdoors and could possibly save someone’s life one day. While many of these requirements can be taught at Troop meetings, there are several that will need to be completed while on a Troop campout. As with all TFC teachings, Scouts will learn by doing.

The following table highlights the TFC Basic Scout Skills requirements by category and rank that will be covered.

Category	Tenderfoot	Second Class	First Class
Aquatics		☐ 8a, 8b, 8c	☐ 9a, 9b, 9c
Camping	☐ 1, 2	☐ 2, 3b, 3c, 3d, 3f	
Cooking	☐ 3	☐ 3e, 3g	☐ 4a, 4b, 4c, 4d, 4e
First Aid	☐ 12a, 12b	☐ 7a, 7b, 7c	☐ 8b, 8c, 8d
Knots/Lashings	☐ 4a, 4b, 4c		☐ 7a, 7b, 8a
Nature	☐ 11	☐ 6	☐ 6
Orienteering/Hiking	☐ 5	☐ 1a, 1b	☐ 1, 2

*Requirement numbers based on BSA Boy Scout Handbook, 12th Edition

Basic Scout skills requirements within the Boy Scout Handbook for TFC ranks can only be signed-off by a current Troop Instructor, Senior Patrol Leader, Assistant Senior Patrol Leader, Troop Guide, Patrol Leader (First Class or above), or Assistant Scoutmaster or Scoutmaster who is ideally not the Scout’s parent.

6.1.4 Citizenship & Personal Responsibility

As Scouts work on Trail to First Class requirements, they will have an opportunity to learn about citizenship, personal management, personal safety, and personal fitness. These are essential skills that will help a Scout be a productive citizen and take personal responsibility for himself. Most of these requirements can be taught at Troop meetings, but some will require the Scout to do things on his own. As with all TFC teachings, Scouts will learn by doing. The Troop does have resources to help parents speak with their children about substance abuse and internet safety, which are covered in these requirements. These resources can be found on the Troop website.

The following table highlights the TFC Citizenship & Personal Responsibility requirements by category and rank that will be covered.

Category	Tenderfoot	Second Class	First Class
Citizenship	☐ 6	☐ 4, 5	☐ 5
Personal Management		☐ 10	
Personal Safety	☐ 9	☐ 9a, 9b	☐ 11
Personal Fitness	☐ 10a, 10b		

*Requirement numbers based on BSA Boy Scout Handbook, 12th Edition

Citizenship and personal responsibility requirements within the Boy Scout Handbook for TFC ranks can only be signed-off by a current Troop Instructor, Senior Patrol Leader, Assistant Senior Patrol Leader, Troop Guide, Patrol Leader (First Class or above), or Assistant Scoutmaster or Scoutmaster who ideally is not the Scout's parent.

6.1.5 Cheerful Service

In order to progress to the rank of Second Class, a Scout must serve his community for a minimum of one hour through a service project. The Troop participates in a minimum of six (6) service projects per year, enabling Scouts to earn service hours. More information about the Troop's service project program for rank advancement can be found in the Service Project section of this document.

Service project requirements within the Boy Scout Handbook for Second Class rank can only be signed-off by a current Assistant Scoutmaster or Scoutmaster who ideally is not the Scout's parent.

6.1.6 Scout Spirit

In order to progress in rank, a Scout must show Scout Spirit. Scout Spirit is a Scout living the Scout Oath and Scout Law in his everyday life. Scout Spirit applies to how a Scout lives and conducts his 'daily' life. He shows Scout Spirit by being a role model to his peers, living by the Scout Oath and Law. The concept of Scout Spirit is not based on how many Scouting events or outings a Scout attends, but rather by how he helps bring out the best in others as a reflection of his own character and attitude in his 'daily' life. Scout Spirit is the essence of Scouting. Learn more about how Troop 226 interprets this requirement under the Scoutmaster Conference section of this document.

The following table highlights the TFC Scout Spirit requirements by category and rank that will be covered.

Category	Tenderfoot	Second Class	FirstClass
Scout Spirit	7, 8	3a	3, 10

*Requirement numbers based on BSA Boy Scout Handbook, 12th Edition

Scout Spirit requirements listed in the above table within the Boy Scout Handbook for TFC ranks can only be signed-off by a current Troop Instructor, Senior Patrol Leader, Assistant Senior Patrol Leader, Troop Guide, Patrol Leader (First Class or above), or Assistant Scoutmaster or Scoutmaster who ideally is not the Scout's parent.

Scout Spirit Tenderfoot requirement 13, Second Class requirement 11, and First Class requirement 12 within the Boy Scout Handbook can only be signed-off by the Scoutmaster (or his designee).

6.2 Trail to Eagle Program

The Trail to Eagle Program is a Troop program designed to support Scouts as they progress from First Class rank to the rank of Eagle Scout. The adult leadership of this program is provided by the Assistant Scoutmaster – Trail to Eagle (ASM – TTE).

6.2.1 Purpose

Once a boy reaches the rank of First Class and has mastered his basic Scouting skills, he will move on to the ranks of Star, Life and Eagle. These ranks differ from previous ranks as they require Scouts to give Troop leadership, give service, demonstrate Scout Spirit, and earn required and optional merit badges.

The purpose of the Troop's Trail to Eagle program is to:

- Give Scouts First Class and above the opportunity to earn Eagle required merit badges
- Hold Scouts First Class and above accountable for providing good leadership to the Troop
- Encourage Scouts to give cheerful service through Troop service projects
- Encourage and expect Scouts to demonstrate Scout Spirit
- Advise Life Scouts through the Eagle Project and Eagle Application process.

6.2.2 Eagle Required Merit Badges

In order for a Scout to progress to the rank of Eagle Scout, he must earn a total of fourteen (14) of the eighteen (18) available Eagle required merit badges, along with seven (7) other merit badges, for a total of twenty-one (21) merit badges. These Eagle required merit badges include:

- First Aid
- Citizenship in the Community
- Citizenship in the Nation
- Citizenship in Society
- Citizenship in the World
- Communications
- Cooking
- Personal Fitness
- Emergency Preparedness -OR- Lifesaving*
- Environmental Science -OR- Sustainability*
- Personal Management
- Swimming -OR- Hiking -OR- Cycling*
- Camping
- Family Life

* A Scout must choose only one merit badge listed for his Eagle required merit badge. If a Scout earns more than one of the badges listed then the other will be treated as an elective merit badge.

The Troop's Trail to Eagle program is focused on providing opportunities for Scouts to earn Eagle required merit badges. These merit badges can be challenging and are in high demand as they are required by all Scouts wishing to advance above the rank of First Class. Other merit badges may be made available within the Troop, but are not the main focus of the Trail to Eagle program.

Eagle required merit badge requirements can only be signed-off by a current BSA Merit Badge Counselor for the merit badge taken (preferably not the Scout's parent if avoidable).

Why avoid parent signatures on Eagle required merit badges if possible? It is to benefit the Scout in two ways: 1) through the Scout's ability to work with other Christian leader role models in the development of their skills and character and 2) to not take away any credibility of the Scouts hard work during his Eagle Board of Review when all his records may be reviewed.

6.2.2.1 Eagle Required Merit Badge Classes

During regularly scheduled Troop meetings, the Troop will offer Eagle required merit badge classes taught by qualified Merit Badge Counselors. The troop will periodically offer these badges to the troop and will support any scout on an as needed basis by assigning a qualified merit badge counselor from the troop.

Eagle required merit badge classes may also be made available during Troop campouts. Detailed class schedules will be made available at the beginning of each season, compiled by the ASM – TTE and the Patrol Leaders' Council during bi-annual planning meetings.

Periodically other Eagle merit badge class opportunities may arise that Scouts can explore on their own through the local district, council, National Scouting Museum, etc.

6.2.3 Troop Leadership

To progress through the ranks of Scouts BSA, a Scout must serve his troop in various leadership capacities. Please refer to BSA Guide to Advancement for details and current requirements. There are several positions in which a Scout may choose to serve to meet these requirements:

- Patrol Leader
- Assistant Senior Patrol Leader
- Senior Patrol Leader
- Troop Guide
- Order of the Arrow Troop Representative
- Den Chief
- Scribe
- Librarian
- Historian
- Quartermaster
- Bugler
- Junior Assistant Scoutmaster
- Chaplain Aide
- Instructor(s)
- Troop Webmaster
- Leave No Trace Trainer
- Outdoor Ethics Guide

Within the Troop, we strive to ensure every youth leadership position has an adult mentor associated with it. Each of these youth positions has a clear set of roles and responsibilities defined in this document.

Youth Position	Adult Mentor
Senior Patrol Leader	Scoutmaster
ASPL – Operations	ASM – Operations
ASPL – Patrols	ASM – Patrols
Troop Guide	ASM – New Scouts
Patrol Leader	ASM – Patrol Mentor
Instructors	ASM – TFC
Leave No Trace Trainer	ASM – TFC
Webmaster	Webmaster
Chaplain Aides	Chaplain
Junior ASM	Scoutmaster
Quartermaster	Equipment Coord.
Scribe	ASM – First Asst.
Librarian	ASM – First Asst.
Historian	ASM – First Asst.
Bugler	ASM – First Asst.
OA Representative	ASM – First Asst.
Asst. Patrol Leader	ASM – Patrol Mentor
Patrol QM	ASM – Patrol Mentor
Patrol Scribe	ASM – Patrol Mentor
Den Chief	ASM – New Scouts

Adult mentors are there to encourage and help youth leaders be the best leaders they can. On a monthly basis, Scouts First Class and above who have a leadership position should review their progress with their adult mentor, who will sign-off on a special leadership form taped in the back of each Scout's handbook (this is not the official BSA Handbook rank requirement). A Scout will only get leadership service credit with the appropriate amount of monthly signatures required for a given rank.

Leadership rank requirements within the Boy Scout Handbook can only be signed-off by a current Assistant Scoutmaster or Scoutmaster who ideally is not the Scout's parent.

6.2.4 Cheerful Service

In order to progress to the rank of Eagle Scout, a Scout must serve his community through various service projects. As a First Class Scout he must serve for six (6) hours, as a Star Scout he must serve six (6) hours, and as a Life Scout he must complete his Eagle service project. The Troop participates in a minimum of six (6) service projects per year, enabling Scouts to earn service hours. More information about the Troop's service project program for rank advancement can be found in the Service Project section of this document.

Service project requirements within the Boy Scout Handbook for Star and Life ranks can only be signed-off by a current Assistant Scoutmaster or Scoutmaster who ideally is not the Scout's parent.

6.2.5 Scout Spirit

In order to progress to the rank of Eagle Scout, a Scout must show Scout Spirit. Scout Spirit is a Scout living the Scout Oath and Scout Law in his everyday life. Scout Spirit applies to how a Scout lives and conducts his 'daily' life. He shows Scout Spirit by being a role model to his peers, living by the Scout Oath and Law. The concept of Scout Spirit is not based on how many Scouting events or outings a Scout attends, but rather by how he helps bring out the best in others as a reflection of his own character and attitude in his 'daily' life. Scout Spirit is the essence of Scouting. Learn more about how Troop 226 interprets this requirement under the Scoutmaster Conference section of this document.

Scout Spirit requirements within the Boy Scout Handbook can only be signed-off by the Scoutmaster (or his designee).

6.2.6 Eagle Project

The Eagle Scout Leadership Service Project is one of the most challenging and rewarding activities that a Scout will undertake as a Boy Scout. The purpose of this project is to give a Life Scout a personal, direct way to demonstrate to his Board of Review that he has leadership skills. Once a Scout obtains the rank of Life, he may start the process of selecting and executing a project, and must finish his project before his 18th birthday.

Troop 226's Trail to Eagle program is designed to directly support Life Scouts as they seek to complete their Eagle projects.

The service project requirement within the Boy Scout Handbook for Eagle rank can only be signed-off by the Scoutmaster (or his designee).

6.2.6.1 Eagle Advisors

When a Life Scout is ready to begin his Eagle project, he will either select a Troop designated Eagle Advisor or will have an advisor assigned to him by the ASM – TTE. Eagle Advisors will work with Life Scouts to help them navigate the Eagle project process, review their project workbooks, and guide them to appropriate resources. Eagle Advisors play a key role in helping Life Scouts select viable projects that will be approved at the district level and provide approvals at various phases of the project process. Eagle Advisors must hold a current adult leadership position within the Troop.

6.2.6.2 Project Phases

The following table highlights the high-level activities that take place during each phase of the Eagle project process. The Eagle Advisors play a key role in helping Life Scouts navigate these phases. A detailed description of these activities is available on the Troop website (see the Eagle Project Packet document).

Phase	Who Does This
Project Selection	Life Scout works with his Eagle Advisor and possibly the Troop Service Project Coordinator to identify a valid project idea.
Project Proposal	Life Scout writes a brief description of his project under the review of his Eagle Advisor.
Project Final Plan	Life Scout writes a detailed project write-up highlighting the plans of the project and how it will be executed under the review of his Eagle Advisor.
Project Execution	Life Scout directs others to complete the project. While the Life Scout may need to provide hands-on support for the project, his primary role is to direct and lead others.
Project Report	Life Scout writes a project summary under the review of his Eagle Advisor.

