

# **Boy Scout Troop 502 Mecklenburg County Council Apache District**



## **Troop Handbook**

Sponsoring Organization:

Harrison United Methodist Church  
15008 Lancaster Highway  
Pineville, NC 28134

Revised Jan 8, 2010



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# Troop Handbook

## Section 1 – Troop Information

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### Welcome to Boy Scout Troop 502

Welcome: Congratulations on the step you and your son have taken in joining the Boy Scouts of America and especially Troop 502. We hope you will have a rich experience working in this program. Like anything else in life, you and your son will get as much out of Scouting as you and he puts into it. We hope this booklet of basic information and Troop policies will assist you in learning how to make Boy Scouting a memorable experience within Troop 502.

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#### A. General Information

Troop 502 is chartered by Harrison United Methodist Church in Pineville, North Carolina. Troop 502 has been continuously chartered since 1998. The present Scoutmaster is Joe Lane. The Troop is part of the Apache District of the Mecklenburg County Council.

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#### B. Purpose and Methods

The purpose of Troop 502 and the Boy Scouts of America is to provide youth with an effective program designed to enable them to experience:

**Growth in moral strength and character**

This may be defined as what the boy is himself: his personal qualities, his values, and his outlook.

**Participative citizenship**

Used broadly, citizenship means the boy's relationship to others. He comes to learn of his obligations to other people, to the society he lives in, and the government that presides over that society.

**Development of physical, mental, and emotional fitness**

Fitness includes the body (well-turned and healthy), the mind (able to think and solve problems), and the emotions (self-control, courage, self-respect, and self-confidence).

**Respect for others, the environment, and himself**

In the Boy Scouts, we use many different methods to help achieve this. Such as:

**Ideals:** The ideals of Scouting are spelled out in the Scout Oath, Law, motto, and slogan. The Scout measures himself against these ideals and continually tries to improve.

**Patrols:** The patrol method gives Scouts an experience in group living and participating citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it.

**Outdoors:** Boy Scouting is an outdoors program. It is in the outdoors that Scouts share responsibilities and learn to live with each other. It is here that the skills and activities practiced at Troop meetings come alive with purpose.

**Advancement:** Scouting provides a series of surmountable obstacles and steps to overcome them through the advancement method. The Scout plans his advancement and progresses at his own pace as he overcomes each challenge. The Scout is rewarded for each achievement (e.g., badges of rank, merit badges, etc.), which helps him gain self-confidence. The steps in the advancement system help a boy to grow in self-reliance and the ability to help others.

**Adult Association:** Boys learn from the example set by their adult leaders. Troop leadership may be male or female, and association with all adults of high character is encouraged at this stage of a young man's development.

**Personal Growth:** As Scouts plan their activities and progress towards their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Scouting. Boys grow as they participate in community service projects and do Good Turns for others.

**Leadership Development:** Boy Scouting encourages boys to learn and practice leadership skills. Every Scout has the opportunity to participate in both shared leadership and total leadership situations. Understanding the concepts of leadership helps each boy accept the leadership roles of others and guides him toward the citizenship aim of Scouting.

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## C. Expectations

### 1. Uniforms

Scouts are required to wear the Boy Scout uniform to all Troop meetings and certain other activities. The uniform makes the Scout Troop visible as a unified group and creates a positive youth image in the community. The uniform should be worn with the shirt properly buttoned and tucked into the pants. Wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting. The uniform gives the Scout identity in a world brotherhood of youth who believe in the same ideals.

**The Class A Uniform** - The official uniform of the Boy Scouts of America can be found described in the Boy Scout handbook. Troop 502 does not mandate a neckerchief or hat. The Scout is expected to wear the Class A Uniform (official Scout shirt, pants or shorts, socks, and belt) at all Boy Scout functions and Troop meetings from the first meeting in the fall to the last meeting in the late spring. No jeans allowed!!

**The Class B Uniform** - is the same as the Class A Uniform except that the Troop 502 T-shirt is substituted for the uniform shirt. The Class B Uniform is worn to outdoor meetings and other less formal functions.

**The Class C Uniform** - is the Troop 502 T-shirt and plain colored pants/shorts and allowed during the summer months and on camp-outs.

Proper insignia is to be worn on the uniform in accordance with the guides found on the inside covers of the Boy Scout Handbook. Merit badges should be sewn on the merit badge sash. Temporary badges may be worn one at a time. Patches indicating rank, patrol and leadership position must be kept current. If Scout chooses to wear a hat, the official ball cap or the Troop 502 Cap is acceptable. **No sports team caps with Class A uniforms.**

Scouting equipment and supplies are available from the Council Office in Charlotte as well as, REI, Jesses Browns, and Dicks Sporting Goods. The Boy Scouts of America also offer mail order catalogs. Used clothing/equipment is sometimes available from Troop 502 or various thrift shops. Personal gear such as a backpack, sleeping bag, and mess kit with utensils for his personal use, are the responsibility of the Scout. Patrol cooking equipment and tents are provided.

## **2. Attendance/Absenteeism and Activity with the Troop**

One of the requirements for any rank advancement is to "be active in your Troop and patrol". By attending and being active in Troop meetings and activities, a Scout is able to learn the skills required for his rank advancement and to carry out his leadership responsibilities. Good attendance is important in Scouting just as it is in your job or school. Successful Troop meetings and activities depend on the participation of all Scouts.

**In order to advance, the Scout must be active with the Troop at least 70%\* of the time over the course of three months.** These three months are not required to be consecutive, but breaks between any of these months must be cleared through the Scoutmaster.

Examples:

- Scout participates 70% or more of the time in three consecutive months.
- Scout participates 70% or more of the time in one month, takes a number of months off after notifying and receiving acknowledgment from the Scoutmaster, then participates 70% of the time in two consecutive months.
- Scout participates 70% or more of the time in two consecutive months, takes a number of months off after notifying and receiving acknowledgment from the Scoutmaster, then participates 70% of the time in one month.

\* 70% Participation: This requires that the Scout be an active participant in 70% of the Troop activities over the specified time period. Being an active participant in the Troop is required for advancement because there is no other true method of learning Scout skills and fulfilling the specified requirements for advancement, at any rank.

Participation to fulfill this requirement includes active participation in 70% of the following Troop activities:

- Monday Night Meetings
- Campouts/Outings
- Service Projects (Projects that do not earn credit towards Scout's dues)
- Court of Honor
- Other Miscellaneous Troop Activities

All Scouts are encouraged to attend camping events. These events are required for a Scout to earn the ranks of Tenderfoot, Second Class and First Class as the listed requirements for these ranks include activities that must be performed while camping. The ranks of Star, Life and Eagle also require participation in camping events for leadership and for Eagle required merit badge completion. Please understand that failure to attend camping events will prevent advancement due to lack of fulfillment of rank advancement requirements specified in the Boy Scout Handbook.

