

Subcommittee Information

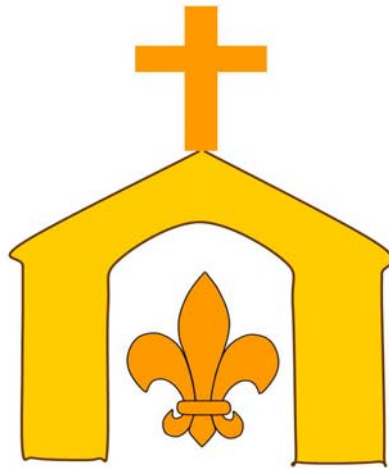
Advancement	<p>The Advancement sub-committee is responsible for the following activities:</p> <ul style="list-style-type: none"> • Coordinate and conduct the monthly Board of Review meetings • Maintain Advancement folders • Submit advancement records to Badge/Record • Coordinate and conduct the Chinese BOR
Badge/Record	<p>The Badge/Record sub-committee is responsible for the following activities:</p> <ul style="list-style-type: none"> • Purchase all badges, patches, and awards • Record Keeper of the troop database; Manages and upgrades troopmaster software • Submit to council: <ul style="list-style-type: none"> ➤ Advancement records ➤ Scout and Leader Registrations ➤ Training records ➤ Annual Re-chartering • Provide information to various committees such as Camping, Communication.
Camping	<p>The Camping sub-committee is responsible for the following activities:</p> <ul style="list-style-type: none"> • Responsible for camping site reservations, back up plans, and coordinate with designated Assistant Scoutmaster-in-charge • Maintain the Assistant Scoutmaster-in-charge travel binder and First Aid kits • Obtain tour permits • Promote the National Camping Award • Work with the Quartermaster on inventory, storage, and maintenance of Troop equipment, and obtaining Troop equipment
Communication	<p>The Communication sub-committee is responsible for the following activities:</p> <ul style="list-style-type: none"> • Develop and maintain Troop website • Maintain Troop Yahoo Groups • Maintain Troop Calendar • Announce Training Schedules • Coordinate/designate the Committee Meeting Scribe • Publish troop newsletter, the Chronicles
Events	<p>The Events sub-committee is responsible for the following activities:</p> <ul style="list-style-type: none"> • Coordinate the food and refreshments for Courts of Honor, TLT, and other events
Finance	<p>The Finance sub-committee is responsible for the following activities:</p> <ul style="list-style-type: none"> • Generate monthly financial statements reflecting the status of Troop finances • Manage the Troop's fund raising receipts, such as: Friends of Scouting and Popcorn sales • Manage the payment of Troop debts, and the collection of all Troop fees • Manage the Troop T-shirts and neckerchiefs (buy/make and sale) • Manage scrip program

Membership

The Membership sub-committee is responsible for the following activities:

- Recruiting new scouts
- Prepare the new parent/new member packages
- Collect and check membership forms; collect initial membership fees; Maintain membership folders
- Conduct new parent orientation meetings
- Follow up and assist new families' integration into troop
- Submit membership data to Badge/Record

Parent Handbook



Boy Scout Troop 485
Cupertino, California

Polaris District

Santa Clara County Council
<http://sccc-scouting.org/sccc>

Chartered by
Home of Christ in Cupertino, California
<http://www.hoc5.org>

PARENT
HANDBOOK

WORK IN PROGRESS
Latest Revision – August 22, 2006
Subject to change without notice

Welcome !

We extend a warm welcome to both you and your son as new members of the Troop 485 family. This handbook was compiled and written to help you understand scouting in general and to inform you about how our troop operates. Your understanding of the troop's mission, procedures, and activities will enrich your own experience and will go a long way in ensuring a meaningful and productive experience for your son.

The emphasis of the Boy Scout program is to promote and encourage boy leadership. In support of this program, the Troop 485 adult leaders are present as advisors, insuring safety and keeping the program oriented toward scouting ideals. Troop, patrol and patrol council meetings, camping trips and day trips are run by boy leaders, not by the adults. In Scouting we believe that the best way to develop leadership is to let the boys have as much freedom as possible; applying just enough adult authority to keep them safely focused on the task at hand. As long as they are sincerely trying to accomplish the duties of their positions they are learning the rudiments of leadership.

BSA policy is written in various official publications and is the final authority for resolving questions of policy. The troop committee is the final authority for implementing BSA policy in Troop 485. Proposed changes to Troop 485 policy can be submitted to adult leaders, the Troop Committee Chairman or a committee member for review at a troop committee meeting. Keep in mind, Scouting is a family activity and we encourage all parents to be involved in their Scout's development. Like anything else in life, you/your son, will get as much out of Scouting as you/he put into it.

Welcome to Scouting!

Troop 485 Committee
April 18, 2006

Troop 485 Scouting Program

The Mission

The mission of the Scouting program for Troop 485 is to REACH young people, to CONNECT them with other Christians, and to EQUIP them to make ethical and moral choices over their lifetimes by instilling in them the biblical values of the Scout Oath and Law.

The Aims and Methods of Scouting

“The Three Points of Scouting”

When some people think of scouting, they think of hot dogs, tents, and campfires. When we think of an Eagle Scout, however, we think of someone who is honest, helpful, and kind. Sure we want to have fun, but the essence of scouting is expressed by our motto, “Be Prepared,” our slogan, “Do a Good Turn Daily,” the Scout Oath, Law, and Outdoor Code.

The best definition of scouting is found in the three points of the Boy Scout Oath that are symbolized by the three fingers of the scout sign. Each point of this oath defines one of the fundamental duties of a scout.

DUTY TO GOD, DUTY TO OTHER PEOPLE, DUTY TO MYSELF.

Since 1910, these principles have been taught in an atmosphere of recreation and fun which allows young people to develop self confidence, leadership and moral character. More and more men, trained as Scouts, are taking their places in today’s world as responsible adult leaders. Men who earned badges as Scouts, sit on the Supreme Court and in the chambers of Congress. Others hold important offices in our government, business and industry. Most of the members of congress were Scouts, as well as most of the astronauts who have walked on the moon.

The Aims of the Scouting Program as lay out by BSA and the goals of the scouting program in Troop 851 are:

1. To build character,
2. To foster citizenship
3. To develop fitness.

“The Eight Methods of Scouting”

These Aims or goals are accomplished in the scouting program by what are called the “ Eight Methods of Scouting”. These are not the purposes of Scouting but are the tools used to meet the “Aims”. To accomplish these aims, eight methods are used. We ask your support in applying these methods to achieve the aims of Boy Scouting. These methods are:

Ideals: The ideals of Boy Scouting are spelled out in the Scout Oath, the Scout Law, Motto and Slogan. The Scout measures himself against these ideals and continually tries to improve. The goals are high and, as he reaches for them, he has some control over what he becomes.

Patrols: The patrol method gives Boy Scouts an experience in group living and participating citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it. The patrol method allows Scouts to act in small groups where they can easily relate to each other. These small groups help determine Troop activities through their elected representatives.

Outdoor program: Boy Scouting is designed to take place in the outdoors. It is in the outdoors that Scouts share responsibilities and learn to live with each other. It is here that the skills and activities practiced at Troop meetings can be put to practical use. Being close to nature helps Boy Scouts gain an appreciation for God's handiwork and mankind's place in it. The outdoors is the laboratory for Boy Scouts to learn ecology and practice conservation of nature's resources.

Advancement: Boy Scouting's advancement program provides a series of surmountable obstacles and steps to overcome. The Boy Scout plans his advancement and progresses at his own pace as he overcomes each challenge. The Boy Scout is rewarded for each achievement, which helps him gain self-confidence. He also gains knowledge in a variety of areas through his work on certain skills and merit badges. The steps in the advancement method help a boy grow in self-reliance and the ability to help others.

Association With Respected Adults: Boys learn from the example of their adult leaders. In his quest for manhood, every boy needs contact with adults he can copy. Providing good examples of role model is one of the methods of Scouting.

Personal Growth: As Boy Scouts plan their activities and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth methods of Boy Scouting. Boys grow as they participate in community service projects and do Good Turns for others. There is probably no device so successful in developing a basis for personal growth as the daily Good Turn. The religious awards program also plays a large part in the personal growth methods. In addition, frequent personal conferences with his Scoutmaster help each Boy Scout to determine his growth toward Scouting's aims.

