

Like a Soaring Eagle!



Troop 22 Bloomfield, NJ

**Handbook
2026 – 2027**

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NOTES TO PARENTS

Mission and Vision Statements of Scouting America

The mission of Scouting 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.

Scouting 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 immediately needed but is a good investment for your son's scouting journey. It's fine to wait until you know what backpack is right for your son, or 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 needed for camping.
- Acquire equipment as 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.
- Ask around – many older Scouts and Leaders have excess equipment that they would be happy to share and donate!
- See the Camping Supplies and Sources section as well as the [Troop 22 Recommended Equipment for Outdoor Activities](#) webpage.

It is important for parents to label every item with your Scout's name or initials. Hats, neckerchiefs, books, sleeping bags, jackets, mess kits, forks, spoons and knives get mixed up or mislaid and it is 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 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

- For Scouts, the SA Medical form, parts A and B, is required **every** May 1st (no medical examination required – form is completed by parents, including immunization and vaccination 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.
- For Adults: Only registered leaders over 18 may camp; but other adults over 18 may hike or attend a one-day outing with Troop 22. Both registered and non-registered adults must fill out the official SA Medical, Parts A and B (no medical visit or doctor's signature is required).
- Part C is required for trips over 72 hours for all Scouts, including registered 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 the date of physician's signature.
- Copy of health insurance card, both sides, required **every May**. Be sure to provide a copy with the Scouts name on it. Please update any time there is a change.
- Copy of immunization record, required **every May**.
- Copy of vaccination card, if you have one.
- The Troop also has a prescription reporting form which should be filled out if your son is attending an event and taking medication. Don't forget to include any medication that wasn't reported on Part B such as a short-term antibiotic.
- Any time during the year, if there are changes to medical conditions (such as new diagnoses), new allergies (a Scout takes a medication and develops an allergy to it), changes in medication (additions or subtractions), changes to insurance, or changes to information on the medical forms, please let us know immediately. Don't wait until next September. Contact the medical coordinator directly or see them at the leader table at a Tuesday meeting.
- We ask registered Leaders to please inform someone on an outing with them if they have any medical conditions, as their Medical forms remain "sealed" unless needed. An example would be if a Leader carries an Epi-Pen and what it is to be used in reaction to.
- All of these forms can be found on the [Troop Forms](#) section of the Troop 22 website.

Parental Permission / Medication for Trips

The Troop 22 parental permission form (often referred to as a permission slip or p-slip for short) 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. The permission slip must be submitted **before** the deadline for inclusion in any activity. For most camping trips, this means the slip must be submitted on the Tuesday 10 days before the event. If you cannot attend or drop off the form to the meeting on the deadline, you

may email the form to the Troop Gmail account, but the completed slip itself must be attached – wording alone is not enough.

If a Scout is on any medications which must be taken during an outing, a prescription notification must be submitted. 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. However, inhalers and Epi-Pens should always remain in the Scout's possession.

Registration and Automobile Insurance

As mandated by the Troop Committee, this form **must** be completed **every September** (or when a Scout joins) by each driver and include each car that you intend to or may use for transporting Scouts or Troop gear. Necessary 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.

The Guide to Safe Scouting has a section on [Transportation](#) and what's required/not allowed. Requirements include one seat belt per occupant, no pre-2005 15 passenger vans. Self-driving mode is not allowed when transporting Scouts.

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 always have a notebook/assignment pad and pen/pencil.

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 contacted.

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 scouts "meant to" return a permission slip. We don't want to tell a scout they can't attend an activity because of a missed deadline! Permission slips for campouts are due no later than the week prior Tuesday, 10 days before the campout. For special events, they may be due even sooner.

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. If your son is 13 or older and you wish them to also receive the troop emails, please also provide their email address as well.

Our Troop is committed to protecting our scouts' safety. The first level of protection is two deep leadership. This applies to in-person interaction, but also phone and electronic communication. Therefore, any adult contacting a scout who is not in their own family should copy the scoutmaster and the Troop Gmail account. They can also copy another adult leader or family member, but it is the Troop's policy, that all electronic communications with scouts by adults must copy the scoutmaster and Troop Gmail account.