Camping is also highly encouraged as it is a core component of Scouting (Scouting is mostly "outing"). Camping provides outdoor experiences that Scouts may not get any other way. Being outdoors provides a new appreciation for nature and the world around us. Additionally, Scouts grow through these experiences in ways not possible without being outdoors. Plus the events are just plain fun.

### **3. General Behavior**

The guidelines for acceptable behavior for all Scout activities are contained in the Scout Oath, Law, Motto, and Slogan as stated in the Boy Scout Handbook (pages 5-8). Physical violence, hazing, bullying, theft, verbal insults, drugs and alcohol have no place in the Scouting program and may result in the revocation of a Scout's privileges and or membership in the Troop. If any Scout is confronted by threats of violence, verbal insults or other forms of bullying or hazing including pranks performed on the Scout, his possessions or tent by other Troop members, he should seek help from his unit leaders or parents. Appendix A is the Troop 502 Code of Conduct.

### **4. Mission**

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

#### **The Scout Oath:**

On my honor I will do my best  
To do my duty to God and my country  
and to obey the Scout Law;  
To help other people at all times;  
To keep myself physically strong,  
Mentally awake, and morally straight.

#### **The Scout Law:**

A Scout is trustworthy,  
loyal,  
helpful,  
friendly,  
courteous,  
kind,  
obedient,  
cheerful,  
thrifty,  
brave,  
clean,

and reverent.

**Scout Motto:**

Be Prepared

**Scout Slogan:**

Do a Good Turn Daily

Each Scout in Troop 502 (and similarly, any of his family members) has a responsibility to protect and respect our meeting place as well as the property of the Troop and his fellow Scouts. Any damage or loss incurred (intentional, accidental, or otherwise) will be the responsibility of those who cause it.

National Scout policy prohibits alcohol, cigarettes, and/or drug use or possession by anyone at any Boy Scout function. One of our many goals is to provide a drug, alcohol, and smoke free environment in which the boys can enjoy their Scouting experience.

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## **D. Finances**

### **1. Annual Dues**

Annual dues are \$225 which includes rechartering fees in January each year.

### **2. Fund Raisers**

Fund raisers not only greatly reduce the financial burden for parents but provide the boys with great opportunities to understand what it takes to earn money and what it can buy, and instills a sense of pride in the boy of "helping to pay for his own way" through challenging but rewarding work. It is hereby agreed to accept the following as a declaration of our new fundraising program that will include the following provisions as required to qualify for exemption under section 501 (c) 3 of the Internal Revenue code:

- a. It is the policy of the Boy Scouts of America, Troop 502 to help all Troop members, even if the Troop members parents are not active members in our organization, or do not take part in any of our fund-raising activities. The support of a Troop member will not depend on the fund-raising effort of the Troop members parents. We will make this policy clearly known to our Troop members.
- b. The Boy Scouts of America, Troop 502 will not participate in any fund-raising program where there is any direct benefit to the Troop member who raises the funds. For example, we will adopt no system where a parent receives a point or other credit for their fund-raising participation, which can then be used to offset a Troop member's expense.

Each boy will be solely responsible for money, product, order lists, and any other items trusted to him during a fund raiser.

### **3. Cost of Activities**

Majority of Troop 502's activities are covered in full by the annual dues or fund raising efforts by each Scout. Unfortunately, there may be some trips that the Troop cannot fully cover and the expense may be split between the Troop and the Scout or the

Scout will have to fully cover the expense of the trip in order to participate. Such trips may include rafting, climbing, caving, etc. We try and limit these trips to one or two a year if we can. Annual dues will cover transportation costs, camping reservations, Troop equipment, entrance fees, etc. However, each Scout must be current on his annual dues in order to travel with the Troop. Annual Dues are due by the end of December of each year. Troop 502's year runs from August to July.

#### **4. Cost Reimbursement**

Adult leaders, Committee members and other adult volunteers such as Merit Badge Councilors are entitled to reimbursement from Troop funds for the costs incurred to purchase materials and/or supplies for Troop activities. Generally, authorization should be obtained from the Troop Committee in advance, especially if the expenditure is expected to exceed \$25.

Receipts for such expenditures should be supplied when reimbursement is sought from the Committee Treasurer. The coordinator for any Troop activity should consult the Committee in advance to determine the amount authorized for such expenditures. Expenditures in excess of the authorized amount should not be made without consulting the Committee if circumstances permit.



# Troop Handbook

## Section 2 – Leadership

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### A. Troop Organization

Troop 502 uses the "Patrol Method." Patrols are the building blocks of the Troop. Our Troop is generally divided into three to four patrols of eight to ten Scouts in each. When a boy joins the Troop, he will be assigned to a specific patrol, generally with the other Scouts that entered with him. Each patrol has a Patrol Leader and Assistant Patrol Leader. The new patrols will have more senior Scouts assigned as patrol leaders for the first two years to provide the experience that the incoming Scouts lack. Troop Guides (Older Scouts) will also help to provide guidance.

Each patrol meets, on the average, twice every month, usually during a block of the regular Monday evening Troop meetings. This enables patrols to work on rank advancement or merit badges, to prepare for Troop activities, or to plan their own activities or outings as a patrol.

Troop 502 is run by Scouts, notably the Senior Patrol Leader, Assistant Senior Patrol Leaders, and Patrol Leaders. A Troop Committee, made up of parents, provides overall guidance and policy for the Troop. Adult leadership and oversight is provided at all Troop 502 activities by the Scoutmaster and Assistant Scoutmasters, as well as former Scouts or parents.

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### B. Youth Leadership

With the guidance of the Scoutmaster and Assistant Scoutmasters, the Scouts of Troop 502 plan the Troop's programs, conduct meetings, and provide leadership among their peers.

There are a number of **Youth Leadership Positions** in the Troop. Holding some of these positions is required for advancement. A Scout is selected or elected to a position for a term of six months by the adult leadership. The Troop holds elections twice a year, generally in May and November. The major positions are: Senior Patrol Leader (SPL), Assistant Senior Patrol Leader (ASPL), and Patrol Leader.