Leadership Development: The Boy Scout program encourages boys to learn and practice leadership skills. Every Boy Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership roles of others and guides him toward the citizenship aim of Scouting.

Uniform: The uniform makes the Boy Scout Troop visible as a force of good and creates a positive youth image in the community. Boy Scouting is an action program, and wearing the uniform is an action that shows each Boy Scout's commitment to the aims and purposes of Scouting. The uniform gives the Boy Scout identity in a world brotherhood of youth who believe in the same ideals. The uniform also provides a way for Boy Scouts to wear the badges that show what they have accomplished.

Boy Scouting is about training Junior Leaders, and this is done through the Troop program: planning an event, carrying through on those plans and experiencing the event. This is in addition to the skill, merit badges and rank advancement aspects of Boy Scouting. As parents, it is important that you understand the Boy Scout program and that your boy be exposed to all aspects of it. It is equally important that the Scouting program be allowed to work. Because boys have greater or lesser leadership talents, some of our

programs are more successful than others. What is most important is that all of our events be good learning experiences for the boys. If, on the most dismal trip, we hear a boy say, "We should have done it this way, not that way" or, "We should have thought about that possibility before we left," then it was a very successful event.

BSA Information for Parents

(On the youth's application for membership, a parent or guardian must certify that he or she has read this information sheet. The following is taken from No. 28-209N Boy Scout Application form.)

Welcome to the Boy Scouts of America!

Your child is joining more than four million members of the Boy Scouts of America. Please take the time to review this material and reflect upon its importance.

The BSA and the Chartered Organization

The Boy Scouts of America makes Scouting available to our nation's youth by chartering community organizations to operate Cub Scout packs, Boy Scout troops, Varsity Scout teams, and Explorer posts. The chartered organization must provide an adequate and safe meeting place and capable adult leadership, and must adhere to the principles and policies of the BSA. The BSA local council provides unit leader training, program ideas, camping facilities, literature, and professional guidance for volunteer leaders, and liability insurance protection.

Scouting's Volunteers and You

Scouting's adult volunteers provide leadership at the unit, district, council, and national levels. Many are parents of Scouts; many entered scouting as youth members. Each chartered organization establishes a unit committee, which operates its Scouting unit, selects leadership, and provides support for a quality program. Most unit committees depend on parents for membership and assistance.

The unit committee selects the Cubmaster, Scoutmaster, Varsity Scout Coach, or Explorer Advisor, subject to approval of the head of the chartered organization or the chartered organization representative. The unit leader must be a good role model because our children's values and lives will be influenced by that leader. You need to know your child's unit leader and be involved in the unit committee's activities so you can evaluate and help direct that influence.

Scouting uses a fun program to promote character development, citizenship training, and personal fitness for every member. You can help by encouraging perfect attendance, assisting with your child's advancement, attending meetings for parents, and assisting with transportation.

Program Policies

Chartered organizations agree to use the Scouting program in accordance with their own policies as well as those of the BSA. The program is flexible, but major departures from BSA methods and policies are not permitted. As a parent, you should be aware that:

Leadership is restricted to qualified adults who subscribe to the Declaration of Religious Principle, the Scout Oath, and the Scout Law.

Citizenship activities are encouraged, but partisan political activities are prohibited.

Military training and drill are prohibited. Marksmanship and elementary drill for ceremonies are permitted.

The Boy Scouts of America recognizes the importance of religious faith and duty; it leaves religious instruction to the member's religious leaders and family. Members who do not belong to a unit's religious chartered organization shall not be required to participate in its religious activities.

Two registered adult leaders or one registered adult leader and a parent of a participant, one of whom must be 21 years of age or older, are required on all trips and outings. There are a few instances, such as patrol activities, when no adult leadership is required. Coed activities require male and female adult leaders.

Corporal punishment and hazing are not permitted. Parents and unit leaders must work together to solve discipline problems.

One-on-one activities between youth members and adults are not permitted; personal conferences must be conducted in plain view of others.

If you suspect that anyone in the unit is a victim of child abuse, immediately contact the Scout executive, who is responsible for reporting this to the appropriate authorities.

All Scouting activities are open to parental visitation. There are no "secret" organizations within the Boy Scouts of America.

Declaration of Religious Principle

The Boy Scouts of America maintains that no member can grow into the best kind of citizen without recognizing an obligation to God and, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and organization or group with which the member is connected shall give definite attention to religious life. Only persons willing to subscribe to this Declaration of Religious Principle and to the Bylaws of the Boy Scouts of America shall be entitled to certificates of leadership.

Ethnic Codes.

BSA receives inquiries from various agencies regarding racial composition. This section is optional. The following codes should be used to indicate ethnic background.

AA-African American	CA-Caucasian
AI-American Indian	HI-Hispanic
AS-Asian American	OT-Other

Thank You!

The Boy Scouts of America appreciates your taking time to become familiar with Scouting. We feel that an informed parent is a strong ally in delivering the Scouting program. Help us keep the unit program in accord with Scouting principles. Alert the unit committee, chartered organization representative, and head of the chartered organization to any major deviations. And be prepared to do your fair share to support a quality unit program.

Enrollment Principles

Troop 485 and the Boy Scouts of America accept membership from any scout, adult or interested family provided that they state an intention to abide by the established scouting principles and regulations of this troop.

Non-Discrimination Policy Troop 485 is sponsored by the Home of Christ Church in Cupertino. We actively encourage membership from local community. We welcome Scouts from any background and eagerly accept membership from any ethnic group, religious background or national origin.

Religious Obligation The BSA and the Scout Law requires Scouts to be reverent. Troop 485 promotes Christianity. We encourage all members to have faith in God. We frequently stress the importance of being reverent. We strongly encourage our scouts to strive for the Religious Emblems.

Use of the Chinese& English Languages Our program is conducted in English. However, Scouts and parents are free to communicate in any language they choose. Troop members are not given any advantage because they know English or Chinese, but are asked to respect the language preferences of the other families.

Some of the parent meetings may be conducted in Chinese. The Chinese language will be used for some educational purposes. This is not done to exclude any Scout or family. This is often done as a convenience in order to increase communication, or it may be used as a part of our education to expose our Scouts to Chinese culture.

Anyone who requires English translations is encouraged to ask a parent or member of the Troop leadership for assistance at any time. Those who understand Chinese should ensure that those who do not are able to understand what has been said. No Scout or parent need miss any part of our program because of an inability to understand the language being used.

Requirements to Join Troop 485 Membership rules are established by the Boy Scouts of America. To enroll as a Troop 485 Boy Scout, a youth must:

- 1) Be a boy and fulfill one of the following three requirements: Complete the fifth (5th) grade, or be 11 years old, or have earned the "Arrow of Light" (the highest rank in the Cub Scouts) but be younger than 18 years old.
- 2) Submit a completed Boy Scout application signed by a parent.
- 3) Submit a class 1/class 2 health history form signed by a doctor.

In addition to the youth requirement as listed above, the parent or guardian must also meet their requirement as stated in the "Parents' Roles and Responsibility" section of this handbook.

Scout Leader Transfer Procedure Our membership should primarily draw from local Cub Scout packs, elementary schools and organizations such AWANA, Chinese School, etc.

However, we welcome any Scout transferring from another troop, although we do not actively encourage it. The following addresses specifically Scouts holding ranks 1st class and above and are transferring into T485 from another troop.

Scouts holding ranks 1st class and above are considered Scout Leaders. Although every BSA troop should follow general guiding principal of the BSA, each troop has its own sets of guidelines and expectations for its Scout Leaders. The purpose of this policy is to provide a clear guideline for accepting Scout Leaders from another troop into T485. The reason is that Troop 485 has a unique set of expectations for our Scout Leaders to demonstrate Scouting Spirit, Character and moral values, and leadership skills subscribe to the Scout Oath and Scout Law. We will accept Scout Leaders through this process to help them integrate into our troop, to grow into strong leaders as well as to bring positive impact on our troop. In short, our goal is to maintain T485 Scout Leader qualities and standards while provide growth opportunity for incoming Scout Leaders.

