

Boy Scout Troop 103

A Guide for Parents and Scouts



**Sponsored by
St. Joseph Parish
Hanover, Pennsylvania**

<http://bsatrop103.org/>

A Guide for Parents and Scouts

TABLE OF CONTENTS

| | |
|---|----|
| Introduction / Modifications | 3 |
| Mission Statement / Vision Statement / Boy Scouts of America and the Scouts BSA Program | 4 |
| Aims and Methods of the Scouting Program / Ideals / Patrol / Outdoor Programs | 4 |
| Scout Oath / Scout Law | 5 |
| Charter is Granted / Original Members | 7 |
| Organization of the Boy Scouts / National Council | 7 |
| Local Council / Local District / Local Unit / Chartered Organization | 8 |
| Troop 103 Structure / Philosophy / Youth Ministry | 9 |
| Scout's & Parents Responsibilities | 9 |
| Adult Leader & Committee Responsibilities | 10 |
| Youth Protection Requirements for Adults | 11 |
| Discipline / Smoking and Drinking | 12 |
| Importance of the Uniform | 12 |
| Meetings / Dues | 13 |
| Fundraisers / Scout Savings Fund / Troop Bank Account | 13 |
| Troop Equipment | 14 |
| Outings / Activities / Elections | 14 |
| Scout Book Online Application for Tracking Advancement, Event Attendance | 15 |
| Advancement / Ranks | 15 |
| Merit Badge Program / Personal Growth / Leadership Development | 16 |
| Scout of the Year Program | 17 |
| Boy Scouts of America Web Sites | 18 |
| Glossary of Terms | 19 |
| | |

Introduction

We are delighted to present you with our latest resource, "A Guide for Parents and Scouts," which has been crafted with care and attention to detail by the troop committee. We have been eagerly anticipating the opportunity to share this valuable information with every one of our Scouting families in Boy Scout Troop 103.

In this guide, you will find a concise history of the troop and its chartered organization, as well as comprehensive guidelines for ensuring a safe and enjoyable Scouting experience. Our goal is to equip you with the knowledge and tools necessary to fully embrace the scouting ethos and make the most of your time in our troop.

We hope you find this guide to be a valuable resource that you can refer to again and again as you embark on this exciting journey with us.

This information was gathered by Scouters who formed a subcommittee to work on the project and approved by the Troop Committee.



1/16/2024

Committee Chairman

Date

Proposed Modifications for the 1/28/2023 Version was approved by the Troop Committee on 11/20/2023

Proposed Changes include:

1. Reinstate the \$80 Activity Fee to be paid in early November each Year to be paid by each scout. Page 13.

Modifications

Non-cosmetic changes to this document must be presented to the troop committee for consideration at the committee meeting. It must be made in the form of a motion, second and passed by a majority of the registered troop committee members present. Changes will not be considered "final" until all troop committee members have been notified of the changes either by mail or email and are provided three weeks to respond with their approval or disapproval. Responses by those not in attendance at the committee meeting will be considered in the overall vote. Final approval of the changes will be confirmed at the next committee meeting and be based on the overall responses of those present at the committee meeting and those who have responded by mail, phone, or email. Once approved, copies must be communicated to the head of the chartered organization.

Revisions must be distributed to the membership within 60 days of the approval via the Troop's website.

BOY SCOUT TROOP 103

Chartered since 1918 to St. Joseph Parish
Hanover, Pennsylvania

Sponsored by the St. Joseph Catholic Parish

Welcome! We're glad that you're here.

Mission Statement

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

Vision Statement

The Boy Scouts of America is the nation's foremost youth program of character development and values-based leadership training. In the future Scouting will continue to

- Offer young people responsible fun and adventure.
- Instill in young people lifetime values and develop in them ethical character as expressed in the Scout Oath and Law.
- Train young people in citizenship, service, and leadership.
- Serve America's communities and families with its quality, values-based program.

Boy Scouts of America and the Scouts BSA Program

The Boy Scouts of America and Scouting BSA program was incorporated to provide a program for community organizations that offer effective character, citizenship, and personal fitness training for youth. Scouts BSA is the traditional Scouting experience where boys and girls can have their share of adventure in the great outdoors. Develop a love of service by volunteering in your community, boost your leadership skills through fun and exciting challenges, and create memories of a lifetime with no prior Scouting experience required!

Specifically, Scouts BSA endeavors to develop American citizens who are physically, mentally, and emotionally fit; have a high degree of self-reliance as evidenced in such qualities as initiative, courage, and resourcefulness; have personal values based on religious concepts; have the desire and skills to help others; understand the principles of the American social, economic, and governmental systems; are knowledgeable about and take pride in their American heritage and understand our nation's role in the world; have a keen respect for the basic rights of all people; and are prepared to participate in and give leadership to American society.

Scouts BSA is one of three membership divisions of the Boy Scouts of America (the others are Cub Scouting and Venturing). It is available to boys or girls who have earned the Arrow of Light Award or have completed the fifth grade, or who are 11 through 17 years old, and subscribe to the Scout Oath and Law. The Scouts BSA program achieves the BSA's objectives of developing character, citizenship, and personal fitness qualities among youth by focusing on a vigorous program of outdoor activities.

To support both boys and girls, Scouts BSA charters separate Troops for each. The Cub Scout program does support both boys and girls within the same Cub Pack.

AIMS AND METHODS OF THE SCOUTING PROGRAM

The Scouting program has three specific objectives, commonly referred to as the "Aims of Scouting." They are character development, citizenship training, and personal fitness.

To emphasize the equal importance of each aim, the following methods for achieving them are listed below in no particular order.

Ideals

The Scout Oath, Scout Law, Scout motto, and Scout slogan together embody the ideals of Boy Scouting. The Boy 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 and who he becomes.

Patrols

The patrol method gives Boy Scouts an experience in-group living and participating citizenship. It places responsibility on young shoulders and teaches boys how to accept it. The patrol method allows Scouts to interact in small groups where they can easily relate to each other. These small groups determine troop activities through their elected representatives.