6.2.6.3 Workbook Approvals

The following table highlights the members of the Troop who need to approve a Life Scout's Eagle project workbook by section of the workbook. Positions in parentheses are those Troop adult leaders that are qualified to approve Eagle project workbooks for the sections noted.

Workbook Section	Approval
Project Proposal	Review and approve: <ul style="list-style-type: none"> • Eagle Advisor • Beneficiary Organization Representative • Unit Leader (Scoutmaster) • Unit Committee Member (Chairperson or Advancement Coordinator) • Council or District Advancement Committee Member (District)
Project Final Plan	Review and approve: <ul style="list-style-type: none"> • Eagle Advisor • Beneficiary Organization Representative • Unit Leader (Scoutmaster) – for fundraising application approvals • Council or District Advancement Committee Member (District) – for fundraising application approvals
Project Report	Review and approve: <ul style="list-style-type: none"> • Eagle Advisor • Beneficiary Organization Representative • Unit Leader (Scoutmaster)

6.2.6.4 Completed Workbooks

Once a Life Scout has completed his Eagle project workbook and has received all his approvals for the completion of his project, the Scout needs to provide a final copy to the Troop Advancement Coordinator for the Troop's records.

6.2.7 Eagle Application

Once a Life Scout has completed all the requirements for the rank of Eagle, he will be required to submit the Eagle Scout Rank Application. The Scout's Eagle Advisor, in coordination with the Advancement Coordinator and Scoutmaster, will help the Scout obtain the information needed to complete this application. As part of Requirement 6, the Scout will also be required write a statement of ambitions and life purpose and a listing of positions held in religious institution, school, camp, community, or other organizations during which the Scout demonstrated leadership skills. The Scout will also include honors and awards received during this service.

6.2.7.1 Completion Dates

Scouts will be required to submit dates of Board of Reviews, merit badge completions, and dates of leadership position. The Scout can obtain the official dates for each of these from the Advancement Coordinator who will coordinate with BSA National Council's official records.

6.2.7.2 Letters of Recommendation

Eagle rank Requirement 2 requires the Eagle Scout candidate to list six (6) persons that would be willing to provide a written recommendation for the Scout. The Troop Advancement Coordinator will take these names and solicit letters of recommendation. These letters of recommendation should be based upon the recipient's personal interaction with the Eagle Scout candidate and should take into consideration their observance of how he exemplifies the points listed below in the Scout Oath and the Scout Law.

The Eagle Board of Review will be the only persons to have access to these letters. The Eagle Scout candidate will not receive copies of these letters unless the authors give permission for the Scout to have them.

6.2.8 Eagle Scoutmaster Conference

As with other ranks, the Eagle rank also has a Scoutmaster's Conference. However, this conference is typically much longer and may be held at a location outside of the Troop meeting. The Scoutmaster will facilitate arrangements for this conference. The Scout will need to bring a copy of his completed Eagle Rank Application and statement of his ambitions and life purpose and a listing of positions held in his religious institution, school, camp, community, or other organizations during which he demonstrated leadership skills. It should also include honors and awards received during this service. See the Scoutmaster Conference section of this document for more information.

6.2.9 Eagle Board of Review

Like other ranks, the Eagle rank has a board of review. However, this review is special in that it includes members of the Troop and a member or members of the local BSA district. The Advancement

Coordinator will facilitate arrangements for this board of review. See the Board of Review section of this document for more information.

6.2.10 Eagle Rank and Court of Honor

Once BSA National Council processes the Eagle Application, the Troop will receive a copy of the Eagle Certificate and Eagle Award Kit through the local council service center. These will be presented to the Eagle Scout at a special Eagle Court of Honor. See the Court of Honor section of this document for more information about this event.

6.2.11 Eagle Scout District Dinner

Once a year, the district recognizes Scouts who have achieved the rank of Eagle, along with other district achievements. Scouts who earn the rank of Eagle within Troop 226, along with their parents/guardians (up to two persons) are invited to attend this event as a gift from the Troop. The Scoutmaster will introduce Eagle Scouts from Troop 226.

6.3 Merit Badges

BSA offers over 120 merit badges. These badges cover a wide range of topics and interests and allow Scouts to discover new abilities, hobbies, and even career possibilities. Scouts seeking their Star, Life, or Eagle rank are required to earn merit badges for that rank. However, Scouts of any rank may work on any merit badge at any time, with the approval of the Scoutmaster. The adult leadership of this program is provided by the Assistant Scoutmaster – Merit Badges (ASM – MB).

6.3.1 Merit Badge Process

When a Scout has elected to work on a merit badge, he will follow the process below for its completion. Merit badge exploration can be an individual pursuit or can be conducted with a group of Scouts.

1. Obtain a merit badge application (a.k.a., blue card) from the ASM – Merit Badges for the merit badge that he wants to work on with a named, qualified Merit Badge Counselor.
2. Have the Scoutmaster approve the Scout to work on the merit badge and sign the merit badge application prior to working on the merit badge.
3. Work with the Merit Badge Counselor (applying youth protection principles) to understand requirements.
4. Complete requirements, meeting with Merit Badge Counselor as needed (applying youth protection principles). In most cases Merit Badge Counselors will require Scouts to use BSA merit badge pamphlets (available at local scout shop) and merit badge worksheets (available at www.meritbadge.org) when completing their merit badge. Merit badge pamphlets may be available for Scouts to checkout from the Troop library, managed by the Troop Librarian. Have the Merit Badge Counselor sign off requirements as they are completed.
5. When complete, have the Merit Badge Counselor approve the merit badge work and sign the merit badge application. The counselor will keep his/her part of the application for his/her records.
6. Have the Scoutmaster sign the completed merit badge application. The Scoutmaster will keep the Troop copy of the merit badge application and return the Scout copy to the Scout for his records.
7. The Scoutmaster will provide the Advancement Coordinator the Troop copy of the merit badge application who will then enter the data into the Troop records' database and archive the physical copy.

6.3.2 Merit Badge Counselors

The Troop has several adults who have expertise on a variety of topics who serve as Merit Badge Counselors. A list of Troop Merit Badge Counselors is available from the ASM – Merit Badges. All counselors are required to submit a BSA leader application, a Merit Badge Counselor Information Sheet, and take Youth Protection Training. Merit Badge Counselors must renew their Merit Badge Counselor Information form annually.

Troop counselors may elect to teach merit badge classes as part of the TTE program for Eagle required merit badges, may elect to teach merit badge classes at Troop activities (e.g., Troop meetings, camping, etc.), or may elect to work with Scouts on an individual basis.

For merit badges in which the Troop does not have a counselor, the ASM – Merit Badges can work with the local district to identify a local counselor for the Scout to work with.

6.3.3 Merit Badge Completion

Scouts have a variety of ways to pursue merit badges (either individually or in group settings). Following are some of the ways in which Scouts may complete merit badges. In every case the Scout must work with a qualified, currently approved, BSA Merit Badge Counselor.

Completion Type	Description
Individually	Scouts can work on merit badge at their own pace and time
Troop Meetings	Scouts First Class and above can participate in TTE merit badge classes Scouts can participate in other counselor offered merit badge classes
Troop Campouts	Scouts can participate in Troop campout-based merit badge classes
Merit Badge Colleges	Scouts can participate in district, university, etc. led merit badge programs where multiple merit badges are covered in one day
Museums and Nature Centers	Scouts can participate in merit badge classes offered by local museums and nature centers (e.g., National Scouting Museum, Heard Museum, Camp Tonkawa, etc.)
Summer Camps	Scouts can participate in merit badge classes offered at summer camps

The ASM – Merit Badges will keep the Troop informed of local merit badge opportunities.

6.3.4 Merit Badge Review

Scouts seeking Star, Life, or Eagle ranks should be prepared to show their merit badge work during boards of review. Scouts are encouraged to keep their merit badge work orderly and organized, so that it is easily reviewable.

6.4 Scoutmaster Conference

Once a Scout is ready, preferably after completing 50% of the core requirements for a given rank, he will schedule a meeting with the Scoutmaster, at least one (1) week in advance, to review his progress; this is called the Scoutmaster Conference. Depending upon the rank, these conferences may take place at Troop meetings, campouts, or may be scheduled outside of Troop events, especially for higher ranks like Life and Eagle where more time is needed for the conference (following youth protection guidelines). Scouts seeking a Scoutmaster conference are encouraged to complete a Scoutmaster Conference Worksheet for the respective rank they are seeking prior to the conference (worksheets are available on the Troop website).

Scouts should come completely prepared for their Scoutmaster Conference:

- Wear the complete Scout uniform
- Bring their Boy Scout Handbook
- Bring their completed Scoutmaster Conference Worksheet (available from Troop website)
- Bring their merit badge work for Star and Life reviews
- Bring something to write with and write on in case notes need to be taken
- Bring a great attitude

Scoutmaster Conference requirements within the Boy Scout Handbook can only be signed-off by the Scoutmaster (or his designee).

6.4.1 Purpose

This is a time where the Scoutmaster can learn more about the Scout on a personal level and prepare him for his Board of Review. One of the intentions of the Scoutmasters' Conference is for the Scoutmaster to impart some of his personal character to that Scout – his honesty, his integrity, and his sense of what's right and what's wrong. This is the Scout's chance to see how the Scoutmaster applies the Scouting ideals and to emulate the Scoutmaster's application through his own personal application.

The Scoutmaster Conference can accomplish the following goals:

- Establish trust and understanding between a Scout and a Scoutmaster
- Reinforce the ideals of Scouting
- Allow the Scout and Scoutmaster to share ideas and ask questions of one another
- Set goals and outlines steps for achieving them.

The Scoutmaster and Scout can talk about anything. They may talk about families, pets, siblings, etc. ... anything that will allow the Scoutmaster to tie the topics back to the Scouting ideals. There are five key questions that the Scoutmaster may ask during this time:

- Tell me about the best time you've had so far in our Troop
- Tell me about something that made you think about the Scout Law, or the Promise (Oath), or something that had to do with Scouts
- Tell me about how our Troop can be improved
- Tell me about something that you wish you could do better – a in or out of Scouting
- Tell me something about yourself that has nothing to do with Scouting

The Scoutmaster's Conference is not a "grilling session" in which the Scout must prove to the Scoutmaster that he's met all of the requirements for the rank he's going for. It is a time to get to know that Scout for whom he is. If the Scoutmaster asks the above five leading questions, elements of the Scout's work toward that rank will come out, and the Scoutmaster will have some idea of what the Scout needs to continue working on and what things he's mastered. Also, the Scoutmaster will find out, more importantly, how well the Scout has mastered the Scouting ideals, which is what the Board of Review is going to ask.

In most cases during the Scoutmaster Conference, the Scoutmaster will also cover the Scout Spirit requirement for each rank.

6.4.2 Scout Spirit Requirement

To progress in rank, a Scout must show Scout Spirit. Scout Spirit is a Scout living the Scout Oath and Scout Law in his everyday life. Scout Spirit applies to how a Scout lives and conducts his 'daily' life. He shows Scout Spirit by being a role model to his peers, living by the Scout Oath and Law. The concept of Scout Spirit is not based on how many Scouting events or outings a Scout attends, but rather by how he helps bring out the best in others as a reflection of his own character and attitude in his 'daily' life. Scout Spirit is the essence of Scouting. Earning rank advancements and merit badges are important, but Scout Spirit goes way beyond that. It embodies the essence of what a true Scout is made of.

When a Scoutmaster reviews this requirement with a Scout, he is looking to identify evidence of grace (i.e., actively looking for ways that God is working in the life of the Scout). During this review the Scoutmaster is there to motivate the Scout by helping him see areas where God is working in his life and helping him live out the Scout Oath and Law. The Scoutmaster will also discuss areas of growth that are needed as the Scout matures.

Following are some of the character qualities that a Scoutmaster may identify as strengths or growth areas in a Scout's life during this review. As a Scout matures and progresses in rank, it is hoped and expected that he would grow in evidence of character and Scout Spirit.