Scout Leader Transfer Process:

1. Transferring Scout and his parent(s) have to participate in a campout.
2. During the campout, the Scout will have a field SMC with a minimum of three Scoutmasters attending. The goal of this field SMC are:
 - a. Scoutmasters will ask Scout reasons for transferring. The goal is to understand the motive behind transferring, and the Scout's expectation of our troop.
 - b. Scoutmasters will convey Troop 485 missions, guidelines and expectations to the Scout. A clear understanding of Scouting spirit, character development and leadership are the main focus for transferring Scout Leaders.
 - c. Scoutmasters will interview the Scout for troop job positions requested.
 - d. Both sides (Transfer Scout & Scoutmasters) come to a consensus. A 2-3 month trial period agreed upon by both.
3. Scoutmasters will then conference with Scout's parent(s) of the results of SMC.
4. Transferring Scout is to write up the SMC minutes, approved by all attending Scoutmasters.
5. Scoutmasters and SPL/PLC will agree upon the troop job responsibility for the transfer Scout Leader.

Note:

In general, no rank advancement will be granted until the transferring scout has been with the troop for a minimum of time period required per rank based on Scout Handbook (including the trial period). This is subject to change based on Scoutmasters input and evaluation.

Transfer Scout's Parent Process:

1. Scout's parent will have a Committee conference with minimum two Committee Leaders. The goal of this conference are:
 - a. Committee Leaders will ask the parent(s) reasons for Scout's transfer, and parents' expectations.
 - b. Committee Leaders will convey Troop 485's mission, guideline and policies to the parents, especially the guiding principals of Scouting, high

- expectation of an Eagle Scout, and the importance of and required parents' involvement.
- c. Both sides (Parent and Committee Leaders) come to a consensus. A 2-3 month trial period agreed upon by both.
2. At the end of the trial period, when the Scout is accepted into T485, the membership committee will process the transferring paperwork.

Uniforms

Uniforms are part of Scouting and the boys are required to wear them at troop meetings, at summer camp, and during most activities. The best place to buy a uniform is at the Scout Shop in our council office.

T485 uniform policy is as below:

- Scout Shirt - short sleeves for scouts, short/long sleeves for adult leaders.
- Red Shoulder Loop - A pair of red epaulets is worn on the shirt.
- International Brotherhood patch
- Santa Clara Council Patch
- Scout Pant – shorts for scouts, short/long pants for adult leaders.
- Scout Belt
- Scout Socks – Knee high
- The scout handbook

T485 will provide the following:

- Troop Patch
- Patrol Patch
- Troop Neckerchief
- Rank Patch (Scout, Tenderfoot, Second Class, etc)
- Job Patch (SPL, PL, etc)
- Other advancement, special award patches

Recruitment

We continually recruit new Scouts at all times. It is important, however, that every family clearly understands what is expected of them as members of the Troop family before they join. Prospective members are asked to actively participate in every phase of the program as a condition of membership.

Recruitment programs are conducted by the Troop as a whole as well as by individual Scouts and their families. Scouts are more successful if they also have friends and acquaintances to accompany them in the program, sharing the exciting experiences and helping them move along. Therefore, if you know anyone of scouting age, ask him to think about joining our Troop.

Recruitment Badge Scouts are awarded a recruiter badge after they have successfully recruited a new scout to the troop.

Troop Organization

Chartered Organization

The **Charter Organization**, our sponsor, is **the Home of Christ Church in Cupertino**. The Charter Organization oversees directions, program guidelines, and provides meeting facilities for the troop. The Charter Organization's address and contact information are:

Home of Christ Church in Cupertino
10340 Bubb Road
Cupertino, Ca 95014
Phone (408) 996-8208

Polaris District

Troop 485 belongs to the Polaris District (Sunnyvale, Cupertino, and Saratoga) of Santa Clara Council, BSA. The District Executives provide guidance, leadership, and training to local Boy Scout units.

Santa Clara County Council

All Boy Scout Troops, Cub Scout Packs, Explorer Posts, and Venturing units located in Santa Clara County are members of the Santa Clara County Council. The Council office can provide information about any part of its programs. It has a staff of highly trained professionals who assist in bringing Scouting to Santa Clara County. The South Bay Scout Shop is also located at this address, which makes it a very convenient place to visit. The Council address and contact numbers are:

Boy Scouts of America
Santa Clara County Council Office
P.O. Box 28547
970 West Julian Street
San Jose, CA 95159
Phone (408) 280-5088 (800) 479-9088
Fax (408) 280-5162
Council Executive and CEO: extension 19
Polaris District Executive: extension 34

Troop Meetings

Troop meetings usually occur twice a month on the first and third Mondays of the month, unless otherwise stated. Troop 485 meets in Home of Christ Church regularly. At Troop meetings, certain activities and lessons are covered. In order to stay up to date, attendance at troop meetings is necessary.

NOTE: Some of our activities appear repetitious or ordinary, but important learning takes place at every activity. Scouts who do not attend regularly may end up missing important parts of the program without knowing it. The activities are not too strenuous or rigorous. Our scouts need activities such as those provided by the Troop so that they can grow and become confident.

The activities of the Troop are planned with safety in mind. Our trained adult leaders are aware of the necessary measures to ensure that each scout will participate

in a carefully regulated environment so as to return unharmed. If an accident happens, our leaders will make sure that the scout receives proper care. But in order for adult leaders to do their job, you as a parent must do your job by filling out a **“Combination Consent/Liability Form”** at least once a year.

Scoutmaster	The Scoutmaster is a troop adult leader. His/her job is not to run the Troop, but to help scouts to run a good troop. The Scoutmaster trains scouts to run the troop; helps scouts grow by encouraging them; guides scouts in planning troop activities; and conducts “Scoutmaster Conferences” and “Scoutmaster Minutes”.
Assistant Scoutmaster	The Assistant Scoutmaster is responsible for assisting the Scoutmaster to perform his/her duties such as conducting scoutmaster conferences, providing supervision during Troop activities, etc. Assistant Scoutmasters are required to wear uniform during troop activities.
Merit Badge Counselor	The Merit Badge Counselor is an adult who has been certified by the Council, of good character and is knowledgeable of specific field of interest in which he/she will counsel. There are more than 100 merit badge subjects. Parents are encouraged to be certified as a Merit Badge Counselor.
Troop Committee	The Troop Committee is responsible for the administration of the Troop. The Committee is consisted of several sub-committees. Each sub-committee has its specific function such as reserving campsites, keeping financial records, maintaining membership, or conducting board of reviews.
Troop Yell	is determined by scouts and is subject to change periodically
Troop Song	is determined by scouts and is subject to change.

The Scout Organization

Scouting is a boy-run organization. The governing body of Scouts is the **Patrol Leaders Council, PLC**, chaired by the Senior Patrol Leader.

Scout Member	Each Scout is a member of a patrol (usually 6 to 8 boys). When a boy joins, he joins as a “member” of a patrol.
Patrol Leader & Patrol Members	The Patrol Leader is the leader of the patrol. Each patrol has a Patrol Leader, an Assistant Patrol Leader, Scribe, Quartermaster, Grubmaster, and Cheermaster. A Patrol Leader takes the lead in planning the patrol meetings, helps patrol members advance, may teach Scouting skills, represents his patrol at the monthly Patrol Leaders’ Council Meetings, and reports to the patrol the decisions of the council. The job of Patrol Leader is a very important one. Patrol leader is elected by patrol members to serve a term of 6 months.
Senior Patrol Leader & Assistant Senior Patrol Leader	Senior Patrol Leader (SPL) and Assistant Senior Patrol Leader (ASPL) are the Troop’s top junior leaders and are responsible for running the Troop. They plan, coordinate, and conduct Troop meetings and Outings, and conduct the Patrol Leaders’ Council Meetings. The ASPL directs the Troop Scribe, Troop Quartermaster, Troop Guides, and other special jobs within the Troop.
Junior Assistant Scoutmaster	Junior Assistant Scoutmaster, “JASM” , is a Scout who is at least 16 years old who supervises and supports other boy leaders (as assigned by the Scoutmaster), and may work as an instructor. A JASM will also be an assistant to Scoutmaster. On his 18th birthday, the JASM will be eligible to become an Assistant Scoutmaster. JASM also provide insights and new ideas on improving the Scouting program in our troop.
Chaplain Aid	<p>The responsibilities of this position include encouraging the spiritual growth and awareness of each scout of the troop and assisting the troop chaplain (and adult committee members). The chaplain aide should:</p> <ol style="list-style-type: none"> 1. Work with the troop chaplain (usually a pastor) to plan appropriate interfaith religious services during troop outings. 2. Participate in PLC planning sessions to ensure that spiritual emphasis is included in troop activities 3. Help the troop chaplain plan and conduct an annual Scout-oriented religious observance, preferably during Scout Week in February 4. Present an overview of the religious emblems program at troop meetings at least once per year 5. Help the troop chaplain recognize troop members who receive their religious emblems, perhaps during a troop court of honor (note: most religious emblems are conferred during a service at the Scout's place of worship, but the achievement should also be recognized at a significant troop event.) 6. Encourage troop members to strengthen their own relationships with God through personal prayer and devotion and participation in religious activities appropriate to their faith.