Outdoor Programs

Boy Scouting is designed to take place outdoors. It is in the outdoor setting that Scouts share responsibilities and learn to live with one another. It is here that the skills and activities practiced at troop meetings come alive with purpose. Being close to nature helps Boy Scouts gain an appreciation for God's handiwork and humankind's place in it. The outdoors is the laboratory for Boy Scouts to learn ecology and practice conservation of nature's resources.

Scout Oath

On my honor . . .

By giving your word, you are promising to be guided by the ideals of the Scout Oath.

. . . I will do my best . . .

Try hard to live up to the points of the Scout Oath. Measure your achievements against your own lofty standards and do not be influenced by peer pressure or what other people do.

. . . To do my duty to God . . .

Your family and religious leaders teach you about God and the ways you can serve. You do your duty to God by following the wisdom of those teachings every day and by respecting and defending the rights of others to practice their own beliefs.

. . . and my country . . .

Help keep the United States a strong and fair nation by learning about our system of government and your responsibilities as a citizen and future voter.

America is made up of countless families and communities. When you work to improve your community and your home, you are serving your country. Natural resources are another important part of America's heritage worthy of your efforts to understand, protect, and use wisely. What you do can make a real difference.

. . . and to obey the Scout Law; . . .

The twelve points of the Scout Law are guidelines that can lead you toward wise choices. When you obey the Scout Law, other people will respect you for the way you live, and you will respect yourself.

... To help other people at all times ...

Many people who need you. Your cheerful smile and helping hand will ease the burden of many who need assistance. By helping whenever possible, you are doing your part to make this a better world.

... To keep myself physically strong ...

Take care of your body so that it will serve you well for an entire lifetime. That means eating nutritious foods, getting enough sleep, and exercising regularly to build strength and endurance. It also means avoiding harmful drugs, alcohol, tobacco, and anything else that can harm your health.

... mentally awake ...

Develop your mind both in the classroom and outside of school. Be curious about everything around you and work hard to make the most of your abilities. With an inquiring attitude and the willingness to ask questions, you can learn much about the exciting world around you and your role in it.

... and morally straight.

To be a person of strong character, your relationships with others should be honest and open. You should respect and defend the rights of all people. Be clean in your speech and actions and remain faithful in your religious beliefs. The values you practice as a Scout will help you shape a life of virtue and self-reliance.

Scout Laws

Trustworthy

Loyal

Helpful

Friendly

Courteous

Kind

Obedient

Cheerful

Thrifty

Brave

Clean

Reverent

Troop History

CHARTER IS GRANTED

The Boy Scouts of America granted a Charter to Troop 3 sponsored by St. Joseph's Parish in Hanover on June 20, 1918. Reverend G. W. Nicely was the Commissioner representing the local council on the Charter. At that time, approximately 8,000 people resided in Hanover.

Thomas L. Murphy, the first leader of the Troop, previously had supervised a group of youth in the local Boys Club. He was assisted by James B. Baker and Ralph H. Storm. James B. Baker succeeded Thomas L. Murphy as Scoutmaster in 1919. Reverend James A. Huber, Frank Brenner and Stanley Scheivert assisted the early Troop in the capacity of committee members.

ORIGINAL MEMBERS

Twenty-three Scouts (Richard Alleman, Charles Brady, Roger Britcher, Guy Gotwalt, Charles Hufnagle, Roger Johnson, Arthur Kelly, John King, John Kinneman, David Klunk, Robert Klunk, Francis Kuhn Jr., Jacob Landis, Lowell Lingg, Romanus Lingg, Charles Maxwell, John Miller, Nicholas Murphy, Norbert Neiderer, William Overbaugh, Gerald Pfaff, Thomas Smith, Joseph Urick) were registered on the original charter with fourteen (John Aumon, Joseph Aumon, Harold Brady, Bernard Brenner, Francis Devine, Paul Hertz, Thomas Johnson, Samuel Mattingly, Ernest Norwig, A. Pentz, Henry Smith, Edgar Sneeringer, James Staub, Austin Storm) more boys joining the first year.

The first meetings of the Scouts were held in John McKinney's barn, then the garage of Ambrose Klunk, from there to the Knights of Columbus Hall, and finally to St. Joseph Hall.

With service to the community as their objective, the planning of a large war garden during World War I behind the former Knights of Columbus building on York Street was among their first activities. Also, the Troop participated in the sale of liberty war bonds. In 1920, Troop 3 had their own basketball team with Scoutmaster James B. Baker as their coach. The team included Scouts Guy Gotwalt, John Kinneman, Jacob Landis, Paul Hertz, Francis Kuhn and John Aumon.

LOCAL COUNCIL AND DISTRICT HISTORY

The Conewago Council was organized as a Second-Class council during the summer of 1919. The local council included Scouts from Hanover, Littlestown, New Oxford, Abbottstown and East Berlin. St. Joseph Boy Scouts became known as Troop 103 after the Conewago Council merged with the York-Adams Council in 1931. At that time the Troop resided in the Conewago District. In July 2002, the York-Adams Area Council was restructured from four to three Districts. At that time, Troop 103 resided in the Blue and Grey District until 2011. On February 25, 2010, the York-Adams Area Council agreed to merge with Keystone Council and was named on April 1, 2010, as Keystone York-Adams Council. On October 1, 2010, the council was formally named New Birth of Freedom Council. The Troop now resides within the boundaries of the Battlefield District.

Organization of Boy Scouts

NATIONAL COUNCIL

Boy Scouting is owned by the National Council of the Boy Scouts of America. It was incorporated on February 8, 1910, and chartered by Congress in 1916 to provide an educational program for boys and young adults. Boy Scouting was modeled after the Scouting movement founded by Lord Robert S. S. Baden-Powell in England in 1908.

A volunteer board of directors, the National Executive Board, leads the National Council. The administration is performed by a staff of professional Scouters.