Character Traits*	
Alertness vs. Unawareness Being aware of that which is taking place around me so I can have the right response to it (Mark 14:38)	Initiative vs. Unresponsiveness Recognizing and doing what needs to be done before I am asked to do it (Romans 12:21)
Attentiveness vs. Unconcern Showing the worth of a person by giving undivided attention to his words and emotions (Hebrews 2:1)	Joyfulness vs. Self-pity The spontaneous enthusiasm of my spirit when my soul is in fellowship with the Lord (Psalm 16:11)
Availability vs. Self-centeredness Making my own schedule and priorities secondary to the wishes of those I am serving (Philippians 2:20–21)	Justice vs. Fairness Personal responsibility to God's unchanging laws (Micah 6:8)
Boldness vs. Fearfulness Confidence that what I have to say or do is true and right and just in the sight of God (Acts 4:29)	Love vs. Selfishness Giving to others' basic needs without having as my motive personal reward (I Corinthians 13:3)
Cautiousness vs. Rashness Planning for the success of a venture by following the ways of God rather than natural inclinations (Proverbs 19:2)	Loyalty vs. Unfaithfulness Using difficult times to demonstrate my commitment to God and to those whom He has called me to serve (John 15:13)
Compassion vs. Indifference Investing whatever is necessary to heal the hurts of others (I John 3:17)	Meekness vs. Anger Yielding my personal rights and expectations to God (Psalm 62:5)
Contentment vs. Covetousness Realizing that God has provided everything I need for my present happiness (I Timothy 6:8)	Obedience vs. Willfulness Freedom to be creative under the protection of divinely appointed authority (II Corinthians 10:5)
Creativity vs. Underachievement Approaching a need, a task, an idea from a new perspective (Romans 12:2)	Orderliness vs. Disorganization Preparing myself and my surroundings so I will achieve the greatest efficiency (I Corinthians 14:40)
Decisiveness vs. Double-mindedness The ability to finalize difficult decisions based on the will and ways of God (James 1:5)	Patience vs. Restlessness Accepting a difficult situation from God without giving Him a deadline to remove it (Romans 5:3–4)
Deference vs. Rudeness Limiting my freedom in order not to offend the tastes of those whom God has called me to serve (Romans 14:21)	Persuasiveness vs. Contentiousness Guiding vital truths around another's mental roadblocks (II Timothy 2:24)
Dependability vs. Inconsistency Fulfilling what I consented to do even if it means unexpected sacrifice (Psalm 15:4)	Punctuality vs. Tardiness Showing high esteem for other people and their time (Ecclesiastes 3:1)
Determination vs. Faintheartedness Purposing to accomplish God's goals in God's time regardless of the opposition (II Timothy 4:7–8)	Resourcefulness vs. Wastefulness Wise use of that which others would normally overlook or discard (Luke 16:10)
Diligence vs. Slothfulness Visualizing each task as a special assignment from the Lord and using all my energies to accomplish it (Colossians 3:23)	Responsibility vs. Unreliability Knowing and doing what both God and others are expecting from me (Romans 14:12)

Character Traits*	
Discernment vs. Judgment The God-given ability to understand why things happen (I Samuel 16:7)	Reverence vs. Disrespect Awareness of how God is working through the people and events in my life to produce the character of Christ in me (Proverbs 23:17-18)
Discretion vs. Simplemindedness The ability to avoid words, actions, and attitudes which could result in undesirable consequences (Proverbs 22:3)	Security vs. Anxiety Structuring my life around that which is eternal and cannot be destroyed or taken away (John 6:27)
Endurance vs. Giving up The inward strength to withstand stress to accomplish God's best (Galatians 6:9)	Self-Control vs. Self-indulgence Instant obedience to the initial promptings of God's Spirit (Galatians 5:24-25)
Enthusiasm vs. Apathy Expressing with my soul the joy of my spirit (I Thessalonians 5:16,19)	Sensitivity vs. Callousness Exercising my senses so I can perceive the true spirit and emotions of those around me (Romans 12:15)
Faith vs. Presumption Visualizing what God intends to do in a given situation and acting in harmony with it (Hebrews 11:1)	Sincerity vs. Hypocrisy Eagerness to do what is right with transparent motives (I Peter 1:22)
Flexibility vs. Resistance Not setting my affections on ideas or plans which could be changed by God or others (Colossians 3:2)	Thoroughness vs. Incompleteness Knowing what factors will diminish the effectiveness of my work or words if neglected (Proverbs 18:15)
Forgiveness vs. Rejection Clearing the record of those who have wronged me and allowing God to love them through me (Ephesians 4:32)	Thriftiness vs. Extravagance Not letting myself or others spend that which is not necessary (Luke 16:11)
Generosity vs. Stinginess Realizing that all I have belongs to God and using it for His purposes (II Corinthians 9:6)	Tolerance vs. Prejudice Acceptance of others as unique expressions of specific character qualities in varying degrees of maturity (Philippians 2:2)
Gentleness vs. Harshness Showing personal care and concern in meeting the need of others (I Thessalonians 2:7)	Truthfulness vs. Deception Earning future trust by accurately reporting past facts (Ephesians 4:25)
Gratefulness vs. Unthankfulness Making known to God and others in what ways they have benefited my life (I Corinthians 4:7)	Virtue vs. Impurity The moral excellence and purity of spirit that radiate from my life as I obey God's Word (II Peter 1:3)
Hospitality vs. Loneliness Cheerfully sharing food, shelter, and spiritual refreshment with those whom God brings into my life (Hebrews 13:2)	Wisdom vs. Natural Inclinations Seeing and responding to life's situations from God's frame of reference (Proverbs 9:10)
Humility vs. Pride Recognizing that it is actually God and others who are responsible for the achievements in my life (James 4:6)	

*Character traits taken from The Power for True Success: How to Build Character in Your Life, Institute in Basic Life Principles

Scout Spirit requirements within the Boy Scout Handbook can only be signed-off by the Scoutmaster (or his designee).

6.5 Boards of Review

After a Scout has completed all the requirements for any rank, Tenderfoot through Life, and has had a Scoutmaster Conference for that rank, he appears before a Board of Review composed of three to six members of the Troop Committee. The purpose of the Board of Review is not to retest a Scout, but rather to ensure that he has completed all the requirements, to determine the quality of his troop experience, and to encourage him to advance toward the next rank. Every Board of Review is set up so that the board can discuss the Scout's goals, personal growth, and Scout Spirit – how he is living out the ideals of Scouting. Most Boards of Review last approximately 20 minutes; however, boards for Life and Eagle ranks can extend for a half hour or more.

At the conclusion of the Board of Review, the board will inform the Scout that he is qualified for his new rank or will outline very clearly what must be done in order to successfully complete the requirements. The Scoutmaster is informed when a Scout does not successfully complete his review, so he can work with the adult and youth leaders who signed off the Scout's requirements.

Boards of Review can also be established for Scouts who are not advancing to encourage them.

Family members cannot be present during Boards of Review.

6.5.1 Troop Boards of Review

The Troop holds Boards of Review at Troop meetings on an as-needed basis during the Tuesday Troop meetings. It is recommended that scouts have their Scoutmaster Conferences completed prior to the day of the Board of Review and have added their name to the Board of Review list at least one (1) week prior to the review. The Troop does not usually conduct Scoutmaster Conferences and Boards of Review on the same day for Scouts to give the Scout adequate time to process the feedback and advice from the Scoutmaster.

Scouts should come completely prepared for their Board of Review:

- Wear the complete Scout uniform
- Bring their Boy Scout Handbook
- Bring their merit badge work for Star and Life reviews
- Bring something to write with and write on in case notes need to be taken
- Bring a great attitude

On occasion, the Troop may also hold Boards of Review at Troop campouts and summer camp when needed as determined by the Scoutmaster and Advancement Coordinator.

Scouts are presented their rank recognition patch at the conclusion of their Board of Review.

6.5.2 Eagle Boards of Review

The Advancement Coordinator will work with the local district to schedule Eagle Boards of Review at a designated time and place (that may or may not be during a regularly scheduled Troop meeting). Eagle Boards of Review include Troop Committee members, as well as a member of the district advancement committee. Scouts must have their Scoutmaster Conferences completed at least two (2) weeks prior to the day of the Board of Review.

The Scout must provide the Advancement Coordinator with the following two (2) weeks prior to his Board of Review:

- An electronic copy of his Eagle project workbook, including signature pages
- An electronic copy of his signed Eagle application
- An electronic copy of his Eagle rank signatures from his Boy Scout Handbook
- Four complete copies of his Eagle project workbook, his signed Eagle application, and his Internet advancement report.

Scouts should come completely prepared for their board of review:

- Wear the complete Scout uniform
- Bring their Boy Scout Handbook
- Bring their merit badge work
- Bring their Eagle project workbook
- Bring Eagle Scout application (including requirement #7 ambition statement)
- Bring Internet Advancement Report
- Bring something to write with and write on in case notes need to be taken
- Bring a great attitude.

6.6 Courts of Honor

A formal Court of Honor is a public ceremony to recognize Scouts for successful achievement and to express the importance of the program. The main purposes of the Court of Honor are to furnish formal recognition for achievement and to provide incentive for other Scouts to advance. It is a time to recognize all the work that each Scout and the Troop has done over an extended time period, including merit badges, rank advancement, other awards, activities, and trips. Scout families are highly encouraged to attend the ceremony and reception following.

6.6.1 Troop Courts of Honor

The Troop holds its Courts of Honor the last week of month; September, November, March, and May at its regular meeting place. The program for the Court of Honor is developed by the Patrol Leaders' Council in cooperation with the Scoutmaster and Advancement Coordinator. A typical Court of Honor program will contain the following elements.

COH Element	Comments
Opening	The opening ceremony should be special; something more than what goes on at an ordinary Troop meeting. When planning the opening, be sure the Scouts include the Pledge of Allegiance, Scout Oath, and Scout Law. The Outdoor Code would also be good to include. There should be someone to lead everyone through this—probably the Senior Patrol Leader.
Recognition Ceremony	The recognition ceremony is important, as it lets the Troop specifically recognize the Scouts who have achieved Troop service, merit badges, and rank advancement.
Closing	<p>The closing ceremony is done much the same as the opening. An easy option to add something nice is to sing something like Scout Vespers.</p> <p>Scout Vespers Tune: "O Christmas Tree"</p> <p>Softly falls the light of day, While our campfire fades away. Silently each Scout should ask: "Have I done my daily task? Have I kept my honor bright? Can I guiltless sleep tonight? Have I done and have I dared Everything to be prepared?"</p> <p>Listen Lord, oh listen Lord, As I whisper soft and low, Bless my Mom and bless my Dad, There is something they should know. I have kept my honor bright. The Oath and Law has been my guide. Mom and Dad, this you should know, Deep in my heart I love you so.</p>
Refreshments	Reception with cake and punch.

The Troop funds all awards and basic refreshments for Troop Courts of Honor.

6.6.2 Eagle Courts of Honor

Unlike a Troop Court of Honor, the Eagle Court of Honor is specifically designed to honor one or more Scouts for earning the Eagle Scout award, BSA's highest award. The program for the Court of Honor is typically developed by the Scout's parents in cooperation with the Scoutmaster and Advancement Coordinator. The Court of Honor can be held at the Troop meeting place or another venue of the Scout's choosing, like the Scout's home church.

COH Element	Comments
Opening	The opening typically includes the call to order and welcoming remarks, introductions, announcements, invocation, opening ceremony (e.g., flag ceremony), and finally the formal opening of Court of Honor.
Scouting Segment	A ceremony or presentation about the purpose of and meaning of Scouting.
Eagle Segment	A ceremony or presentation about the significance and history of the Eagle Scout award.
Presentation of Eagle Badge	This segment includes the honoree's Scouting history or personal statement, the Eagle charge, the Eagle Scout Promise, the presentation of the Eagle badge, the presentation of other awards and gifts.
Closing	The closing typically includes the closing ceremony, benediction, and formal closing of the Court of Honor.
Refreshments	Reception with cake and punch.

The parents of the Eagle Scout fund all expenses related to their son's Eagle Court of Honor except for the Eagle neckerchief and Eagle Award Kit, which includes the Eagle Scout medal and badge, the mother's pin, the father's pin, and one mentor pin, and the Eagle Certificate. Parent's unable to completely fund a Court of Honor for their son, may reach out to the Troop Committee for the consideration of Troop assistance. Should a Troop family find itself in this situation, the Troop Committee may choose to provide financial assistance to help the Scout have an Eagle Court of Honor. These Troop Committee financial decisions are made on a case-by-case basis and are only made should the Troop budget be able to support such financial assistance.

A valuable resource for planning an Eagle Court of Honor is [The Eagle Court of Honor Book: The Complete Guide to Scouting's Greatest Moment](#) by Mark Ray.

6.7 Advancement Requirement Sign-Off Summary

The following table provides a summary of leaders who have signature approval authority by the type of advancement requirement. See the Trail to First Class section for specific requirements by type.

Requirements	Scoutmaster	Asst. Scoutmaster	Junior Asst. Scoutmaster	Senior Patrol Leader	Asst. Senior Patrol Leader	Troop Guide	Instructor	Patrol Leader*	Board of Review Member	Eagle Advisor	Advancement Coordinator	Merit Badge Counselor
TFC – Basic Scout Skills**				X	X	X	X	X				
TFC – Citizenship & Personal Responsibility**				X	X	X	X	X				
TFC – Scout Spirit**				X	X	X	X	X				
TTE – Leadership**	X	X										

TTE – Eagle Project	X									X	X	
Service Projects**	X	X										
Scout Spirit**	X											
Scoutmaster	X											
Board of Review**									X			
Merit Badges [□]												X

* Must be First Class or higher rank

** Should ideally not be the Scout’s parent; though parent can validate requirement completion to signer if necessary

□ Preferably not the Scout’s parent if avoidable

6.8 Advancement Records Management

One of the keys to a successful advancement program is the management of advancement records. Within BSA, there are multiple layers of advancement records management which include the Scouts, the Troop, and National Council. Each of these groups plays an important role in managing advancement information.