Quarter Master	Quartermaster keeps records on patrol and troop properties, makes sure equipment is in good condition, and makes suggestions for new or replacement items. He also will bring troop equipments needed to meetings, outings and events. Quartermaster is also responsible for taking care of Troop equipment cabinets in HOC5.
Scribe	Scribe records meeting attendances, collects PLC reports and meeting minutes for PLCs, records individual Scout advancement progress. He also collects patrol attendance record from patrol leaders.
Historian	Historian gathers pictures and facts about past troop activities and keeps them in a historical file or scrapbook, keeps information about former members of the troop. Historian is also responsible for taking care of the Troop Poster Boards in HOC5.
Librarian	Librarian sets up and takes care of a troop library, i.e., keeps records of books and pamphlets owned by the troop, add new or replacement items as needed, keeps books and pamphlets available for borrowing, and keeps a system for checking books and pamphlets in and out. He also need to follows up on late returns.
Den Chief	Den Chief needs to know the purposes of Cub Scouting. He helps Cub Scouts advance through Cub Scouts ranks, encourages Cub Scouts to join a Boy Scout troop upon graduation, and assists with activities in the den meetings. A Den Chief also helps out at Pack Meetings, and meets with adult members of the den, pack and troop as necessary.
Instructor	Instructor teaches basic Scouting skills in troop and patrols. He will also lead games and inter-patrol activities.
Troop Guide	Troop Guide introduces new Scouts to troop operations and guides new Scouts through early Scouting activities. He also teaches basic Scout skills and help new Scouts to advance to First Class. A Troop Guide is also expected to teach when needed.
Bugler	Bugler does bugle calls at the beginning and ending of the flag ceremony. All Scout leaders are expected to set the example, wear uniform correctly, live by the Scout Oath and Law and show Scout spirit.
Patrol Meetings	are held at least once a month, usually just before the monthly Troop activity. These meetings provide the patrol an opportunity to plan and prepare for upcoming events, hence attendance is very important. Patrols with a great deal of spirit are active and successful, and have regular patrol activities with involved parents. Parents are responsible for supervising their Scouts at these meetings. Troop leaders may be invited to provide assistance.
Baden Powell Award	The Baden Powell Patrol Award (National Honor Patrol Award) Requirements: For the patrol determined to go an "extra mile," there is the Baden Powell Patrol Award. Named for Scouting's founder, the award is made to patrols that complete the following seven requirements.

1. Spirit. Have a patrol flag and rally around it. Put your patrol design on equipment. Use your yell or cheer and patrol call. Keep patrol records up to date for 3 months.
2. Patrol meetings. Hold two patrol meetings each month for 3 months.
3. Hikes, outdoor activities, and other events. Take part in one of these within 3 months.
4. Do Good Turns or service projects. Participate in two PLC-approved Good Turns or service projects within 3 months.
5. Advancement. Help two patrol members advance one rank during 3 months.
6. Uniform. Wear the uniform correctly (at least six Scouts)
7. Patrol leaders' council. Represent the patrol during three patrol leaders' council meetings within 3 months.

The Baden Powell Patrol Award is an embroidered star worn beneath the patrol medallion, and will spotlight a patrol as a strictly high-standard group.

Once the above requirement is done, submit to the scoutmaster:

1. A written account of what the patrol did to fulfill the above requirements.
2. Name of patrol and all scouts in the patrol
3. Starting and ending dates of the period
4. Optional: pictures

Patrol Yell

is determined by each Patrol.

Patrol Flag

is made every 6 months when a Patrol Leader is elected, or re-elected. The flag is taken to all Patrol and Troop activities, and is a part of Patrol equipment.

PLC Meetings

Patrol Leaders' Council Meetings are held on the 4th Monday evening of each month, Scouts having leadership responsibilities and adult leaders (ASM's) may attend. The PLC plans programs for the troop for the coming year, in a Planning Conference, usually in August. The PLC meetings are held at HOC5, unless otherwise designated.

Order Of The Arrow Representative

OA is Scouting's national honor society. To gain membership, a registered Boy Scout must hold the first class rank or higher and take part in a minimum of 15 days and nights of Scout camping in a 2-year period. The Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodges or chapter and his troop. In his troop, he serves as a communication and programmatic link to the Arrowmen and adult leaders, and Scouts who are not presently members of the Order. He does this in a fashion that strengthens the mission of the lodge and purpose of the Order. By setting a good example, he enhances the image of the Order as a service arm to his troop.

Election

SPL and **Patrol Leaders** are elected once every 6 months. Current SPL and Patrol Leaders will run the election. To be considered elected a candidate need to have more than 50% of votes. Run-off election will be run if needed.

OA members are elected once per year. Order of the Arrow, OA, is a service organization to the Scouting community. Its members are elected by Scouts at the beginning of every year, usually in March.

Training

Youth Oriented

Troop 485 believes that the best program is one that the Scouts run themselves. Successful programs are those which the participants have a significant role in planning the activities and determining the outcomes. This does not mean that the adults are not involved or that each activity is not heavily supervised – on the contrary. Trained adult leaders participate in a significant way throughout the program, but their duty is to encourage and coach Scouts in running the Scouting program. Adults make sure that the standards of the Scouting program are met, and that safety is maintained. Adults are called upon to teach the Scouts at selected times only when it is necessary.

Training Programs

Scouting is an educational program. Therefore, training is at the heart of every Scouting activity and it appears in every event in one form or another. The aim of the program is to train Scouts, but the methods that are used may sometimes be different. The goal is to not only to train Scouts in various skills and how to plan and conduct various outings and events – but to train them to teach others. By teaching others, Scouts learn to lead and to improve their communication skills. Troop 485 places a great emphasis on having the Scouts plan and carry out as much of the training as possible. All of the training should be supervised or approved in advance. Troop 485 takes pride in giving their Scouts a chance to "learn by doing" and assume responsibility for their own program. From time to time, adults may be involved in some direct training, but the emphasis on training for adults is for them to coach the youth and to understand the Scouting program.

Meetings and Events

Training occurs at various levels on every Scout event. All meetings and outings are planned by Scouts to the maximum extent possible and are supervised by adults after having been approved. Training at Troop and Patrol meetings is the first place where Scouts encounter any training activity - they are instructed in Scout Skills and taught the ideals and aims of Scouting. The planning and carrying out of each meeting or event is considered to be a training exercise itself. During Troop and patrol meetings, training is conducted by various people **who** have various training or instruction responsibilities.

Scout's Special Training

For Scouts interested in holding a leadership position in the Troop, formal training is offered at the Troop level: "**Troop Leader Training**" (or "TLT") and at the Council level: "**Bristlecone Junior Leader Training**", or the **Junior Leader Training Conference**, which offers a similar program, of the Pacific Skyline Council.

TLT – Troop Leader Training

The most important formal training event for the Troop is called "Troop Leader Training" or TLT. It is usually held one month before a 6 month term each year. TLT familiarizes Scouts more about the Scouting program, and informs them about the operation of the Troop. It usually includes instruction about drill and formation, the responsibilities of every leadership position, how to run a patrol, how to conduct a patrol or Troop outing, and how to plan a campfire. Other subjects are also included. A few handicraft or nature activities are also

included. To the maximum extent possible, this course is planned and carried out by the Scouts themselves. Scouts who are at least 1st Class rank are eligible to attend. All those who have attended the course before are expected to serve as instructors every year. Others may attend with permission of the Scoutmaster - preferably those who have completed the 7th grade or are age 13 or 14. All those Scouts who plan on seeking a leadership are encouraged to attend.