#### 1. Troop 502 Youth Leadership Positions

- Senior Patrol Leader
- Asst. Senior Patrol Leader
- Patrol Leader
- Asst. Patrol Leader
- Instructor and Troop Guide
- Chaplains Aide
- Historian
- Scribe
- Quartermaster

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## **C. Adult Leaders**

### **1. Uniformed Positions**

The day-to-day operation of the Troop's program as it relates to the Scouts is the responsibility of the Scoutmaster and Assistant Scoutmasters. The Scoutmaster is appointed by, and reports to the Troop Committee.

If you would like to become more active as a registered Adult Leader (a "Scouter") you must also complete an Adult Application form.

### **2. Committee Positions**

The Troop Committee is responsible for the administrative operation of the Troop and supports the Uniformed Leaders and the program as required.

The Troop Committee consists of parent volunteers who fulfill the roles of Chair, Secretary, Treasurer, Outdoor and Equipment, Advancement, Chartered Organization Representative, Fund Raising, and others. Parents are strongly encouraged to attend these meetings. Parents are always needed to serve on the Troop committee or sub-committees in various capacities.

All parents are encouraged to attend Troop meetings, but are particularly encouraged to attend the Parent Committee Meeting that is generally held once a month usually on Monday nights (Please check the latest calendar). This gives every parent an opportunity to learn more about the Boy Scouts of America, keep up on Troop activities and to provide input to our Scouting program. To better understand the program, parents are also asked to read the Boy Scout Handbook along with the other Scouting resources and to encourage their sons to do the same.

### **3. Program Opportunities**

Troop 502 is a relatively large and very active Troop. All efforts in behalf of our sons are done by volunteers. Therefore, we ask that parents plan to do their part to help the Troop function. It takes numerous adult drivers, hikers, and campers to transport and supervise our Scouts on their various outings. Whether you would like to join the Troop on a hike or campout, or just want to drive to/from an activity, adult volunteers for activities are always needed. Participation in these outings provides parents opportunities to observe and/or share their son's Scouting experiences, as well as, occasions to get to know the other parents in the Troop.

Parents are asked to participate in Troop activities, get their boys to the meetings and activities on time, and encourage their son's progress on rank advancement and merit badges.

**REMEMBER - STRONG TROOPS HAVE STRONG PARENT SUPPORT!**

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## D. Chain of Command

### 1. What is Chain of Command?

Simply stated, Chain of Command is a system where authority passes down from the top through a series of positions in which each person is accountable to the position directly above.

For the Patrol System to work (i.e. Scouts leading Scouts), the correct rank sequence in the Scouting chain of command is:

1. Troop Committee
2. Scoutmaster (SM)
3. Assistant Scoutmasters (ASM)
4. Junior Assistant Scoutmasters (JASM)
5. Senior Patrol Leader (SPL)
6. Assistant Senior Patrol Leader (ASPL)
7. Patrol Leader (PL)
8. Assistant Patrol Leader (APL)
9. Scout

Typically, the senior Scouts lead the younger Scouts. Commands flow down from the SPL to other leaders of the Troop (ASPLs and PLs). Only on rare occasions would a SPL direct an individual Scout. Questions, requests for clarification or issues flow up from Scout, to PL, to ASPL, to SPL, to Scoutmaster.

Just to be clear, there is a difference between advancement or skill ranks (Tenderfoot, 2nd Class, 1st Class, Star, Life, Eagle) and Command/Leadership positions. In most Troops, this confusion between chain of command versus skills competency becomes apparent when it leads to challenging the Patrol Leader's authority because (for instance) a Star Scout may "outrank" a First Class Patrol Leader in skill but the Patrol Leader is the one giving direction and leading. Skill rank does not mean that you are the leader. Only your leadership position (APL, PL, ASPL, SPL) is considered.

### 2. If a Scout has an Issue

A Scout's most important leader is his Patrol Leader. If there is no satisfaction at the Patrol Leader level, then the Senior Patrol Leader should be involved. If no satisfaction is found within the youth leadership, the issue should be escalated to either the Scoutmaster or one of the Assistant Scoutmasters.

The final escalation point is the Troop Committee. This same escalation process also is in play when disciplinary action needs to be involved. We always try to have the youth leaders police their own issues, if possible.

If any issue ever involves conduct that endangers personal safety, involves harassment (or other non-Scout behaviors), the process escalates directly to the adult leaders.

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## **E. Training**

### **1. Adult Leaders**

Troop 502 strongly encourages all adult leaders to take advantage of training offered by the Apache District. Uniformed leaders are provided an annual opportunity to complete Scoutmaster and Assistant Scoutmaster Specific Leader training (AKA Scoutmaster Fundamentals or Scoutmaster Basic Training) that includes both classroom training on the Scouting method and basic outdoor skills. Committee members, not otherwise serving as uniformed leaders, are encouraged to take the classroom portion of SM & ASM Specific Leader training.

Training costs will be reimbursed from Troop funds. In addition, uniformed leaders are encouraged to participate in any advanced training offered by the Apache District as well. Each Adult leader will be required to take Youth Protection every two years, Safe Swim Defense, Safety Afloat training, and be CPR certified.

### **2. Junior Leaders (Scouts)**

From time to time, training for Scouts holding or planning to hold leadership positions is provided by District or Council. WEBELOS den chief training which equips a boy Scout with the skills to assist a Cub Scout WEBELOS den leader is an example of District level training. National Youth Leader Training is offered by Council to train the top boy leaders in the skills of leadership.

The Troop share of any costs associated with youth training will be determined by the Committee at the time that Troop members apply for the training. The Troop will also hold a Junior Leader Training over a weekend to teach new leaders and refresh old ones. This training is mandatory regardless of how many times you have been to it. The Senior Patrol leader will be responsible for all activities associated with this weekend.



# Senior Patrol Leader (SPL)

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## Introduction

The Senior Patrol Leader (SPL) position is the most important leadership position in the Troop. What does it mean to be the highest-ranking Scout? It means that you have the sole responsibility to direct all Troop activities (you are the leader of the Troop). All Scouts in the Troop are under your authority. You lead through our Asst Senior Patrol Leaders (ASPLs). Your charge is to:

- Let the Senior Staff know what is expected of them (tasks, timeframe, resources, etc.),
- Answer any questions
- Make sure that they carry it out.

This does not mean that you do any of the work or even assist. This means that you direct, lead, command and/or delegate. Demonstrating an activity or skill is also a way of leading by example as long as Scouts/patrols have an opportunity to try it on their own. Because of this leadership role, the success or failure of an activity rests with you (no one else).

