

Like a Soaring Eagle!



Troop 22 Bloomfield, NJ

**Handbook
2018 - 2019**

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NOTES TO PARENTS

Mission and Vision Statements of the Boy Scouts

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.

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 Law.

Equipment

A Scout is thrifty! When outfitting a new Scout, you are faced with buying a lot of equipment within a short period of time. Please shop around and buy wisely. See the Camping section for more detail, but here are a few suggestions:

- A backpack is not needed until the program specifies we will be backpacking. An old duffel bag or sports bag will work fine until then.
- The Troop will be supplying all of the tents and tarps for camping.
- Acquire equipment slowly, as it is needed. Scout equipment makes great gifts.
- Talk with the older Scouts and adults on what equipment they have found to be the best. Try to avoid buying “gadgets” with minimal benefits.
- Buy quality once, buy cheap twice. Try to buy good quality equipment, it lasts longer. You usually end up buying items twice if at first you get the low cost, low feature item.
- See the Camping Supplies and Sources section for a list of stores.

It is important for parents to label every item with your Scout’s name. Hats, neckerchiefs, books, sleeping bags, jackets, mess kits, forks, spoons and knives get mixed up or mislaid and are impossible to distinguish or find the owners.

Necessary Paperwork for Camping

As in all things, we can’t have any fun until the paperwork is complete. This applies to the Boy Scouts as well. A Scout (or adult leader) will not be allowed to participate in any activity unless they have been registered and the appropriate forms have been supplied. All necessary forms are provided in the “Welcome Back” email every September, as well as in the new Scout welcome pack.

Health Forms

- BSA Medical form, parts A and B, required every September (no medical examination required – form is completed by parents, including immunization information). Under the

health history, please be sure to include information about ANY medical issues that may arise (tendency to nosebleeds, insomnia, etc.) Please also add any and all routine medications in that section.

- Part C is required for trips over 72 hours for all Scouts, including adults. This includes summer camp and special trips such as Philmont Scout Ranch, High Adventure trips or National Jamborees. Part C requires a medical exam, and is good for one year from date of physician's signature.
- Copy of health insurance card, both sides, required every September.

Parental Permission / Medication for Trips

The Troop 22 parental permission form is required **before** each activity. This form must have the parent's signature and contact information. If parents will not be home during the activity, the form must provide a phone number where they can be reached in an emergency. Please submit prior to the deadline, for inclusion in any activity. If a Scout is on any medications which need to be taken during an outing, this **MUST** be noted on the permission slip. At the start of an outing, medicine must be handed to the trip leader in its original container and placed in a lockable see-through container or bag, clearly labeled with Scout's name, and dosage requirements/ instructions.

Registration and Automobile Insurance

This form **must** be completed every September (or when a Scout joins) by each driver, as mandated by the Troop Committee. Needed information includes:

- Full name of driver, and verification that driver has an active/current driver's license
- Model and year of car
- License number of car and inspection expiration date
- Capacity (number of passengers) of car; name of insurance carrier and policy expiration date

Please be sure to update this form if your vehicle or policy changes during the scouting year.

Communication

Be Prepared! The Scouts THEMSELVES are expected to be responsible, listen carefully and act on announcements made, and information provided, at the meetings. For this reason, they are told to have a notebook and pencil at all times.

Patrol leaders are responsible to their patrol members for information flow in a member's absence. Scouts should direct all their questions to their Patrol Leader.

At times, it may be necessary for Scout leadership to contact the Scouts by phone to share some important information. A telephone chain exists from the SPL through the assistant patrol leaders and the patrols whereby every Scout will be called.

Notices are distributed via email for all Troop activities, giving necessary details. A permission slip is always attached. Please be mindful of deadlines – it's very frustrating to plan a trip for 15 only to find out that 30 boys "meant to" return a permission slip. We don't want to tell a boy he can't attend an activity because of a missed deadline!

Please be sure to read all emails from the troop account: troop22bloomfield@gmail.com, and be sure to provide at least one current email address for a responsible adult of the Scout.

Parental Involvement

Due to the logistics involved with a Troop of our size, we ask every family to help out by driving one way, to or from a camp-out, a minimum of twice per year.

Volunteer opportunities exist to help the Troop function including fundraising, hospitality for special events, etc. We also encourage parents to volunteer for adult leadership positions. No prior Scouting experience is necessary, and professional training is offered.

Merit badge counselors are always needed. If your career, hobbies, sports or other interests match a BSA merit badge, please consider volunteering. Training will be provided.

Adult applications are available upon request. See a member of the Troop leadership for a form. All applicants, including those for merit badge counselor, will also have to complete the BSA online Youth Protection and Weather Hazards training courses. The parish also requests completion of its "Protecting God's Children" course. Much of the leadership training is available online.

All parents/guardians are asked to review the Parent/Guardian Participation Policy, Attachment B at the back of this handbook.

Adult Troop Leadership

If you are interested in participating in an official Troop leadership capacity you are invited to speak with any committee member for further information. Adult roles are more fully described later in this document. As part of the National BSA organization, the committee is required to perform "due diligence" in screening applicants. This includes following up with references. The National BSA organization has a mandatory background check, done at its expense, and requires all leaders to complete its Youth Protection and Weather Hazards training courses. In addition, the Archdiocese of Newark, as the governing body of our sponsoring organization, requires that all adults undergo a background check before being permitted to serve in an official capacity with any groups that involve working with children. Attendance at the Archdiocesan program "Protecting God's Children" is also required.

Troop Savings Account

Every new Scout receives information on the Troop's Scout savings account. A ledger account is set up for each Scout, to make it easier to save for expenses related to Scouting. A Scout has the opportunity to earn credits through non-mandatory fundraisers like the Popcorn Sale. He also can earn credits if he sells more than the minimum number of wreaths required for our mandatory fundraiser (see below).

The Scout can pay for any expenses including registration, troop clothing, summer camp and special activities by asking that his account be used to cover the cost. He may not, however, use the account to pay the Grubmaster for food purchased for a weekend campout.

There may be special circumstances where a parent would like to deposit cash into a son's account. Should that happen, "cash" is used first and "troop credits" are used last. Should the Scout voluntarily leave the troop, he will be entitled to any "cash" in his account (if any). However, Scout credits are only good to defray costs while active in the Troop and are not due to the Scout when he leaves. Any remaining Troop credit will be credited back to the Troop funds.