We realize Scouts communicate via social media. Texting is fine, but NOT Snapchat or any app that is automatically deleted once seen. Please speak to your son about this.

The Troop uses a special private Discord server to allow Scouts to talk to each other. The benefit of this Discord server is that it is moderated by both the youth and adult leadership. Use of the Troop Discord server is not mandatory – all official communications will be sent via email. We have found that the Discord server is a convenient way for Scouts to stay in touch with each other and for quick updates about travel times and other events. Ask the Scoutmaster for more information about the Troop Discord server.

Parental Involvement

Due to the logistics involved with a Troop of our size, we ask every family to help by driving one way, to or from a camp-out, or outing, a minimum of four times per year. Self-driving mode cannot be used when transporting Scouts.

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 SA merit badge, please consider volunteering. Training will be provided.

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

Parents are encouraged to familiarize themselves with the [*Guide to Safe Scouting*](#), and the [*How To Protect your Children...Parent Guide*](#), available on our council as well as the national web sites (see below for addresses). Parents are also strongly urged to take *Safeguarding Youth Training* available online, so that you know and understand the rules about adult behavior in Scouting. These resources contain a wealth of information including reporting procedures.

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 and a SA application form. Adult roles are more fully described later in this document.

Any Adult who wishes to join/rejoin Troop 22 must complete and submit the following:

- SA application.
- Pay the current Adult registration fee
- SA Medical (Parts A and B1, B2)
- Copy of medical insurance card (both sides)
- Copy of immunization and vaccination cards, if available.
- Safeguarding Youth Training Certificate of Completion
- Within 3 months all leaders must take the online courses: Hazardous Weather, Leader Specific Training, Safe Swim Defense and Safety Afloat, and supply the troop with a copy of completion certificates
- Within 3 months provide a certificate of completion of the Empowering God's Children Course (This course is mandated by the Archdiocese of Newark and must be completed in person. Certification is good for five years)
- Complete all the necessary paperwork (including a background check) for the Archdiocese of Newark.

Once the application and the above supporting documents are received and processed the applicant will be observed for a 3-month period. Observation will include but not limited to: participation in Troop 22 events, interaction with other leaders and Scouts, adherence to all SA rules and regulations. This observation period may be extended if the 3 months fall over an inactive summer period.

After 3 months, the Troop Committee will discuss the individual's participation and if they will be a benefit to the Scouts of Troop 22. If decided yes, the individual will be notified that they are a GO. If the decision is not in the positive, then the application will be revoked, and registration fee will be refunded.

MERIT BADGE COUNSELORS will need to fill out a SA application as well as a Merit Badge Counselor Form. They will need to complete the SA Safeguarding Training as well as MBC Training. MBC applicants who are not registered leaders will need to pay an annual fee directly to District as they are registered with the District, not the Troop.

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).

If a Scout account is transferred from the Pack when a scout bridges in, those funds are recorded as CREDITS. If 'cash' was put in by a parent at the Pack level, it will be noted as "Cash In" at the Troop level.

The Scout can pay for any expenses including registration, troop wear, including uniforms (all things scouting), summer camp and SA special scouting activities by asking that their account be used to cover the cost. They 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 their scout's account. Should that happen, "cash" is used first and "troop credits" are used last. Should the Scout voluntarily leave the troop, they will be entitled to any "cash" in their 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

Fundraising is an essential part of any non-profit organization, and Troop 22. The Troop relies on the efforts of all scouts in this area to help provide a top-notch program.

The Troop has only one mandatory fundraiser, a **Christmas wreath sale**. Each scout is required to personally sell a set minimum number of wreaths. Currently this number is 15 but may be adjusted every year. In addition, the Troop (as a whole) sells wreaths outside St. Thomas the Apostle Church at the weekend masses. Each 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. For any personal sales above the minimum, the Scout receives a credit in his Scout Account. The number of masses and the credit for each personal sale above the minimum will be determined and communicated prior to the start of each annual sale. Please see Attachment A, Wreath Sale Policies, for additional information.