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## A. Primary Duties

This position is responsible for directing all Troop activities. This includes:

- Planning meetings and events,
- Carrying out the plan at meetings/activities,
- Setting up training for younger Scouts,
- Running ceremonies,
- Reviewing the successes and failures of each meeting/activity.

It is expected that at this point in your pathway through Scouting you already have the skills and knowledge to take care of yourself and a patrol. Your focus now is on leading the entire Troop. This is a much larger role. To do this you can use the following:

1. Other leaders
  - a. Subordinate Leaders: (ASPLs and other Scouts in leadership positions.) Review their roles in the Troop. They are your keys to success. If they do not perform then you must work with them to improve their performance. The ASPLs should be the Scouts you work with most often. They must carry out your directions and report back to you.
  - b. Scoutmaster & Assistant Scoutmasters: They are your sounding board for help and guidance. They should only step in when there are issues of safety involved.
2. Troop meetings and activity plans developed by the scribe.

These are the monthly notes from PLC Meeting. You cannot run a meeting without being prepared. Things will fall apart quickly. Meeting plans should be reviewed with an adult leader and will be your guide for each meeting. You must insure that everything is in place for the meeting. Check with whoever was assigned a meeting task to make sure they are ready. Do not assume that anyone will be prepared! You must constantly remind and get commitment.

3. Backup activities listing and plans.

You should always have a list of activities that you can use, just in case things are not going well. In some cases you might need to stop and re-direct the Troop if an activity is not going well.

4. Note cards for running ceremonies or Court of Honors.

The success of your tenure as SPL will depend on your preparation and leadership skills.

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## **B. Other Duties:**

In addition to the previous section, other duties the SPL is expected to perform include:

- Preside at all Troop meetings, events, activities, and the program planning conferences.
- Chair the Patrol Leaders Council.
- Assist the Scoutmaster with the process of appointing leadership.
- Assign duties and responsibilities to other junior leaders.
- Work with the Scoutmaster and Assistant Scoutmasters in training junior leaders.
- If you cannot make a campout, assign an SPL and ASPLs for the events.

Personally:

- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Finally, in Troop 502 leadership comes with its own rewards. As the Senior Scout Leader of the Troop you are welcome to enjoy these additional privileges. They are:

- So that your focus can be on the Scouts, food for all campouts and activities will be provided to you by the Adult Leadership. When the adults eat together you're welcome to join them, if you like.
- You also have first selection of Troop equipment.
- You have first pick among Scouts for tent site or bunk selection.
- You have authority to recommend Scouts for skill signoff (Scout to First class).



# Assist. Senior Patrol Leader (ASPL)

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## Introduction

The Assistant Senior Patrol Leader (ASPL) position is the second most important leadership position in the Troop. Please read over the Senior Patrol Leader (SPL) section of this document because you will be called upon to lead the Troop in the Senior Patrol Leader's absence. It is also important to learn about how a Troop is run at this higher level because you will, most likely, have an opportunity to become the SPL in the future.

The ASPL is responsible to the Senior Patrol Leader

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## A. Primary Duties

Specific Duties:

- Directing the activities of the Troop as described by the Senior Patrol Leader.
- Be responsible for training and giving direct leadership of the following junior leaders:
  - Patrol Leaders
  - Assistant Patrol Leaders
  - Troop Guide
  - Historian
  - Librarian
  - Quartermaster
  - Scribe
- Help with leading meetings and activities as called upon by the Senior Patrol Leader.
- Take over Troop leadership in the absence of the Senior Patrol Leader.
- Function as a member of the Patrol Leaders Council.

The ASPL has a very unique role to play in the Troop. Many times during an activity, it is the most important role. While the SPL works with the Adult Leadership and Troop as a whole, the ASPLs work directly with the PLs and Scouts to get things done.

Here's how it works:

1. The SPL gives you direction on:
  - What he wants done
  - What you can use or need to use to get it done
  - In some cases, how it should be done
  - Who you can use or who should participate
  - When it needs to be done by
  - Any other information you will need.

2. You use what you have been given to carry out the request. From this point on you are in charge of the activity.
3. When complete, you report back to the SPL.

Most of the time this does not mean that you do the work or even assist a patrol or Scout. Most of the time, this means that you direct, lead, and command. Demonstrating an activity or skill is also a way of leading by example as long as Patrols and Scouts have an opportunity to try it on their own.

It is expected that at this point in your pathway through Scouting you already have skills and knowledge to take care of yourself and a patrol. Your focus now is on leading projects within the Troop to get things done. This is a much larger role.

To do this you can use the following:

1. Leaders and Scouts:
  - a. Subordinate Leaders: (Other Scouts in leadership positions.) Review their roles in the Troop. They are your keys to success. If they do not perform then you must work with them to improve.
  - b. Scoutmaster & Assistant Scoutmasters: They are your sounding board for help and guidance. They should only step in when there are issues of safety and discipline are involved.
2. Troop meetings and activity plans developed by the scribe. (These are the monthly notes from PLC Meeting).

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## **B. Other Duties**

Personally:

- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

The success of your tenure as Assistant Senior Patrol Leader will depend on your ability to take direction from the SPL and lead smaller groups to get things done.



# Patrol Leader

## (PL)

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## Introduction

When you were assigned the position of Patrol leader, you agreed to provide a service and leadership in our Troop. That responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a Junior Leader.

In general, you take direction from the SPL and ASPLs and carry those directions out with your patrol. You are the leader of the patrol. It does not matter if other Scouts in your patrol have a higher rank (First Class, Second Class, etc.) if you are the Patrol Leader, you are the leader of the patrol.

This does not mean that you do all the work. It means that you work with each member of your patrol to get a task done. Most often it should mean that others are doing the tasks that you assign. It also means that questions from the Scouts in your patrol should be filtered through you to the ASPL.

Responsible to: Senior Patrol Leader or Assistant Senior Patrol Leaders

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## A. Primary Duties

Specific Duties:

- Take direction from the SPL & his ASPLs.
- Work with your patrol to carry out assignments.
- Keep patrol members informed (phone calls, e-mails, etc.).
- Assign each patrol member a job and help him succeed.
- Represent the patrol at all Patrol Leaders' Council (PLC) meetings.
- Prepare the patrol to take part in all Troop activities.
- If you cannot attend a campout, assign the APL the responsibility of PL for the campout but help them with preparation.
- Always insure that the patrol is ready for campouts. Make sure menus, food and equipment are ready. (Note: This does not mean that you have to do it)
- For campouts, insure that a planned menu has been presented to a Troop leader (SPL or ASPL) and signed off.
- Make sure you have a count of all Scouts at all times.
- Develop patrol spirit.
- Work with other Troop Leaders to make the Troop run well.