The purpose of this corporation shall be to promote, through organization and cooperation with other agencies, the ability of boys to do things for themselves and others, to train them in Scoutcraft, and to teach them patriotism, courage, self-reliance, and kindred virtues, using methods which are now in common use by Boy Scouts.

It is the mission of the Boy Scouts of America to serve others by helping to instill values in young people and in other ways to prepare them to make ethical choices during their lifetime in achieving their full potential. The values we strive to instill are based on those found in the Boy Scout Oath and Law.

LOCAL COUNCIL

It would be impossible to administer all Scouting Units from a centrally located National Office. Therefore, the National Council issues a charter to a Local Council. Like the National Council, the Local Council is led by volunteers, with administration performed by a staff of professional Scouters. The local council president is the top volunteer; the Scout executive is the top professional. We are part of the New Birth of Freedom Council #544.

The purpose of the Council is to guide and support its Districts for the achievement of the movement's purpose. This is a measure of how well Scouting is getting to units.

LOCAL DISTRICT

A Scouting District is a geographical area within the Local Council, as determined by the council executive board. Members of the District Committee are volunteers. The District trains adult volunteers, provides District programs for Units, assists in the formation of new units and helps coordinate the annual giving campaign. We are part of the Battlefield District in the New Birth of Freedom Council.

The purpose of the District is to work through chartered organizations and community groups to organize and support successful Units. The end result of effective District support: more and more members receiving a better and better program.

LOCAL UNIT

The local Unit is "owned" by a chartered organization. It receives a national charter yearly to use the Scouting program as a part of its youth work. Each chartered organization using the Scouting program provides a meeting place for the unit, selects a unit leader, appoints a committee of at least three adults and chooses a chartered organization representative. The committee works on behalf of the chartered organization. The chartered organization must also approve all adult leaders. Our chartered organization is St. Joseph Catholic Parish.

CHARTERED ORGANIZATION

Starting in 1918 and through the 1920s, Troop 3 (now Troop 103) was sponsored by the St. Joseph Catholic Church under of Rev. James Huber, Head of the Organization. Historically, the Troop at different times was sponsored and supported by the St. Joseph Parish, the Knights of Columbus Hanover Council 871 followed by the Holy Name Society of St. Joseph Church. Beginning in 2023, the Troop's Charter Organization reverted to St. Joseph Parish under Monsignor James Lyons, Executive Officer.

History of St Joseph Parish

The St. Joseph Parish was established in 1864 and flourishes today with over 6,000 parishioners. A more complete history of the parish is available at: http://stjosephparishhanover.org/about_us/parish_history

More about The Holy Name Society

The Holy Name Society has proudly served the parish since 1923. They have been the primary sponsor of our Scouting programs until 2023. The Holy Name Society is an international organization of Catholic men that promotes a love of God and reverence for His Holy Name. More information about the Holy Name Society can be found here:

<http://www.nahns.com/>

TROOP 103 STRUCTURE

PHILOSOPHY

This Troop is for the Scouts, run by the Scouts with the guidance of adult leadership. Unlike Cub Scouts, all information on events, activities, the planning of those activities and the responsibilities of seeing those events through to their successful completion is the total responsibility of the Scout.

YOUTH MINISTRY

“The Boy Scouts of America maintain that no member can grow into the best kind of citizen without recognizing an obligation to God...” The twelfth point of the Scout Law states that “A Scout is Reverent”. Every effort will be made by the adult leadership to provide time in their program for attendance at Mass on Sundays. Scouts not of the Catholic faith are excused from participation in Catholic religious activities, unless, with the permission of the parents, they desire to attend. For reasons of safety and adequate supervision, it may be necessary for the non-Catholic Scouts to attend Mass with the Catholic Scouts (National Council always requires two deep leadership). It is the responsibility of the Scoutmaster to explain this policy to the parents of all Scouts during the time of registration.

SCOUT'S RESPONSIBILITIES

The essence of Scouting goes beyond the mere participation in events or outings. It lies in demonstrating Scout spirit in one's daily life. For a Scout, this means living by the Scout Oath and Law, and setting a positive example for his peers.

Scout spirit is not just about attending meetings or going on adventures; it is about embodying the ideals of Scouting and living them out in everyday interactions with others. A Scout who exhibits Scout spirit is one who encourages and inspires those around him to be their best selves, while staying true to his own character and attitude.

It is important to remember that Scout spirit reflects a Scout's commitment to being a responsible, honest, and helpful member of his community, both within and outside of Scouting.

As Scouts, we must strive to live up to the ideals of Scouting each day, and to demonstrate our commitment to Scout spirit through our actions and interactions with others.

For a scout to get the most out of the quality scouting program, he is expected to participate in Troop activities. The Troop recommends that a scout participate in an average of two or more scout-related activities per month. This includes but is not limited to meetings, merit badge classes, outdoor activities, and service projects. Additionally, scouts should participate in 6 or more outdoor activities throughout the year. This recommendation is based on national guidelines for the Journey to Excellence Award. Scouts who are serving as patrol leaders are expected to attend Patrol Leader Council meetings.

It is the responsibility of the Scout to ensure that “Scout Book” application records are kept up to date.

PARENT'S RESPONSIBILITIES

- Read “A Parent’s Guide” located in the front of the Boy Scout Handbook
- Scouting is family based. Our Troop is highly active and requires a lot of adult help. The adult support is organized through the Troop Committee. All parents are invited and encouraged to attend these meetings, join the committee and lend a hand with the many support activities (i.e.: transportation needs, fundraising activities).
- Attend other meetings as required (i.e.: Courts of Honor, Information for summer camp, special activities, etc.)
- Encourage your son to accept and follow through on items outlined in the “Scout’s Responsibility” section.
- Comply with any “Youth Protection” training or certification as required by Boy Scouts of America, New Birth of Freedom Council, St. Joseph Parish, or The Diocese of Harrisburg if you plan to attend an outing or an event. See the separate section in this guide for specific Youth Protection requirements.

