



# **Boy Scouts of America**

## **Troop 37 Handbook**

Quinsigamond District  
Mohegan Council

Christ the King Church  
Chartered Organization

**Worcester, Massachusetts**

Revised June 2015



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## Welcome to Troop 37!

Welcome! We are happy to have you as a member of our troop. The world of Boy Scouting can be confusing to new parents, even those who have been involved in Cub Scouting or were Boy Scouts themselves. This handbook is designed to serve as a reference for you as you begin your journey in Scouting. We have tried to include all the information you may need, but please don't hesitate to contact us if you have any questions.

Boy Scout troops are part of the Boy Scouts of America (BSA), a national organization dedicated to the development of the nation's youth. Further information about the BSA is available at [Scouting.org](http://Scouting.org) ([www.scouting.org](http://www.scouting.org)). The BSA is comprised of almost 300 Councils across the country, staffed by paid and volunteer personnel. Councils are in turn comprised of Districts, which include many Troops. Troop 37 is in the Quinsigamond District of the Mohegan Council. Civic, faith-based, and educational organizations operate Scouting units to deliver the programs to their youth members, as well as the community at large, and are referred to as the troop's "Chartered Organization". Troop 37 is chartered by Christ the King Church in Worcester, MA. Troops are primarily run by the Scouts themselves, but are overseen by a Troop Committee made up of parent volunteers. Our Troop Committee is a group of dedicated volunteers who have been trained in BSA Youth Protection policies. Moreover, they are committed to the principles of good Scouting, and who have over 300 years of collective experience in Scouting.

We are very proud of our history at Troop 37. We have operated continuously since we first received our charter in 1964. The Scouts in the troop have received many recognitions and accolades over the years, and nearly 100 Scouts have climbed the trail to Eagle Scout, the highest rank a youth can achieve in scouting. This remarkable success is due, in no small measure, to the active participation of the boy's parents. We strongly encourage you to join us in the oversight and delivery of the program to our youth members.

The key components of the program are advancement in rank and the Troop meeting. We meet each Wednesday evening at Christ the King Church from 7:00 pm to 8:30 pm during the school year.

We are deeply committed to delivering the best possible program for the development of character, citizenship, and personal fitness of our youth members. Our expectation of scouting, most importantly, the Scout Oath and the Scout Law (see below)

## Entrance Requirements

- A boy must be 11 years of age or have completed the 5<sup>th</sup> grade to join a Troop. It is not necessary to have been a Cub Scout.
- Applicants must complete an application form and pay the application fee. Current Scouts from other troops must complete a new Boy Scout Application when transferring into the troop, but are not required to pay an additional fee.
- Refunds are not available after payment for BSA registration has been made to the council.
- Applicants must be accompanied by a parent or guardian to the first troop meeting.

## BSA Registration

Upon completion of the Scout requirements, the boy will be officially registered with the Boy Scouts of America through the Mohegan Council office and will also be assigned to a Patrol (a smaller group of boys, within the Troop).

## Key Facts

The following is general information about Troop 37. For complete contact info, please refer to the Troop 37 website (<http://37troop.com/contact/>). If you have specific questions concerning the troop, please feel free to contact any of the following:

Chartered Organization: Christ the King Church  
1052 Pleasant Street  
Worcester, MA 01602

Scoutmaster: Khoa Kennedy  
Email: [khoa.kennedy@emc.com](mailto:khoa.kennedy@emc.com)

Committee Chairperson: Jay Eager  
Email: [jeager37@yahoo.com](mailto:jeager37@yahoo.com)

Troop meetings: Meetings are held on Wednesday from the beginning of the school year to the week before summer camp\*. Scouts should plan to arrive at Christ the King Church by 6:50 PM. Opening ceremony begins promptly at 7:00 PM and end at 8:30 PM.

Scouts are expected to wear full "Class A" uniforms at all meetings. Please see exceptions to this rule under "Uniform and the Scout Handbook".

## Mission and Vision

### Mission Statement

The mission of the Boy Scouts of America is to prepare young boys to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout 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.

## Vision Statement

The Boy Scouts of America will prepare every eligible youth in America to become a responsible, participating citizen, and leader who is guided by the Scout Oath and Scout Law.