Other Troop Fundraisers like a clothing drive and dine to donate nights are held throughout the year. Scouts are expected to participate when available. The proceeds from these troop-wide fundraisers go to support the Troop as a whole, defraying the costs of running the troop.

Fall Popcorn Sale – This is an optional fundraiser for Scouts to help earn their way in Scouting. It is run by the local Scout Council and facilitated by a Troop adult volunteer referred to as the "Popcorn Kernel." The popcorn sale begins in late summer with popcorn delivered in mid-November. There is also the ability to sell online, which starts earlier and continues through the end of the year. Scouts earn credits in their Scout Accounts for the full commission they earned. The commission available to be earned is set by the local Scout Council in coordination with the outfit used for the sale. The Troop does not keep any part of this fundraiser. More information is provided when weekly meetings resume in the fall of each year.

Other optional fundraisers are offered throughout the year. Scouts are encouraged to participate. The proceeds from these optional fundraisers go to **the individual scout who participated via Scout credits to their Scout Account.**

Fundraising for SA Approved Trips

Troop 22 may at times have Scouts participating in SA sanctioned trips. In the past these have included, but are not limited to: Bahamas Sailing Adventure, Philmont Scout Ranch, and the National Jamboree. These types of trips are considered extracurricular to the Troop's Annual Scouting Program and have a high cost. To help defray the expense, the Scouts who sign up for these types of trips, and their parents, may choose to do additional fundraising. Proceeds from these special fundraisers are earmarked solely for the Scouts going on the trip and not the Troop in general.

Any additional fundraising for these specialty trips shall not conflict with general Troop fundraising, either from a content or calendar perspective. Nor shall they conflict with existing fundraisers run by other groups in the parish and Pack 22. All fundraisers must be approved by the Troop Committee before being launched. Any publicity (flyers, emails, etc.) for fundraisers must clearly state what it is for. If more than one trip is planned for the same Scout year, and the parents of those Scouts have chosen to fundraise, it is expected that the groups will work together to maximize the return for their efforts. If a Scout is participating in more than one trip in the same Scout year, the Scout shall benefit only once from each fundraiser and can apply said benefit to fund his trips as appropriate.

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 should 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 shirts in good condition (shirts must have standard patches still on them) 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 by filling out and submitting an order form at the Leader table at any meeting. 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, World Crest, and an anniversary bar if issued. Boys should also wear their current badge of rank, patrol patch 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.)

- SA or Troop 22 issued 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).
- Any pins or special medals for awards that have been earned.

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, campouts 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
- Scout uniform shorts or pants (olive green)
- Scout socks
- Troop T-shirt

Scout jackets and hoodies are optional. Troop hats are also optional, unless specified to be worn for a particular outing or event.

For certain occasions, like when working on service projects, or other potentially dirty situations, wearing only the troop T-shirt with blue jeans or shorts is acceptable.

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 NY Council: Staten Island Scout Shop	Info: https://nycscouting.org/scoutshops 1465 Manor Rd, Staten Island, NY	212-651-2466
Alpine Trading Post	Alpine Scout Camp, 441 US Hwy 9W Alpine, NJ. 07620	212-651-2467

Additional Official Scout Outfitters

(Uniforms, some patches; no Council specific items)

Ramsey Outdoor Store	835 Route 17 South; Ramsey	201-327-8141
Zeppelin Hobbies	1530 Route 23 North, Wayne	973-872-0400

The official Scout catalogue is also available online at <http://www.Scoutshop.org>

For Camping Gear

Campmor	Route 17 North, Paramus, NJ	800-226-7667
Dick's Sporting Goods	76 Willowbrook Boulevard, Wayne, NJ	973-200-8077
Ramsey Outdoor Store	835 Route 17 South, Ramsey NJ	201-327-8141