ADULT LEADER RESPONSIBILITIES

All registered adult leaders must comply with any “Youth Protection” training or certification as required by Boy Scouts of America, New Birth of Freedom Council, St. Joseph Parish, or The Diocese of Harrisburg if you plan to attend an outing or an event. See the separate section on the next page of this guide for specific Youth Protection certifications and training requirements.

Scoutmaster

- Train and guide boy leaders to run the Troop.
- Work with and through responsible adults to bring Scouting to boys.
- Help boys to grow by encouraging them to learn for themselves.
- Guide boys in planning the Troop program.
- Work with the Troop Quartermaster in maintaining Troop Equipment
- Support the Senior Patrol Leader with advice and counseling.
- Conduct Scoutmaster conferences.
- Complete Boy Scout Fast Start Training
- Complete Scoutmaster Fundamentals Training as recommended.
- Help maintain “Scout Book” records with Advancements and Activities

Assistant Scoutmaster(s)

- Train and guide boy leaders to run the Troop.
- Work with and through responsible adults to bring Scouting to boys.
- Help boys to grow by encouraging them to learn for themselves.
- Guide boys in planning the Troop program.
- Serve under the direction of the Scoutmaster.
- Serve as the Troop leader in the absence of the Scoutmaster.
- Coordinate joint Webelos/Troop activities.
- Work with the Troop Quartermaster in maintaining Troop Equipment
- Support the Assistant Senior Patrol Leader with advice and counseling.
- Complete Boy Scout Fast Start Training
- Complete Scoutmaster Fundamentals Training as recommended.
- Help maintain “Scout Book” records with Advancements and Activities

Committee Responsibilities

The Troop Committee primary responsibilities are supporting the Scoutmaster in delivering quality Troop program and handling Troop administration. Under the direction of the Troop Committee Chairperson, the meetings are held as required, usually monthly. Contact the Committee Chairperson for the current meeting time and location.

The committee's job is:

- To attend monthly Committee Meeting
- The advancement processes.
- Equipment purchases and Inventory.
- Troop transportation
- Recruitment of boys
- Overall support to the Scoutmaster
- Troop re-chartering
- To attend Committee member training
- Fundraising
- Program support
- Recruitment of adults / two deep leadership

Youth Protection Requirements for Adults

The Boy Scouts of America, Troop 103, and our Charter Organization recognize the importance of Youth Protection. St. Joseph Parish and the Troop Committee requires all adult leaders, committee members and other adults attending overnight and day outings to complete Youth Protection clearances and on-line training.

Boy Scouts of America and the New Birth of Freedom Council (NBF) Requirements

All registered volunteers, regardless of position, are required to obtain and submit all state-mandated clearances. New volunteers must complete their clearances to submit along with their BSA application before volunteer service begins.

Non-registered volunteers over the age of 18, which includes, for example, parents, relatives, and friends, who provide care, supervision, training, or control of a youth member in lieu of parental control and/or have regular and repeated contact (routine interaction) with youth members that is integral to the volunteer activities are required to submit the clearances, as well. See the chart below for details.

NBF Website: <https://newbirthoffreedom.org/pa-clearances/obtaining-pa-background-checks/>

Diocese of Harrisburg Requirements

The following must obtain background certificates per State and Diocesan Youth Protection Program requirements: Adult Volunteers who have care, supervision, guidance, or control and have routine interaction with children and Vendors who provide care, supervision, guidance, or control or have routine interaction with children. <https://www.hbgdiocese.org/safeyouth/background-certificates-and-youth-protection-requirements/#adult-volunteer-protection-requirements>

Summary of Clearances, Training and Certifications

| Required Clearance or Training All of the following are required | Required by New Birth of Freedom Council | Required by Parish & Diocese of Harrisburg |
|--|---|---|
| PA State Police Criminal History Check Website: https://epatch.pa.gov/ | Yes | Yes |
| PA Child Abuse History Check – Childline/DHS Website: https://www.compass.state.pa.us/cwis/public/ | Yes | Yes |
| FBI Report – DHS * Required for those who have not been residents of Pennsylvania for the last 10 years. Website: https://www.identogo.com/ | Yes* | Yes* |
| New Birth of Freedom Council Disclosure Statement For Volunteers residing in PA for over 10-years Document: https://newbirthoffreedom.org/wp-content/uploads/2015/08/2015-06-15-disclosure-statement-application.pdf | Yes | No |
| Adult Unpaid Position Disclosure Statement Document: https://www.hbgdiocese.org/download/adult-unpaid-position-disclosure-statement/ | No | Yes |
| BSA Youth Protection Training Certificate (online 72 minutes) Website: https://www.scouting.org/training/youth-protection/ | Yes | No |
| Diocesan of Harrisburg On-Line Training Course Certificate (3+ hours) Website: https://safeyouth.hbgdiocese.org/ | No | Yes |
| Review Mandated Reporter Training Course for the Diocesan of Harrisburg. Document: http://www.pacwrc.pitt.edu/ELEARN/PA%20Mandated%20Reporting.pdf | No | Yes |

Submission Requirements

- **Print out the following** and provide copies of the following to the Troop Committee Chairman and Sheri Golden at the parish office. (The Committee Chair of Troop 103 can forward them for you)
- **Upload your certifications** and the BSA Youth Protection Certificate using the Council Portal. <https://newbirthoffreedom.org/pa-clearances/submitting-pa-background-checks/>

Discipline

Discipline starts at home. The parent / guardian will be contacted immediately to pick-up their son, regardless of the location, if:

1. The Scout is impeding the progress of his fellow Scouts.
2. Being disruptive to the rest of the Troop
3. Creating an unsafe condition that is potentially dangerous situation to him or others.

Any cost incurred will be the responsibility of the parent / guardian.

Note: Bullying, hazing and initiations have no place in Scouting and are prohibited.

Smoking and Drinking

It is the policy of the Boy Scouts of America that the use of alcoholic beverages and controlled substances is not permitted at encampments or activities on property owned and/or operated by the Boy Scouts of America or at any activity involving participation of youth members.

Health is a most valuable possession. BSA recommends that leaders maintain the attitude that young adults are much better off without tobacco. Leaders are encouraged not to use tobacco products in any form nor allow their use at any BSA activity.

