

Troop 52 Standard Procedures

1/22/97 J.L.L.
Revised 11/23/01 J.L.L.
Revised 2/15/09 J.L.L.

These are guidelines to help you understand how we function, based on decades of experience. We hope we don't sound overly strict or rigid. Please contact the Scoutmaster if you have questions about anything.

A. Troop Meetings Each Wednesday at Union Congregational Church

1. Time Schedule:

-6:15 PM: The Scoutmaster arrives. Scouts are welcome anytime after. If you arrive before an adult leader, please don't enter the building.

-6:30 PM: A "pre-opening" program begins.

-All Scouts should be in full uniform. If coming from another activity, the Scout uniform can be carried in a bag, and the boy can change in the bathroom.

-Meetings are not always canceled when school is canceled. Often winter storms are cleaned up in the afternoon, allowing us to hold our evening meeting. Your patrol leader will call if a meeting is canceled.

-7:00 PM: Opening Ceremony

-8:45 PM: Closing Ceremony

2. Each boy waits inside after the meeting until a member of the service patrol tells him his ride has arrived.

3. The parent should let the Scoutmaster know if a boy has to leave a meeting or activity early.

4. Service Patrol:

Each month, a patrol takes its turn as "service patrol". The service patrol sets up the hall, cleans up afterward, and sends one member to work the parking lot, to tell Scouts when their parent arrives. Service patrol members should plan on staying until **9:00 PM**. Other duties as assigned by Senior Patrol Leader.

5. Program Patrol:

Plans opening and closing ceremonies for the coming month, gets approval of Assistant Senior Patrol Leader, then conducts the ceremonies. Other duties as assigned by Senior Patrol Leader.

6. Cancellation due to weather:

Since school cancellations are done early in the morning, and our meetings are held at night, we do not follow school decisions. Should road conditions be dangerous enough to cancel a meeting, troop leadership will contact the Senior Patrol Leader, who will then contact patrol leaders, who will then call members of the patrols. Some patrols make phone trees to expedite this. Cancellations may also be posted on the troop website but this does not take the place of personal phone calls.

B. Outdoor Activities

1. Permission Slip:

Each boy must hand in a Troop 52 Permission Slip, filled out and signed by a parent, the Wednesday before each outdoor activity he attends. The purpose is so the leadership has current information about the boy's health, and of the parents' plans during the trip in case the leaders need to contact them.

2. Packing: Everything to be in the backpack except: lantern, Dutch oven, water jug, or when a trip is considered "tailgate camping".

3. Cooking:

a) The patrol plans menu and has it approved by an adult leader. Each boy is told how much the food is expected to cost, and should pay that amount the Wednesday before the trip. *The patrol leader should not be stuck with the bill and have to chase people for his money.* The patrol sends a couple of boys to shop. Receipts should be kept, the bill divided by the number of boys, and any leftover money distributed equally. If a boy cancels out from the trip after the shopping is complete he will get a refund or partial refund from funds left over.

b) Drinks must be served family style.

c) Coolers prohibited from Nov. 1 to April 1 unless temperature exceeds 50°

d) Unless otherwise specified, patrol must cook a hot breakfast. All dishes and pans to be washed on the camping trip, not packed out dirty.

e) Garbage to be packed out in the same bags the food was packed in, and carried out in backpacks.

4. standard times (unless otherwise specified)

| | |
|---------------------------|-------------------------------|
| Friday departure | 5:45 pm from church |
| Saturday departure | 8:30 am from church |
| Sunday pick-up | 10:30 am from campsite |

5. The patrol's driver(s) will bring each Scout to his home after an event unless other arrangements are made.

6. Personal Gear:

- Each boy must have a durable raincoat or poncho for every outdoor activity. it should keep him dry and should not fall apart easily.
- From October 1 to May 1, each Scout must have a winter hat and gloves in his pack.
- Each Scout must pack soap, towel, toothbrush, toothpaste...and use them!
- Each Scout is assigned his share of patrol equipment. It must be returned clean and in good condition on the Wednesday after the trip. Axes and saws should be cleaned and blades lightly oiled. If cooking gear is returned dirty it will be washed at the troop meeting by the Scout.
- Sheath knives, electronic games, aerosol sprays (cooking oil, deodorant, insect repellent, etc) and cigarette lighters are prohibited.