## Scouts

- ❖ Establish their own goals and rate of advancement.
- ❖ Help plan programs and make decisions that affect their troop.
- ❖ Participate in special good turn projects.
- ❖ Are divided into groups of 8 scouts called patrols.
- ❖ Meet weekly at Troop meetings and/r Patrol meetings.
- ❖ Participate in monthly outdoor hikes or overnight campouts and attend yearly summer camps for a week. If eligible, participate in a yearly High Adventure outing.
- ❖ Participate in various fund-raisers to fund their activities.
- ❖ Assist fellow Scouts with advancement, training and their Eagle Scout Projects.
- ❖ Learn to recognize and accept others with varying degrees of disability and assist fellow scouts with special needs.

## Parents Help By

- Getting involved! Please see any adult in uniform to learn how you can help.
- Providing continuous encouragement and support for your sons as they progress in scouting.
- Participating in special Troop Courts of Honor where scouts receive advancement recognition.
- Participating in parent meeting and scheduled outside activities and campouts.
- Providing transportation for scheduled activities.
- Lending special skills and abilities as a Merit Badge Counselor or program consultant.
- Serving on the Troop committee or in a direct leadership role.

## Code of Conduct

Scouts are expected to observe the Scout Oath and Scout Law, BSA and Troop policies and regulations, and Church building rules in order to:

- Gain the most positive value from their scouting experience.
- Protect the health and safety of all persons.
- Maintain the rights of others.
- Respect and protect Troop program equipment and facilities.

Scouts are expected to attend Troop and Patrol Meetings on a regular basis, be prompt to the meetings, and devote their energies to learning under the direction of all Troop Leaders.

## Misconduct

Misconduct shall be regarded as those actions which do or may interfere materially or substantially with the operation of the Troop. Acts of misconduct in any of the following categories will result in

disciplinary and/or corrective actions to the Scout. Examples of potential misconduct are as listed below (this is not an all-inclusive list – it is for reference only):

- ✓ Intentionally causing loss of destruction of equipment and/or facilities will result in the Scout and parents being responsible for reimbursement.
- ✓ Habitual tardiness. Scouts will be punctual in attending scheduled meetings and activities.
- ✓ Not being in specified uniform at Troop meetings or functions.
- ✓ Non-payment of dues.
- ✓ Disobeying Adult Leaders or Scouts in a position of leadership.
- ✓ Causing disruption of Troop program.
- ✓ Infringing on the rights of others. (HAZING WILL NOT BE TOLERATED)
- ✓ Endangering the health, welfare of safety of any person.
- ✓ Inappropriate behavior.

Once a Scoutmaster or other Adult Leader has witnessed and/or been advised of inappropriate or unsafe behavior by a Scout, the Scoutmaster, in a consultation with the Troop Committee, will determine a course of action. The Scout could face a jury of his peers, including the Patrol Leaders Council (PLC) or other group as required. This group will define the actions to be taken to reinforce appropriate behavior.

Any boy, whose actions during Scout activities pose a perceived danger to himself or others, will be sent home. It will be the Scout's parent's responsibility to supply transportation home for the Scout. The Scoutmaster, or designated representative, will contact the boy's parents and /or guardians to discuss what has happened and to discuss ways the family and the Troop can work together to better integrate the boy into the Scouting program. Serious safety issues and/or inappropriate behavior by a Scout may also require notification of the local Council Office and BSA National Office. Review and disciplinary actions will involve the boy's parents or guardians.

## Advancement

Advancement is the process by which scouts progress through the ranks. Personal growth thru self-confidence is the prime consideration in the advancement program. There are four steps in the Boy Scout Advancement Process: learning, testing, reviewing, and recognizing. To recognize what a young man is able to do, the program is divided into two categories: Rank Advancement and Merit Badges.

### Rank Advancement

There are a total of seven ranks that Scouts can attain during their scouting career:

- Scout (when you join)
- Tenderfoot
- Second Class
- First Class
- Star
- Life
- Eagle



The advancement journey ends when a Scout turns **18**.

During the process of earning these ranks, you will learn many things that will stay with you all your life. Each of these ranks has their own list of required activities to attain that particular rank, and requires progressively more work and knowledge as you advance. Your Scout Handbook is one of the most valuable tools you can use. Not only does it list the requirements, but tells you how to complete them.