Fundraising

The Troop has only one mandatory fundraiser, a Christmas wreath sale. Each Scout is required to personally sell a minimum of 12 wreaths. In addition, the Troop as a whole sells wreaths outside the weekend masses at St. Thomas the Apostle Church. The Scout is required to sign up and sell wreaths at a set number of masses. (Sales at masses do not count towards the personal sale requirement of 12.) For any personal sale above 12, the Scout receives a credit in his Scout savings account. Please see Attachment A, Wreath Sale Policies, for additional information.

UNIFORM

The uniform is an important part of Scouting. Not only does it signify who we are, but what each of our roles is within the Troop. For this reason, each boy must have a uniform and wear it correctly. A uniform exchange program exists, with a buy-sell policy. We will buy back any Scout shorts, pants or shirt in good condition for \$5.00, and troop t-shirts for \$3.00. Please note we cannot buy back a shirt that has glue on it. We will sell these items for the same price. Please return only clean clothes.

Troop 22 imprinted uniform items (T-shirt, neckerchief and hat) are available through the Troop and can usually be purchased at the meetings. These items are sold at cost. Periodically, the troop will also take special orders at cost for imprinted troop hoodies, sweatshirts, etc., but please be mindful of sale deadlines.

Field Uniform

The field uniform is worn at all meetings, events and when we travel. It includes the following:

- Scout belt
- Scout uniform shorts or pants (olive green)
- Scout socks
- Short or long sleeve tan Scout shirt with Troop 22 numerals, US flag, council patch, sage green shoulder loops and World Crest, and an anniversary bar if issued. Boys should also wear their current badge of rank and patch for any leadership position.
- Troop 22 neckerchief with slide (The first neckerchief is a welcome gift from the Scoutmaster when joining the Troop.)
- BSA or Troop 22 issue hat. No other hats are allowed --please leave them home or in the car.

Full Field Uniform (Sometimes referred to as the Class A or Dress Uniform)

The full field uniform is worn for all Scoutmaster Conferences, Boards of Review and Courts of Honor. The Troop Committee insists that each boy appear before the Board of Review in a neat and clean order. The uniform must be washed and pressed. The full field uniform is as listed above, plus

- Merit badge sash (when merit badges have been earned).
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We encourage the Scouts to sew on their own patches and wash and press their own uniforms.

Activity Uniform (Sometimes referred to as the **Class B** or **Recreation Uniform**)

The activity uniform is used at summer camp, camp-outs and other specified events, or at the Scoutmaster's discretion during hot weather. Unless a recreation uniform is specified, appear in a field uniform. The recreation uniform consists of:

-	Scout belt
-	Blue jeans or Scout uniform shorts or pants (olive green or khaki)
-	Troop T-shirt

Scout jackets and hoodies are optional.

Scout Stores

(Patches, Ranks, Merit Badge books, etc.):

Northern NJ Council, Oakland Scout Shop	25 Ramapo Valley Rd. (Route 202) Oakland, NJ 07436	201-651-9743
Patriot's Path Council Scout Shops	1130 Route 22 West; Mountainside 1 Saddle Road; Cedar Knolls	908-654-9191 973-765-9322
Greater Manhattan Council Empire Scout Shop	48 W 37 th St (between 5 th and 6 th Ave) New York City	212-643-0316

Additional Official Boy Scout Outfitters

(Uniforms, some patches, etc.)

Ramsey Outdoor Store	835 Route 17 South; Ramsey	201-327-8141
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The official Boy Scout catalogue is also available online at <http://www.Scoutstuff.org>

For Camping Gear

Campmor	Route 17 North, Paramus, NJ	201-445-5000
Ramsey Outdoor Store	835 Route 17 South, Ramsey NJ	201-327-8141
REI	Bergen Town Center, Paramus, NJ	201-226-1560

The Troop occasionally sponsors shopping trips to Campmor where discounts may be applied and the Troop's tax-exempt status eliminates the state sales tax.

CAMPING SUPPLIES AND SOURCES

Required Items for Beginners

Mess Kit	Includes a dish and cup. The BSA kit is fine, but heavy if backpacking . US Army issue mess kits are ideal, if you can get one.
Utensils	Knife, fork and spoon (stainless steel or Lexan). See if you can find the kind where the 3 utensils clip together. Do not use plastic utensils.
Canteen	Get the plastic. Do not buy metal ones; they are too heavy. Army issue is the best, or Lexan which does not retain smells. Old one liter bottled water containers (Evian, etc.) work fine. Hydration packs (like a Camelback) are also fine.
Sleeping Bag	Know your needs before you buy. A zero-degree mummy bag is best for most cold weather camping, but is impractical for summer camp. When backpacking you will need a stuff sack (compression type is best).
Sleeping Pad	A pad is used to insulate the sleeping bag from the earth. More heat is lost to the earth than to the air. A lightweight foam pad will work very well. If you use foam, pack it in a plastic bag to stay dry.
Rain Gear	A poncho will do fine, or Whole Earth and Campmor have nylon suits that stuff into small bags. Plastic rips easily. Get a good quality fabric one.
Knife	Swiss Army knives are popular, but do not buy one with too many gadgets. The can opener is most useful after the knife. If not Swiss Army, then get a “lock back” knife. This type of knife locks the blade in place when open. Sheath knives are not allowed. The Scout must have his Totin’ Chip card with him in order to carry a knife.
Hiking Boots	The Scout should have well broken in shoes or boots. (Boots needed for hiking.) Do not break in a pair while on a hike. Wear them at home inside the house for at least an hour to see how they feel. If they bother you at all, return them before wearing them outside. High tops or hiking boots offer the best ankle supports.
Socks	Socks are one of the most overlooked items on a campout. Always pack extra socks! Polypropylene sock liners are a must for long hikes or cold weather camping. The liner “wicks” sweat away from the foot, avoiding blisters and frostbite. Invest in good hiking socks and wear them when you try on boots, and break them in.
Sneakers	NOT recommended for hiking and camping in general; however, an old pair of sneakers should be kept for use at summer camp. Water shoes are not permitted.
	For a backpacking trip, a backpack and backpacking stove are also required. Please see troop leadership for recommendations on the type of stove to purchase. Before buying please check with leaders to see if there are any packs or stoves that can be borrowed for one-time use.