Importance of the Uniform

- The uniform identifies the Scout as someone special and helps achieve the objectives of Scouting. The uniform by itself cannot make a good Scout or a good Troop; but its use will improve both the Scout and the Troop because it is a visible sign of Scouting.
- The uniform (sometimes referred to as the field uniform or Class "A") is the official uniform of the Boy Scouts of America as defined in the Boy Scout Handbook. It includes pants or shorts, shirt (with patches/insignia properly sewn as described in the Handbook), belt, socks, identification card, and neckwear. The Class "A" uniform is required for Troop meetings and at formal Scouting activities such as Courts of Honor, recognition dinners or similar functions.
- More detailed information about the uniform, placement of patches, wearing of sashes, etc. can be found in a supplemental Troop document called "The Boy Scout Uniform Resource".
- The Troop neckerchief is presented to each Scout after he has earned the rank of Scout. The neckerchief must be returned to the Troop if the Scout leaves the Troop prior to reaching the rank of First Class.
- Hats are optional. If a hat is worn it must be either the Troop hat or an official Scouts BSA hat. The designated hat for functions is at the discretion of the Scoutmaster.
- Our Troop's activities uniform (sometimes referred to as the Class "B") consists of our Troop T-shirt, official color (olive green) scout pants or shorts, socks and belt. The "Class "B" uniform is used when there will be a high level of physical activity such as work details, hikes and other outings.
- The type of uniform (Class "A" or "B") to be worn for activities and meetings will be determined by the Scoutmaster. The Troop neckerchief is always to be worn with the Class A uniform unless otherwise directed by the Scoutmaster.
- At the option of the Scoutmaster, a uniform may not be required for certain activities.
- The purchase of uniforms is the responsibility of the Scout. Sometimes, a used uniform is available, or a long-term purchase can be arranged through the Troop Committee. Address any questions to the Scoutmaster.
 1. On-Line Ordering Web Site - <http://www.Scoutshop.org/>
 2. New Birth of Freedom Council Scout Shops (<https://newbirthoffreedom.org/?s=shop> for locations and hours)

Meetings

Troop meetings are held on every Tuesday (except for the first Tuesday) of each month. The Patrol Leaders Council meets on the first Tuesday of each month or as deemed necessary by the Scoutmaster. Currently, meetings are held from 6:30 PM until 8:00 PM. The Scoutmaster may cancel a meeting; therefore, check the monthly Troop calendar for meeting locations, dates and exact times.

The Troop follows the policy of Saint Joseph School in case of inclement weather. If the school is closed or dismisses early, there is NO Scout meeting.

Dues

The purpose of dues is to teach the Scout responsibility by getting familiar with a regular payment plan. Dues are collected at any Troop meeting. The dues pay for some of the general Troop activities which include patches, camp registrations, awards, etc. Dues must be paid up to date by November 1st of each year before the Scout can be re-registered for the following year. The fee is \$4.00 per month.

Activity Fee (Annual)

An \$80 Activity Fee will be collected for each scout in early November each year for those scouts that plan to renew their membership with the Troop for the following year. This fee is used by the Troop to recover registration for campouts and membership renewal fees.

Fundraisers

Troop Fundraisers

The profit from the fundraisers (flower sale) is used to purchase and maintain Troop equipment and to cover other operating expenses. Scout participation is expected in all Troops fund raising activities.

Scout Fundraisers

The profit from Scout fundraisers (popcorn sales, sandwich sales, candy sales, etc.) will go directly into the Scout's Savings Fund. As deemed necessary by the Troop Committee, there are times when a certain percentage of the profit will be given to the Troop for their general fund. As fundraisers as held, the Scouts will be notified as to the percentage split, if any.

Scout Savings Fund

Each Scout has his own savings fund while he is a member of the Troop. The fund is administered by one of the adult leaders of the Troop. This is a non-interest-bearing fund.

All profits earned by the individual Scout during Scout Fundraising Events (not Troop Fundraisers) are recorded in the Scout's name. Additionally, the Scout can contribute to his fund at any time during the year. This fund is used by scouts for any Scout function expenses such as camp registration or an Eagle Award Ceremony, dues, as well as Scout equipment including uniforms, camping gear, etc. Receipts for any scout function expenses must be provided by the scout or guardian.

If the Scout leaves the Troop with a balance in his fund, the money earned through Scout Fundraising Events reverts to the Troop fund. If the scout transfers to another Troop, then his funds can be transferred to that Troop providing that a "Scout Transfer Fund Request Form" is completed and signed. Any contributions made by the individual Scout to his fund will be returned to the Scout.

Troop Bank Account

The Charter Organization authorizes the unit to open a separate bank account for the Unit using the Charter Organization EIN and provide the Unit with policies and procedures for financial reporting and asset management. An additional account will be established for the Scout Savings Fund.

The Troop agrees to follow all Charter Organization policies and procedures regarding the management of funds. For Unit specific bank accounts, Units will submit reporting as prescribed by the Charter Organization.

Troop Equipment

Our Troop has a supply of outdoor camping gear including top of the line four-man tents, patrol boxes, patrol cooking equipment, Coleman lanterns, dining fly, rope, hand axes, first aid kits, etc. that we use on most overnight outings. It is the responsibility of each Scout to care for this equipment to keep it in excellent condition so that it is ready for the next Scout to use. Care for the tents is especially important since they represent a considerable expense. After each outing, the tents are sent home to be cleaned, completely dried, and re-packed, ready for the next outing.

Individual gear (backpacks, mess kits, sleeping bags, flashlights, individual stoves, etc.) are not supplied by the Troop. Don't feel that you must go out and purchase all sorts of individual equipment at once. It is good to talk to the experienced Scouts and Leaders to find the best equipment and the best value. Most types of individual equipment make excellent gifts for birthdays, Christmas, etc. From time to time, Scouts will offer slightly used equipment for sale at meetings, an effective way to equip the new Scout without great expense.