Advancement is done at the Scout's own pace. Scouts must be encouraged to advance steadily and set their own goals with guidance from their parents and Troop Leaders. Many of these requirements can be completed during weekly meetings, camping trips, or at summer camp. After a Scout demonstrates that he has met the requirements, his Scout Handbook will be "signed off". At this point, Scouts must complete a Scoutmaster Conference. This is a brief meeting with the Scoutmaster to ensure that all the requirements have been properly completed and the Scout is truly ready for advancement to the next rank. After the Scoutmaster signs the Scout's Handbook, a Board of Review is convened to interview the candidate and confirm his preparedness for advancing in the program. The Board of Review consists of members of the Troop Committee and the Troop Advancement Chairperson. No Board of Review will be conducted without the Scout's BSA Handbook, Troop notebook, and "Class A" uniform.

## Merit Badges

Another part of the Scouting program is earning Merit Badges. There are currently over 130 merit badges available to Scouts. It takes 21 merit badges to attain Eagle Scout; 12 are required and 9 are electives. The Scout may earn merit badges at any time, not just during summer camp. Merit Badges are earned by the Scout working with a registered Merit Badge Counselor, who will lead the workshop and oversee the Scout's progress towards completion. All scouts and Merit Badge Counselors working on a merit badge must follow the principles of youth protection to obtain the name and contact information of a Merit Badge Counselor and subsequent "blue card" for the merit badge you want to work on.

## Uniforms and Meetings

### Uniform and the Scout Handbook

A complete Scout uniform should be acquired by the Scout within 60 days of joining the Troop. The Troop has available a "seasoned" clothing selection, and we encourage you to take advantage of it prior to purchasing a new uniform.

Unless told otherwise, uniforms are required for ALL Troop 37 activities. These include, but are not limited to, all troop meetings, campouts, summer camp, parades, etc. Uniforms are also normally worn at any council activities (Camporee, First Aid Meet, Training, etc.).

"Class A" Uniform consists of:

- ❖ Official Scout shirt (Long or short sleeve)
- ❖ Green epaulets on shoulders\*
- ❖ Troop Number "37" on the left sleeve\*
- ❖ Mohegan Council Patch on the left sleeve\*

- ❖ Patrol insignia on the right sleeve below the American Flag\*
- ❖ Leadership Patch on the left sleeve\*
- ❖ Any earned awards or ranks\*
- ❖ Official Scout pants or shorts (weather appropriate)
- ❖ Official Scout socks
- ❖ Shoes or sneakers (no sandals, clogs, etc.)

\* See Scout Handbook for proper placement

Neat green or khaki pants or shorts may be substituted for official pants or short for Troop meetings **ONLY**, but under **NO CIRCUMSTANCES** are jeans or sweatpants acceptable. If coming directly from organized sports games or meets, Scouts can wear their official Scout shirt with the rest of the sports uniform. Official BSA hats only.

A Scout Handbook should be acquired immediately by the Scout after joining the Troop. The Scout Handbook is used as a reference and record of the boy's advancement through the scout ranks. We encourage Scouts to obtain and maintain a notebook to keep records of advancement and other accomplishments. Three ring binders with baseball card sized clear pocket inserts work best. In the event of any discrepancy regarding awarding of rank or merit badges, it is the Scout's responsibility to produce the documentation showing completion of the work. The notebook is a simple way to be sure that all documentation is in one place and can be readily produced in the event of a problem.

## Patrol Meetings

Patrol meetings are held at the discretion of the Scouts in the Patrol (minimum suggested frequency of 1 Patrol meeting per month)

## Troop Inspections

Inspections are held at regular Troop meetings at the discretion of the Scoutmaster and Adult Leadership. These inspections cover individual and Patrol check-ups. The main items required for inspection are attendance, proper uniform, Boy Scout Handbook, and patrol flag.

## Attendance and Activity

Any scout that is inactive for three (3) months (inactive is defined as non-attendance at the regular Troop meetings, Troop outings, or Patrol meetings) will be moved to an "inactive" patrol. A letter will be sent to the parents informing them of the change in status. It is the responsibility of the scout to inform the Scoutmaster that he desires the status change.

## Hiking and Campouts

### Rules

Scouts must be registered, attend at least 2 troop meetings between campouts, and be current in dues and campout payments.

Permission slips and payment for the event / outing / campout, **MUST** be received ONE WEEK PRIOR to the campout.

SCOUTS MUST TRAVEL TO AND FROM THE CAMPOUT with the rest of the Troop, and be in the COMPLETE SPECIFIED UNIFORM. Visitors are NOT PERMITTED ON CAMPOUTS without the permission of the Scoutmaster. Parents are encouraged to visit and attend all activities.