Troop Equipment

Tent	The Troop will supply tents and it is our goal to have every tent at our campsite the same. Do not bring your personal tent. Each Scout, with a buddy, will be assigned a tent at each campout. Occasionally, there may be a need to assign three Scouts to a tent. All Scouts are personally responsible for the tent assigned.
Cook kit	Pots, pans, oven mitts
Chef kit	Knife, peeler, can opener, spoon, spatula, ladle
Clean kit	Three washbasins, soap, etc.
Bear box	(Patrol kitchen)

Banned and Restricted Equipment

<u>Specifically Not Allowed</u>	<u>Limited Use Only</u>
Liquid fuel anything (stoves, lighters, lanterns, etc.)	<p>Cell phones – for emergency use only, or to confirm return times. On some trips, may at times be used for photos. Not to be seen at other times on a trip or at a troop meeting. Troop leadership will request Scout put phone away. With repeated misuse, may remove phone to a safe location.</p> <p>CD player, radio, Ipod, DVD, MP3 players</p> <p>Electronic toys and games</p> <p>(All are allowed only during transportation time on trips of more than 1 hour.)</p> <p>These items are the responsibility of the Scout – the Troop is not responsible for loss or damage.</p>
Hatchets	
Firearms	
Sheath knives	
Adult books	
Alcoholic beverages	
Portable TV	
Tobacco products	
Large sums of money	

Weekend Camping Packing List

<u>SCOUT GEAR</u>	<u>EXTRA CLOTHING</u>	<u>IN SUMMER</u>
Scout shirt	Second pair of shoes	Insect repellent (non-aerosol)
Scout pants/shorts	Extra underwear	Treatment for bites (Afterbite, etc.)
Scout socks	Extra socks	Sunscreen
Scout belt	Handkerchiefs (tissues)	Swimming trunks and towel
Troop T-shirt	Sleep wear	Brim hat or cap
Proper shoes/boots for planned activities	Rainwear	
Scout Handbook, pen and paper		
<u>BASIC CAMPING GEAR</u>	<u>PERSONAL</u>	<u>COLD WEATHER</u>
Backpack or duffel bag	Toothbrush and toothpaste (travel size)	Polypropylene underwear
Sleeping bag (season appropriate)	Bath soap (travel size)	Polypropylene socks
Canteen or hydration pack (filled with water)	Washcloth and zip-lock bag	Wool socks
Mess Kit	Face Towel	Warm coat
Utensils	Deodorant	Gloves/Mittens (and extra pair)
Lightweight flashlight with extra batteries and bulbs	Comb	Ear wear/Knitted hat (and extra pair)
Waterproof matches in a waterproof container (with Firem'n Chit)	Ziplock bags for wet things	Scarf
Compass	Toilet paper in ziplock bag	Cap for sleeping
Foam Pad	First Aid kit (small-with moleskin)	Blanket (polar fleece is best)
	Hand sanitizer	Sweat pants and shirt
	Sunscreen (even in winter!)	
	Lip balm	
	Gold Bond chafing stick	

Organize your gear and pack it in large ziplock bags. It helps keep your pack straight, prevent spills, and prevents rain from soaking your clothing.

If a Scout must take any medication while on an outing, it **MUST** be noted on the permission slip. The clearly labeled medication, in its original container, and placed in a lockable see-through bag or container, should be given to the adult in charge for safekeeping. Also include the troop prescription form with instructions on administering medications (i.e., when, how much, with food, etc.)

PATROL CAMP-OUT PROCEDURES AND GUIDELINES

Inspection and Examination of Scout Gear and Possessions

A Scout is prepared. Accordingly, Scouts are primarily responsible for packing and preparing for all scout events, including meetings, hikes, campouts and trips. Scouts must personally pack proper clothing and supplies for all events. Proper clothing includes waterproof boots and clothing for wet and/or cold weather, such as a hat and gloves. Scouts must also pack all necessary supplies, such as a flashlight, mess kit and hydration bottle.

Parents and guardians should inspect and check all gear before each activity to be sure that the Scout is properly prepared with all necessary clothing and equipment. Parents and guardians should not pack for Scouts, who must know what they have and where to find it in the dark, cold or other adverse conditions.

The Scoutmaster and Assistant Scoutmasters have the right to inspect and examine all gear and possessions of any Scout. Such inspections or examinations may be conducted whenever in the sole discretion of the Scoutmaster or Assistant Scoutmaster, it is deemed advisable. The Scout need not be present at the time the inspection or examination is conducted. When reasonably convenient, it is preferred, but not required, that another person be present during the inspection or examination. As a condition for participating in Troop activities, Scouts, their parents and Guardians are deemed to expressly consent to the examination and inspection of all gear and possessions in any Scout's custody. Scouts and their parents/guardians are solely responsible for their gear and possessions and nothing herein should be seen as creating any duty on the part of the Scoutmaster or any Assistant Scoutmaster to inspect or examine.

Electronics

Scouts are permitted to bring a cell phone, but it is for emergency use only, or to confirm return times. On some trips, a phone may be used for photos. The cell phone is not to be used or seen at other times on a trip or at a troop meeting. Troop leadership will request the Scout put his phone away. With repeated misuse, the leader may remove phone to a safe location.

We understand parents are worried about their sons' safety. However, we ask parents to refrain from reaching out to their sons by calling or texting during a trip unless there is a true emergency. On an event, no "news" is truly "good news." It means your Scout is immersed in the program.

Scouts are discouraged from bringing CD or DVD players, ipods, MP3 players, televisions, electronic games or computers on any Troop activity. These detract from the program and might become lost, damaged or stolen during the activity. When a trip involves transportation of over 1 hour, they are permitted during the journey only. Remember, if these items are brought for travel, they are still not allowed to be used during the rest of the activities, and are the responsibility of the Scout. The Troop is not responsible for loss or damage.

Liquid Fuels

No type of liquid fuel is permitted, except on a High Adventure outing. The only fuels normally/regularly permitted for use are propane, charcoal, buddy burners and fireplugs – the Troop provides approved fuel on campouts. Portable propane tanks are not to be refilled, due to safety considerations. Lighters are not permitted.

Equipment

The Troop Quartermaster assigns equipment to a patrol for the each campout. This gear is checked out by the patrol quartermaster before and after each camp-out.