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## **B. Other Duties**

Personally:

- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.



# Assist. Patrol Leader (APL)

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## Introduction

When you were assigned the position of Assistant Patrol leader, you agreed to provide service and leadership in our Troop. That responsibility should be fun and rewarding. It is in preparation for other leadership positions in the Troop so you need to learn as much as you can about how to work with the Patrol Leader to lead your patrol because you will be asked to lead the patrol or Troop in the future.

This job description provides some of the things you are expected to do while serving as a Junior Leader.

Responsible to: Patrol Leader

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## A. Primary Duties

Specific Duties:

- Assist or fill in for the Patrol Leader in administration of his duties which are:
- Take direction from the SPL, the ASPLs and your PL.
- Work with your patrol to carryout assignments.
- Keep patrol members informed (phone calls, e-mails, etc.).
- Assign each patrol member a job and help him succeed.
- Represent the patrol at all Patrol Leaders' Council (PLC) meetings.
- Prepare the patrol to take part in all Troop activities.
- Insure that the patrol is ready for campouts. Make sure food and equipment are ready. (Note: This does not mean that you have to do it)
- For campouts, insure that a planned menu has been presented to a Troop leader (SPL or ASPL) and signed off.
- Make sure you have a count of all Scouts at all times.
- Develop patrol spirit.
- Work with other Troop Leaders to make the Troop run well.

---

## B. Other Duties

Personally:

- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.



# Instructor

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## Introduction

The Troop Instructor teaches Scouting Skills to other Scouts needing assistance.

Responsible to: Assistant Senior Patrol leader

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## A. Primary Duties

Specific Duties:

- Teaches basic Scouting skills in Troop, patrols and one-on-one settings.

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## B. Other Duties

Personally:

- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law



# Troop Guide

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## Introduction

The Troop Guide role is to work actively with new Scouts. The Troop Guide introduces new Scouts to Troop operations and helps them feel comfortable in the Troop.

This is a more senior Scout that is skilled in all rank requirements. He must have served as a Patrol Leader and must already have proven leadership abilities. This position is selected by the Troop and approved by the Scoutmaster.

Responsible to: Senior Patrol Leader, Scoutmaster and Assistant Scoutmasters

---

## A. Primary Duties

Specific Duties:

- Help Scouts meet advancement requirements through First Class.
- Advise Patrol leader on his duties and his responsibilities at Patrol leaders' council meetings.
- Help train new Patrol Leaders.
- Guide new Scouts through early Troop experiences to help them become comfortable in the Troop and the outdoors.
- Insure that each new Scout feels a part of the Troop and has a rewarding and safe experience.

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## B. Other Duties

Personally:

- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.



# Chaplain Aide

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## Introduction

The Chaplain Aide works with the Troop Chaplain to meet the religious needs of Scouts in the Troop. He also works to promote the religious emblems program.

Responsible to: Assistant Senior Patrol Leader / Chaplain.

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## A. Primary Duties

Specific Duties:

- Gives Troop Closing Prayer.
- Assists the Troop Chaplain with religious services at Troop activities.
- Tells Scouts about the religious emblems program for their faith.
- Makes sure religious holidays are considered during Troop program planning.
- Helps plan for religious observance in Troop activities, especially campouts and Courts of Honor.

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## B. Other Duties

Personally:

- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.



# Troop Historian

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## Introduction

The Troop Historian keeps a historical record or scrapbook of Troop activities.

Responsible to: Assistant Senior Patrol Leader.

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## A. Primary Duties

Specific Duties:

- Gathers pictures and facts about past 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.

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## B. Other Duties

Personally:

- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.



# Troop Scribe

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## Introduction

The Troop Scribe keeps the Troop records. He records the activities of the Patrol Leaders' Council (PLC) and keeps a record of dues, if any, and Scout attendance at Troop meetings.

Responsible to: Assistant Senior Patrol leader (and works with the Troop committee member responsible for records and finance).

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## A. Primary Duties

Specific Duties:

- Need a notebook for campouts and meetings. This should be a bound book so we do not lose the sheets.
- Attend and keep a log of Patrol Leaders' Council meetings (Take meeting minutes, write them up and distribute them to the Troop leadership).
- Keep the monthly activities calendar up-to-date. (Distribute it to Troop leadership).
- Attend and keep a log of Troop meetings.
- Record attendance at all meetings, campouts and events.

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## B. Other Duties

Personally:

- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.



# Quartermaster

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## Introduction

As the Troop Quartermaster, you are responsible for all the equipment the Troop uses. This is a position is one requiring responsibility, trustworthiness and dedication. No Scout can be issued any equipment without your knowledge and approval. The equipment of the Troop is a critical asset of our Scouting program. You must insure that all equipment is accounted for and functioning correctly.

Responsible to: Assistant Senior Patrol leader / Senior Patrol Leader (and works with the Assistant Scoutmaster responsible for the Troops equipment)

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## A. Primary Duties

Specific Duties:

- Keep records of Patrol and Troop equipment.
- Personally check out equipment immediately before the Troop leaves for an outing. (Always issue equipment that is in good order).
- Check-in the equipment at first Monday meeting after an outing (all equipment MUST be returned in good working order.)
- Report any lost, damaged or late returns of equipment to ASPL. Make sure you know who was responsible for the equipment when it was lost or damaged.
- Keep equipment in good repair.
- Suggest new or replacement items.
- Insure that all equipment is locked and secured in the storage area
- Work with Assistant Scoutmaster responsible for equipment.
- If you cannot attend a campout, assign a Quartermaster for the campout and show them the process of checking in and out equipment.

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## B. Other Duties

Personally:

- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

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# Troop Handbook

## Section 3 – Advancement

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### Introduction

Advancement will be at each Scout's own pace. The joining requirements and the ranks of Scouting, along with the requirements to advance through them, are described in the Boy Scout Handbook (pages 14-16 and 594-596). Rank advancement is the responsibility of each individual Scout. Most requirements can be met while attending Troop and patrol meetings and participating in the programs, campouts, and other Troop and patrol activities.

For the lower ranks (Scout, Tenderfoot, Second Class, and First Class), Adult Leaders are allowed to verify and "sign off" requirements. Parents are not permitted to pass their sons on any requirement.