CAMPING SUPPLIES AND SOURCES

Required Items for Beginners

Mess Kit	Includes a dish and cup. The SA 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 disposable 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. Highly suggest also getting a stuff sack (compression type is best) especially for when going backpacking.
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. Loose or open-toed footwear (like sandals) are NOT approved for most Scouting activities.
Pack	• For regular campouts, a school bookbag can work, but recommend a lightweight camping daypack (20L-40L) with a chest strap. Such brands as G4Free, Werewolves, 4Monster, VenturePal are all low cost options, (Amazon). • For a backpacking trip, a frame backpack and backpacking stove are also required. Please see troop leadership for recommendations on the type of backpack or stove to purchase, and/or 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.
Patrol box	(Patrol kitchen)

Banned and Restricted Equipment

<u>Specifically Not Allowed</u>	<u>Limited Use Only</u>
Liquid fuel anything (stoves, lighters, lanterns, etc.)	Cell phones – for emergency use only, or to confirm return times. May be used for Scout purposes upon receiving permission from a leader. If being used inappropriately, the leader will request Scout put the phone
Hatchets	
Firearms	
Sheath knives	
Adult books	

Alcoholic beverages	away. With repeated misuse, the leader may remove the phone to a safe location. CD player, radio, iPod, DVD, MP3 players Electronic toys and games (All are allowed only during transportation time on trips of more than 1 hour.) These items are the responsibility of the Scout – the Troop is not responsible for loss or damage, even if confiscated for misuse.
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.)

Field Uniform (Class A) is only needed when specified, like for Special Event campouts, or when going to public activities during a campout.

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. Scouts may ask permission to use a phone for photos or other scout purposes. The cell phone is not to be used or seen at other times on a trip or at a troop meeting. If being used improperly troop leadership will request the Scout put his phone away. With repeated misuse, the leader may remove the phone to a safe location and/or temporarily revoke a Scout's privilege of having a cell phone on Troop events.

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. If your son happens to call, keep the call very brief and encourage them to talk to a youth or adult leader if there is a problem or homesickness. Tell them you "want to hear all about it when they get back home."

Scouts are discouraged from bringing CD or DVD players, iPod, 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 damaged items.

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 to be brought by Scouts to scouting activities.

Equipment

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

- Gear is to be cleaned at the end of 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. Scouts may be assigned to take a tent home to dry it out after inclement weather. 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

Food for troop events is handled in several different manners.

On most camping weekends, each patrol has a Scout named as its Grubmaster. It is this Scout's job to shop for the weekend, based on the menu planned by the patrol. The position rotates by campout.

A grub fee (typically \$15-\$20) will be announced in advance, and should be turned in by the deadline, along with the permission slip and anything else required to sign up. The money collected will be given to the Grubmaster in advance of the trip, so he has the funds to shop. The grub fee must be submitted in cash (cannot use a Scout account). Cash should be in the exact amount only, and submitted in a sealed envelope, with the Scout's name and event written on the envelope.

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

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.

On a typical campout, a Grubmaster is selected for each patrol. The Grubmaster is responsible for purchasing the groceries/supplies with the collected grub money. He is also the patrol's main Chef for the weekend. The patrol leader creates a duty roster which assigns other scouts on a rotating basis to be the Assistant Chef (as well as other duties needed for a successful campout).

We suggest chefs practice cooking their menu for their family **prior** to the camp-out. The youth and 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 should be “signed off” by the Scoutmaster or an 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, Outdoor Ethics, Knots and Lashings. No parent or guardian should sign off on their own Scout’s handbook, blue card or Scoutbook record.

Scouting America’s Guide to Advancement (Section 10) covers alternative requirements and accommodations for Scouts with special needs.

Camping

Camping is an integral required part of Scouting and necessary for the advancement program. It is on monthly troop campouts and at summer camp 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. (See Attachment C at the back of this handbook for more information.) Please privately speak to the Scoutmaster or committee leadership if interested.