6.8.1 Scouts

The official records of a Scout’s advancement reside in the possession of the Scout. In his possession, the Scout has his BSA Boy Scout Handbook with leader signatures and dates, as well as signed merit badge applications from completed merit badges. It is the Scout’s responsibility to keep up with these records; keeping them orderly and organized.

6.8.2 Troop

The Troop also houses advancement records within Scoutbook. The Advancement Coordinator retains the Troop’s copy of signed merit badge applications from completed merit badges. The Advancement Coordinator also periodically collects rank requirement completion dates from the Scouts’ BSA Boy Scout Handbooks and adds the information into Scoutbook.

6.8.3 National Council

Periodically the Troop will send advancement information to the National Council via the Advancement Coordinator. National will maintain its advancement records. When Eagle candidates are completing their Eagle application, they will use the information from National’s advancement records. The Advancement Coordinator will assist with obtaining this information for candidates.

7 Troop Awards

The Troop has established various Troop specific awards as part of its Troop tradition. These awards recognize Scouts for various accomplishment and character traits.

7.1 Jim Vorgert Scouting Excellence Award

The Jim Vorgert Scouting Excellence Award is presented annually to a Scout within the Troop who through his everyday life is an exemplary role model for living out the Ideals of Scouting. This award is named after Jim Vorgert, Troop 226's original Scoutmaster, who modeled the Ideals of Scouting through his dedication to serving the Troop and even more so, his dedication, service, and love for the Scouts of the Troop. Mr. Vorgert served as Scoutmaster for five years. This award, honoring his name, was established in 2011.

7.1.1 Award Evaluation Criteria

The Ideals of Scouting are built upon the Scout Law, Oath, and Slogan. A Scout living out the Ideals of Scouting is prepared to do the right thing at the right moment, no matter what the consequences may be. A Scout who is a candidate for this award will have evidence in his life that he is actively living out these Ideals in everything he does.

Ideals of Scouting	
Scout Law	A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean and reverent.
Scout Oath	On my honor I will do my best To do my duty to God and my country and to obey the Scout Law; To help other people at all times; To keep myself physically strong, mentally awake, and morally straight.
Scout Slogan	Do A Good Turn Daily

When a Scout is living out the Scouting Ideals, others will be able to see Scout Virtues* as evidence:

- Obedience: obeying the orders of his patrol leader and Scoutmaster through self-control
- Courtesy: having polite language; doing little things for others
- Loyalty: being loyal to all whom he has an obligation; standing up for truth, for parents and friends
- Self-respect: refusing gratuities unless absolutely necessary; working for the money he gets; sympathetic toward others
- Honor: doing what he promises to do; seeking the highest and the best in his character; sacredness
- Faithfulness: being steadfast to one's duty; faithful to his own interest and the interests of others; he is true to his country and his God
- Cheerfulness: always bright and smiling; being a sunshine maker in the world
- Thoughtfulness: looking out for animals, by not necessarily harming them; putting others first
- Doing a Good Turn: doing a good turn to somebody every day, quietly and without boasting

* Scout Virtues are based upon virtues listed in the 1911 BSA Handbook for Boys

7.1.2 Being Considered for Award

This award will be selected by the troop with two rounds of voting. The votes in each round will be counted by the Scoutmaster and at least one Assistant Scoutmaster. No Scouts will be allowed to count the votes.

In the first round, the ballot will have three individual spots for a voter to write in the name of a Scout: a first-place spot, a second-place spot, and a third-place spot. Any Scout, Scoutmaster, or Assistant Scoutmaster may vote in the first round. A voter may choose to leave any of these spots blank, and no voter may vote for themselves. A first-place vote will count for 3 points, a second-place vote for 2 points, and a third-place vote for 1 point. The three Scouts who receive the most points will be the finalists. If there is a tie for the last finalist position, then all of the Scouts tied for that position will be included as finalists.

The finalists will be presented to the committee. The committee, with a two-thirds majority, can vote to reject any finalist. The committee may decide to add the non-finalist Scout who received the most points to the list of finalists to replace a rejected finalist.

In the second round, the ballot will list the finalists. The finalist may not vote in the second round, but any non-finalist Scout, Scoutmaster, or Assistant Scoutmaster may vote. The Scout with the most votes will receive the award. If there is a tie, the tied Scout with the most points in the first round will be the recipient.

No Scout can receive both the Jim Vorgert Award and the Hands and Feet Award (see section 7.3). If a Scout is chosen for both, the Scoutmaster, the Committee Chair, and at least one other adult leader will determine which of the two awards the Scout will receive. In that case, the recipient of the other award will be the Scout who received the second-most votes.

7.1.3 Being Awarded

The Jim Vorgert Scouting Excellence Award will be presented to the honored Scout at the Troop's May Court of Honor.

7.2 PLC Outstanding Patrol Award

The PLC Outstanding Patrol Award is presented annually to the Scout patrol within the Troop that exemplifies the patrol method in action and exhibits outstanding patrol spirit. This award was established in 2011.

7.2.1 Award Evaluation Criteria

Patrols become outstanding patrols by working together as a team for the common benefit of the patrol and the Troop. This type of patrol looks out for each other and serves one another. A patrol that is a candidate for this award will take an active part in the Troop with its attendance, spirit, and advancement and will plan its own activities, with the approval of the PLC and Scoutmaster. Following are the minimum criteria which a patrol must have in order to be considered for this award. The criteria evaluation period is September 1 – May 31.

Criteria	Details
Patrol	<ul style="list-style-type: none">• 100% patrol representation at PLC meetings• 100% patrol representation at Troop Leader Training• 100% patrol representation at Bi-Annual Troop Planning Meeting• 100% patrol representation at monthly Troop campouts (at least four (4))• 100% patrol representation at monthly Troop campouts (at least four (4) Scouts)• 75% average patrol member attendance at monthly Troop campouts• 75% average patrol member attendance at Troop meetings
Patrol Spirit	<ul style="list-style-type: none">• 75% average for patrol members receiving a score of 85 on uniform inspections• Patrol brings patrol flag to every Troop meeting• Patrol uses patrol yell at every Troop meeting and campout (enough to where the whole Troop knows the patrol's yell)• Patrol chuckbox and gear are labeled and decorated
Patrol Advancement	<ul style="list-style-type: none">• 50% of patrol members advance at least one rank
Patrol Activities	<ul style="list-style-type: none">• Patrol earns the 100% participation award at Camporee• Patrol plans and participates in at least four (4) patrol only activities per year• Patrol participates in at least two (2) service projects per year

7.2.2 Being Considered for Award

Patrols meeting the criteria above within the September 1 – May 31 timeframe will be considered for this award. The PLC will keep records by patrol to see which patrols qualify. Should more than one patrol qualify for the award in a given year, the PLC will select the patrol that is to receive the annual award, under the guidance of the Scoutmaster.

7.2.3 Being Awarded

The PLC Outstanding Patrol Award will be presented to the honored patrol at the Troop's May Court of Honor.

7.3 Hands and Feet Award

The Hands and Feet Award is presented annually to a Scout who consistently goes out of his way to put the needs of others ahead of his own and is an exemplary role model for providing good turns and service. It is a Scout who lives with a Matthew 25:35-40 mindset, being the hands and feet of Christ.

For I was hungry and you gave me food, I was thirsty and you gave me drink, I was a stranger and you welcomed me, I was naked and you clothed me, I was sick and you visited me, I was in prison and you came to me.' Then the righteous will answer him, saying, 'Lord, when did we see you hungry and feed you, or thirsty and give you drink? And when did we see you a stranger and welcome you, or naked and clothe you? And when did we see you sick or in prison and visit you?' And the King will answer them, 'Truly, I say to you, as you did it to one of the least of these my brothers, you did it to me.' – Matthew 25:35-40 (ESV)

This award was established in 2011.

7.3.1 Award Evaluation Criteria

A Scout, who is typically passionate about obeying his Lord by loving his neighbor is passionate about serving others humbly. This service includes giving his time, labor, and gifts. A Scout who is a candidate for this award will have evidence in his life that he faithfully serves by:

- Putting others first
- Being one of the first Scouts to volunteer when occasions arise
- Helping teach other Scouts skills without being asked
- Faithfully serving at Troop service projects
- Frequently helping with Eagle projects
- Serving in his community outside of Scouts or in his church
- Sharing the Gospel with others
- Showing hospitality to others by sharing what he has with others

7.3.2 Being Considered for Award

This award will be selected by the troop with two rounds of voting. The votes in each round will be counted by the Scoutmaster and at least one Assistant Scoutmaster. No Scouts will be allowed to count the votes.

In the first round, the ballot will have three individual spots for a voter to write in the name of a Scout: a first-place spot, a second-place spot, and a third-place spot. Any Scout, Scoutmaster, or Assistant Scoutmaster may vote in the first round. A voter may choose to leave any of these spots blank, and no voter may vote for themselves. A first-place vote will count for 3 points, a second-place vote for 2 points, and a third-place vote for 1 point. The three Scouts who receive the most points will be the finalists. If there is a tie for the last finalist position, then all the Scouts tied for that position will be included as finalists.

The finalists will be presented to the committee. The committee, with a two-thirds majority, can vote to reject any finalist. The committee may decide to add the non-finalist Scout who received the most points to the list of finalists to replace a rejected finalist.

In the second round, the ballot will list the finalists. The finalist may not vote in the second round, but any non-finalist Scout, Scoutmaster, or Assistant Scoutmaster may vote. The Scout with the most votes will receive the award. If there is a tie, the tied Scout with the most points in the first round will be the recipient.

7.3.3 Being Awarded

The Hands and Feet Award will be presented to the honored Scout at the Troop's May Court of Honor.

8 Camping & Activities

A Scout counts the days until he can go camping. The Troop provides a near year round camping program interwoven with other challenging activities.

8.1 Monthly Camping & Activities

The Troop conducts monthly camping and/or activity programs September through summer camp (June or July). These programs are planned by the Patrol Leaders' Council under the guidance of the Scoutmaster. Planning is typically done around a monthly program feature or theme. Plans for camping and activities are communicated at least a month in advance to help patrols prepare. Troop activities can include:

- Camping (Scout camps, state parks, private property)
- Lock-ins (sleep in activities like rock climbing, gymnastics, museums)
- Aquatics
- Shooting Sports
- Climbing and Repelling
- Emergency Preparedness Exercises
- Local Outings
- Service Projects
- Etc.

8.2 Troop Camping

Camping is great way for Scouts to create some adventure, appreciate and experience the outdoors, and to pick up new skills and improve old ones.

8.2.1 Program Planning

Troop camping can include a variety of activities, advancement programs, religious programs, campfire programs, etc. The Patrol Leaders' Council (PLC), led by the Senior Patrol Leader, is responsible for developing the Troop's camping plan.

8.2.1.1 Location

With a state the size of Texas (not to mention Oklahoma just to the north), the Troop has several options for camping that include Scout camps, state parks, and private property. While there are several camping options available, the Scoutmaster will assist the PLC with keeping a balanced camping schedule (i.e., mix of nearby camping with occasional long distance camp options).

8.2.1.2 Program

When planning the campout, the PLC will decide what the camping program will be. Troop camping will typically be built around the program feature for the month. These program features could focus on aquatics, backpacking, boating/canoeing, cooking, emergency preparedness, environment, first aid, fishing, forestry, high- adventure, hiking, nature, orienteering, pioneering, shooting, tracking, wilderness survival, wildlife management, and winter camping.

In addition to or in coordination with the program feature focus, the camping program typically integrates Trail to First Class skills-based training, merit badge programs, games, Scouts Own Service, and campfire program (skits and stories).

8.2.1.3 Leaving and Returning

The Troop departs for and returns from camping trips as a troop. This aids in keeping the Scouts and adults safe and ensures that the Troop is complying with the **Guide to Safe Scouting** (e.g., meet for departure at a designated area).

8.2.1.3.1 Standard Departure and Return Times

Following are the Troop's standard leave and return times for campouts.

Time Type	Time & Comments
Standard Departure Time	6:00 p.m. Friday This time can vary depending on the distance of the camping location and the arrival time requirement (when there is a constraint). The time can also vary for non-standard camping trips like Winter Camp and Summer Camp.
Standard Return Time	1:00 p.m. Sunday In order not to conflict with Sunday church services as much as possible, the Troop tries to return early afternoon on Sunday. This time can vary depending on delays that could occur from late camp departure times, weather, camping distance, etc. The Troop will ensure that families are contacted prior to the return of the Troop so they know when to expect the Troop.

8.2.1.3.2 Standard Departure and Return Location

Unless otherwise directed, the Troop's standard departure and return location for campouts is:

Academy Sporting and Outdoors - Parking Lot
4045 N Central Expressway (at Spring Creek)
Plano, TX 75023

8.2.2 Camping as a Patrol

When the Troop goes camping, the adults will camp with the Owl Patrol and Scouts will camp with their respective patrols. These patrols will tent together, eat together, and serve together (except for the SPL who dines with the Owl Patrol).