To attain the higher ranks in Scouting (Star, Life, and Eagle), a Scout must acquire certain merit badges. Each of these ranks specifies a number of required badges and a number of optional ones selected from a list of over 100 merit badges. The Scout is also required to successfully hold leadership positions, perform service projects, and show Scout spirit. Much of the work required on merit badges will occur at campouts, summer camp, and outside of the regular meetings. Parents are encouraged to serve as merit badge counselors. If you have some skill or knowledge that pertains to one or more of the merit badges, please consider making a direct contribution to success of the Troop by serving as a counselor. You will have to fill out an adult volunteer application form and a merit badge qualification form both of which can be obtained from the Troop that must be submitted to the District Advancement Chairman.

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### A. Rank Advancement Guidelines

**BSA believes that a Scout should receive recognition for his achievements.**

**Advancement** sets a pattern of setting positive goals and reaching them throughout life. Even though it's not one of the primary aims of Scouting, advancement is a natural byproduct when your Scouting experience is acquainting you with the BSA ideals, the patrol method, the outdoors, association with adults, personal growth, leadership development, and the Scout uniform. It's easy to advance by following these four basic steps: Learning, Testing, Review, and Recognition.

#### **First, the Scout learns**

Much of his learning comes from other boys in his patrol or Troop and by active participation in Troop program. His patrol activities are directed toward the skills he needs. Every Troop hike, camping trip, or other activity offers potential learning experiences. A Scout learns to pitch a tent by pitching one, to use a compass by finding directions, and to cook a meal by having to prepare and eat it.

### **Second, the Scout is tested**

The specific requirements determine the kind of testing. Verbal testing is sufficient in some instances. In other instances, a Scout must demonstrate his skills by doing.

### **Third, the Scout is reviewed**

The purpose of the review is to ensure that all requirements for advancement have been met. This includes a check of the Scout's attitude and practice of the ideals of Scouting, in addition to his Scout craft skills. The decision regarding whether a Scout has met the required standards to qualify for rank advancement begins with the Troop and, for the Eagle Scout rank, is approved by the district, local council, and finally, the National Council.

### **Fourth, the Scout is recognized**

The final step in advancement involves presentation of the badge, usually at a ceremony before the entire Troop.

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## **B. Rank Advancement**

The requirements for the ranks of Tenderfoot through First Class prepare you to take full advantage of all that Scouting has to offer. Star, Life, and Eagle requirements focus on service to others and developing leadership skills.

Requirements for each rank are outlined in the Boy Scout Handbook. **Requirements were REVISED effective January 1, 2010.** These requirements appear in the official Boy Scout Handbook, 12th Edition, which was issued in 2009, but do not take effect until January 1, 2010.

If a Scout has started work toward a rank before that date using requirements that were current before January 1, 2010, he may complete that rank only using the old requirements.

Any Progress toward a rank that is begun after January 1, 2010, must use the requirements as they are presented in the Boy Scout Handbook (34622) or in Boy Scout Requirements book (33216). A Scout may also use these requirements, if he wishes, before January 1, 2010.

You can work on advancement requirements with your parents or other family members, with other Scouts and with adult Scout leaders. This can be done on your own, in patrol and Troop meetings, and during other Troop functions such as campouts.

Scout skills cannot be mastered by performing them just once. You will have many opportunities to practice each skill, and you will be thoroughly tested on each requirement before it is "signed off". In addition, expect to practice each skill repeatedly, even after it has been signed off. As you progress, you will also have opportunities to teach these skills to less experienced Scouts, which will further reinforce your knowledge and skill.

As you complete each requirement, you will be tested and "signed off" in the back section of your handbook by the Scoutmaster or by someone he designates. This person may be an Assistant Scoutmaster, a Troop Committee Member, or another, more experienced, Scout. In Boy Scouts - Troop leaders, rather than parents, sign off advancement requirements. In order to avoid the appearance of impropriety, in most Troops, Troop leaders will not normally sign off rank requirements for their own sons. Infrequent exceptions may be made in the case of a leader who is teaching skills to several Scouts at

once at a patrol or Troop meeting or other Scouting function, but every effort should be made to have another leader sign off the instructing leader's sons if possible.

It's up to you to take advantage of the advancement opportunities available to you, and to take initiative to ask for someone to test you when you are ready. You are responsible for keeping your own personal advancement record updated in your handbook. You should also record your service hours, campouts, Troop activities, and leadership positions in your handbook. You must earn the ranks in order, but you may complete any requirement for Tenderfoot through First Class at any time. (For example, you may complete a First Class requirement before finishing your Tenderfoot requirements, but you must earn Tenderfoot rank before you are awarded Second Class and First Class ranks.)

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## C. Merit Badges

Earning merit badges allows you to explore many fields, helps you round out your skills, and introduces you to subjects that will perhaps become lifelong interests or a rewarding career.

There are more than 100 merit badges for you to choose from. You may earn any merit badge at any time, with Scoutmaster approval. Don't wait for someone to tell you when and which merit badge to work on. You don't need to reach a certain rank in order to be eligible. However, you should concentrate on achieving the rank of First Class before devoting a lot of time to working on merit badges.

Don't overwhelm yourself by trying to complete too many badges at one time. We recommend that you actively work on no more than one at one time until you reach the rank of First Class, and no more than three at one time thereafter. You can find information about merit badge requirements in the appropriate merit badge pamphlets and in the current year's Boy Scout Requirements book. Some of these should be available in your Troop library. All of them are available from your Scout Shop or Council Trading Post, or a store which sells Scouting supplies in your area. If you are finished using merit badge pamphlets that you own, many Troops encourage you to donate them to the Troop library.

Here are the steps to earning a merit badge:

1. Get a blue merit badge card from the Advancement Chairperson, or Scoutmaster, fill in your name, address, and the name of the badge, and ask the Scoutmaster to sign it. Then get the name and phone number of a qualified counselor from the Advancement Chairperson or Scoutmaster.
2. Call the counselor and set up an appointment. This can be at any place that is suitable to both of you. Along with a buddy (another Scout, a family member, or a friend), meet with the counselor. The counselor will explain the requirements for the merit badge and help you get started. You must have another Scout working with you on the same merit badge and must be approved by the Advancement Chairperson or Scoutmaster before work can be started.
3. Work on the badge requirements until you complete them, meeting with the counselor (along with your buddy) whenever necessary. You must complete the stated requirements and satisfy the standards of each merit badge. The merit badge counselor may encourage you to do more than the requirements state but he or she may not require it. YOU (not the counselor, Scoutmaster, or Advancement

Chairperson) keep the merit badge card until you have completed the requirements and the counselor has signed the card. If you lose this card, you will have to start the badge over unless the counselor is willing and able to vouch for what you already completed.