Bristlecone JLT

“Bristlecone Junior Leader Training” is offered annually by Santa Clara County Council during the summer as a week long program, usually at Camp Hi Sierra. This course trains Scouts about the operation of the patrol and the Troop, and is attended by Scouts who are First Class and 13 or older. Successful Scouts who actively participate in Bristlecone Junior Leader Training are often asked to return and serve on the Bristlecone staff. Being a Bristlecone staff is a distinct honor because the Scout is helping train Scouts from across the entire council.

Those Scouts who intend to hold the position of Senior Patrol Leader - or be seriously involved with the operation of the Troop are encouraged to attend this event. This program is sometimes referred to as "JLT". It is the highest level of formal Scout training that is provided. Many leadership techniques and skills are often brought back by Scouts to improve the quality of the Troop. The JLTC of the Pacific Skyline Council requires the minimum age of 14.

Adult Leaders Training

A Scouting background is not a requirement for being an adult leader. However, at least one parent of each family is required to take our Council's Adult Leader Basic Training classes. Our Troop will only be successful if every parent learns the basics of scouting program and be able to help others.

Adult TLT

All adults will first encounter trainings at the Troop meeting. From time to time, special training sessions are conducted by experienced leaders on various subjects of interest. Every six months, parents may be asked to attend the TLT. The TLT usually covers subjects that concern the operation of the Troop - such as subcommittee responsibilities, job responsibilities, patrol parent roles, or it might cover a particular subject of scouting interest.

Adult Leader Basic Training

Training is available for Adult Leaders so that our Boys may benefit. Adult Leader Basic Training is the best and quickest way to learn about the Scouting program. The course is offered multiple times a year. All adults are required to attend this program before their son(s) advance to First Class. Basic Leader Training is conducted by volunteers at the District level and all of the basic concepts of Scouting are covered. Basic Training includes the following classes: Leader Essential (half a day), Committee Challenge (half a day), Scoutmaster/Assistant Scoutmaster Training (a full day), and the last session is Outdoor Training which is an overnight campout. This is considered to be a very worthwhile event, and many Troop parents have attended this program. Troop 485 will reimburse the cost of the training upon the completion of the courses.

Adults who take adult leader training are not obligated to become Troop Leaders, but are encouraged to put their training to use within the Troop in some capacity.

Wood Badge

Wood Badge is an internationally recognized training session known throughout the Scouting world. Those who have completed the course can sometimes be easily recognized because they wear the special neckerchief and woggle (slide) and beads on a leather thong around their neck. Lord Baden Powell, the founder of the Scouting movement created the Wood Badge many years ago when he started the program in England. Locally, Wood Badge is conducted by very skilled adult Scout leaders from various Councils throughout the Bay Area. It is the highest formally recognized Scout Leader training for adults and teaches adults about leadership skills and working with others. It intends to familiarize adults with a far greater understanding and appreciation of the Scouting program. Wood Badge training is similar to the kind of instruction offered to managers and supervisors in an industrial setting - so it can be very valuable and it has many uses. Wood Badge is held twice a year (spring and fall) and requires 3 weekends of camping. Those who might be interested in attending this course should ask someone who has attended this course to learn more about it. To be eligible, an adult should have already attended and completed the Basic Leader Training Courses.

Other Adult Courses

From time to time, adults shall have the opportunity to attend other special training courses. These are usually very short in nature, but can cover a variety of special subjects that are of use to the Troop. The Troop committee will generally know when they are available and will be glad to help adults to attend. Typical courses cover Merit Badge Counselor Training, Child Abuse, First Aid, Snow Camping, High Adventure Trek planning, etc.

Reimbursement

Troop 485 encourages adults to participate the training so that the Troop can be beneficial from what they learn from the training and apply to the Troop activities. Any parent from Troop 485 should obtain approval from the troop committee before taking the course. Once the training is completed, the adult submits evidence of having paid the registration fee and a copy of the training certification to the Finance Sub-Committee for reimbursement.

Advancement

Rank Advancement is a controversial subject. Many families left scouting due to unsatisfactory progress in this area. This write-up attempts to provide a rudimentary introduction.

Ranks	By learning and achieving specific requirements, Boy Scout advances through the seven ranks of Scouting. The seven ranks listed in progression are: Scout, Tenderfoot, Second Class, First Class (Trail to First Class); Star, Life, and Eagle (Trail to Eagle).
Perspective	Advancement can easily be seen by some as the sole reason for being a Scout, but this is missing the mark. Troop 485 has traditionally held that advancement is merely a tool that is used to accomplish the true goal of Scouting. It is a method - not the end in itself. Getting to Eagle rank is NOT the ultimate goal of Scouting.
Positive Reinforcement	The method of advancement in rank is a part of a process that includes "positive reinforcement". We reward Scouts for positive actions – and achievement orientation. It consistently tries to find ways to encourage and inspire Scouts to do positive things. In so doing, the Scouting program attempts to strengthen a Scout's self-esteem and confidence. Almost all of the efforts used in the Scouting movement apply techniques of positive reinforcement through various awards and recognition's. This is the emphasis. If a Scout performs at a level that is less than expected, punishment or negative discipline is not the result - it is intended that a Scout be given individual counseling by an experienced Scouter so as to give the Scout a chance to understand the meaning of what has happened so that the Scout may improve himself. Scouts with more serious problems may be referred back to their parents or guardians for handling.
Requirement for Advancement	The Boy Scout Handbook describes these ranks and lists the essential requirements. A book entitled "Scouting Requirements" also identifies these ranks and also lists the requirements for every Merit Badge and other kinds of achievements that a Scout may obtain. Scouts and their families are strongly encouraged to study these requirements carefully and then review them with the Scoutmaster in order to understand their meaning.
Self-Paced Advancing	Scouting is a self-paced learning program. This means that each Scout will advance and learn at the pace that he himself chooses. A Scout decides when to advance in rank. There is no "timetable" for him to proceed to the next achievement. It is not healthy to compare among scouts concerning advancement. Advancement is NOT a race among scouts of getting there first.
The Trail to First Class	The ranks from Scout to First Class can be considered together as a group. These ranks can be earned simultaneously and are often taught together. The teaching opportunities are usually provided by the Troop as the basic Scout unit. The troop is effectively equipped to provide an environment where the Scout can reach First Class rank. On a national scale, only one in three Scouts ever obtain First Class rank - therefore a Scout should be proud if he is fortunate to get this

recognition. When the Scout has finally advanced to First Class, he should have been exposed to and learned most of all that the Scouting program has to offer.

- The Trail to Eagle** For many, the achievement of Eagle Rank is the ultimate goal of the scouting experience. Attainment of his rank certainly is significant and is accompanied by much excitement. For those who have witnessed, it is a remarkable accomplishment. To reach Eagle Rank, A Scout is required to fulfill two sets of requirements. First, he must achieve all of the required skills that are listed in the Scout Handbook. This level is reached by earning the necessary merit badges, serving in a leadership capacity, and by providing service. The second requirement for him is to experience scouting at a higher level – to participate in more significant Scouting events and to contribute personally to the Scouting program. These Scouts by their deeds show Scout Spirit. No Scouts show Scout Spirit alike – rather, each good Scout displays it differently. The Scout must demonstrate exemplary behavior above and beyond the norm.
- Scoutmaster Conference** Scoutmaster Conference (SMC) is part of the Advancement requirement. Within Troop 485, the Scoutmaster Conference is considered to be so important that it is often performed with the assistance of one or more Assistant Scoutmasters. Some of the best training of the Scout is accomplished at this stage - it promotes the ability of the Scout and the leader to talk to each other and to discuss common goals and experiences. The higher the Scout advances in rank, the more complicated the Scoutmaster Conference may become. The Scoutmaster Conference may take more than one session. The goal is that each session becomes counseling or training opportunity for the scout.
- Board of Review** The Board of Review (BOR) is a meeting between the Scout and members of the Troop Committee who have not been involved with the Scout's advancement up to that stage. The purpose is to review the Scout one last time to see if the Scout has accomplished the learning of skills and tasks - and to have obtained a greater understanding of the meaning of the Scout Oath and Law and what he has just learned. The members of the Board of Review act on behalf of the Troop itself. Like the Scoutmaster Conference, the Board of Review is a process and is not to be considered an examination or test. It is not unusual for a Scout to meet on two or three occasions in order to complete his review. It is difficult or impossible for a Scout to study for these events at this stage - a Scout must take it upon himself to try and understand scouting more at each advancement level
- Court of Honor** A Court of Honor (COH) is a troop ceremony which recognizes the achievements of the Scouts in the troop. At a Court of Honor, Scouts will be honored for advancement in rank and for accomplishing other important achievements. The Scout will receive a cloth badge acknowledging his achievement. It is expected that Scouts take great pride in their achievement and that immediately place their badge on their uniform so that they can assume the rights and responsibilities of their advancement. Courts of Honor are important and each scout is strongly encouraged to attend whether they are receiving recognition or not. They take place every three months and are planned and presented by the Scouts themselves.