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; fourteen 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 (SM), acting SM or Advancement Coordinator (AC) at a Tuesday meeting to discuss working on a badge. During extended periods when in-person meetings are not being held, like over the summer or when meetings are via zoom, you may send an email to both the SM and AC via the troop Gmail requesting to speak to them about working on the badge.
2. The Scout, with the assistance of the SM or AC, will find a counselor they would like to work with through the Troop, in the local area, or elsewhere.
3. The Scout contacts the Merit Badge Counselor to ask about their availability and discuss the desire to work with them to complete the Badge.
4. The Scout informs the AC that the counselor has agreed to work with them and then the AC will connect the scout to the counselor in Scoutbook. If the counselor does not use Scoutbook, the AC will provide the Scout with a signed blue card.
5. 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 for free online (at <https://www.scouting.org/skills/merit-badges/all/>) Pamphlets may also be available in the Troop library. If you check out a book from the library, please return it.. (Please check to make sure you are using the most current version of the book. Merit badges are constantly being updated.) The websites www.usscouts.org/meritbadges.asp and scouting.org/meritbadges list merit badge requirements and links to helpful worksheets.
6. When the Scout visits a counselor, they must follow youth protection policies. Either there must be two-deep leadership where the second adult may be a registered leader or the parent of the Scout; or, the buddy system may be used, where the second person is another Scout
7. Upon completion of the requirements for the merit badge, the counselor will enter the completion directly into Scoutbook. If a blue card is used, the counselor will sign and date the card, and keep his/her portion.
8. The Scout should inform the AC that they have completed the badge. If a blue card was used, return the completed card to the AC.
9. 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. Learn the skills and complete all requirements. Have them signed off by a leader and dated in the Handbook. It is recommended that the requirements be signed off 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 or acting SM in full field uniform, unless on a campout or other Scout activity where uniforms are not required (see item 7 on uniforms). (Scoutmaster may also designate another leader to complete the conference in his absence.)
5. Request a Board of Review from the AC. If the request is made at a Tuesday meeting, and enough committee members are available, and Scout is fully prepared, and there is enough time, the BOR may take place that night. If not, it will take place at the following meeting. Scouts will be reviewed in order of the request. The AC will provide the Scout with an information slip that he shall bring to the Board of Review, along with his handbook.
The AC will also audit completion of rank requirements for all ranks and Eagle-required badges before advancement to Star, Life and Eagle ranks.
6. Appear before the Board of Review in uniform.
7. 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 handbook in hand. All members of the BOR will review the handbook to ensure everything is completely signed off and any documentation is properly done.

Scouting America's [Guide to Advancement](#) provides more details on the advancement process and what to do in the event of an appeal.

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, "Blue Cards" and Scoutbook

The Troop keeps records of each achievement a Scout accomplishes, but there is only one official record of advancement: the Scout's 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. **We suggest taking a photo of the Advancement Pages as items are signed off, just in case the book is lost.** Also, each Scout needs to keep track of advancement and merit badge blue 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.

[Scoutbook.scouting.org](https://scoutbook.scouting.org) is the Scouting America's (SA) official tool for advancement record-keeping and reporting. Its primary purpose is to help Scouts, parents, and registered leaders track and report advancement records. The troop works to keep Scouts' records updated in Scoutbook for easier tracking of advancement and other activities. This is why the Advancement Coordinator will ask for, or take, photos of your advancement pages from your scout handbook. Think of this online program as a digital backup to a Scout's handbook, not a replacement for the hard copy handbook.

New Scout Program

When a boy enters Scouts, either bridging from a Cub Scout pack, 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 the same age and skill level, learning and advancing. The patrol is assisted by a Troop Guide who is an older Scout, 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 participate in a first year Scout program with names such as "LEAF," "Brownseas" or "Dan Beard." These programs consist 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 (SA-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 may offer a Venture Patrol for the 14-year and older Scouts, who are First Class rank and above. 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 Scouts 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 youth who join Scouting, only 5 achieve the rank of Eagle
- The U.S. Armed Forces recognizes the achievement by authorizing an advanced enlisted pay grade for Eagle Scout recruits. Depending on the branch, this is one or two ‘bumps’ in initial grade
- 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 graduation from high school. This includes participation in the mandatory Troop fundraiser. (Register as an adult, if need be, if he turns 18 before re-chartering)
- Active shall mean participating in 25% of troop meetings, 25% of outdoor activities and 25% of Patrol Leader Council meetings
- Is accepted into, and plans to attend, an institution of higher learning (including trade school) or is entering military service.