7. Summer Camp:

- Scouts assemble in full uniform including troop hat. If any uniform part is missing parents are responsible for getting it to camp as soon as possible.
- Each Scout must have an up to date Scout medical form (available on website), completed by parent and physician. Parents are advised to make photocopies of the medical form. Medical forms cannot be returned after our stay at camp, but must remain part of camp records.

C. Advancement

1. Troop Meetings:

-Scouts should come to the meeting prepared to pass skill tests for personal advancement. Scouts progress is recorded on charts. Each Scout should show a leader his signed book to get the chart updated.

2. Tenderfoot Requirement 9b: The Physical Fitness chart is to be completed over a period of 30 days, not necessarily consecutive days. For instance, if a boy misses day #15 for any reason he should continue where he left off when he resumes his excercises. He should not start over again because he missed a day or two.

3. Second Class Requirement 1b: "Using a compass and a map you've drawn, take a 5-mile hike (or 10 miles by bike) approved by your adult leader and your parent or guardian." This requirement may be completed in one of two ways:

- a) Prior to a troop hike a leader will review the route with the Scout using a topographic map. During the hike the Scout will pinpoint the trailhead, start the group off in the correct direction, and note features seen along the way. Each time the group crosses a trail, stream or other feature, its location should be pointed out on the map by the Scout. Once the Scout has shown sufficient skill over two miles or more, the job can be handed over to another Scout.
- b) By completing an orienteering event. Following the event the Scout will review with a leader the route, the decisions he made, and will show skill in using a map and compass together. A single orienteering event **cannot** satisfy **both** the Second Class and 1st Class requirements, however.

4. First Class Cooking: A Scout will plan the menu and be the head cook for a breakfast and lunch on one campout and a dinner on another trip. He will not do all three meals the same weekend. To be successful they should practice the meal at home under supervision before trying it in the field.

5. First Class Camp Gadget: Scout wishing to complete this requirement must discuss his plan with a leader the Wednesday before the trip, and must sign out appropriate rope to complete the project. The project must be full size, include at least 2 different kinds of lashings, and be used on the campout.

6. Who may sign books?

Patrol Leaders and Leadership Corps may sign participation requirements. Other requirements may be signed by Junior Assistant Scoutmasters (or other 16-year old Scouts as assigned by the Scoutmaster), and adult leaders.

7. Board of Review

Held each month on the 4th Wednesday unless otherwise specified. Scout must be in complete uniform, have his dues paid to date, and have his handbook up to date. Star, and Life candidates must also present documentation of merit badges earned.