8.2.2.1 Patrol Tenting

Each patrol will create its own tenting assignments. There can be no more than three (3) Scouts in each tent. As per the BSA Scouting's Barriers to Abuse:

- Separate tenting arrangements must be provided for male and female adults as well as for male and female youth.
- Youth sharing tents must be no more than two years apart in age.
- In Cub Scouting, parents and guardians may share a tent with their family.
- In all other programs, youth and adults tent separately.
- Spouses may share tents.

8.2.2.2 Patrol Menus & Cooking

Within the Troop, each patrol creates its own camping menu. Patrol cooking provides a fun learning experience for Scouts and fulfills necessary rank advancement requirements. Each Scout patrol is responsible for planning a written patrol menu and shopping list prior to the outing and having it approved by their Assistant Scoutmaster – Patrol Mentor or Troop Guide. Tools for creating menus and shopping lists can be found on the BSA website. Each patrol will select one or more Grubmasters to purchase the food for the patrol once the menu has been approved and the shopping list has been created. The Grubmaster role should be rotated among the patrol for each campout.

8.2.2.2.1 Patrol Shopping Budgets

Regarding camping shopping budgets, Scout patrols should agree on a food budget per Scout as part of their campout planning, using past campouts as a guide. Patrol Grubmasters are responsible for staying within their allotted budget. Similarly, the Owl Patrol plans their food budget and divides up Grubmaster responsibilities for the campout. Historically, \$20 per Scout and \$25 per Owl Patrol member has been an adequate food budget for a weekend campout. Scouts and adults who serve as patrol Grubmasters are eligible to submit a Grubmaster reimbursement request. A Grubmaster reimbursement request form (available on the Troop website) along with a detailed receipt must be provided to the Troop Treasurer within thirty (30) days of the last day of the event. Requests submitted after thirty (30) days will not be considered. Any food remaining at the end of a campout should be distributed among patrol members equitably.

8.2.2.2.2 Patrol Cooking

Each patrol has its own chuckbox that contains its cooking equipment. It is the responsibility of each Patrol Quartermaster to ensure that all equipment is stocked and in working order, prior to camping. Should patrol chuckbox gear need to be acquired, the Patrol Quartermaster, with the approval of the Scoutmaster and the Equipment Coordinator and Treasurer, should seek to procure needed gear. Any approved chuckbox gear procurement costs involved for patrol equipment will be funded by the Troop Committee. Each Scout is responsible for his own mess kit, drinking cup, and utensils.

8.2.2.3 Patrol Duty Rosters

Each patrol will create a written duty roster that divides up the work responsibilities among the patrol. Responsibilities typically include:

Role	Details
Cook	Prepare the meals
Assistant Cook	Assist cook as requested, prepare water for dish washing, supervise meal cleanup.
KP (Kitchen Patrol)	Wash dishes, wash utensils used for meal preparation.
Assistant KP	Assist KP'er as requested. Clean Dutch Oven, stove, and tables.
Site Clean-up	Clean campsite. Clean eating area. Assure site is clean before patrol leaves for events or activities.
Firemaster	Care for & prepare equipment used to cook on, re-fuel, when required, gather firewood. Handle propane. Build and manage patrol campfires.
Assistant Firemaster	Assist firemaster as requested. Gather firewood, kindling, and tender.
Camp Clean-up	Patrol Campsite; load patrol gear into trailer (when leaving)

8.2.3 Family & Friend Participation

The Troop's regular monthly campouts are not family campouts; however, the Troop does have an annual family friendly campout in the fall where everyone in the scout's family is welcome and encouraged to participate.

8.2.3.1 Parent/Guardian Participation

A parent/guardian is welcome and encouraged to attend camping functions. Each participant must have a current BSA AHMR forms, insurance card, and current Youth Protection Training. All adults will camp with the Owl Patrol, separate from the other patrols since scouts and adults do not camp together. Married couples may share a tent when camping with the Troop. All adults participating on monthly campouts should note that most camp restroom/shower facilities are rather primitive and should plan accordingly. All adults camping with the Owl Patrol will participate in the weekend duty roster and are responsible for providing their own personal gear.

8.2.3.2 Extended Family Participation

Non-BSA leader extended family, family outside of the immediate family of a Troop 226 member (e.g., grandparents, aunts, uncles, cousins, etc.), **may not** participate in regular Boy Scout campouts. This is to limit Scout exposure to non-familiar persons, reduce the risk of youth protection issues, and reduce the Youth Protection oversight and administration required by the Troop.

8.2.3.3 Sibling Participation

Siblings **may not** participate in regular Boy Scout campouts (does not include annual family friendly campout). The only exception to this is for Webelos Scouts, who may camp at age-appropriate campouts. See the Webelos Participation section below.

8.2.3.4 Friend Participation

Boy Scout age friends of Scouts **may not** accompany the Troop for camping functions as they would not be covered by BSA insurance.

8.2.3.5 Webelos Participation

Homeschooled Webelo Scouts are welcome to participate in age-appropriate Troop campouts. The Patrol Leaders' Council and the Scoutmaster, using the [Guide to Safe Scouting](#), will identify campouts as "Webelos friendly." Webelos attending a Troop camping function will be integrated into and will camp with a Scout patrol as an honorary member of that patrol. Webelos are responsible for providing their own personal gear.

8.2.4 Special Campouts

Throughout the year, the Troop will participate in special campouts.

8.2.4.1 Camporee

A camporee is a local or regional gathering of Scouting units for a period of camping and common activities. Typically, the camporee involves competitions, with events such as fire building, knot tying, first aid, emergency preparedness, pioneering or orienteering. The local district holds a camporee in the spring every year. The Troop competes against other troops in the district to determine the best overall troop.

8.2.4.2 Summer Camp

Annually, the Troop usually participates in an out-of-state Summer Camp since Texas summers make summer camping undesirable for campers.

8.2.4.2.1 Summer Camp Selection Process

Summer camp choices are made using the following process.

1. The Troop will form a summer camp selection committee that is made up of a cross section of the committee, Scout leaders, and Scouts. The summer camp selection committee will consist of the following leader roles:
 - All committee members
 - Scoutmaster
 - ASM's
 - All PLC voting members
2. The selection committee will review multiple summer camp options taking into consideration programming, quality, topography, climate, distance, etc.
3. The selection committee will vote on and recommend no more than two (2) summer camp locations for the Troop to consider. Recommendations need to be finalized before August 31st of the year prior to attending the camp.
4. At least one week prior to the first meeting of the new Scout year (i.e., first meeting in September), the selection committee will communicate to the Troop the summer camp recommendations and will include appropriate information regarding the summer camp programs of each recommended camp.
5. On or before the first meeting of the new Scout year (i.e., first meeting in September), the Troop will take a vote on the recommendations by secret ballot. All Troop 226 Scouts may cast a vote. Role specific committee members and Scout leaders may vote. One Scout parent may cast a vote for their household (unless already done so as a committee member or Scout leader). All voters must be present to vote. Members of the summer camp selection committee will run the voting process and tabulate votes. Webelos who will crossover in the upcoming year are **not** eligible to vote.
6. The recommendation that receives the majority vote will be the selected camp for the coming year. Should the vote result in a tie, the committee will break the tie via a vote.

8.2.4.3 Winter Camp

Annually, the Troop typically plans an extended Winter Camp at a local Scout camp in the December timeframe. This camp tests the cold endurance of Scouts and gives them opportunities to work on merit badges.

8.2.4.4 Lock-in

Annually, the Troop usually participates in a lock-in in the January timeframe, rather than camping. This event has taken place at rock climbing facilities, gymnastics facilities, museums, etc.

8.2.4.5 Family Friendly Campout

The Troop has a family campout in the Fall where everyone in the scout's family is welcomed and encouraged to participate. Scouts may participate with or without their family present.

8.2.4.6 Jamboree

In Scouting, a jamboree is a large gathering of Scouts who rally at a national or international level. The BSA National Jamboree is held every four (4) years, now at The Summit Bechtel Family National Scout Reserve. Typically, 30,000-40,000 are in attendance. Participating Scouts must be First Class rank and at least 12 years of age by the first day of the jamboree or an 11-year-old who has graduated the 6th grade, but has not reached their 18th birthday by the last day of the jamboree.

World Scout Jamboree is a Scouting Jamboree of the World Organization of the Scout Movement, and is typically attended by several tens of thousands of Scouts from around the world, aged 14 to 17. This event is held every (4) years – typically two years ahead of the National Jamboree. Scouts from the Troop participated in the 100th anniversary of Scouting jamboree in Scotland.

8.2.5 Electronics Use During Campouts

One of the many benefits of camping is to get away from the daily routines of life to enjoy God’s creation and the fellowship of others. These daily routines can include the use of electronic devices for entertainment or communications. The Troop believes that electronic device usage during campouts should be limited, but there are times when they have an appropriate place. Following are lists of approved and unapproved electronic applications for use by Scouts during campouts. The Troop cannot be held responsible for electronic devices that are lost, stolen or damaged during a Troop event.

8.2.5.1 Approved Electronic Applications

Following are the Troop’s approved electronic applications for Scout use during campouts, including traveling to and from camp as appropriate.

- Non-emergency communications to parents or leaders (during travel, e.g., to text parents)
- Emergency communications
- Navigation
- Weather information
- Alarm
- Photography (usage must be within BSA guidelines)
- Taking video (usage must be within BSA guidelines)
- Stargazing
- Ham radios
- Walkie-talkies

8.2.5.2 Unapproved Electronic Applications

Following are the Troop’s unapproved electronic applications for Scout use during campouts, including traveling to and from camp, unless noted otherwise. The Troop has a zero-tolerance policy regarding these applications. This stringency is because parents may not share the same levels of use consent. For example, one parent may be completely fine with his son watching a PG-13 rated movie while another is not. This could hold true for gaming, audio, books, etc. Scouts not adhering to this standard will have their device confiscated for the duration of the event and will have it returned after.

- Non-emergency communications (other than noted as an approved use)
- Email
- Texting
- Gaming
- Social media (e.g., Facebook)
- Watching video (e.g., movies)
- Audio (e.g., music)
- General internet searching (not covered above)
- Electronic books

8.2.5.3 Video Play During Extended Travel Time Situations

For Troop campouts that have one way travel times of four (4) or more hours, adult drivers traveling with the Troop may opt to allow Scouts to view approved videos within their vehicle. Video selections must be approved by the driver and all the parents of any scouts riding in the driver's vehicle prior to departure. Video selections must be in good taste and should align with the ideals of Scouting and core Christian values.

8.2.5.3.1 Video Selection Guidance

When selecting videos, use the following guidance as a selection aid:

- Avoid movies with profanity, crude humor, intense violence, nudity, and sexuality.
- Consider reviewing Christian based movie reviews prior to video selection at places like:
 - www.movieguide.org
 - www.crosswalk.org
 - www.pluggedin.com
 - www.christiananswers.net
 - www.christiancinema.com

8.2.5.3.2 Video Play

Video play within a vehicle is at the sole discretion of the driver. Ideally video play would consist of one (1) approved video playing at a time with multiple participants viewing the same video.

8.2.5.4 Electronics Usage by Adults

Adults are asked to be good role models for Scouts when it comes to electronic use during campouts. Adults should limit non-Scouting related electronics use if possible, with the understanding that there may be work demands that require atypical usage. When non-Scout related electronic use is necessary, use discretion. Always use good judgment when using electronics in front of Scouts asking "How will Scouts or parents interpret my electronics usage?"

8.3 Camping Safety

All participants (youth and adult) at Troop activities are expected to behave in an appropriate manner consistent with the ideals and policies of the Boy Scouts of America. General safety and youth protection are of the utmost importance on all outings.

8.3.1 Leadership Requirements

Adult leadership/participation shall be at least 'two deep' (at least two adult leaders at each event). All registered adults participating in Troop outings and events must have current Youth Protection Training.

8.3.2 Transportation

The Troop uses parents/guardians as transportation resources. When accepting this responsibility, adults are expected to set an example of good Scouting and act in accordance with the Scout Oath, as well as the policies and procedures outlined in this document and the [Guide to Safe Scouting](#).

Adults volunteering to drive to activities must be at least 18 years of age and have a valid driver's license that has not been suspended or revoked for any reason. If the vehicle to be used is designed to carry more than 15 persons, including the driver, the driver must have a commercial driver's license (CDL). Drivers are expected to show up early at the designated departure location. Vehicles should be in good

operating condition with seat belts for all occupants, unless not required by law (e.g., commercial bus). All vehicles must be covered by automobile liability insurance with limits that meet or exceed requirements of the state of Texas. It is recommended that coverage limits are at least \$50,000/\$100,000/\$50,000. Any vehicle designed to carry 10 or more passengers is required to have limits of \$100,000/\$500,000/\$100,000.