- Gear is to be cleaned after each camp-out and properly maintained.
- Cooking utensils, pots, and pans are to be properly cleaned, dried and returned.
- Tents should be air dried and cleaned before storing. Any damage and/or missing items must be reported to the Troop Quartermaster.
- Propane is maintained by adult leaders.
- Repairs and replacements are to be made by the Troop as needed. Intentional damage is to be paid for by the Scouts involved.

Food

Camp-outs are conducted in several different manners.

On a few trips, the Troop as a whole purchases the food. Each person attending is assessed a fee, based on the cost, which is a part of the cost of the trip.

On other trips, it is each patrol's responsibility to budget for food for its members. (Sometimes each patrol will also be responsible for feeding a few adults.) Each patrol will have a Grubmaster who purchases the food. Scouts are rotated in this position, as decided on by the patrol.

Everyone must pay the Grubmaster **prior to** the camp-out. Cash in the exact amount must be in an envelope with the Scout's and patrol's name on it. This is due no later than the Tuesday Troop meeting before the camp-out. The amount to be paid will be based on the number of Scouts and types of food purchased. Typically, it is around \$10 -\$15, depending on the activities.

At summer camp, food is included in the fee. Food while traveling to and from camp is not.

Please discourage Scouts from bringing bags of junk food on trips. Aside from matters of nutrition, the smell of food will attract animals. Raccoons, bears, and other forest denizens can smell candy bar wrappers or chips bags, and can destroy a tent and backpack trying to get at the food.

Hydration

A hydrated Scout is a happy Scout. Scouts must drink plenty of water when participating in Troop activities. We encourage them to drink more than they think they need. As stated before, a canteen is part of the equipment that is required. Scouts are strongly discouraged from putting sugared/flavored drinks into their canteen. When drinks of this nature are provided, cups are also provided. Once a drink such as this is placed in the canteen (unless it is Lexan), the odor of the drink can never be removed from the canteen. Animals will be able to detect the smell for a long time.

Cooking

Scouts must serve as Assistant Chefs and Chefs for their patrol as part of the advancement program. Cooking is also a required merit badge for Eagle.

We suggest chefs practice cooking their menu for their family **prior** to the camp-out. The adult leadership will gladly teach them how to cook at camp, but this is very difficult if they have no prior knowledge.

The Patrol is responsible for washing all the dishes, pots, pans and silverware used to cook their food. Please teach your Scout how to wash these items by hand at home, in dishpans, without running water.

ADVANCEMENT PROGRAM

Each Scout is encouraged to advance. This process demonstrates an increased skill level and maturity. Certain positions within the Troop and outings are geared toward the older, experienced level Scout. Unless the Scout has achieved the required rank, he will not be allowed to participate at that level. Each Scout tends to move at his own pace; parents should encourage him to advance. The best way is to review and encourage his progress periodically. Please do not push Scout advancement—let the Scout learn by completing the requirements himself.

Requirements for Scout, Tenderfoot, Second Class and First Class can be “signed off” by the Scoutmaster or Assistant Scoutmaster. Only the Scoutmaster may sign off on “showing Scout spirit.” Certain Assistant Scoutmasters are qualified to teach and sign off on special topics such as First Aid, Knots and Lashings.

Camping

Camping is an integral required part of Scouting and necessary for the advancement program. It is on campouts where the majority of the skills related to leadership are taught, learned and practiced. It is expected that Scouts will participate in a minimum of 4 campouts per year.

The Richard Frissell Memorial Campership is available to Scouts when finances may otherwise prevent attendance at summer camp. Please privately speak to the Scoutmaster for more information.

Merit Badges

Merit badges cover a wide variety of activities, careers and skills, from Aviation to Zoology. A total of twenty-one badges must be earned for the Eagle rank; thirteen of these are mandatory. A Scout can earn a merit badge at any time, though it is best for new Scouts to focus on advancement to First Class. To earn a merit badge a Scout must:

1. Speak to the Scoutmaster or Advancement Chair for approval to work on a badge. Obtain a signed blue card from one of them.
2. The Scout should use the troop’s merit badge leader list to find a counselor. If one is not available through the Troop, please speak with a leader to obtain names from the council’s listing.
3. The Scout contacts the Merit Badge Counselor and discusses the desire to work with them to complete the Badge. The Scout then works with the counselor to complete the requirements for the badge. It is helpful (required in some cases) to get the merit badge pamphlet. These instructional guides contain most of the information that the Scout will need to complete the merit badge. These pamphlets are available either in the Troop library or from a Scout Shop. If you check out a book from the library, please return it. If you have to buy a book because the library did not have that pamphlet, please consider donating it when you are done. (Please

check to make sure you are using the most current version of the book. Merit badges are constantly being updated.) The websites www.Meritbadge.org and scouting.org/meritbadges list merit badge requirements and links to helpful worksheets.

4. When the Scout visits a counselor, he must use the “buddy system,” always going to a meeting with another Scout, friend or adult.
5. Upon completion of the requirements for the merit badge, the counselor will sign and date the card, and keep his/her portion.
6. Return the completed card to the Advancement Chairperson.
7. The Scout will receive the merit badge patch and completed blue card at the next Court of Honor. Keep this card! You will need it for the Eagle Board of Review.

Rank Advancement

In order for the Scout to advance toward rank, he must do the following:

1. Complete all requirements, and have them signed out by the Scoutmaster or Assistant Scoutmaster and dated in the Handbook. It is recommended that the requirements be signed out as they are earned, and not all at once. Only the Scoutmaster can sign off on Scout Spirit.
2. Complete the time requirements before advancing to the next rank (for Star, Life and Eagle). Refer to the Scout Handbook for details.
3. Request a Scoutmaster Conference.
4. Meet with the Scoutmaster, in full field uniform. (Scoutmaster may also designate another leader to complete the conference in his absence.)
5. Request a Board of Review from the Advancement Chair.
6. (Scouts will be reviewed in order of the request.) Advancement Chair will provide the Scout with an information slip that he shall bring to the Board of Review, along with his handbook. The Advancement Chair will also audit completion of Eagle-required badges before advancement to Star, Life and Eagle ranks.
7. Appear before the Board of Review in uniform. (It is preferred a Scout be in full Field Uniform for conferences and reviews. He should wear as much of it as he owns, and it should be as correct as possible, with the badges worn properly. If wearing all or part of the uniform is impractical for whatever reason, the candidate should be clean and neat in his appearance and dressed appropriately. No Scout will be given a Board of Review without Scout book in hand.)