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 stating his future plans and how he has stayed active in the Troop. If the Scout has already graduated high school 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 the 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 most cases, they must have the corresponding merit badge. The Instructorship covers:

Camping

Cooking

Fire Building

Knots and Lashings

TROOP ORGANIZATION

Troop 22 is dedicated to helping our scouts, and we try to accept and accommodate every scout who wants to join and every leader who wants to help. The Troop must function as an organization to support our scouts, and therefore reserves the right to reject any scout or adult leadership application, or to ask an existing scout or adult to leave the Troop, if their presence does or will disrupt the other scouts, parents or leadership, or violate any rules of Scouts BSA, the Troop, St. Thomas the Apostle Parish, or the Archdiocese of Newark. This decision will be based solely on acts or omissions, and not on immutable/intrinsic qualities such as race, ethnicity, religion, family status, national origin, or orientation. This decision will also not be based on a scout's or adult's disability, provided if the scout has a disability, it is within the competence of the Troop's leadership to accommodate it and provide the scout and the Troop with a safe experience.

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 Scouting 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 for, 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 – Introduction to Leadership Skills

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 youth leaders is the heart of the patrol method. The Introduction to Leadership Skills for Troops (ILST) is intended to help Scouts become as effective as possible. It is designed in three parts, to accomplish the following:

Part I: Troop Organization

This part includes a description of each leadership position in the troop, including roles and responsibilities, troop organization, and introductions to vision and servant leadership. Scouts learn and understand the various leadership roles within the troop, both elected and appointed, as well as the dynamics of having everyone be involved in the success of troop activities.

Part II: Tools of the Trade

This part covers some core skill sets to help the Scout lead, including communicating, planning and teaching. It teaches the basic leadership tools and how to use the Teaching EDGE method effectively in one's leadership role.

Part III: Leadership and Teamwork

This part incorporates additional leadership tools for the Scout, including discussions of teams and team characteristics, the stages of team development and leadership, inclusion/using your team, ethics and values of a leader, and a more in-depth review of vision. Scouts learn the dynamics of team building, the relationship of team development to team vision and goals, valuing every team

member's contribution and development, and understanding how their behavior as leaders affects the troop's performance.

Additional Training: NYLT

A week-long conference, National Youth Leadership Training is provided by the local area council. This program takes an in-depth look at the skills of leadership. NYLT is designed to provide youth members with leadership skills and experience they can use in their home troops and in other situations demanding leadership of self and others. It also provides youth leaders with an opportunity to learn and share ideas with other youth leaders from Troops throughout the council.

Advanced Training: NAYLE

National Advanced Youth Leadership Experience is an exciting program that enhances leadership skills and expands upon the team-building and ethical decision-making skills learned in National Youth Leadership Training. NAYLE emphasizes leadership, teamwork, and selfless service, using the core elements of NYLT to help youth strengthen these skills. The NAYLE course is now available at all four national high-adventure bases. The material presented is basically the same at all four venues but is specific to the unique environment of each site.

Troop Leadership

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

Troop Level Positions of Responsibility:

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. The Senior Patrol Leader is an elected position and all registered youth members of the troop are eligible to vote. The SPL, with the guidance and consent of the Scoutmaster, is responsible to appoint all other Troop Positions of Responsibility.

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.

Bugler

The bugler plays the bugle (or similar instrument) to mark key moments during the troop meeting, such as assembly, or on troop outings, such as reveille, mess call, and lights out. The bugler must know the required bugle calls and ideally should have earned the Bugling merit badge or be working toward earning it. (Does not count as a leadership position for rank advancement from Life to Eagle.)

Chaplain Aide

The Chaplain Aide assists the troop chaplain (usually an adult from the troop committee or the chartered organization) in serving the religious needs of the troop. They lead the troop in opening or closing prayer and mealtime blessings. Chaplain aides ensure that religious holidays are considered during the troop's program planning process and promotes the SA's religious emblems program.

Den Chief

Den Chief is a Scout who assists a Cub Scout den leader or Webelos den leader. He is selected by the senior patrol leader and Scoutmaster, and approved by the cubmaster and the pack committee for recommendation to the den leader. The Den Chief helps with weekly meetings and activities, sets a good example and encourages to Cubs to continue in Scouting.