The Troop Committee shall make all final decisions regarding suitability of drivers and/or vehicles for all transportation needs. Any Scout or Scouter with concerns about a vehicle or driver should bring it to the attention of the leader in charge of the activity, typically the Scoutmaster or his designee. These concerns may include condition of the vehicle, impaired abilities of a driver, or any other concern. Appropriate action will be taken as soon as possible. Safety is paramount, and the Troop will not compromise on this issue.

Adults driving and participating in a Troop activity should not leave early unless an emergency dictates otherwise. Should a driver need to depart earlier than the bulk of the group, prior arrangements must be made to transport all affected gear and/or Scouts back home.

8.3.3 Tobacco & Alcohol Use

Smoking or the use of tobacco products of any form is strongly discouraged at Troop activities as per BSA policy. Tobacco use, by legal adults, should never be done in the presence of Scouts. In any case, tobacco use will not be allowed by or around the Scouts or in the immediate vicinity of tents or campsites. Alcohol use is strictly prohibited.

8.3.4 Knife, Axe, Saw & Fire Safety

For Scouts to use knives, axes, saws, or fire, they must complete Totin' Chip and Fireman Chit training. Upon completion of this training, each Scout will be issued a Totin' Chip and Fireman Chit card. A Scout must have these cards with him during every campout. Scouts found using a knife, axe, saw, or fire inappropriately will receive a talk by the Scoutmaster or an Assistant Scoutmaster, and will have one (1) corner removed from their respective card. This can happen up to three additional times. If a Scout has all four (4) corners removed from one of his cards, he will have an extended discussion with the Scoutmaster and his parents and will have his card taken from him. He will be required to be retrained on that subject matter and will receive a new card.

8.4 Camp Coordination

The coordination of camp reservations, BSA Tour Plans, camp sign-ups, and transportation riding assignments is conducted by members of the Outdoor/Activities Sub-Committee as defined by the job descriptions in this manual.

8.4.1 Camp Reservations

Camp reservations are an important step for the Troop, as they help the Troop obtain the desired camping locations. Reservations for Scout camps and state parks generally need to be made several weeks to several months in advance (e.g., summer camp reservations for Camp Alexander in Lake George, Colorado, need to be made almost a year in advance). It is important for the Patrol Leaders' Council to maintain a long-term camping plan to ensure that camping reservations can be made well in advance.

8.4.2 BSA Tour Plan

For many of the Troop camping events, a BSA Tour Plan must be submitted to the local district and council when the following circumstances are present:

- Trips of 500 miles or more
- Trips outside of council borders not to a council-owned property
- Trips to any national high-adventure base, national Scout jamboree, National Order of the Arrow Conference, or regionally sponsored event
- When conducting the following activities outside of council or district events:
 - Aquatics activities (swimming, boating, floating, scuba, etc.)
 - Climbing and rappelling
 - Orientation flights (process flying plan)
 - Shooting sports
- Any activities involving motorized vehicles as part of the program (snowmobiles, boating, etc.)
- At the council's request (contact the local council for additional guidelines or regulations concerning tour plans)

Regardless of the trip, the tour plan is an excellent tool that should be included in preparation for all activities, even those not requiring it. It guides a tour leader through itineraries, travel arrangement, two-deep leadership, qualifications of supervision, and transportation.

8.4.3 Driving Plan

Driving plans for Troop camping functions will be determined prior to or at the departure location. If assignments are determined prior to departure, the Outdoor Activities Coordinator will email assignments to the Troop prior to the event. If assignments are determined at the departure location, the Scoutmaster will have a master copy of riding assignments and will pass this information along to the Outdoor Activities Coordinator, who will pass it along to the Troop via email. This will happen when departing for camp and when departing for home. It is essential that members of the Troop and families at home know who is in what vehicle at all times for youth and adult protection.

8.4.4 Sign-up Deadlines

Scouts and adults wishing to participate in regular Troop campouts must be signed up no later than fourteen (14) days before the campout. Advanced camping attendance notice is very important for processing tour permits and the verifying medical form compliance. Scouts or adults wanting to sign-up after that time will not be able to participate in the campout. Sign-up deadlines for Summer Camp are subject to camp rules.

8.4.5 Sign-up Cancellations

Scouts and adults who wish to remove their name from the camping sign-up sheet must do so fourteen (14) days prior to the campout or risk being charged for related camping fees. Cancellations for Summer Camp are subject to camp rules.

9 Service Projects

Scouts giving community service is as old as Scouting itself, and the Boy Scout Slogan “Do a Good Turn Daily” is a core value of the Scouting program. In fact, Boy Scouts of America has its origins built around community service.

In 1909 Chicago publisher W. D. Boyce was visiting London when he became lost in the fog. According to legend, a local Boy Scout led Boyce to his destination. Upon arriving Boyce tried to pay the young man for his service. The boy answered that he was a Scout and that his service did not require payment for he was doing a good deed. W. D. Boyce returned to America and established the Boy Scouts of America. Of course Troop 226 does its best to live up to this Scouting principle and live out Christ’s command to “love our neighbors as ourselves.” The Troop believes that community service and conservation projects are ideal ways to show the love of Christ to the community and to represent the core values of the Scouting movement.

9.1 Community Service and Conservation Projects Guidelines

Following are guidelines on how Troop 226 manages Troop community service and conservation projects, as well as guidance on how Scouts and trained adults can participate.

- Troop community service and conservation projects are coordinated and managed by the Senior Patrol Leader (SPL), the Patrol Leaders’ Council (PLC), the OA Troop Representative, and the Service and Conservation Project Coordinator.
- The Troop will schedule at least six (6), 1-4 hour, Troop community service or conservation projects per year (including Eagle projects).
- Troop 226 has worked on a variety of service and conservation projects including:
 - Feed My Starving Children – food packaging for foreign country
 - Heard Museum – various conservation projects
 - Dayspring Assisted Living – elderly ice cream social
 - Equest Therapeutic Horsemanship – horse stall management
 - In-Sync Exotics – large cat facilities management
 - Dallas Museum of Nature and Science – activities booth staffing
 - Collin County Committee on Aging – shut-in landscape care
 - North Texas Food Bank – food packaging for local residents
 - Scouting for Food – food packaging for local residents
 - Shoes for Orphan Souls – shoe packaging for foreign orphans
 - State Park Conservation Project – various conservation projects
 - Summer Camp Conservation Project – various conservation projects
 - Texas Trees Foundation – plant and weed potted trees
 - Trinity River Audubon Center – various conservation projects
- Many Troop 226 service projects were identified through the Volunteer Center of North Texas online database (www.vounteernorthtexas.org). It is an excellent resource for quickly finding local, age appropriate projects for the Troop.
- Troop service projects should provide Scouts with the opportunity to give back to the community in meaningful ways.
- Individual Scouts or patrols wishing to represent BSA and the Troop through service or conservation projects, which they initiate, must seek approval by the Service and Conservation Project Coordinator prior to working on the project.

- Scouts working on service projects should wear their Class A uniform or Troop activity T-shirt as appropriate.
- Troop service projects will have a minimum of two Youth Protection Trained adults on-site to provide supervision.
- Troop service project opportunities will be communicated to the Troop at weekly Troop meetings, as well as electronically (e.g., Troop online calendar, email, etc.).
- Scouts and Youth Protection Trained adults wishing to participate will be given the opportunity to sign-up at Troop meetings and/or electronically.

9.2 Service and Conservation Projects for Rank Advancement

Scouts are to give a “good turn daily,” and many Scouts participate in service and conservation projects to give their good turn. These hours of service can also be used to help a Scout progress along the trail to Eagle, by fulfilling rank related service hours. For the Eagle rank, the Scout must lead his own service project.

- **Tenderfoot Rank** - Participate in an approved (minimum of one hour) service project.
- **Second Class Rank** - While a Tenderfoot, take part in service projects totaling at least 2 hours of work. These projects must be approved by your Scoutmaster.
- **First Class Rank** - While a Second Class Scout, take part in service projects totaling at least 3 hours of work. These projects must be approved by your Scoutmaster, and different than the Tenderfoot and Second Class service projects.
- **Star Rank** - While a First Class Scout, take part in service projects totaling at least 6 hours of work. These projects must be approved by your Scoutmaster.
- **Life Rank** - While a Star Scout, take part in service projects totaling at least 6 hours of work. These projects must be approved by your Scoutmaster.
- **Eagle Rank** - While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. The project must benefit an organization other than Boy Scouting. The project plan must be approved by the organization benefiting from the effort, your Scoutmaster, the Chairperson of the Troop Committee, and the council or district before you start.

Following are some guidelines to consider when working on service hours for rank advancement:

- Community service and conservation projects for rank advancement **must be approved by the Scoutmaster or his designee in advance** of working on these projects.
- Scheduled Troop community service and conservation projects are **pre-approved by the Scoutmaster or his designee in advance of the project** and qualify for rank advancement.
- Eagle project service hours qualify for rank advancement for Scouts below the rank of Eagle.
- Life scouts are required to lead their own service project for rank advancement (i.e., Eagle service project), and must have the approval of the Scoutmaster, Committee Chairperson, the beneficiary organization, and the District Advancement Committee prior to execution.
- Scouts wishing to use non-Troop or non-Eagle related service hours for rank advancement must seek the approval of the Scoutmaster or his designee **in advance** of working these projects (e.g., Friends of Scouting Annual Dinner, District Day Camp, etc.).
- Scouts working on non-Troop or non-Eagle related service projects should work as a Scout wearing either their Class A uniform or Troop activity T-shirt.
- Projects that a Scout would typically work on as a non-Scout because of their association (e.g., service as a church member, service as a 4-H club member, service as a gun club

member, etc.) will not be considered for rank advancement.

- Service hours accumulated for the completion of a rank can and should be entered into Scoutbook. Scouts can work with the Service and Conservation Project Coordinator to have data entered into Scoutbook.

9.3 Service and Conservation Projects for Merit Badges or Awards

In some cases, Scouts will be required to complete community or conservation service hours in order to complete a merit badge or an award.

Following are some guidelines to consider when working on service hours for merit badges or awards:

- Scouts should seek the approval of their Merit Badge Counselor or Scoutmaster (if an award), prior to working on a service or conservation project related to a merit badge or an award.
 - [Backpacking Merit Badge](#)
Using Leave No Trace principles, take the trek planned and, while on the trek, complete at least one service project approved by your Merit Badge Counselor.
 - [Camping Merit Badge](#)
Perform a conservation project approved by the landowner or land managing agency.
 - [Citizenship in the Community Merit Badge](#)
Do the following:
 - Choose a charitable organization outside of Scouting that interests you and brings people in your community together to work for the good of your community.
 - Using a variety of resources (including newspapers, fliers and other literature, the Internet, volunteers, and employees of the organization), find out more about this organization.
 - With your counselor's and your parent's approval, contact the organization and find out what young people can do to help. While working on this merit badge, volunteer at least eight hours of your time for the organization. After your volunteer experience is over, discuss what you have learned with your counselor.
 - [Mammal Study Merit Badge](#)
Working with your counselor, select and carry out one project that will influence the numbers of one or more mammals.
 - [Soil and Water Conservation Merit Badge](#)
Carry out any other soil and water conservation project approved by your Merit Badge Counselor.
 - [William T. Hornaday Awards](#)
Plan, lead, and carry out four projects from four separate categories listed below
 - Energy conservation
 - Soil and water conservation
 - Fish and wildlife management
 - Forestry and range management
 - Air and water pollution control
 - Resource recovery (recycling)
 - Hazardous material disposal and management
 - Invasive species control
- Service hours accumulated for the completion of a merit badge or an award can and should be entered into Scoutbook. Scouts can work with the Service and Conservation Project Coordinator to have data entered into Scoutbook.

10 Troop Finances and Assets

Troop 226's chartered organization (NTCHA) is a non-profit organization and as such Troop 226 runs as a non-profit organization and prudently manages its finances and assets.

10.1 Troop Budget

Annually, the Troop creates an operating budget that maps out expected income and expenses for the Scouting year.

10.1.1 Budgetary Items

The Troop budget specifies operating expenses that are required to operate the Troop in relation to income from annual dues and fundraising efforts. Following are some of the budgetary items that are typically in the Troop budget.

- Annual dues
- Fundraising income
- Adult/Youth training
- Camping equipment
- Trailer maintenance and registration
- Awards
- Courts of Honor
- Cub Scout crossover gifts
- Fundraising incentives
- Office Supplies
- Technology (e.g., website domain registration, Troop database, etc.)
- Contingency fund (10% of annual expenses)

10.1.2 Budgetary Cycle

The Troop's fiscal year is September 1st through August 31st. The Troop will close out the previous year's books sixty (60) days after the end of the fiscal year. The Troop will submit new annual budgets by the end of July. The Troop Treasurer, in conjunction with the Committee Chairperson, the Scoutmaster, and the Patrol Leaders' Council, will create the Troop budget.

10.1.3 Budget Approval Cycle

The Troop's budget must have final approval by August 31st. The budget must be approved by the Troop Committee, the Chartered Organization Representative, and the NTCHA Board.