When advancing in rank, a Scout receives badges of recognition and a card certifying the advancement in rank. Parents attending a Court of Honor receive recognition for their sons' achievement at the same time the boys achieve acknowledgement from their peers. The final stage of the advancement process concerns recognition. It is intended that he be recognized in front of the people that matter to him most. It is intended that he be recognized in front of his parents, his fellow Scouts, his patrol and Troop. Parents are encouraged to attend every Troop Court of Honor to see how this recognition process is done - and to understand the advancement procedure better. Hopefully the parents will participate in the advancement process and will be there when their son experiences this important part of his life and is recognized.

Camping and Activities

Outing is the other part of Scouting. It is traditionally used to teach the various skills and principles of Scouting. The best Scout Troops make a serious effort to go on camping trips that are the most challenging and educational. Troop 485 strongly subscribes to this approach. Without regular and frequent camping trips, the Scouting program would not exist. Scouts who do know how to camp or do not go on outings on a regular basis are not enjoying the full benefits of this program.

By traveling outdoors, the scouts participate in a huge laboratory where they are able to study many of the basic scouting skills first hand. Subjects of study include such as hiking, nature study, animal study, fire building, cooking, orienteering, and astronomy etc. Scout can also exercise their interpersonal skills; learn how to appreciate the environment and journey to exciting places that they might not have the opportunity to see if not for Scouting.

Older Scouts have a chance to organize activities and to teach or lead others. By teaching a Scout how to handle himself confidently in the outdoors, we believe that he can demonstrate the same abilities in other leadership situations. Each outing is planned as a fine adventure and learning experience.

Some parents may think that troop outings are too advanced for their scouts. However, based on years of experience, the average Scout can sufficiently participate in the majority of troop events. Each outing has something of value for a Scout at any age. Scouts should be encouraged to attend every campout from the date they join the Troop until he has completed high school.

The importance of attending every regular outing cannot be overemphasized. By going on outings, Scouts are able to utilize and practice every skill that they have learned, and are in a position to learn more. Scouts who do not attend regularly will miss out on some valuable lessons.

Scout experience many exciting adventures while camping. Troop 485 plans trips that are particularly adventuresome and unique. We are always trying to find new and better camping adventures that we have never attempted before.

Camping Fee

On every outing, except for Summer Camp and a few other special events, a Scout contributes a nominal fee to help defray the costs. It is used to help pay for the Troop's registration at a campsite and any other expenses. Some events are more costly than others. By establishing a uniform fee for every outing, the requirements of the entire year are met easier. The net result is that the camping fees throughout the year generally pay for all of the camp registration fees. Late payment of a fee can impose a penalty on the Scout.

During all of the camping trips, the Troop pays the camping fees for the Scoutmaster-in-charge. To encourage adults' involvement, the Troop will generally pay most of camping fees for adults except family camp.

Permission Slip

Before each camp out, Scout's parents have to sign 'permission slip' to grant Scout permission to attend camp out activity.

Summer Camp

Summer camp is the most exciting activity of the year, where the Troop spends a week at a Boy Scout camp, and the Scouts are given their greatest opportunity for advancement and achievement of Scout skills.

Camping Equipment

Your son will need to buy or rent most of the following equipment in order to go camping.

#	Item	Comments
1	Backpack	Exterior frame packs (that are adjustable) are highly recommended for younger Scouts, and Interior frame packs for more experienced Scouts. School backpacks are usually not adequate.
2	Sleeping Bag	Get a good one that's warm to below 15 F, and weighs less than 4 ½ lbs.
3	Sleeping Pad	to cushion sleeping bags
4	Tent (1 or 2 man variety)	Ex: REI half dome plus, or quarter dome tent. Weights less than 6lbs.
5	Ground cloth (footprint)	to cover the ground under the tent
6	Mess Kit & Eating Utensils	mess kit = pots & pans for personal use
7	First Aid Kit	For personal use
8	Hiking Boots/ Hiking Shoes	These are much better than sneakers for hikes in rugged terrain.
9	Flashlight	
10	Compass	
11	Canteen or Water bottle	

Hiking shoes or hiking boots are strongly recommended. Troop 485 has a tradition of hiking into and out of the campgrounds. Sneakers, if worn, should only be worn in and around campsites.

The Boy Scout Manual gives guidance on the clothes and equipment a Scout might need to take on a camping trip.

Camping Schedule

In August of each year, Troop 485's scouts and adult leaders get together and establish the schedule of camping events for the coming calendar year. The plan is submitted to the Troop committee for approval.

See **Troop 485's Scouting Calendar** which lists the detailed schedule of the Troop's outings for a full calendar year, and includes Council, National and International Scouting events, such as: Order of the Arrow events; Bristlecone; National Jamboree; and International Rendezvous. Successful Scouts usually participate in a reasonable number of events above that which is offered by the Troop.

Other Scouting Activities

The **Troop calendar identifies the regular activities that are conducted by the Troop**. Attendance at Troop sponsored functions is encouraged as a regular course of membership. However, once a scout advances beyond the rank of

First Class, the scout should participate in the activities conducted at the council, National or International levels. These are also called “major” events; examples of which in addition to “Bristlecone” are summer camp staff, the International Rendezvous, the National Jamboree, Order of Arrow participation and others. Successful Scouts usually participate in a reasonable number of events above that which is offered by the troop. Feel free to ask the Troop leadership as to when these events take place.

Finance Policies

As with any organization, successful financing enables this Troop to operate at a high level of efficiency. The Troop Committee decided that the most effective financing is through the active participation of each family at an equal level. All Troop expenses are regulated through the Troop Finance Sub-Committee. As a condition of joining the Troop, parents must agree upon and fully meet all of their financial responsibilities. At times, we receive voluntary contributions and have had some incidental fundraising activities, but these do not replace the basic financial program.

The Troop Committee is very aware that financial expenses and obligations can be a sensitive subject. All of the Troop's expenses have been budgeted in advance, agreed upon by the parents and have been carefully planned. Copies of the Troop budget and a list of the scheduled Troop outings are available from the Troop Committee upon request. The Troop Committee, composed of the parents, has agreed upon the budget and approved of all major expenses.

Questions about the Troop's expenses should be directed to the Troop Committee for clarification. Financial statements and explanation of expenses are made at every Troop Committee Meeting.

Troop 485 has determined the financial responsibilities of each Scouting family. Families with more than one Scout have an adjusted arrangement. Each family must do the following:

- | | |
|-------------------------------------|---|
| Annual Fee | Each Scout will be assessed an annual fee of \$120.00(\$10/month) to cover the period from Sept. 1 st to Aug. 31 st the following year. This amount is placed into the general fund and is used for the Troop's basic expenses. |
| Camping Fee | Please refer to 'Camping Fee' under 'Camping and Activities'. |
| Friends of Scouting Campaign | The Friends of Scouting campaign is an annual fund raising event conducted in February, which is organized by the Santa Clara County Council. The Council uses these funds to help pay for Scouting staff, and the programs and facilities operated by the Council. The Boy Scouts of America is a non-profit organization and relies strongly on its membership support to produce its programs. T485 committee will set the donation amount, and adopts the policy of 100% participation from all families. |

Parents' Roles & Responsibilities

Scouting provides an opportunity for the parents and scouts to grow up and learn together, ending up as life-long best friends. This is very different from other youth activities that the parent's primary responsibility is to pay for the cost of the program. It has been shown that those parents that get more involved in the scouting programs are the ones that get the most out of it. Very few, if any, Eagle Scouts has inactive parents. There are only seven precious years available during the teenage years that the parents have a chance to create a life-long bond with their sons. Once the sons are off to college, you have little opportunity left to influence them.