Courts of Honor

Courts of Honor are held three to four times a year to recognize the individual Scout’s achievements, as well as Troop activities. Parents are requested to attend, to share with their son the pride of accomplishment.

An Eagle Court of Honor is held once a year, in the fall, to recognize all Scouts who have earned the rank of Eagle during that year. This is a very special occasion. We encourage all Scouts of lower rank and their parents to attend these Courts to see how special the recognition of this great achievement is.

Scout Handbook and “Blue Cards”

The Troop keeps records of each achievement a Scout accomplishes, but there is only one official record of advancement: the Scout’s Handbook. When applying for Eagle, the only record that is accepted is the Handbook. Please take care of your book!

Many a Scout has spent months collecting information and documentation for advancement because of lost or destroyed Handbooks. Also, each Scout needs to keep track of advancement and merit badge cards. It is best to get your Scout a binder with paper, tabs and baseball card pocket inserts. The inserts make excellent holders for the blue cards and advancement cards. Large pocket inserts serve to store special awards, etc.

New Scout Program

When a boy enters Scouts, either bridging from Webelos, or as someone new to the Scouting experience, he becomes a member of a new Scout patrol. In this patrol, he works with other boys about his same age and skill level, learning and advancing. The patrol is assisted by an older Scout who serves as Troop Guide, and an Assistant Scoutmaster who is charged specifically with starting the new Scouts on the road to First Class.

The boys are encouraged to participate fully in the activities of the Troop. During at least one fall and one spring camp-out, there will be activities geared towards the new Scouts, designed to help them gain skills and complete advancement.

New Scouts attending summer camp attend a “Brownseas”/“Dan Beard” program, consisting of certain activities, undertaken with other new Scouts, designed to help the boys learn the skills needed to succeed. The program offered depends on the camp attended. Many Tenderfoot, 2nd Class, and even 1st Class requirements are taught and accomplished in these programs.

The Totin’ Chip and Firem’n Chit card may be earned through participation in the troop program or at summer camp. A Totin’ Chip is a needed permit to carry and use a (BSA-approved) knife, saw or ax. Any Scout building or using a fire must have a Firem’n Chit card. These cards must be in the Scout’s possession any time he is using these skills! A corner of his card will be cut off for any infraction of the safety rules associated with the card. When all corners are gone, the card and its privileges are revoked and the card must be earned anew.

Venture Patrol

Troop 22 offers a Venture Patrol for the 14-year and older Scouts. It is an active patrol when enough Scouts of this age request such an opportunity and agree to assume responsibility for organizing the activities. The program offers opportunities of the Venture Patrol’s choice, ranging from archery, small plane flying, spelunking, Eagle Track, college planning, major hiking treks, to winter camping.

The members are surveyed about their interests and experience which then determines their goals for the year. These may be totally separate, or part of the Troop's plans.

Contact the Scoutmaster for qualifications and additional information.

Eagle Program

The Eagle Program concentrates on assisting boys who are Life Rank in the Troop. This is the last and most difficult step towards Eagle. The progress to Eagle is monitored and evaluated periodically by the Scoutmaster, Assistant Scoutmasters and Eagle Committee. The troop periodically offers a "Life to Eagle" presentation for Star and Life Scouts, which reviews the process. It is extremely important that a Scout and parent attend one of these meetings. The magnitude of earning the Eagle rank is shown by these statistics:

- Of every 100 boys who join Scouting, only 5 achieve the rank of Eagle
- Of the boys listed in *Who's Who in American High Schools*, close to 50% are Eagle Scouts
- Professional recruiters put more value on the Eagle Scout rank, than on any sport or intramural activity

Eagle Scholarship Program

The Troop awards the Chipper Buchinsky Eagle Scout Memorial Scholarship to every Eagle Scout who meets the following requirements.

- Earns the rank of Eagle and *stays active in the Troop* until his 18th birthday or graduation from high school. This includes participation in the mandatory Troop fundraiser.
- Is accepted into, and plans to attend, an institution of higher learning (including trade school) or the armed forces

If the Scout achieved Eagle prior to his high school graduation, he should apply in the spring of his senior year by sending a letter to the Troop Eagle Committee stating his future plans and how he has stayed active in the Troop. If the Scout is already in college when Eagle is earned he should apply immediately on turning 18. The scholarship will be awarded at the last Spring Court of Honor, or the Eagle Court of Honor, depending on when the Scout graduates high school and has earned his rank.

This scholarship is funded by the Troop's fundraising efforts, and the future of program rests on the specific fundraising efforts of all members of the Troop.

Charles "Chipper" Buchinsky received his Eagle award with Troop 22 in 1974. He entered the workforce after high school and, sadly, died in an industrial accident. This award was instituted in his memory, and to help assist Eagle Scouts with continuing their education.

Instructor Program

Troop 22, relies on its older, more experienced Scouts to help teach Scouting skills. This allows the older Scouts to attain leadership credit towards rank advancement and focuses attention on the younger Scouts, to help them advance. An Instructor must be at least a First Class Scout. In some cases, they must have the corresponding merit badge. The Instructorship covers:

Camping	Cooking	Fire Building	Knots and Lashings
First Aid	Knife and Ax	Pioneering	Orienteering

TROOP ORGANIZATION

Troop Committee

The Troop Committee is the link between the chartering organization, St. Thomas the Apostle Church, and the Troop operations. Their duties include to:

- carry out the policies and regulations of the Boy Scouts of America
- select the Scoutmaster
- review all adult applications and references prior to submission to the sponsoring organization and the Northern New Jersey Council for approval
- be responsible for finances, funds and disbursements in line with the approved budget plan
- obtain and manage Troop property
- administer the advancement program
- plan, obtain necessary permits, and carry out fundraising events
- track membership and ensure all adult leaders are properly trained; submit award requests to District and Council, if requested
- Carry out other responsibilities which may be assumed from time to time

Scoutmaster and Assistant Scoutmasters

The Scoutmaster (SM) and Assistant Scoutmasters (ASM) form the operating management of the Troop. They actively participate in the weekly Troop meetings and monthly outings. Their duties are to:

- deliver the Scouting promise to the Scouts
- supervise the Troop programs at a Troop and patrol level
- become trained as soon as possible

- go camping with the boys (as an ASM, at least 3 times a year)
- be responsible for training and signing off of advancement requirements
- maintain respect and discipline within the Troop
- perform various tasks to support components of the Troop

Junior Leader Program

The Troop is based upon boy leadership and the patrol method of organization. The boys are responsible for a variety of roles within the Troop. It is the Scoutmaster's job to train and guide junior leaders to run their group. The patrol method is the very foundation of Scouting. Working with and through junior (youth) leaders is the heart of the patrol method. The Junior Leader Training Program is intended to help Boy Scouts become as effective as possible during the first few months "on the job." It is designed in four parts, to accomplish the following:

Part I: Introduction to Leadership

This step focuses on getting started in a new position of leadership. The expectations of the Troop are set. Supported by the Junior Leader Handbook, Position Description, and the Scoutmaster and Staff, the new leader begins his journey into leadership.

Part II: Troop Junior Leader Training

After the Scout has gone through the Introduction to Leadership, the Troop will conduct the Junior Leader Training Program. This weekend long program will get the leaders acquainted with some basic leadership skills and begin building a team that can effectively run the Troop.

Part III: Junior Leader Internship

This step focuses on acquiring leadership knowledge and developing leadership skills. Supported by Internship Activities, specific references in the Junior Leader Handbook and the Boy Scout Handbook, and his coach, the Junior Leader will practice the necessary skills of leadership. Each skill experience will be supported by an Internship Activity, reviewed by the Junior Leader and discussed with his coach.

All of the activities relate to experiences that should occur during the term of the Junior Leader. Each Scout is coached through these activities to help the new leader know when the situation was handled properly and to provide guidance for improvement.

Part IV: Junior Leader Conference

A week-long conference is provided by the local area council. This program takes an in-depth look at the skills of leadership. It also provides junior leaders with an opportunity to learn and share ideas with other junior leaders from Troops throughout the council.

Additional Training

For Scouts who demonstrate exemplary leadership and who could play an important role in the junior leader training conference in the local council, there is the National Junior Leader Instructor Camp. This program is conducted annually at Philmont Scout Ranch in New Mexico. The National Junior

Leader Instructor Camp brings together top junior leaders from across the country. It teaches them how to develop and implement training concepts related to the local council Junior Training Conference. Scouts wishing to participate in this program must be nominated by the local council and will be invited to attend by the Chief Scout Executive.

Troop Leadership Program

Scouts must hold leadership positions in the Troop to advance past First Class. The requirements vary, depending upon the rank. See the Scout handbook for details.

Troop Level Leadership Positions:

Senior Patrol Leader (SPL)

Whenever the Troop comes together for a meeting or activity, the SPL is in charge. Other leaders carry out the duties of their position, but the SPL “runs the show.” He leads the Patrol Leaders’ Council and assigns specific duties and tasks as needed.

Assistant Senior Patrol Leader (ASPL)

The Assistant Senior Patrol Leader helps the SPL in training and giving directions to the Troop and patrol leadership. He fills in as SPL in the event the SPL is not present. The Troop utilizes up to five ASPLs who form the “A Team.” Each performs different responsibilities for the Troop including transportation, comportment, ceremonies, fun and games, and special duties.

Scribe

The Scribe is the “Troop secretary.” Typical scribe duties include:

- to assist in collecting and maintaining patrol attendance records
- to perform and record results of uniform inspection at Troop meetings
- to record and distribute minutes of the Patrol Leaders’ Council meetings.

Historian

The Historian maintains and adds to the Troop memorabilia. Typical duties include:

- maintain Troop awards and honors, and arrange to have them displayed at Courts of Honor
- keep Troop photo albums in good condition
- prepare photo and slide shows of summer activities
- keep scrap book of news clippings
- collect and care for Troop memorabilia
- collect and file information on former Scouts and leaders, make materials available when needed for programs, etc.

Librarian

The Librarian maintains the Troop library. The library becomes a resource for the Troop when working on merit badges or planning for events. Duties include:

- develop methods to make Troop library more accessible to members of the Troop
- keep records on all borrowed library materials and check up on usage
- remove old merit badge books which do not meet current requirements
- keep the Troop's books, pamphlets, magazines, audiovisuals and merit badge counselor list available for checkout by Scouts and leaders
- recommend new additions and report on repair or replacement needs.

Quartermaster

The Quartermaster is responsible for the Troop's equipment. He works with the Assistant Scoutmaster for Quartermaster Support and with the patrol quartermasters. Duties include:

- managing Troop flags, bringing them to events and returning to storage
- Hanging/placing ribbons received by the Troop on the Troop flagpole. When retired, ribbons are given to the care of the Troop historian
- assist the ASM and Troop committee in caring for Troop equipment
- keep an inventory of patrol and Troop equipment and see it is in good condition
- work with patrol quartermasters, check equipment in and out of storage, report damaged and lost equipment to the Patrol Leaders' Council
- Every year, lead a project to improve the equipment and efficiency of tracking and maintaining equipment.

Instructor

Instructors are older, experienced Scouts who are proficient in one or more Scout skills and who teach them to other Scouts. There may be more than one Instructor for the Troop.

Troop Guide

The Troop Guide works with new Scouts in the Troop. He helps them feel comfortable and assists them in learning basic Scout skills. He sets a good example.

Troop Webmaster

The Troop Webmaster is responsible for maintaining the troop website. He should make sure information posted on the website is up to date and that Scouts' and leaders' privacy is protected. A member of the Troop Committee may assist him in his work.

Chaplain's Aide

The Chaplain's Aide works to help meet the religious needs of the Scouts. He helps plan for religious observances and assists the Troop Chaplain.

Bugler

The Bugler sounds bugle calls, as required, at flag ceremonies and other occasions (Troop meetings, campouts, etc.).

Den Chief

The Den Chief works with Cub or Webelo leaders to help run a den or pack. He assists with weekly meetings and activities, sets a good example and encourages to boys to continue in Scouting.

Junior Assistant Scoutmaster

The Junior Assistant Scoutmaster assists the Scoutmaster and Assistant Scoutmasters in supervising and supporting the other junior leaders. This person is at least 16 years of age and is usually an Eagle Scout. The Troop may have more than one. This is an appointed position.