Historian

The historian collects, assembles, and preserves troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia, and makes materials available for Scouting activities, courts of honor, the media, and troop history projects. Typical duties include:

- gather photos and facts about troop activities and keeps them in a historical file or scrapbook
- takes care of troop trophies, ribbons and souvenirs of troop activities
- keeps information about former members of the troop

Instructor

Each instructor is an older troop member proficient in a Scouting skill who must also have the ability to teach that skill to others. An instructor typically teaches subjects that Scouts are eager to learn—especially those such as first aid, camping, and backpacking—that are required for outdoor activities and rank advancement. A troop can have more than one instructor.

Junior Assistant Scoutmaster

The Junior Assistant Scoutmaster assists the Scoutmaster and Assistant Scoutmasters in supervising and supporting the other youth leaders. This person is at least 16 years of age who has shown outstanding leadership skills and is usually an Eagle Scout. The Junior Assistant Scoutmaster

functions just like an Assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 years of age or older). The Troop may have more than one JASM. This is an appointed position by the Scoutmaster.

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 materials and update with new releases
- 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.

Order of the Arrow Troop Representative

The OA Representative serves as a link between the troop and the local OA lodge. He promotes the Order of the Arrow and encourages Scouts to take part in camping opportunities.

Outdoor Ethics Guide

Outdoor ethics guides help plan and conduct an outdoor program that emphasizes effectively practicing the Outdoor Code, the Leave No Trace principles, and the Tread Lightly! principles. Guides work to help Scouts improve their outdoor ethics decision-making skills to help minimize impacts as they hike, camp, and participate in other outdoor activities. They support Scouts who are working to complete the relevant requirements for the Tenderfoot, Second Class, and First Class ranks. Special training is recommended to hold this position.

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
- 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.

Troop Guide

The Troop Guide is an older, experienced Scout who works with the new Scout patrol in the Troop. He helps them feel comfortable and assists them in learning basic Scout skills. The Troop guide serves as both a leader and a mentor to the members of the new-Scout patrol. He helps the patrol leader of the new-Scout patrol lead their patrol, so they can develop into a well-functioning group, working together harmoniously and productively. He sets a good example.

Webmaster

The Troop Webmaster is responsible for maintaining the troop website. He works with various troop members on needed topics. 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.

Patrol Level Positions of Responsibility:

Patrol Leader

This is the only position at the patrol level that fulfills the leadership requirement for the senior ranks. Patrol Leaders are elected by their individual patrol members. The patrol leader must attend the Introduction to Leadership Skills for Troops (ILST) when offered. 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 Patrol Scribe works with the Troop Scribe in preparing articles for the Troop newsletter and taking patrol attendance at meetings.

Patrol Quartermaster

This position is appointed by the Patrol Leader. 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.

Positions of Responsibility: Requirements and Procedures

<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
Instructor	First +	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. The Scoutmaster may waive these preferences where needed.

Leadership Expectations

Scouts who hold Troop Positions of Responsibility as well as Patrol Leaders are the backbone of the troop. They are expected to be model Scouts who show Scout Spirit and live by the Scout Oath and Law. In order to fulfill the obligations of their positions, these Scouts must also have exemplary attendance at meetings, outings, and PLC meetings for those who are required to attend them.

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

No Show Policy

Should a scout sign up or be signed up for any event where the Troop pays some or all of the activity fee and the scout does not show OR does not notify the Troop in enough time for them to cancel their spot (if possible), the scout will be responsible for reimbursing the Troop absent extenuating circumstances.

Reimbursement can be accomplished by using funds from the Scouts Scout Account, or the parent repaying via cash or check. Failure to repay the troop will result in 'collecting' funds up front for the rest of the events for the rest of that scouting year. Additionally, all Grub money MUST be paid prior to an event and is NOT refundable under any circumstances.

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, X (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 Scouting America’s Social Media Guidelines. Please see the [SA Social Media Guidelines](#) for full details.