Outings / Activities

Troop 103 is diversified in the types of outdoor programs and activities in which we participate. They include backpacking, hiking, biking, white water rafting, historic trail exploration, as well as short- and long-term campouts and fun camps. In most cases, there will be a small fee associated with these outings to cover the cost of food and transportation. A deposit must be made for each Scout signing up to go on an outing. Any amount not used for the outing will be refunded immediately to the Scout.

If for whatever reason a Scout cannot afford the cost of the Outings / Activities and the Scout was involved with fundraisers. Please contact your Scoutmaster for assistance. This need will be kept in confidence.

A list of personal items to bring to an outing / activity will be communicated to the Scout. Electronic gear (radios, games, music devices, and cell phones), candles and sheath knives are prohibited.

The privilege of carrying matches and a pocketknife is earned with Firemanship and Tote 'N Chip certification respectively.

Class 1 medical forms will be distributed prior to November 1. Forms must be completed by the parents and returned to the Scoutmaster by December 1 for the Scout to be re-chartered with the Troop for the following year.

Permission slips signed by a parent or guardian are required for Troop activities.

Elections

All youth members of the Troop elect the Senior Patrol Leader. The Senior Patrol Leader will appoint his Assistant Senior Patrol Leader with the approval of the Scoutmaster. All other positions (Den Chief, Quartermaster, Scribe, Troop Historian, Librarian, Instructor, Troop Guide, *OA Representative*, etc.) are appointed by the Senior Patrol Leader with the approval of the Scoutmaster. Neither the Senior Patrol Leader nor his assistant remains in a patrol after he takes office, but other troop positions as indicated above do continue as patrol members.

The Patrol Leader is elected by the youth members of his Patrol. The Patrol Leader will appoint his Assistant Patrol Leader with the approval of the Scoutmaster. Like any other patrol, the new Scout patrol elects a patrol leader, who will attend patrol leaders' council meetings and have a vote. He should serve only a brief time, however, so that other new Scouts can share in the leadership experience. Each patrol of new Scouts is under the supervision of an older Scout called a troop guide.

The Scoutmaster and the Senior Patrol Leader are responsible for conducting troop junior leader training shortly after each troop election (usually held every 6 months).

Scout Book

Scout Book is an on-line program <https://scoutbook.scouting.org/> provided by Scouting USA. It replaces the TroopMaster program. "Scout Book" is used as follows:

1. Tracks Scouts, adults, merit badge counselors, and points of contact.
2. Scouts BSA advancement rules programmed into the system (helps prevent errors).
 - Automatically places completed merit badges under the appropriate ranks.
 - Automatically monitors and credits the Position of Responsibility, Service Project, and 2nd/1st Activity requirements.
3. Tracks ALL advancement, including ranks, all palms, special awards, training, and OA.
4. Tracks Venturing awards, including Bronze, Ranger, and Gold/Silver Awards.
5. Tracks the "Duty to God" award/certificates and provides associated reports.
6. Camping, hiking, service projects (hours/tenths), meetings, and user-defined activities.
 - Tracks Scout and adult attendance.
 - Monitors Scout participation in activities and automatically credits the Service Project and 2nd/1st Class activity requirements when those are complete.
7. Tracks fundraisers at the unit and Scout levels.
8. Archive Scouts/adults who leave your unit. Retrieve those who later return.

Advancement

Awarding the new Rank

A Scout should be awarded his new badge of rank and or merit badge by the Scoutmaster at the next scheduled Troop meeting and the advancement card at the next Court of Honor.

Boy Scouting provides a series of surmountable obstacles and steps in overcoming them through the advancement method. The Boy Scout plans his advancement and progresses at his own pace as he meets each challenge. The Boy Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help a Boy Scout grow in self-reliance and in the ability to help others.

The following is a list of ranks. Requirements for each rank are found in the most recent issue of the Scout Handbook or on the <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards> website under Advancement and Awards. A PDF specific to Advancement Ranks can be found here: <https://filestore.scouting.org/filestore/pdf/33088.pdf>

- **Scout Rank**
- **Tenderfoot Scout Rank**
- **Second Class Scout Rank**
- **First Class Scout Rank**
- **Star Scout Rank**
- ***Life Scout Rank**
- ***Eagle Scout Rank**

* For scouts that have achieved the rank of Life, please see our supplementary "[Life-to-Eagle Guidelines](http://bsatrop103.org/documents/Life-To-Eagle_Guidelines.pdf)" on our Troop website: http://bsatrop103.org/documents/Life-To-Eagle_Guidelines.pdf. This "Life-To-Eagle Guideline" provides additional instructional milestones and steps for...

1. Planning your Eagle Project includes communication with the scout leader and Troop committee about your project ideas and plans.
2. Confirmation of satisfying the requirements of the rank of Eagle Scout.
3. Information about completing and submitting your Eagle Application and the Scoutmaster Conference
4. Scheduling the Eagle Board of Review
5. Eagle Award Ceremony Planning

Merit Badge Program

As chartered by the Congress of the United States, the Boy Scouts of America is a movement dedicated to supplementing and enlarging the education of youth. The merit badge program, which provides opportunities for youth to explore more than a hundred fields of skill and knowledge, plays a key role in the fulfillment of this educational commitment.

A vital participant of the BSA's advancement plan, the merit badge program is one of Scouting's basic character-building tools. Through participation in the program (which may begin immediately upon registration in a troop or team), a Scout acquires the kind of self-confidence that comes only from overcoming obstacles to achieve a goal. Instruction is offered in everything from animal science and public speaking to swimming and communications, providing a young man with invaluable career, physical, and interpersonal skills.

Merit Badge Pamphlets

Each merit badge subject is outlined and explained in a pamphlet that contains short, introductory information written for Boy Scouts/Varsity Scouts by recognized authorities. More than a million pamphlets are sold yearly, and many are used as approved reference texts in libraries and school curricula.