10.1.4 Non-Budgeted Items

From time to time, the Troop may incur non-budgeted expenses (budgetary exceptions). If the cumulative annual budget exceptions exceed \$750, a new budget must be submitted and approved by the Troop Committee, the Chartered Organization Representative, and the NTCHA Board.

10.1.5 Monthly Budget Review

On a monthly basis, the Troop Committee will review and compare the Troop's budget with actual expenditures.

10.1.6 Annual Bookkeeping Review

The Troop Treasurer will request the Treasurer of Pack 226 to review the Troop budget and corresponding bank statements annually in May.

10.2 Troop Bank Account

The Troop maintains a bank account to manage all Troop funds and “Scout Account” funds.

10.2.1 Deposits

Troop deposits are made by the Troop Treasurer. Deposits typically include income from annual re-chartering and fundraisers.

10.2.2 Disbursement of Troop Funds

All disbursement of Troop funds must be approved by the Troop Committee prior to disbursement by way of an approved budget item or by majority vote for non-budgeted items.

10.2.2.1 Check Writing Authority

The Troop uses a dual check writing authority model against the Troop’s bank account. This is typically a combination of Treasurer(s) and/or Committee Chair.

10.2.3 Troop Fund Ownership

Troop 226 funds, excluding individual “Scout Accounts,” are owned by NTCHA for the sole purpose of promoting BSA Scouting, per BSA Rules and Regulations. The Troop Committee is the steward of these funds.

10.2.3.1 Upon Termination of Unit

Should Troop 226 dissolve for any reason, according to the 2007 BSA Rules and Regulations publication (Publication 57-492), “...any funds or equipment which may have been secured as property of the unit shall be held in trust by the chartering organization or the chartered local council, as may be agreed upon, pending reorganization of the unit or for the promotion of the program of the Boy Scouts of America.” The BSA Rules and Regulations go on to say “All money raised by or received for the benefit of a unit or local council and all property acquired by a unit or local council shall be deemed to be received or acquired solely for the benefit of Scouting as interpreted and promoted by the Boy Scouts of America.” That being said, should Troop 226 dissolve, funds would go to NTCHA for the promotion of a new BSA troop or would go to Circle Ten Council. All funds acquired by Troop 226 must be used for Scouting purposes. This excludes individual Troop “Scout Accounts” as those assets belong to individuals.

10.3 Expense Reimbursement

The Troop has a standard process for reimbursing Troop related expenses.

10.3.1 Mileage Reimbursement

Adults who transport Scouts, other than their own sons, to and from a Troop campout and who depart from the designated departure location at the designated time and who arrive at the designated arrival location at the designated time are eligible to submit a mileage reimbursement request. A mileage reimbursement request form (available on the Troop website) must be provided to the Troop Treasurer within thirty (30) days of the last day of the event. Requests submitted after thirty (30) days will not be considered.

- Average miles per gallon per vehicle is 16
- Price per gallon of gas is determined by the lowest regular grade of gas in Plano, TX as determined by <http://www.dallasgasprices.com/plano/index.aspx> the day before the campout
- IRS Standard Mileage rate for Business (example – 62.5 cents for every mile – July 2022 rate)

Any change in assumptions will be voted on by the Troop Committee, revised in the Troop Operating Model and Policies document, and communicated to Troop parents and scouts via email.

10.3.1.1 Mileage Reimbursement Calculations

Taxonomy:

Car Miles = total round trip miles

Trailer Miles = total round trip miles plus 50 miles for trailer pickup/drop off

Cars = number of cars transporting Scouts, other than own sons, to a Troop campout, driving with Troop

Vehicles towing trailers = number of vehicles towing a trailer to a Troop campout

MPG = average miles per gallon; assumed equals 16

Gas per Gal = price of regular gasoline per gallon in Plano, TX the day before the campout

Transported Scouts = total number of Scouts at campout that are transported with the Troop
(i.e. – not transported by their own parent on their own)

All Scouts = total number of Scouts at campout

IRS rate = IRS standard mileage rate for business

$$\text{Cost per Transported Scouts - cars} = \left(\frac{\text{Car Miles} * \text{Cars}}{\text{MPG}} * \frac{\text{Gas per Gal}}{\text{Scout}} \right) + \left(\frac{\text{Trailer Miles} * \text{Vehicles towing trailers}}{\text{MPG}} * \frac{\text{Gas per Gal}}{\text{Scout}} \right)$$

$$\text{Cost per All Scouts - trailers} = \left(\frac{\text{Trailer Miles} * \text{Vehicles towing trailers} * \text{IRS Rate}}{\text{All Scouts}} \right) - \left(\frac{\text{Trailer Miles} * \text{Vehicles towing trailers}}{\text{MPG}} * \frac{\text{Gas per Gal}}{\text{Scout}} \right)$$

Total Cost per Scout = Cost per Transported Scouts - cars (if applicable) + Cost per All Scouts - trailers

Reimbursement (cars) = (Car Miles/MPG) * Gas per Gal

Reimbursement (Vehicles towing trailers) = Trailer Miles * IRS Rate

10.3.2 Grubmaster Expense Reimbursement

Scouts or adults who serve as patrol grubmasters are eligible to submit a grubmaster reimbursement request. A grubmaster reimbursement request form (available on the Troop website) along with a detailed receipt must be provided to the Troop Treasurer within thirty (30) days of the last day of the event. Requests submitted after thirty (30) days will not be considered. See the Camping section of this document for further information about cost limitations.

Following are the assumptions that are used in calculating grubmaster reimbursements:

- All patrol members who attend the campout share in all patrol meals

10.3.2.1 Grubmaster Reimbursement Calculations

Taxonomy:

Total Shopping Cost = total cost of shopping items for patrol for campout

Patrol Members = total number of patrol members who participate in any part of the campout

$$\text{Cost per Patrol Member} = \text{Total Shopping Cost} \div \text{Patrol Members}$$

$$\text{Reimbursement} = \text{Cost per Patrol Member} \times \text{Patrol Members}$$

10.3.3 Equipment Purchase Reimbursement

Equipment purchased for the use of the Troop or a Patrol is considered a Troop asset and is eligible for reimbursement (e.g., Patrol chuckbox equipment). However, Scouts or Scouters seeking reimbursement for equipment purchases must have the approval of the Scoutmaster and the Troop Committee prior to making purchase to ensure alignment with the Troop's annual budget. Equipment purchase requests are submitted to the committee via the Equipment Coordinator or Scoutmaster. A reimbursement request form (available on the Troop website) along with a detailed receipt must be provided to the Troop Treasurer within thirty (30) days of the last day of the event. Requests submitted after thirty (30) days will not be considered. Equipment purchases made without committee approval will not be considered for reimbursement.

10.3.4 Other Expense Reimbursement

Scouts and Scouters who are seeking reimbursement for Troop Committee approved expenses are eligible to submit a reimbursement request. A reimbursement request form (available on the Troop website) along with a detailed receipt must be provided to the Troop Treasurer within thirty (30) days of the last day of the event. Requests submitted after thirty (30) days will not be considered.

10.4 Use of the Service Center Troop Account

The Troop has an account at the local BSA Service Center for the purchase of budgeted items for the Troop (e.g., Scout merit badges and new registrations), and a maximum of 3 adult leaders are allowed signing authority. For Troop 226, besides the Committee Chair, the leaders with signing authority against this account are the Membership Coordinator and the Court of Honor Coordinator because they do the most Troop business with the Service Center. A reimbursement request form (available on the Troop website) along with a detailed receipt showing the remaining account balance must be provided to the Troop Treasurer within thirty (30) days of purchase.

10.5 Tax Exempt Status

The Troop does not have tax-exempt status, however, NTCHA has a tax ID number which can be used for purchases that directly benefit the Troop and its operations.

10.6 Financial Assistance

From time to time, Troop families may experience financial hardships that make it difficult for a Scout to actively participate in Troop activities, even though the Scout took advantage of Troop fundraising projects. Should a Troop family find itself in this situation, the Troop Committee may choose to provide financial assistance to help the Scout participate in Troop activities. These Troop Committee financial decisions are made on a case-by-case basis and are only made should the Troop budget be able to support such financial assistance.

10.7 Fundraising

Circle Ten Council helps provide council led fundraising opportunities for Scouts to earn funds to support their Scouting activities. The Troop believes that all Scouts should participate in fundraisers to support the Troop and their individual participation. All Troop fundraisers, except council led fundraisers, must be approved by the Troop Committee and Council Office prior to the event. The Troop Committee reserves the right to designate certain fundraisers for the sole purpose of replenishing the Troop's scholarship and/or equipment fund when needed.

10.7.1 Pay Your Own Way Philosophy

In the 1911 Boy Scout Handbook, the description for the Scout Law point "Thrifty" states that a Scout "...saves money so he may pay his own way..." Paying your own way - this is a fundamental principle of the Boy Scouts of America. Young people in Scouting are taught early on that if they want something in life, they need to earn it. Troop 226 believes that Scouts should do their very best to pay their way for troop activities and events by taking advantage of fundraising programs available to them.

10.7.2 Popcorn

The council popcorn fundraiser typically runs in the fall of each year. Scouts typically earn around 28% of the popcorn sales, although this percentage is subject to change. Scouts are assessed a \$30.00 fee during the popcorn fundraiser that will go to support the basic operations of the Troop. (See Membership Section regarding expenses) Scouts will be assessed this fee whether they participate in the fundraiser or not. The remaining Scout proceeds generated from popcorn sales will be deposited into their individual Troop Scout account.

10.7.3 Discount Cards

The council discount card fundraiser typically runs in the spring of each year. Scouts typically earn around 50% of the discount card sales. Scouts are assessed a \$30.00 fee during the discount card fundraiser that will go to support the basic operations of the Troop (See Membership Section regarding expenses). Scouts will be assessed this fee whether participate in the fundraiser or not. The remaining Scout proceeds generated from discount card sales will be deposited into their individual Troop Scout account.

10.7.4 Other

The Troop Committee may vote to participate in non-council led fundraising activities to provide Troop and Scout support above and beyond the council led fundraisers. Examples could include selling mulch, greenery, candy, etc., or sponsoring events like garage sales, car washes, etc.

Except for council-sponsored product sales, all other money-earning projects require the submission of the [Unit Money-Earning Application, No. 34427](#), to the Circle Ten Council. To ensure conformity with all Scouting standards on money earning, leaders should be familiar with the eight Guides to Money-Earning Projects, listed below. A unit's money-earning methods should reflect Scouting's basic values. Whenever your unit is planning a money-earning project, this checklist can serve as your guide. If the Troop's answer is "Yes" to all the questions that follow, it is likely the project conforms to Scouting's standards and will be approved.

1. Do you really need a fund-raising project? There should be a real need for raising money based on your unit's program. Units should not engage in money-earning projects merely because someone has offered an attractive plan. Remember that individual youth members are expected to earn their own way. The need should be beyond normal budget items covered by dues.
2. If any contracts are to be signed, will they be signed by an individual, without reference to the Boy Scouts of America and without binding the local council, the Boy Scouts of America, or the chartered organization? Before any person in your unit signs a contract, s/he must make sure the venture is legitimate and worthy. If a contract is signed, s/he is personally responsible. S/he may not sign on behalf of the local council or the Boy Scouts of America, nor may s/he bind the chartered organization without its written authorization. If you are not sure, check with your district executive for help.
3. Will your fund-raiser prevent promoters from trading on the name and goodwill of the Boy Scouts of America? Because of Scouting's good reputation, customers rarely question the quality or price of a product. The nationwide network of Scouting units must not become a beehive of commercial interest.
4. Will the fund-raising activity uphold the good name of the BSA? Does it avoid games of chance, gambling, etc.? Selling raffle tickets or other games of chance is a direct violation of the BSA Rules

and Regulations, which forbid gambling. The product must not detract from the ideals and principles of the BSA.

5. If a commercial product is to be sold, will it be sold on its own merits and without reference to the needs of Scouting? All commercial products must sell on their own merits, not the benefit received by the Boy Scouts. The principle of value received is critical in choosing what to sell.
6. If a commercial product is to be sold, will the fund-raising activity comply with BSA policy on wearing the uniform? The official uniform is intended to be worn primarily for use in connection with Scouting activities. However, council executive boards may approve use of the uniform for any fund-raising activity. Typically, council popcorn sales or Scout discount card sales are approved uniform fund-raisers.
7. Will the fund-raising project avoid soliciting money or gifts? The BSA Rules and Regulations state, "Youth members shall not be permitted to serve as solicitors of money for their chartered organizations, for the local council, or in support of other organizations. Adult and youth members shall not be permitted to serve as solicitors of money in support of personal or unit participation in local, national, or international events." For example: Boy Scouts/Cub Scouts and leaders should not identify themselves as Boy Scouts/Cub Scouts or as a troop/pack participate in The Salvation Army's Christmas Bell Ringing program. This would be raising money for another organization. At no time are units permitted to solicit contributions for unit programs.
8. Does the fund-raising activity avoid competition with other units, your chartered organization, your local council, and the United Way? Check with your chartered organization representative and your district executive to make certain that your chartered organization and the council agree on the dates and type of fund-raiser.