Scouts must obey Patrol Leaders and Adult Leaders, and follow the duty roster. They must not leave the campsite without permission and should avoid other Patrol and Troop areas.

Fireworks, weapons, drugs, alcohol, or other contraband ARE NOT ALLOWED. Parents will be notified.

**NOTE:** Authorities **will be** notified per BSA policy.

Cell phones, radios, mp3 players, ear phones, iPods, mini TV's, or hand held electronic games ARE NOT ALLOWED on campouts. If these items are found on campouts, they will be confiscated and will be returned to the scout's parents. A good rule of thumb is that you should not bring anything with an on/off switch other than a flashlight or lantern.

All Troop equipment taken to a Scout's home after a campout (for cleaning, drying out tents, etc.), must be returned to the Troop at the next meeting (clean and dry, along with a note of any repairs needed for these items).

## Transportation

Only adults at least 21 years of age, having a valid driver's license and proper liability insurance on their vehicle, will be allowed to transport Scouts (per BSA policy).

Each person in every vehicle must be secured with a proper seatbelt, thus limiting the maximum number of occupants to the number of seatbelts.

Each adult must have at least two Scouts in their vehicle, no single Scout with a single adult, unless they are related (per BSA policy).

Most camps do not allow vehicles at the campsite. Personal gear should be stowed in the Troop trailer, or you may have to carry it a long way to the campsite.

Lights on while traveling for safety.

All emergency paperwork, permission slips, and health forms will be in the Scoutmaster's (or his designee) possession during the travel. As such, groups should try to stay together during travel.

Most campouts will start at Christ the King Church. Scouts will return to the church, or another designated return point. Parents or guardians are expected to pick up their scout.

NO FOOD OR DRINKS IN VEHICLES, unless approved in advance by the vehicle's owner.

Adult Leaders and parents who volunteer to drive to activities generally assume the cost of the gas and other operating expenses for their vehicle. Exceptions are often made for long trips or other special circumstances. Arrangements will be made prior to the trip.

## Outdoor Essentials

- Scout Handbook
- Compass
- Plate, bowl, knife, fork, and spoon and mesh bag to allow contents to dry.

- Flashlight and spare batteries
- Sturdy footwear (hiking boots if possible), plus extra pair of shoes (NO SNEAKERS IN WINTER MONTHS OF CAMPING)
- Good raingear (poncho or rain suit)
- Pen or Pencil and paper
- Personal First Aid Kit (Troop has a larger, well stocked kit available for use by the Troop)
- Washcloth, soap, towel, toothbrush, toothpaste
- Extra clothes (as dictated by the weather)
- Knife (NOTE: Scouts can only use their knife if they have earned their Totin' Chip and can produce this Chip if requested to do so)
- NOTE: HATCHETS ARE NOT ALLOWED (BSA POLICY)
- NOTE: *GUNS OF ANY KIND ARE NOT TO BE BROUGHT BY SCOUTS* (any rifle or shotgun will be supplied by the camp, and supervised by a certified instructor, no handguns are used)

Troop 37 supplies tents, propane stoves, and patrol cook kits. Scouts will use Troop tents for all outings unless specifically approved by the Scoutmaster. This is to protect your personal equipment from damage. The Troop also owns a trailer for hauling Troop and personal gear to events. Remember to bring a sense of humor and your scout spirit on ALL campouts and events!

## Medications

It is not uncommon for Scouts to require medications at longer duration activities. Doctor prescribed medications required by Scouts will be administered to the Scout by a designated Adult Leader and will remain with the Adult Leader for the duration of the campout. Should medications be required by a Scout, they **MUST BE** provided by the Parent or Guardian, in original pharmacy containers, to the campout, troop event Leadership with written instructions for proper administration. Medication containers must be placed in a clear, plastic, sealable storage bag or container, and must include the Scout's name, and the phone number of the Parent / Guardian.

## High Adventure

Older Scouts need more from their Scouting program than newer Scouts do (as after a few years, the monthly campouts may not be a challenge for the older Scouts). High Adventure can help fill that need. Most High Adventure Trips are expeditions with one or more purposes, sometimes involving a week or more in remote outdoor settings.

Many High Adventure program opportunities exist for experienced, older Scouts. This is the culmination of all the things that Scouting should taught the boys, including: skills, character development, citizenship, and personal fitness.

Participants of a High Adventure trip should have mastered all of the basic outdoor skills and be ready for an outing that will offer new challenges. Adequate personal preparation and conditioning is required for all participants of High Adventure trips.