Patrol Level Leadership Positions:

Patrol Leader

This is the only position at the patrol level that fulfills the leadership requirement for the senior ranks. The patrol leader must attend the Introduction to Leadership and Junior Leader Training when offered. He should not serve consecutive terms. Duties include:

- actively participate in the Patrol Leaders' Council meetings and volunteer his patrol for tasks as needed
- to be part of the Scouts' telephone chain and contact his patrol members with updates and information, when required by troop leadership
- call and lead patrol meetings, prepare the agenda and assign tasks in the patrol
- appoint the Assistant Patrol Leader, Patrol Scribe and Patrol Quartermaster
- be responsible for leading the patrol on camp-outs and Troop activities

Assistant Patrol Leader

This position is appointed by the Patrol Leader, and acts as patrol leader in his absence. He trains and directs the patrol scribe and quartermaster. It is preferred that he also completes the Introduction to Leadership and Junior Leader Training.

Patrol Scribe

This position is appointed by the Patrol Leader. The scribe works with the Troop Scribe in preparing articles for the Troop newsletter and taking patrol attendance at meetings.

Patrol Quartermaster

The Patrol Quartermaster works with the Troop Quartermaster in caring for the patrol's and Troop's equipment. His duties include:

- maintain patrol equipment and Troop equipment assigned to the patrol
- bring patrol flag to all meetings and activities and store flag afterward
- turn in all patrol equipment as needed and report all damaged and missing equipment
- prepare equipment list as required, by patrol, on a campout

Other jobs within the patrol may be the Grubmaster, Cheermaster, Chief Cook, Assistant Cook and Firemaster. These positions are appointed by the Patrol Leader as needed.

Leadership Requirements and Procedures

Troop Leadership

<u>Position</u>	<u>Preferred Rank</u>	<u>Required Rank</u>
Senior Patrol Leader	Life +	Star
Asst. Senior Patrol Leader	Star +	First
Quartermaster	Star +	First
Scribe	First +	First
Librarian	First +	First
Historian	First +	First
Patrol Leader	Second +	Tenderfoot

The Senior Patrol Leader and Assistant Senior Patrol candidates are invited to serve. The candidates are identified by the Scoutmaster, Assistant Scoutmasters and Senior Patrol Leader. Additional input can come from the Troop committee or other adult leaders. The Senior Patrol Leader is preferred to have served as Assistant Senior Patrol Leader prior to the election. If necessary, the Scoutmaster will qualify any boy or appoint an SPL.

SCOUT DISCIPLINE POLICY

Every Scout is expected to understand and comply with the Scout Oath, Scout Law, Scout Motto, Scout Slogan, the Outdoor Code, and the policies of Troop 22. Scouts having difficulty following these rules, may in the discretion of the Troop, be given a limited number of chances to correct their behavior. The severity of a violation will determine at what level disciplinary action begins. Continued violations will result in an escalation of action.

If a conflict between two members of the Troop occurs, the following actions may be taken:

1. Scouts may be counseled separately.
2. Questions should follow good counseling technique in order to draw out more information
3. If appropriate, the process should end with all parties face-to-face with agreement on a course of action.

Bullying in any form will not be tolerated. Parents will be informed of any incident and will be required to meet with the troop leadership to review the situation. A Scout involved in bullying is subject to discipline including possible expulsion from the Troop.

Disciplinary Actions

Disciplinary actions by the Troop and Committee can include, but are not limited to:

- a behavior “contract” agreed to by the Scout and parent, detailing the issue and expected future behavior
- loss of leadership position
- Scout sent home if on a camp-out or outing (parent/authorized adult must pick up the Scout and take him home)
- extra community service required
- delay or failure of Board of Review
- suspension from upcoming activities and trips
- suspension from the Troop
- expulsion from the Troop

Social Media Policy

First and foremost, scouts are encouraged to always exercise the utmost caution when participating in any form of social media or electronic communications (e.g. Facebook, Twitter, etc).

Scouts who participate in electronic or online interactions must remember that their posts reflect on the entire Troop and, as such, are subject to the same behavioral standards set forth in this Handbook.

In addition to the other requirements found in the Handbook, scouts are expected to abide by the Boy Scouts of America Social Media Guidelines. Please see the BSA Guidelines at <http://www.scouting.org/Marketing/Resources/SocialMedia.aspx> for full details.

Failure to abide by the Troop Social Media Policy and BSA Social Media Guidelines may result in the full range of disciplinary action as described in this handbook above.

Troop 22 has a Facebook page which serves as another means of communication among the troop members, and with the larger community. This page is developed and maintained under the BSA social media guidelines referenced above. We also have a troop website where important information, forms and photos are posted. Please note:

- The troop email remains the primary means of communications. Please be sure to read these emails as they contain important information about meetings, events and deadlines.
(Troop22bloomfield@gmail.com)
- Our website address is bsatrop22.org. Certain pages of the website are restricted to members of the troop and require password access. Please visit the site to request permission.
- The Facebook page, in accordance with BSA guidelines, is an open group meaning that all members will have the ability to post. Following BSA guidelines on two-deep adult leadership, we have two Youth-Protection trained administrators who will review membership requests and activity to ensure that all posts are appropriate.
- The Facebook page is “Troop 22 BSA Bloomfield NJ”
- We will not post last names of Scouts or other identifying private information like address, phone number etc. on our website or Facebook page. Photos are welcome as long as they also do not contain identifying information or inappropriate content. There should be no private messages or direct messages on the Facebook page.
- As a reminder, Facebook policy requires all users to be at least 13 years of age.

When a Scout Turns 18

“Boy Scouting ... is available to boys who ... are 11, but not yet 18 years old.”¹

When a boy turns 18, he becomes a legal adult, and is no longer a Boy Scout. Consequently, any requirements we place on scouts no longer apply to him (e.g., mandatory participation in wreath sale, remaining active in the troop for Eagle Scholarship eligibility). The 18-year-old may no longer be treated as a scout; he must be treated as an adult.

Ramifications

Registration

If interested, the 18-year-old may apply for an Adult Leader position. As for all adults, acceptance is conditional on the approval of the Troop Committee—membership is a privilege, not a right. If accepted as an Adult Leader, the adult registration fee will be taken from the former scout’s registration fee (assuming this has been paid), if this transfer happens during the charter year in which the scout registration fee was paid.