10.8 Scout & Scouter Accounts

The Troop manages the funds of Scouts and Scouters using individual "Scout Accounts".

10.8.1 What is a Scout Account

A "Scout Account" is a non-interest bearing account managed separately by the Troop Treasurer for every Scout and every adult who participates in Troop activities and events. When a Scout or adult participates in a Troop activity or event that has fees associated with it, the Treasurer may pull funds from the individual's account to cover participant expenses. Scouts and adults will receive monthly notices from the Troop Treasurer and Financials Sub-Committee indicating account transactions and balances. Accounts that show a negative balance on their monthly notice should be brought to a zero or positive balance within thirty (30) days from the date the statement was issued. Carrying a negative balance for an extended period (ninety (90) days or more) may result in not being able to participate in Troop activities.

10.8.2 How Do Scout Accounts Get Funded

"Scout Accounts" are funded directly by monies earned from Troop fundraising programs or from other deposits by the account owner or account owner's family. It is the responsibility of the account owner or account owner's family, if a Scout, to maintain a zero or positive account balance.

10.8.3 What Are Appropriate Uses for Scout Account Funds

Account funds may be used by the Scout to cover the cost of troop activities, BSA training, merit badge class registration, and annual registration and dues. Funds may also be used for purchases at the Scout

Shop or www.scoutstuff.org. For these purchases, a check request form must be submitted with the associated receipt to the Troop Treasurer.

10.8.4 What Happens to Funds if I Leave the Troop

Because Scouts and Scouters fund their own accounts either through fundraising or other means, account funds follow Scouts or Scouters should they leave Troop 226.

10.8.4.1 Moves to Another Troop

If a Scout or Scouter leaves Troop 226 to join another troop for whatever reason, he or she may request any remaining "Scout Account" funds, less any outstanding expenses, be sent to the new troop by filling out the Troop's account transfer form. Funds will be transferred to the new troop within sixty (60) days of the transfer request.

10.8.4.2 Leaves the Scouting Program

If a Scout or Scouter leaves the Scouting program for whatever reason, he or she may request any remaining "Scout Account" funds, less any outstanding expenses, be sent to the Scout or Scouter by filling out the Troop's account transfer form. Funds will be transferred to the Scout or Scouter within sixty (60) days of the transfer request.

10.9 Troop Non-Monetary Assets

The Troop stewards several non-monetary assets including:

- Physical assets (trailers, camping equipment, flags, etc.)
- Electronic assets (documents, presentations, troop database, website, etc.)

10.9.1 Asset Ownership

Troop 226 non-monetary assets are owned by NTCHA for the sole purpose of promoting BSA Scouting, per BSA Rules and Regulations. The Troop Committee is the steward of these non-monetary assets.

10.9.1.1 Upon Termination of Unit

Should Troop 226 dissolve for any reason, according to the 2007 BSA Rules and Regulations publication (Publication 57-492), "...any funds or equipment which may have been secured as property of the unit shall be held in trust by the chartering organization or the chartered local council, as may be agreed upon, pending reorganization of the unit or for the promotion of the program of the Boy Scouts of America." The BSA Rules and Regulations go on to say "All money raised by or received for the benefit of a unit or local council and all property acquired by a unit or local council shall deemed to be received or acquired solely for the benefit of Scouting as interpreted and promoted by the Boy Scouts of America." That being said should Troop 226 dissolve non-monetary assets would go to NTCHA for the promotion of a new BSA troop or would go to Circle Ten Council. All non-monetary assets acquired by Troop 226 must be used for Scouting purposes.

10.9.2 Asset Stewardship

It is imperative that the Troop use good stewardship principles as it utilizes the non-monetary assets available to it. God has given the Troop the responsibility to manage a portion of His possessions for His glory and to benefit others. The Troop leadership should ask God regularly for the wisdom to faithfully steward what He bestows upon it and the contentment to live within the means which He provides. "Give an account of your stewardship..." - Luke 16:2b.

10.9.2.1 Asset Inventory

The Troop Committee in coordination with the Equipment Coordinator and the Troop Quartermaster maintains a comprehensive inventory of the Troop's non-monetary assets. This inventory is updated annually in September. The inventory contains basic information regarding the asset including:

- Item
- Item manufacturer
- Item model
- Item serial number
- Item description
- Item acquire date
- Item purchase price
- Item estimated current value
- Item condition
- Item location

10.9.2.2 Asset Care & Maintenance

Troop non-monetary assets are to be properly cared for and maintained by Scouts and adults who use these assets. The following table highlights key Troop asset types and the chief stewards of those assets.

Asset Type	Chief Steward(s)	Comments
Troop Camping Gear	<ul style="list-style-type: none"> <input type="checkbox"/> Equipment Coordinator <input type="checkbox"/> Troop Quartermaster 	Care for and maintain Troop camping gear assets like the Troop trailers, Dutch ovens, propane tank, tables, wash buckets, etc.
Patrol Camping Gear	<ul style="list-style-type: none"> <input type="checkbox"/> Patrol Leader <input type="checkbox"/> Patrol Quartermaster 	Care for and maintain patrol camping gear assets like the patrol cook stove, cookware, utensils, chuckbox, etc.
Other Troop Gear	<ul style="list-style-type: none"> <input type="checkbox"/> Troop Committee <input type="checkbox"/> Owl Patrol 	Care for and maintain other Troop gear assets like the Troop flags, Court of Honor decorations, etc.
Troop Documents	<ul style="list-style-type: none"> <input type="checkbox"/> Troop Committee <input type="checkbox"/> Owl Patrol 	Care for and maintain Troop document assets like Troop policies, training materials, templates, applications, medical records, meeting minutes, etc.
Troop Database	<ul style="list-style-type: none"> <input type="checkbox"/> Chartered Org Rep <input type="checkbox"/> Committee Chair 	Care for and maintain the Troop database ensuring its accuracy and viability

10.9.3 Records Retention

The Troop is responsible for maintaining and retaining various Troop records and documents as noted in the retention schedule below. Records and documents outlined include paper, electronic files (including e-mail) and voice mail records regardless of where the document is stored, including network servers, desktop or laptop computers, and handheld computers and other wireless devices with text messaging capabilities.

It is against Boy Scouts of America policy to knowingly destroy a document with the intent to obstruct or influence any type of investigation.

Following is the Troop’s retention schedule.

Record Type	Retention
Accounting Records	<p>The following accounting records/files are retained according to this schedule:</p> <ul style="list-style-type: none"> • Bank statements and deposit slips - three years Budget – three years • Check reimbursement forms - three years • Check stubs/vouchers/canceled checks - three years Deposit records - three years • Financial statements - three years Internal audit reports - three years • Inventory records - four years Invoices from vendors - three years Licenses - until expiration • Statement of Financial Position, year-end – permanently

Troop Records	<p>The following Troop records are retained according to this schedule:</p> <ul style="list-style-type: none"> • Accident and illness incident reports - three years • Bylaws – permanently* • History – permanently* • Long-range plans - until superseded • Merit badge training presentations – until superseded • Owl Patrol minutes – two years • Patrol Leaders’ Council minutes – two years • Patrol meeting minutes – six months • Policies – permanently* • Program planning - as long as they are current • Tour permits - three years • Troop Committee minutes – permanently* • Troop Leader Training materials – until superseded • Troop objectives (goals) - as long as they are current <p>* for the life of the Troop</p>
Membership Records	<p>The following membership records are retained according to this schedule:</p> <ul style="list-style-type: none"> • Troop Scouter rosters – permanently* (Scoutbook) • Membership applications - three years • Scouter training course reports - five years (Scoutbook) • Unit charter renewal - two years • Youth Protection training records - two years (Scoutbook) <p>*for the life of the Troop</p>
Advancement Records	<p>The following advancement records are retained according to this schedule:</p> <ul style="list-style-type: none"> • Advancement procedures/regulations - until superseded • Ceremonies/courts of honor - three years • Eagle Palm records (listing only) – permanently* (Scoutbook) • Eagle recipient records (listing only) – permanently* (Scoutbook) • Troop specific awards records – permanently* (Scoutbook) • Hornaday Award records – permanently* (Scoutbook) • Lifesaving award records – permanently* (Scoutbook) • Merit badge counselor lists - as long as they are current (Scoutbook) • Scholarships - as long as they are current (Scoutbook) • Scout Lifeguard (listing only) – permanently* (Scoutbook) • Scouter training awards (listing only) – permanently* (Scoutbook) • Silver Beaver/Fawn awards (listing only) – permanently* (Scoutbook) • Special awards from outside groups (listing only) – permanently* (Scoutbook) • Troop advancement records - seven years (Scoutbook) • Wood Badge (listing only) – permanently* (Scoutbook) <p>*for the life of the Troop</p>
Adult/Youth Leader Records	<p>The following adult/youth leader records are retained according to this schedule:</p> <ul style="list-style-type: none"> • Attendance reports - three years (Scoutbook) • Job descriptions - until superseded • Leadership listings/org chart - Until superseded (Scoutbook)

11 Support Outside the Troop

The Troop receives ongoing support from the local BSA district and council.

11.1 Chisholm Trail District

The Chisholm Trail District supports Troop 226 through membership, finance, and program services. Our Troop has a Unit Commissioner who helps the Troop get the help and the resources it needs. The Chisholm Trail District website is <https://circleten.org/posts/39625/chisholm-trail-district>.

11.2 Circle Ten Council

Troop 226 resides in Circle Ten Council. The council is responsible for growing a successful Scouting program in the North Texas area. It offers fundraising programs (e.g., popcorn and discount cards), adult training, and service projects to support the Troop. The Circle Ten website is www.circle10.org.

11.2.1 Camps

Circle Ten Council owns four (4) camp properties and runs summer camps.

Location	Contact Information
Clements Scout Ranch	11217 FM 2970 Athens, TX 75751 903-677-3971 https://circleten.org/posts/30114/clements-scout-ranch
Camp Constantin	3003 Park Road 36 Graford, TX 76449 (940) 779-2131 https://circleten.org/posts/29098/camp-constantin
Camp James Ray	2026 Mill Creek Road Pottsboro, TX 75076 903-786-2591 https://circleten.org/posts/30115/camp-james-ray
Camp Wisdom	6400 W Red Bird Lane Dallas, TX 75236 972-298-3177 https://circleten.org/posts/30116/camp-wisdom

11.2.2 Scout Shop

The council also offers Scout Shops and Service Centers for parents and Scouters to purchase BSA items and conduct Troop business. Scouters can also shop for BSA items online at www.scoutstuff.org.

Scout Shop	Address, Phone & Hours
Bobby Lyle - Billy Gamble Scout Shop - Fairview	5600 US Hwy 75 South Fairview, TX 75069 Phone: 972-359-9992 Fax: 972-359-9994 Scout Shop Hours: Mon. - Sat.: 9 AM to 6 PM Thurs.: 9 AM to 8 PM
Circle Ten Council Scout Shop-- Dallas	8605 Harry Hines Blvd. Dallas, TX 75235 Phone: (214)902-2001 Fax: (214) 902-2016 Scout Shop Hours: Mon. - Fri.: 9 AM to 6 PM Thurs.: 9 AM to 8

12 Information Management & Communications

The Troop uses multiple tools to manage information and communicate to its members. This section provides an overview of these tools.

12.1 Public Website

The Troop maintains a public website at www.troop226.org. The website provides basic information about the Troop's meeting location, history, calendar, useful forms and documents, useful links, and a secure photo gallery. The public website is maintained by the adult Troop Webmaster.

12.2 Email

All leaders, adults and scouts are to be using Scoutbook for their email communications to ensure Youth protection. Troop email distribution lists are restricted for Troop business only. Unauthorized use of Troop email distribution lists is strictly prohibited.

12.3 Scoutbook

The Troop uses the BSA owned software tool Scoutbook (www.scoutbook.scouting.org) as the Troop database for managing Scout advancement, attendance, membership, etc. records. Access to the Troop's database is open to all scouts and parents. Scoutbook passwords are not publicly available. Access rights are managed by the Systems Administration Sub-Committee Chair or by the Committee Chair if urgent.

* Online versions of software are used for Troop sustainability and position transitions.

12.4 QuickBooks

The Troop uses QuickBooks software (www.quickbooks.com) as the Troop database for managing Troop finances. Access to the Troop's financial database is restricted to the Troop Treasurer(s) and/or Committee Chairperson. Access rights are managed by the Committee Chairperson and/or the Troop Treasurer(s).

12.5 Data Security Policy

The Boy Scouts of America and Troop 226 are committed to respecting and protecting the personal privacy of its members. Troop 226 takes several steps to safeguard the integrity of its member data and prevent unauthorized access to the information it maintains either in hardcopy or electronically. These steps include:

- Limiting [Scoutbook](#) access only to those who need information for their role
- Limiting hard copy information (e.g., medical forms, member applications, training certificates, etc.) only to those who need this information for their role, and
- Restricting third parties from having access to Troop information except as required (i.e., BSA, local district, NTCHA).