If you change counselors for any reason, it is up to the new counselor whether or not he or she will accept the work you did with the previous counselor. Normally the new counselor will ask you a few questions, and if the counselor is satisfied that you actually did the work that was signed off, he or she will accept it.

4. After you complete the merit badge and the counselor signs your merit badge card, he or she will keep the counselor's section and return the rest of the card to you. Bring the rest of the card to the Advancement Chairperson, who will keep the Troop section and return the Scout section to you. You will receive your merit badge shortly after you turn in the blue card (usually the next Troop meeting). Your wallet-sized certificate card will be presented to you at the next Court of Honor.

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## **D. Record-Keeping**

Your advancement records are kept in three places your Council office, with the Troop Advancement Chairperson, and yourself. The Council office keeps records supplied to them by the Troop Advancement Chairperson, who also keeps copies of these records for the Troop. Many Troop Advancement Chairs also maintain their advancement information on computers.

You will receive three kinds of documents that you need to **KEEP IN A SAFE PLACE UNTIL AFTER YOU TURN 18** (or receive your Eagle Scout Award, whichever is later)! These documents are: your Scout Handbook with requirements signed off, your portion of completed blue merit badge cards, and the wallet-sized certificate cards for rank advancement and merit badge completion. Make sure all of them are dated and signed or initialed by the appropriate Scout leader. All of the cards are the same size and can be safely kept in plastic protector pages (available commercially).

**IT IS EXTREMELY IMPORTANT THAT YOU KEEP THESE DOCUMENTS IN A SAFE PLACE AND DO NOT LOSE THEM!!!** If it should happen that there is any discrepancy or missing records, your personal records are your most important allies in proving what you completed.

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## **E. Court of Honor**

A Court of Honor is the ceremony in which formal recognition of achievement is given to all the members of the Troop who have advanced in rank, completed merit badges, earned awards, or otherwise distinguished themselves. Courts of Honor are usually held 2 to 3 times a year. Parents are invited and expected to attend all Courts of Honor whether or not their son(s) are receiving any awards. Your presence at the Court of Honor shows that you support involvement in Scouting.



# Boy Scout

## Joining Requirements

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### Introduction

The following list the requirements for joining the Boy Scouts of America and earning the Scout Rank. **These Requirements became effective January 1, 2010.**

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### A. Rank Requirements

1. Meet age requirements: Be a boy who is 11 years old, or one who has completed the fifth grade or earned the Arrow of Light Award and is at least 10 years old, but is not yet 18 years old.
2. Complete a Boy Scout application and health history signed by your parent or guardian.
3. Find a Scout Troop near your home. (To find a Troop, contact your local Boy Scout Council. The Council name, address and phone number can be found on BSA's Council Locator Page.)
4. Repeat the Pledge of Allegiance.
5. Demonstrate the Scout sign, salute, and handshake.
6. Demonstrate tying the square knot (a joining knot).
7. Understand and agree to live by the Scout Oath or Promise, Law, motto, and slogan, and the Outdoor Code.
8. Describe the Scout badge.
9. Complete the Pamphlet Exercises. With your parent or guardian, complete the exercises in the pamphlet "How to Protect Your Children from Child Abuse: A Parent's Guide".
10. Participate in a Scoutmaster conference. Turn in your Boy Scout application and health history form signed by your parent or guardian, then participate in a Scoutmaster conference.

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# Tenderfoot

## Rank Requirements

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### Introduction

The following list the requirements for advancing to Tenderfoot. **These Requirements became effective January 1, 2010.**

**NOTE:** These requirements may be worked on simultaneously with those for Second Class and First Class; however these ranks must be earned in sequence.

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### A. Rank Requirements

1. Present yourself to your leader, properly dressed, before going on an overnight camping trip. Show the camping gear you will use. Show the right way to pack and carry it.
2. Spend at least one night on a patrol or Troop campout. Sleep in a tent you have helped pitch.
3. On the campout, assist in preparing and cooking one of your patrol's meals. Tell why it is important for each patrol member to share in meal preparation and cleanup, and explain the importance of eating together.
4. Do the following:
  - a. Demonstrate how to whip and fuse the ends of a rope.
  - b. Demonstrate that you know how to tie the following knots and tell what their uses are: two half hitches and the taut-line hitch.
  - c. Using the EDGE method teach another person how to tie the square knot.
5. Explain the rules of safe hiking, both on the highway and cross-country, during the day and at night. Explain what to do if you are lost.
6. Demonstrate how to display, raise, lower, and fold the American flag.
7. Repeat from memory and explain in your own words the Scout Oath, Law, motto, and slogan.
8. Know your patrol name, give the patrol yell, and describe your patrol flag.
9. Explain the importance of the buddy system as it relates to your personal safety on outings and in your neighborhood. Describe what a bully is and how you should respond to one.
10. Do the following:
  - a. Record your best in the following tests:
    - Push-ups
    - Pull-ups
    - Sit-ups
    - Standing long jump

- b. 1/4 mile walk/run
  - c. Show improvement in the activities listed in requirement 10a after practicing for 30 days.
11. Identify local poisonous plants; tell how to treat for exposure to them.
  12. Do the following:
    - a. Demonstrate how to care for someone who is choking.
    - b. Show first aid for the following:
      - Simple cuts and scrapes
      - Blisters on the hand and foot
      - Minor (thermal/heat) burns or scalds (superficial, or first degree)
      - Bites and stings of insects and ticks
      - Venomous snakebite
      - Nosebleed
      - Frostbite and sunburn
  13. Demonstrate Scout spirit by living the Scout Oath (Promise) and Scout Law in your everyday life. Discuss four specific examples of how you have lived the points of the Scout Law in your daily life.
  14. Participate in a Scoutmaster conference.
  15. Complete your board of review



# Second Class

## Rank Requirements

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### Introduction

The following list the requirements for advancing to Second Class. **These Requirements became effective January 1, 2010.**