The parent must also understand and agree to the following parent requirements, as indicated on the Parents' Responsibilities Form:

- 1) **Encouragement** - Agree to encourage your son to actively participate in the Troop meetings, Troop activities, Patrol meetings, Campouts and Courts of Honor.

By joining, the family makes a commitment that their Scout will attend as many different events as possible, including all Troop meetings, campouts and Courts of Honor (meetings held quarterly to recognize Scouts for their achievements). Parents attending a Court of Honor receive recognition for their son's achievements at the same time their son receives acknowledgment from his peers.

- 2) **Protection** - Review with your son the "How to Protect Your Children from Child Abuse" chapter found in the Boy Scout Manual (as well as attached to this *Parent's Handbook*) - this is part of BSA's "Youth Protection" program. Also take the online Youth Protection Training offered by Council.

By reviewing this chapter with your son, Scouts learn that they have basic human rights to live free of Substance Abuse and Child Abuse, and learn that the Scouting Program does not tolerate such abuse. By taking the online Youth Protection training, you are qualified to chaperon scouts on camping trips and activities.

- 3) **Subcommittee** - Agree to attend committee meetings at least 4 times a year. Agree to join and actively support one of the Troop Subcommittees.

Subcommittees are of various functions to support the scout programs. It requires the help from parents to carry out the support. The subcommittees are: 1) Advancement, 2) Badge, 3) Camping, 4) Event, 5) Finance, 6) Membership, 7) Website, and 8) Scoutmaster / Assistant Scoutmaster.

The Troop Committee is composed of the Committee Chair, the Chairs of each subcommittee, and the Patrol Leader parents of all patrols, as well as any interest adults. It is important to remember that the strength of Troop 485 is due largely to the strong support of the parents who have volunteered their time.

- 4) **Involvement** - Agree to participate in your son's Advancement by
 - 1) Taking the Adult Leader Basic Training courses before your son reaches First class rank,
 - 2) Becoming a Merit Badge Counselor once your son has reached First Class.

Parents have a role in providing their son with strong encouragement to advance in rank (Scout, Tenderfoot, 2nd Class, 1st Class, Star, Life, & Eagle). Parents should become familiar with the requirements their son needs to achieve the next rank by taking the trainings.

Your son will need to attain a number of merit badges in order to advance past First Class. Parents of Scouts who have reached First Class are expected to become Merit Badge Counselor - there are over 100 merit badges available, from Art to Wilderness Survival. The **Merit Badge Counselor(s)** is an adult who has been certified, by the Troop Committee and by the Council, as being of good character and knowledgeable in the specific field of interest in which he/she will counsel.

- 5) **BOR participation** - Agree to participate on the Board of Review (advancement) meetings at those meetings in which your son(s) is up for review.

In order to advance in rank, Scouts must go through a Board of Review process - be reviewed by a group of parents to ensure that he has accomplished the necessary requirements. Parents are required to participate and share the responsibility of reviewing Scouts applying for advancement, particularly at those meetings where your son is applying for advancement. Parents cannot review their own sons, but must help in the review of other Scouts during these meetings. The Scout Handbook lists the advancement requirements for each rank.

The responsibility for scheduling a Board of Review falls on the Scout and his parents. Although the Troop Committee will schedule dates and times, it ultimately is not the Troop Committee's responsibility to contact the Scout and arrange for his presence at the Board.

When a Scout attends a Board of Review, he appears with his Scout handbook and evidence to show that he has accomplished the necessary requirements. He must wear his full Scout Uniform, and his Merit Badge Sash if he has earned six or more merit Badges. Successfully completing the Board of Review is not guaranteed. A Scout must be able to satisfactorily explain his achievements and demonstrate a willingness to learn and to live by the Scout Oath and Law.

- 6) **Patrol Leader Parent** - Patrol Leaders and Senior Patrol Leader are elected by the scouts. However, the patrols and troop required the help from parents to organize the patrols. The parents agree to perform the following responsibilities when their scouts are elected as a Patrol Leader or Senior Patrol Leader.

It is a very good opportunity to work together with your son to develop the patrol. You will find your son will change dramatically about handling issues. They are growing and being more mature at the term end of a patrol leader. Certainly, as a parent, you need to invest some time to work with your scout. But you will find it is worthy. Encourage and help your scout to earn the Baden Powell Patrol Award.

Patrol Leader Parent Responsibilities

- Attend Committee meeting each month for the six month term. Communicate important decisions and information (especial the date of events) to the rest of parents in the patrol.
- Help your son, the Patrol Leader, to set up a convenient time and place with patrol members for all patrol meetings.
- For each campout, approve scout's menu and arrange parents to buy (enough) food for the whole patrol plus a few staffs.

- Arrange car pool for all campouts for the patrol; make sure AT LEAST two parents stay overnight. Otherwise, the whole patrol cannot go for the campout.
 - Set up a patrol fund from each parent for each patrol activities
 - Only help and advice, but not DO the tasks for the scout. This is when the Training classes will come in handy.
 - Educate and prompt training to other parents in the patrol.
- 7) **Finance** - Agree to meet all of the financial responsibilities of membership. This includes paying the annual membership dues, and making a contribution to the annual friends of scouting campaign. The committee sets the FOS contribution amount.
- 8) **Chaperone / Carpooling** – Agree to make sure there are two trained adults in every campout. Also agree to share the driving responsibility with other parents in the patrol.

For safety reasons, it is mandatory each patrol must follow the BSA two-deep leadership rule, and provide at least two parents, staying the entire time, for each campout. Otherwise the patrol cannot go. If the patrol has less than five (5) scouts, and there are not enough parents, that patrol must merge with another patrol and the adult scout ratio must be at least one adult to eight scouts, with minimum two adults.

Troop Committee and Sub-Committee Information

Troop Committee	<p>The Troop Committee supports the Troop programs by performing the following activities:</p> <ul style="list-style-type: none">• Establish Troop policies, and carry out the policies of the Boy Scouts of America• Facilitate the Troops Scouting programs in regards to budgets, finances, equipment, facilities, establishing the annual calendar of events, recruitment and training of adult leaders, and assuring a safe scouting program.• Maintain a working relationship with Silicon Valley Monterey Bay Council Polaris District, CASA, the Scoutmaster and other adult leaders, including the sub-committees.
Sub-Committees	<p>Troop 485 has many sub-committees, as listed below. Each sub-committee is headed by a sub-committee chairperson. Sub-committees are responsible for sending a representative to each Troop committee meeting to provide update reports on the activities of the sub-committee.</p>
Advancement	<p>The Advancement sub-committee is responsible for the following activities:</p> <ul style="list-style-type: none">• Coordinate and conduct the monthly Board of Review meetings.• Complete and submit advancement records to the Badge/Record.• Encourage Scouts to advance in rank and maintain a high quality interview process.
Badge/Patch	<p>The Badge/Patch sub-committee is responsible for the following activities:</p> <ul style="list-style-type: none">• Purchase all badges, patches, and banners• Purchase and inscribe certificates• Make the Troop neckerchiefs• Manage the used uniform exchange program• Maintain all Scout advancement records
Camping	<p>The Camping sub-committee is responsible for the following activities:</p> <ul style="list-style-type: none">• Establish the Troops annual camping calendar, and be responsible for getting camping tour permits, site reservations, back up plans, and coordinate with designated Assistant Scoutmaster-in-charge.• Promote the National Camping Award• Work with the Quartermaster on inventory, storage, and maintenance of Troop equipment, and obtaining Troop equipment.
Chaplain	<p>The Chaplain is a member of Home of Christ Church, appointed by our Charter Organization. A Chaplain is responsible for:</p> <ul style="list-style-type: none">• Provide a spiritual element for campouts and troop meetings• Provide spiritual counseling when needed or requested• Provide opportunities for all boys to grow in their relationship with God and their fellow Scouts• Encourage Scouts to participate in the religious emblems program of their respective faith• Be familiar with the chaplain aide section of this manual

- Work with the troop chaplain aide to plan and conduct an annual Scout-oriented religious observance, preferably during Scout Week in February

Events

The Events sub-committee is responsible for the following activities:

- Reserve or secure sites for Troop meetings, PLC, Boards of Review, Courts of Honor, year-end party, and other events.
- Coordinate the food and refreshments, if any, for the above meetings.
- Promote and support religious and cultural activities.
- Manage the Summer Camp picture sales.
- Coordinate PR (public relationship) activities with press and media.