Failure to abide by the Troop Social Media Policy and SA 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 SA 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 bsatroop22.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 SA guidelines, is an open group meaning that all members will have the ability to post. Following SA guidelines on two-deep adult leadership, we have two Safeguarding Youth 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. Please do not be too specific when mentioning the location of an active trip, or wait to post until after the event. Also, there should be no private messages or direct messages on the Facebook page. Please do not ask questions on Facebook – instead, send questions to the troop email address, which is monitored frequently.
- As a reminder, Facebook policy requires all users to be at least 13 years of age. To address cyber-safety, SA has introduced the age-appropriate Personal Safety Awareness videos which addresses topics including cyber bullying, cell-phone use texting, blogging, gaming and identity theft.

WHEN A SCOUT TURNS 18

Scouts BSA... is available to youth who ... are 11, but not yet 18 years old.

When a boy turns 18, he becomes a legal adult and is no longer a youth Scout. Consequently, many requirements we place on scouts no longer apply to him. 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. An Eagle Scout who turns 18 prior to graduation from high school must register as an adult leader (and remain active until graduation) if he wishes to be considered for the Eagle Scholarship.

Wreath Sale

A Scout who turns 18 prior to the wreath sale, who chooses not to sell the required minimum number of wreaths, will not be eligible for the Eagle scholarship.

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 required to remain active (at least 25%) in the troop in order to be eligible for an Eagle Scholarship. All the time from when the scout became an Eagle until he graduates High School is to be considered in determining whether the scout was sufficiently active.

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 wreaths, as set by the Troop Committee every year. 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. Thomas, as set by the Wreath Sale Coordinator every year.

Consequences of failure to meet the expected level of participation:

- Ineligible for any discounts that are based on the expected level of participation. This ineligibility stays in effect until the next wreath sale. If the Scout then completes his wreath duty, the restriction is removed.
- If a Scout does not complete the wreath requirements in his year of eligibility for the Eagle Scholarship, he will not be eligible for the award.
- A Scout who turns 18 prior to the wreath sale, who chooses not to sell the required minimum number of wreaths, will not be eligible for the 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 the scout has met the expectation before sitting for the review.
- Enforcement: we must be clear, consistent and fair to get full cooperation.

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, 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 [How To Protect your Children...Parent Guide](#), available on our council as well as the national web sites (see below for addresses). Parents are also strongly urged to take *Safeguarding Youth Training* available online, so that you know and understand the rules about adult behavior in Scouting.

Please keep in mind:

- No alcoholic beverages, no smoking, and no drugs, except prescription or OTC medication.
- No private, one-on-one contact between adults and scouts. Troop policy does not allow parents to share a tent with their child in Scouts BSA.
- SA policy mandates that all adults camping overnight with a troop at a residence camp or other Scouting activity MUST be registered as a leader, including completion of a criminal background check and Safeguarding Youth Protection Training.
- All participants over the age of 18 who attend any Troop 22 SA outing must fill out the Official SA Medical, Parts A and B (no medical visit or doctor’s signature is required).

However, in order to protect your privacy, we want only to have access to your information in the rare case of you experiencing a medical emergency while on a troop outing that leaves you unable to speak for yourself. Therefore, once completely filled out, place your medical into an envelope along with a copy of both sides of your insurance card and seal it. Clearly write your name on the front or back of the envelope, along with the date on the medical form. This envelope would only be opened in case of an emergency. Upon check-in for the event, give it to the trip leader who will place your envelope in a safe central location (troop medical box) for the duration of the trip. Once the trip is over, retrieve your envelope and

save for the next outing. You may also choose to leave the medical in its envelope, on file in the medical box, for future outings. If you have any severe allergies (i.e. use an Epi-Pen), you must notify the adult leader in charge of your outing prior to departure. *The Troop will endeavor to maintain the records' confidentiality. However, anyone leaving the records with the Troop understands that the Troop is not a professional medical organization, but rather a scout troop run by part-time, non-professional volunteers, and therefore waives any claims against the SA, Troop 22 or its leaders in the event that the records are lost or mishandled.*

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.scoutingnnj.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 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.