Some High Adventure trips the troop has taken or are planning to take include:

- Sea Base

- White water rafting (Massachusetts, Maine, West Virginia)
- Mountain climbing
- Housatonic River canoeing trip
- Horseback riding
- Rock climbing

## Basic Requirements

All participants in a High Adventure trip must: be registered Scouts (or Adult Leaders) in good standing; be in good physical condition; meet all BSA requirements for the nature of the outing if they are stricter than the Troop's requirements; must have completed the required training for the trip as determined by the Scoutmaster (some trips require specific training). In addition, the following requirements must be met:

### Youth

- ✓ Must be 14 years old at the time the trip starts (or 13 if the boy's father is a qualified leader and t is participating in the same crew/adventure; the scoutmaster has ultimate approval if a scout younger than 14 wishes to participate in the outing)
- ✓ Must have completed the First Class Rank requirements
- ✓ Must have completed any Merit Badges required for the trip as determined by the Scoutmaster.

### Adult

- ✓ Must have completed 10 days and night of camping as a leader with the troop per year.
- ✓ Must make 80% of prep outing and meting prior to the trip.

The Scoutmaster has ultimate discretionary authority to not allow participation.

## Financial

### Scout Fees

#### BSA Fees/Subscriptions

The Troop will pay BSA registration fees and Boy's Life subscriptions for all active Scouts from Troop dues.

#### Troop Dues

Annual dues are \$60.00 to be paid as soon after the beginning of regular meetings as possible. *Scouts in arrears after November 1 will not be allowed to attend Troop meetings or other functions until the dues are paid in full.* A \$10 penalty will be added for payments after 11/1. Payment plans are available in cases of financial hardship (see below).

New or transfer members joining after January 1 will be charged \$5.00 per month for remaining full months during the calendar year. Payments must be made at the time of application.

Scouts will not be registered by the troop f dues are not paid for the year. If membership in BSA has expired, the Scout must re-enroll as a new member.

## Adult Leader Fees

Registered Adult Leaders are responsible for all BSA registration fees. There are no Troop dues for the Adult leaders.

## Refund of Fees

Refunds are not available after payment for BSA registration has been made to the Council. Troop Dues are non-refundable.

## Payment of Fees and Expenses

Cash is preferred, but if paying by check, please make payable to **"Troop 37 BSA"**. We are also able to accept credit card or PayPal payment for a small convenience charge.

Returned checks are subject to collection fees, if any, charged by other organizations. No additional fees will be charged by the Troop.

## Financial Hardship

Financial assistance for fees and expenses is available. It will be up to the Scout and his parents to contact the Scoutmaster and/or the Troop Committee Chairperson to discuss the matter privately. All request will be held in strict confidence.

## Fund Raisers

All fund raising activities must be approved in advance by the Troop Committee. This includes activities performed collectively as a Troop and as individual Scouts.

## Resources

### Adult Leadership

If you have a question, or are uncertain where to direct a question or concern, please feel free to contact any of the Adult Leadership and we will point you in the right direction. Again, please consider joining us in some capacity. We are all dedicated to delivering the best possible program for the boys, and many hands lighten the load. We will be happy to provide you with information on how you can help.

### Committee Meetings

The Troop Committee is the main policy making body of the troop. Meetings are held monthly to conduct Troop business and plan upcoming activities and events. Attendance is required for all members of the Troop Committee, and is strongly encouraged for other Adult Leaders and parents. Committee meetings are usually held at Christ the King Church at 7:00 PM, the 3<sup>rd</sup> Monday of every month (see the Troop website calendar for exact dates and times of committee Meeting).

## Links

### Troop

[37troop.com](http://37troop.com/) (<http://37troop.com/>)

[Troop 37 Google Groups](http://groups.google.com/group/troop37worchester/) (<http://groups.google.com/group/troop37worchester/>)

BSA

[Scouting.org](http://www.scouting.org) (<http://www.scouting.org>)

Merit Badges

[Introduction to Merit Badges](#)

(<http://www.scouting.org/Home/BoyScouts/AdvancementandAwards/MeritBadges.aspx>)

[Merit Badges and Worksheets](#) ([http://meritbadge.org/wiki/index.php/Merit\\_Badges](http://meritbadge.org/wiki/index.php/Merit_Badges))

[Merit Badges Changes and Links](#) (<http://usscouts.org/usscouts/meritbadges.asp>)