Counselors

People who are knowledgeable of the various merit badge subjects are selected, approved, and trained by council and district advancement committees to serve as merit badge counselors. For example, a dentist might be asked to serve as a counselor for the Dentistry merit badge. A counselor must not only possess the necessary technical knowledge but also have a solid understanding of the needs, interests, and abilities of Scouts. A counselor must also be a registered adult with the BSA.

Procedure

When a Scout has an interest in earning a particle merit badge, he obtains his Scoutmaster's/Varsity Scout Coach's approval and identifies another Scout with similar interests to become his participant. They are then directed to the appropriate merit badge counselor. The counselor reviews the badge requirements with the young men and decides with them what projects should be undertaken and when they should be completed. After the counselor has certified that the Scouts have qualified for the merit badge, it is presented to them at a troop/team meeting and can be applied toward rank advancement.

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 method of Boy Scouting. Boys grow as they participate in community service projects and do Good Turns for others. No device is so successful in developing a basis for personal growth as the daily Good Turn. The religious emblems program also is a large part of the personal growth method. 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 can participate in both shared and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership role of others and guides him toward the citizenship aim of Scouting.

Scout of the Year Program

Each year we recognize the top Scout in our Troop. The Scouts earn points throughout the year for participation in various activities, and payment of dues. With an emphasis on "Character Counts" by the National Office, this other element is used to determine the Scout of the Year.

The Process

After the last event for the year has been completed, a member of the Troop Committee will tally the points for each Scout. This data is gathered from two sources.

- 1) Records for dues, attendance and wearing of uniform are provided by the Troop Treasurer.
- 2) The Troop Master application is used to provide data for the remaining requirements.

The Troop Committee member will tally the points for all Scouts. The names of the top five Scouts are then presented to a three-member sub-committee of the Troop Committee. The sub-committee will then decide which Scout of the top five best exemplifies true Scout-like Character and is worthy to be called the Scout of the Year for Troop 103.

Following evaluation by the sub-committee, a gold (1st) medal is awarded to the top Scout who best exemplifies Scout-like Character.

The points awarded each activity are as follows:

| ACTIVITY | POINTS EARNED |
|--------------------------------------|-------------------------|
| Troop meeting attendance | 10 points per meeting |
| Wearing uniform at Troop meetings | 10 points per meeting |
| Timely payment of dues | 10 points per month |
| Participation in Troop activities | 75 points per activity |
| Participation in District activities | 150 points per activity |
| Participation in Council activities | 200 points per activity |
| Participation in National activities | 250 points per activity |
| Earning a Merit Badge | 25 points per Badge |
| Achieving Rank Advancement | 100 points per Rank |
| Earning a Religious Emblem | 100 points per emblem |
| Uniform Inspection | 100 max points per year |

Scouts BSA and Boys Scouts of America Web Sites

1. <https://www.scouting.org/>
Boy Scouts of America – National Council

The National Council of the Boy Scouts of America supports more than 270 local councils that provide quality youth programs, including Cub Scouting, Scouts BSA, and venturing. Select one of the links below to learn more about Scouting and the BSA.

2. <https://newbirthoffreedom.org/>
The New Birth of Freedom Council serves more than 11,400 young people in six counties (Adams, Cumberland, Dauphin, Franklin, Perry and York) in south-central Pennsylvania. You can come to this page anytime to get the latest news in the council.

The New Birth of Freedom Council is the result of the April 1, 2010 merger of the former Keystone Area (Mechanicsburg) and York-Adams Area (York) Councils.

3. <https://oa-bsa.org/>
This is the Official National Web Site for the Order of the Arrow, Boy Scouts of America.

4. <http://clipart.usscouts.org/>
The Online Scouter's Library

5. <https://www.scoutshop.org/>
This is your *official* on-line reference for information about camping equipment, uniforms, handbooks, pinewood derby supplies, and other essential Scouting merchandise.

6. <https://www.philmontscoutranch.org/museums/>
National Scouting Museum. The Official Museum of the Boy Scouts of America.

The National Scouting Museum shares the rich history of the Boy Scouts of America with visitors, including the tens of thousands of campers, volunteers, and alumni that visit Philmont each year. The Museum is home to the Seton Memorial Library with reading and research rooms, a gift shop with jewelry, books, and mementos, two large exhibit halls, and an 88-person conference room.

7. <https://scoutlife.org/>
Scout Life Magazine promotional website.
8. <https://scoutingmagazine.org/>
Scouting Magazine – A Family Magazine

Glossary of terms

Advancement

The process by which a member meets certain requirements and earns recognition.

Assistant Patrol Leader

A Boy Scout who is appointed by the patrol leader to help him and to take his place in his absence.

Assistant Scoutmaster

A commissioned volunteer Scouter, age 18 or older, appointed by the chartered organization to help the Scoutmaster by working with a new Scout patrol.

Assistant Senior Patrol Leader

A Troop youth leader, usually in larger Troops, who helps the senior patrol leader; Appointed by the senior patrol leader with the Scoutmaster's advice and consent.

Board of Review

A review is held to determine if a Boy Scout has satisfactorily completed rank requirements.

Camporee

A Camporee is a district or council Troop activity to demonstrate the techniques of living in camp.

Chaplain

A spiritual leader for the units appointed by the church, synagogue, or community organization chartered to use the Scouting program.

Chaplain Aide

A youth leader who works with the Troop chaplain to ensure all members have appropriate religious observance during outings and helps other Scouts in the religious emblems program.

Chartered Organization

A religious, civic, fraternal, educational, or other community-based organization that has applied for and received a charter to operate a Scouts BSA Scouting unit.

Chartered Organization Representative

A manager of Scouting in a chartered organization who also represents this organization in the local council and district.

Commissioner

A volunteer Scouter who works with packs, troops and teams to help the units succeed.

Committee

The work of the National Council is conducted by volunteers working in committees with the guidance of professional Scouters. A council may have committees to direct any of the various aspects of the program as it deems necessary. The district committee is a group of volunteer adults responsible for carrying out the council program within their district. A local chartered organization has a unit committee, composed of volunteers, to administer the affairs of each unit it operates.