D. Equipment

1. Each patrol assigned an equipment number. All gear for that patrol marked "T52-O-#", "#" being the patrol's equipment number. For example, Golden Eagle Patrol's gear is marked "T52-O-5". Similar items, like identical tents in the same patrol, are marked "T52-O-5a", "...5b", "... 5c", etc. ***A patrol may only sign out its own equipment.*** Each patrol quartermaster to be issued a standard equipment sign-out sheet with quantities and ID numbers filled in to show him what is available to the patrol. The patrol can then use this list as a reference throughout the year.
2. All parts to be engraved or marked with a permanent marker. Item numbers not to be scratched off or changed.
3. The troop Quartermaster is in charge of equipment. He works closely with each patrol quartermaster and with the adult leader or committee person assigned to equipment. The Quartermaster keeps an inventory on index cards. The inventory should be constantly updated.
4.
 - a) Patrols sign out equipment as a group, with each individual Scout responsible for his share of the items. The equipment sheet must be filled out and passed in at Pre-opening or Opening of the meeting prior to the event.
 - b) The patrol must check items and quantities before leaving the church.
 - c) The Troop QM fills in the date, person's name, and ID number for any item that is still out from the last trip.
 - d) The adult advisor for the quartermaster makes photocopies of the equipment forms. These copies are brought to the trip. Before packing gear to leave for home a leader reviews the list and records any changes in responsibilities. This updated list is returned to the Troop Quartermaster at the next troop meeting.
5. Equipment to be returned clean within 2 meetings after the event. During pre-opening of the second meeting, a leader should be in the parking lot asking for equipment, and asking parents to bring it with them when they pick up their sons at the end of the meeting. Patrol lays out gear in patrol corner for inspection. Cook kits opened and spread, chef's tool kit opened, etc. Anything needing to be cleaned to be done in the boiler room during game. *Do not send gear back home to be cleaned.*
The individual or the patrol may be asked to replace damaged or lost equipment.

E. MEDICAL:

1. The leader in charge is to bring the permission slips on all events. On camping trips the forms are kept in a waterproof package in the campsite where they are accessible to all adult leaders.
2. Each boy is to supply the activity leader with a permission slip (troop form on website) which lists current medical information plus phone numbers to contact parents that particular weekend. It is suggested that parents make copies of the

blank permission slip so they always have one. Permission slips must be handed in the Wednesday before the trip.

3. Work gloves must be worn when using a saw or axe.
4. If a boy is injured or sick on an activity the leader should immediately contact the boy's parents. They may decide to pick him up at the activity or you may meet them at their home or at the hospital. Every situation is different. Use your judgment. Find out who witnessed the accident and record all the facts. All injuries should be described in the troop's activity report and submitted to the troop committee.
5. When admitting a boy for treatment provide the hospital with our policy number and the boy's family policy number if available. The boy's number should be on the medical form or the registration form.
6. Bees. Troop leaders must be aware of who is allergic to bee stings. That Scout should carry an "EpiPen" or other prescribed medication on his person on all warm weather activities. In the event *any* boy gets stung, keep him with you for the next hour to watch for reactions. If he begins to react with hives, severe swelling, breathing problems, or any other alarming side effects, get professional medical help immediately. The symptoms may get progressively worse without action on your part. Remember that people may develop a sensitivity to bees at any age, and may not be aware of any condition they have until they actually get stung.

F. DUES:

1. Dues are \$15 paid in September and \$15 paid in February. Scouts who do not pay dues are suspended from participating in activities and advancing in rank. Dues should be paid by check made out to "Boy Scout Troop 52" and either handed to the Troop Scribe or mailed to the Troop Treasurer.

G. ELECTRONICS:

Most of the troop leaders are parents, and understand that the world is not the same as when we were young. Parents have grown accustomed to having contact with their children 24 hours a day, 7 days a week. Cell phones have become part of our lives. We prefer the phones be left home, but if you insist he have one we insist he not use it on a Scout activity without telling a leader for the following reasons:

1. Frivolous calls distract the boy from the true purpose of the trip.
2. If a boy is sick, or is in need of help with something, the leader must be aware of it.
3. A boy should not call a parent to take him home without the leader knowing about it.

There is no need for electronic toys and music players on typical Scout trips. Leaders may make exceptions if there is a long car ride, such as on a high adventure trip. Unless otherwise stated these items are not allowed.

H. TROOP WEBSITE...www.tr52.com

- Our troop website is maintained by a responsible adult, and is kept up to date. We follow standard Scout policies regarding privacy and youth protection.
- Some sections of our website are password protected to prevent unauthorized "web surfers" from learning where we are camping and when.

- Parents are supplied with the troop username and password. Please record it somewhere for future reference.
- Each member has an e-mail address: first initial/last name at tr52.com
. Example: jsmith@tr52.com.

Scoutmaster: Joe LeClair
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