Finance

The Finance sub-committee is responsible for the following activities:

- Prepare an annual budget.
- Generate monthly financial statements reflecting the status of Troop finances.
- Manage the Troop's fund raising activities, such as: Friends of Scouting and Popcorn sales.
- Manage the payment of Troop debts, and the collection of all Troop fees, except for initial membership dues (see Membership sub-committee).
- Manage the sale of Troop T-shirts and neckerchiefs, etc.

Membership

The Membership sub-committee is responsible for the following activities:

- Prepare the new parent/new member packages
- Collection of initial membership forms and initial membership fees.
- Registration of new Scouts and new adult leaders with the Council
- Maintain the Troop roster and registration records.
- Maintain the emergency consent form picture binder.
- Manage the annual re-chartering paperwork in March
- Organize and deliver the mail boxes at each Troop meeting.

Website

The Website sub-committee is responsible for the following activities:

- Develop and maintain Troop website
- Maintain Troop Yahoo Groups

Troop e-Mail & Website Information

Troop Yahoo Group for Scouts and Parents:

E-Mail: t485@yahoogroups.com

URL: <http://groups.yahoo.com/group/t485/>

Yahoo Group for Parents and Adult Leaders Only:

E-Mail: t485-adults@yahoogroups.com

URL: <http://groups.yahoo.com/group/t485-adults/>

Troop Photo Web Site:

URL:

The mailing list feature of Yahoo Groups is used exclusively for communication within the troop. 't485' includes all the Scouts and parents in the Troop, whereas 't485-parents' is for the parents only.

Once the email addresses are provided to the troop, invitation emails for joining the corresponding Yahoo Groups will be sent to the scouts and parents. **In order to join the Yahoo Groups, you must CLICK the "Join this group" button in the invitation emails**, and then follow the instructions on the subsequent web pages. You can also join the group by replying the invitation email, but this is not preferable as you would not be able to use the other features of Yahoo Groups such as group calendar, files and message archive, etc. Once you have joined the Yahoo Groups, you will start receiving troop emails. To send emails to the whole troop including the parents, just send to t485@yahoogroups.com. To send to the parents only, send to t485-parents@yahoogroups.com.

Here are some links about "e-mail etiquette" and "Netiquette – Network Etiquette" which could be a good reference for using emails:

<http://www.larrysworld.com/articles/emailete.html>

<http://www.ext.colostate.edu/pubs/octnews/oc031003.html>

<http://www.albion.com/netiquette/corerules.html>

and special ones for young people ...

<http://www.bpl.org/kids/Netiquette.htm>

http://www.kidsdomain.com/brain/computer/surfing/netiquette_kids.html

Program Policy

Boy Scout Troop 485

Chartered by

The Home of Christ Church in Cupertino, California

Vision

Transform Youth Into Men of Character

Mission

The mission of the Scouting program in HOC5¹ Youth Ministry is to REACH young people, to CONNECT them with other Christians, and to EQUIP them to make ethical and moral choices over their lifetimes by instilling in them the biblical values of 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

Trustworthy	Obedient
Loyal	Cheerful
Helpful	Thrifty
Friendly	Brave
Courteous	Clean
Kind	Reverent

Core Values

The Boy Scout Troop 485 is formed in HOC5 to:

- Encourage the church congregation to use the program and resources of the Boy Scouts of America (BSA) to enrich their ministry and to outreach young people and families in the community;
- Serve our church, community and families, as well as develop youth in citizenship, character, and fitness (physical, mental, and emotional);
- Promote and offer responsible fun and adventure outdoor activities for youth.

Program Guidelines

- Our troop will honor our God first and foremost -
 - Observing the Lord's Day; scheduling activities to avoid time conflict with those of youth ministry when possible.
 - Emphasizing the Christian faith aspect of the Scouting program;
 - Promoting religious worship at outdoor Scouting functions;
 - Encouraging Scouts to work on and earn Religious Emblems.

¹ HOC5 is the abbreviation of the Home of Christ Church in Cupertino

Troop 485 Program Policy

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- Our troop will share Christ's love with their fellow youth and others by showing love and respect for others, by being self-disciplined, by holding a high moral standard and by performing services to the community.
- Our troop will strictly follow BSA's Youth Protection Guideline and other BSA safety measures in all troop activities in order to protect our youth and adult leaders.
- Our troop will emphasize parents' participation in the program since it is a Biblical principle that raising a child is mainly parents' responsibility. We will not be able to effectively develop a Scout to his full potential without his parent's full involvement.

Leader Appointments

The four major leadership positions of the Troop are appointed as follows:

- Charter Organization Representative (COR) and Chaplain are appointed by HOC5 Elder-Deacon Broad.
- Committee Chair (CC) and Scoutmaster (SM) are recommended by Scout parents and approved by COR and Chaplain. These two individuals have to be HOC5 members and are considered as church co-workers in the Lord.

The leaders have to commit to the policies described in this document. As part of leaders' responsibility, briefings should be presented to HOC5 Elder-Deacon Broad before the annual renewal of charter agreement or upon a request from the Broad.

Church Facility and Property Usage

- Meeting rooms for Scout meetings, such as twice-a-month troop meetings, PLC meetings, committee meetings, etc.
- Some storage area for troop equipments (two flag sets, one cabinet).
- A wall or board for display, preferably in the same meeting room.

Some events may require the use of additional church facility or property. Just like other ministries in the church, we will follow church's policy on using/borrowing church properties.

We will leave the facility/property clean and in its original state after each use, as "Leave No Trace" is one of the Boy Scout's codes of conduct.

Finance

- The Troop is fully funded by annual dues of Scout's families, donations and unit money earning projects. The annual dues are determined by the Troop Committee and may be adjusted yearly.
- A dedicated bank account is opened under the Troop's full name (Boy Scout Troop 485 – The Home of Christ Church in Cupertino) and is using the EIN number (20-4621770) exclusively assigned to the troop name. It's COR's responsibility to cancel this EIN number from IRS at the time when this charter agreement with BSA is terminated.

Addendum:

BSA Program Policies

- Leadership is restricted to qualified adults who subscribe to the Declaration of Religious Principle, the Scout Oath, and the Scout Law, and subject to the approval of Charter Organization.

Declaration of Religious Principle

- The Boy Scouts of America maintains that no member can grow into the best kind of citizen without recognizing an obligation to God and, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and organization or group with which the member is connected shall give definite attention to religious life. Only persons willing to subscribe to this Declaration of Religious Principle and to the Bylaws of the Boy Scouts of America shall be entitled to certificates of leadership.
- Citizenship activities are encouraged, but partisan political activities are prohibited.
- Military training and drill are prohibited. Marksmanship and elementary drill for ceremonies are permitted.
- The Boy Scouts of America recognizes the importance of religious faith and duty; it leaves religious instruction to the member's religious leaders and family. Members who do not belong to a unit's religious chartered organization shall not be required to participate in its religious activities.
- Two registered adult leaders or one registered adult leader and a parent of a participant, one of whom must be 21 years of age or older, are required on all trips and outings. There are a few instances, such as patrol activities, when no adult leadership is required. Coed activities require male and female adult leaders.
- Corporal punishment and hazing are not permitted. Parents and unit leaders must work together to solve discipline problems.
- One-on-one activities between youth members and adults are not permitted; personal conferences must be conducted in plain view of others.
- If you suspect that anyone in the unit is a victim of child abuse, immediately contact the Scout Executive, who is responsible for reporting this to the appropriate authorities.
- All Scouting activities are open to parental visitation. There are no "secret" organizations within the Boy Scouts of America.