Council

An administrative body chartered to be responsible for Scouting in a designated geographic territory.

Court of Honor

A recognition ceremony for those who have met the requirements of any one of the Boy Scout ranks, merit badges or other awards.

Den Chief

A Boy Scout, Varsity Scout or Explorer who helps direct the activities of a Cub Scout den.

District

A geographic administrative unit within a council

District Executive

A professional Scouter who works under the direction of the Scout executive and is responsible for the achievements of the district.

Eagle Scout

The highest rank for Scouts

Fast Start Training

Our adult volunteer leadership training provides new leaders with the essential information they need to hit the ground running.

First Class

The rank above Second Class and below Star Scout in Boy Scouting

Instructor

This youth leader helps other youth members with rank advancement; appointed by the senior patrol leader with the Scoutmaster's advice and consent.

Junior Assistant Scoutmaster

They are Scouts 16 or older who help the senior patrol leader; they are appointed by him, with the Scoutmaster's advice and consent.

Life Scout

The rank below Eagle Scout and above Star Scout

Merit Badge

A recognition given to a Scout for completing the requirements for the badge.

Merit Badge Counselor

A registered adult volunteer who is an expert in a merit badge field and shares enthusiasm for that field with Scouts or Explorers and certifies that requirements are met.

Merit Badge Show

A demonstration of merit badge skills from booths; Spectators walk around and participate in the merit badge features that interest them.

New Scout Patrol

When a boy joins a Boy Scout troop, he becomes a member of the new Scout patrol, where an assistant Scoutmaster and a troop guide help him get a good start in Scouting.

Order of the Arrow - History

The Order of the Arrow (OA) was founded by Dr. E. Urner Goodman and Carroll A. Edson in 1915 at the Treasure Island Camp of the Philadelphia Council, Boy Scouts of America. It became an official program experiment in 1922 and was approved as part of the Scouting program in 1934. In 1948 the OA, recognized as the BSA's national brotherhood of honor campers, became an official part of the national camping program of the Boy Scouts of America. Today, the OA is recognized as Scouting's National Honor Society.

Order of the Arrow – Purpose

1. To recognize those Scout campers who best exemplify the Scout Oath and Law in their daily lives.
2. To develop and maintain camping traditions and spirit.
3. To promote Scout camping
4. To crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others

OA Troop Representative

The Order of the Arrow Troop Representative acts as a liaison between the local OA lodge or chapter and their troop, serving as a communication and programmatic link to both Arrowman and non-members. Through setting a positive example and promoting the mission of the lodge and the purpose of the Order, the Troop Representative strengthens the image of the Order as a service organization within their troop.

Patrol

A small group of Boy Scouts (usually five to ten) who belong to a troop and work together in and out of troop meetings.

Patrol Leader

Elected by the patrol members, this Scout leads the patrol and represents it on the patrol leader council, which plans the troop program.

Patrol Leaders' Council

Each patrol leader representing his patrol meets with other patrol leaders and the senior patrol leader to plan their troop program. The Scoutmaster acts as an adviser.

Quality Unit Award or Journey to Excellence Award

Recognition given each charter year to units, districts, councils, areas and regions that commit to and meet specified national standards pertaining to leader training, service, advancement, camping and membership growth.

Quartermaster

A youth officer in a troop, patrol, or Varsity Scout team who keeps the equipment in good shape and maintains an up-to-date inventory of it.

Scout Executive

The professional staff leader and secretary of a local council

Scouter

A registered adult member of the Boy Scouts of America who serves in a volunteer or a professional capacity.

Scouting Magazine

The official magazine for all Scouters

Scoutmaster

A commissioned volunteer Scouter, aged 21 or older, appointed by the chartered organization to lead a Boy Scout troop.

Scoutmaster Conference

A distinctive feature of the troop advancement plan in which a Scoutmaster helps a Scout accept the responsibility for his own growth toward each rank.

Scoutmaster's Minute

A part of the closing ceremony of a troop meeting or campfire in which the Scoutmaster encourages Scout like conduct by telling a story.

Scribe

A youth officer who checks attendance and keeps records. The troop scribe is appointed by the senior patrol leader with the Scoutmaster's advice and consent. The patrol scribe is appointed by the patrol leader.

Second Class

The rank above Tenderfoot in Boy Scout and Varsity Scout advancement.

Senior Patrol Leader

Each troop has one senior patrol leader, a Scout elected by the Scouts to help all the patrols succeed. He may be assisted by one or more junior assistant Scoutmasters.

Star

The rank above First Class and below Life in Scout advancement.

Tenderfoot

The first rank in the Boy Scout advancement program.

Tour Permit

Permit designed to assist units in planning to assure safe, healthful, and enjoyable trips and assure that proper procedures will be followed in case of emergency.

Treasurer

A Boy Scout who keeps a record of patrol dues and makes up a budget for patrol outings; appointed by the patrol leader.

Troop Guide

A youth leader who works with new Scouts in the troop; appointed by the Scoutmaster in consultation with the assistant Scoutmaster responsible for new Scouts.

Troop Historian

This youth leader records the troop's activities both in writing and visual; appointed by the senior patrol leader with the Scoutmaster's advice and consent.

Two-Deep Leadership

This simply means that at least two adult leaders who are registered in Scouting should be on the job during meetings, troop campouts and other outdoor programs. This is not only a policy - it is only common sense.

Uniform Inspection

A feature of the unit meeting when members of the registered unit are given an opportunity to demonstrate their uniform appearance.

Unit

The entity that conducts Scouting for the chartered organization; it consists of registered youth members and registered adult volunteer members.

Unit Leader

The adult leader of a unit is either a Cubmaster, Scoutmaster, etc.

Volunteer

Individual, who donates service, times or funds to support the program of the Boy Scouts of America.

Youth Protection

True youth protection is achieved only through the focused commitment of everyone in Scouting. It is the mission of Youth Protection volunteers and professionals to work within the Boy Scouts of America to maintain a culture of Youth Protection awareness and safety at the national, territory, area, council, district, and unit levels.