Wreath sale

Since the 18-year-old is no longer a scout, he is no longer obliged to participate in the annual wreath sale—the troop’s only mandatory fundraiser. However, if the scout will not turn 18 until after the wreath sale, he is subject to the requirements that apply to all scouts.

Participation

Since he is no longer a scout, the 18-year-old may not participate in troop activities without the permission of the Scoutmaster, as is true for any other adult. (This allows those who turn 18 while still in high school to continue to participate, at the discretion of the Scoutmaster.)

Tenting

Since the 18-year-old is no longer a scout, he may not tent with other scouts, but must tent solo or with other adults.

Scout Account

As scouts approach their 18th birthday, they are advised to exhaust any troop credits they may have in their accounts. Once a scout turns 18, any unused troop credits may be transferred to a younger brother; otherwise, they are forfeited. Any cash balance in the former scout’s account are returned to the scout.

Eagle Scholarship

If the 18-year-old is an Eagle Scout, he is no longer required to remain active in the troop in order to be eligible for an Eagle Scholarship. Only the time from when the scout became an Eagle until he turns 18 is to be considered in determining whether the scout was sufficiently active.

¹ <http://www.scouting.org/sitecore/content/Home/BoyScouts.aspx>

Attachment A – Wreath Policies

Premise: If a scout's participation in the annual wreath sale is mandatory, then there should be consequences to the scout when this obligation is not fulfilled.

The expected level of participation is as follows:

- Sells at least the minimum number of wreaths², as set by the Troop Committee. This is generally accomplished by sales to family/friends and door-to-door sales in the Scout's neighborhood. Wreaths sold after the Masses at St. Thomas are not counted towards this requirement, except under extraordinary circumstances, which requires the approval of the Wreath Sale Coordinator.
- Signs up for and works at least the minimum number of Masses at which to sell wreaths at St. Thomas³, as set by the Wreath Sale Coordinator.

Proposed consequences of failure to meet the expected level of participation:

- Ineligible for any discounts that are based on the expected level of participation.
- Possible delay in rank advancement, from the time the scout next asks for a Board of Review.
- Ineligible for Eagle Scholarship.

Requirements for Leaders (Troop Committee & Wreath Sale Coordinator):

- Communicate the expectations and consequences—clearly, early and often.
- Monitor and keep track of how scouts are performing against the expectations: Has each scout taken his quota? Paid? Signed up for Masses? Showed up for the Masses he signed up for?
- Boards of Review must know whether scout has met the expectation before sitting for the review.
- Enforcement: we must be clear, consistent and fair to get full cooperation.

² The minimum has been 12 since at least 1999.

³ The minimum has been 3 for many years.

Attachment B – Parent Policy

Troop 22 Parent/Guardian Participation Policy

The Troop leadership appreciates and relies upon the involvement of scout parents and guardians in support of the scouting program, especially as member of the Troop Auxiliary, and in providing transportation to and from outings. (Hereinafter, “parents” refers to both parents and guardians.)

While the Troop welcomes the participation of scout parents on Troop outings, it requires that they abide by the rules of scouting: respect the official, trained leadership of the Troop; take no action that might interfere with the program; be willing to assist the leaders at all times; and stay with the Troop for the duration of the event..

The Troop reserves the right to limit the number of adults who may accompany it on outings.

Priority is given to Troop leaders. Space is reserved for Scouts first, leaders second, and then, if space is available, scout parents.

The Troop recognizes the desire of parents – and of new scout parents in particular – to observe the goings-on, become acquainted with the Troop, and “make sure my son is okay.” At the same time, the Troop requires that this involvement respect the boundary between the official program and its guests. As a guest, observe the program, ask the Scoutmaster how you might help, and leave your son in the hands of his patrol leaders and the official adult leadership.

Parents are encouraged to familiarize themselves with the *Guide to Safe Scouting*, and the *Fast Start* and *Youth Protection* training material, available on our council as well as the national web sites (see below for addresses).

Please keep in mind:

- No alcoholic beverages, no smoking, and no drugs, except prescription medication.
- No private, one-on-one contact between adults and scouts (we strongly encourage youth to youth interaction and so recommend that the scout tent with his mates and not his parent.)
- As of June 2018, Boy Scout policy mandates that all adults accompanying a troop to a residence camp or other Scouting activity lasting 72 hours or more MUST be registered as a leader, including completion of a criminal background check and Youth Protection Training.

Boy Scouting is a wonderful opportunity for boys to develop independence in a quality outdoor program led by trained adults. Our Troop leadership thanks you for your cooperation and support.

National website: <http://www.scouting.org>

Northern NJ Council website: <http://www.nnjbsa.org>

Attachment C – The Richard N. Frissell Campership

The Troop is proud to maintain this campership award, designed to help Scouts who otherwise might not be able, attend Boy Scout summer camp. We are pleased to include this brief biography of Mr. Frissell, so that this generation of the Troop 22 family might know a little more about this wonderful man and his family.

Families who would like to apply for a campership should speak to the Scoutmaster or Committee Chair. All requests are kept confidential.

Richard Nathaniel Frissell was the proud father of Eagle Scout Nathaniel Frissell, who earned his award with Troop 22 in 2001.

Richard was an active T22 parent, who along with his wife, Ann Marie, was active in the troop and enjoyed the scouts, leaders and scouting families. Among other activities, he was a merit badge counselor.

Richard's work life revolved around the arts, especially fine arts education and music. He was the Supervisor of Fine Arts for the Bloomfield Public Schools, and earlier held the same position in Rutherford and West Orange. Richard held an MFA in Fine Arts from Syracuse University, and made his way to Bloomfield from his hometown in Ohio, with stops in upstate New York, before meeting Ann Marie here in New Jersey. They were happily married for almost 25 years, before his untimely passing in 2006. Their daughter, Elaina, often enjoyed sharing Scouting experiences with her brother and T22.

Richard was a faith-filled person, a Eucharistic Minister and men's Cornerstone member at St. Thomas. His favorite hobby was listening to jazz music and reading about the musicians. He loved his wife and family dearly, and supported T22 in its scouting endeavors. The campership initiated by the Troop Leaders and supported by his loving family is a wonderful tribute to his memory.