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### A. Rank Requirements

1. Do the following:
  - a. Demonstrate how a compass works and how to orient a map. Explain what map symbols mean.
  - b. Using a compass and a map together, take a 5-mile hike (or 10 miles by bike) approved by your Adult Leader and your parent or guardian.\*
2. Discuss the principles of "Leave No Trace"
3. Do the following:
  - a. Since joining, have participated in five separate Troop/patrol activities (other than Troop/patrol meetings), two of which included camping overnight.
  - b. On one of these campouts, select your patrol site and sleep in a tent that you pitched. Explain what factors you should consider when choosing a patrol site and where to pitch a tent.
  - c. Demonstrate proper care, sharpening, and use of the knife, saw, and ax, and describe when they should be used.
  - d. Use the tools listed in requirement 3c to prepare tinder, kindling, and fuel for a cooking fire.
  - e. Discuss when it is appropriate to use a cooking fire and a lightweight stove. Discuss the safety procedures for using both..
  - f. In an approved place and at an approved time, demonstrate how to build a fire and set up a lightweight stove. Lighting the fire is not required.
  - g. On one campout, plan and cook one hot breakfast or lunch, selecting foods from the food pyramid. Explain the importance of good nutrition. Tell how to transport, store, and prepare the foods you selected.
4. Participate in a flag ceremony for your school, religious institution, chartered organization, community, or Troop activity. Explain to your leader what respect is due the flag of the United States.
5. Participate in an approved (minimum of one hour) service project.
6. Identify or show evidence of at least ten kinds of wild animals (birds, mammals, reptiles, fish, mollusks) found in your community.
7. Do the following

- a. Show what to do for "hurry" cases of stopped breathing, serious bleeding, and ingested poisoning.
  - b. Prepare a personal first aid kit to take with you on a hike.
  - c. Demonstrate first aid for the following:
    - Object in the eye
    - Bite of a suspected rabid animal
    - Puncture wounds from a splinter, nail, and fishhook
    - Serious burns (partial thickness, or second degree)
    - Heat exhaustion
    - Shock
    - Heatstroke, dehydration, hypothermia, and hyperventilation
8. Do the following:
- a. Tell what precautions must be taken for a safe swim.
  - b. Demonstrate your ability to jump feetfirst into water over your head in depth, level off and swim 25 feet on the surface, stop, turn sharply, resume swimming, then return to your starting place.
  - c. Demonstrate water rescue methods by reaching with your arm or leg, by reaching with a suitable object, and by throwing lines and objects. Explain why swimming rescues should not be attempted when a reaching or throwing rescue is possible, and explain why and how a rescue swimmer should avoid contact with the victim.
9. Do the following:
- a. Participate in a school, community, or Troop program on the dangers of using drugs, alcohol, and tobacco, and other practices that could be harmful to your health. Discuss your participation in the program with your family, and explain the dangers of substance addictions.
  - b. Explain the three R's of personal safety and protection.
10. Earn an amount of money agreed upon by you and your parent, then save at least 50 percent of that money.
11. Demonstrate Scout spirit by living the Scout Oath (Promise) and Scout Law in your everyday life. Discuss four specific examples (different from those used for Tenderfoot requirement 13) of how you have lived the points of the Scout Law in your daily life.
12. Participate in a Scoutmaster conference.
13. Complete your board of review.



# First Class

## Rank Requirements

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### Introduction

The following list the requirements for advancing to First Class. **These Requirements became effective January 1, 2010.**

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### A. Rank Requirements

1. Demonstrate how to find directions during the day and at night without using a compass.
2. Using a map and compass, complete an orienteering course that covers at least one mile and requires measuring the height and/or width of designated items (tree, tower, canyon, ditch, etc.)
3. Since joining, have participated in ten separate Troop/patrol activities (other than Troop/patrol meetings), three of which included camping overnight. Demonstrate the principles of Leave No Trace on these outings.
4. Do the following:
  - a. Help plan a patrol menu for one campout that includes at least one breakfast, one lunch, and one dinner and that requires cooking at least two of the meals. Tell how the menu includes the foods from the food pyramid and meets nutritional needs.
  - b. Using the menu planned in requirement 4a, make a list showing the cost and food amounts needed to feed three or more boys and secure the ingredients.
  - c. Tell which pans, utensils, and other gear will be needed to cook and serve these meals.
  - d. Explain the procedures to follow in the safe handling and storage of fresh meats, dairy products, eggs, vegetables, and other perishable food products. Tell how to properly dispose of camp garbage, cans, plastic containers, and other rubbish.
  - e. On one campout, serve as your patrol's cook. Supervise your assistant(s) in using a stove or building a cooking fire. Prepare the breakfast, lunch, and dinner planned in requirement 4a. Lead your patrol in saying grace at the meals and supervise cleanup.
5. Visit and discuss with a selected individual approved by your leader (elected official, judge, attorney, civil servant, principal, teacher) your constitutional rights and obligations as a U.S. citizen.
6. Identify or show evidence of at least ten kinds of native plants found in your community.
7. Do the following:

- a. Discuss when you should and should not use lashings. Then demonstrate tying the timber hitch and clove hitch and their use in square, shear, and diagonal lashings by joining two or more poles or staves together.
- b. Use lashing to make a useful camp gadget.
8. Do the following:
  - a. Demonstrate tying the bowline knot and describe several ways it can be used.
  - b. Demonstrate bandages for a sprained ankle. and for injuries on the head, the upper arm, and the collarbone.
  - c. Show how to transport by yourself, and with one other person, a person:
    - from a smoke-filled room
    - with a sprained ankle, for at least 25 yards.
  - d. Tell the five most common signals of a heart attack. Explain the steps (procedures) in cardiopulmonary resuscitation (CPR).
9. Do the following:
  - a. Tell what precautions must be taken for a safe trip afloat.
  - b. Successfully complete the BSA swimmer test.
  - c. With a helper and a practice victim, show a line rescue both as tender and rescuer. (The practice victim should be approximately 30 feet from shore in deep water.)
10. Tell someone who is eligible to join Boy Scouts, or an inactive Boy Scout, about your Troop's activities. Invite him to a Troop outing, activity, service project or meeting. Tell him how to join, or encourage the inactive Boy Scout to become active.
11. Describe the three things you should avoid doing related to use of the Internet. Describe a cyberbully and how you should respond to one.
12. Demonstrate Scout spirit by living the Scout Oath (Promise) and Scout Law in your everyday life. Discuss four specific examples (different from those used for Tenderfoot requirement 13 and Second Class requirement 11) of how you have lived the points of the Scout Law in your daily life.
13. Participate in a Scoutmaster conference.
14. Complete your board of review.



# Star

## Rank Requirements

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### Introduction

The following list the requirements for advancing to Star Scout. **These Requirements became effective January 1, 2010.**

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### A. Rank Requirements

1. Be active in your Troop and patrol for at least 4 months as a First Class Scout.
2. Demonstrate Scout spirit by living the Scout Oath (Promise) and Scout Law in your everyday life.
3. Earn 6 merit badges, including 4 from the required list for Eagle.\*
4. While a First Class Scout, take part in service projects totaling at least 6 hours of work. These projects must be approved by your Scoutmaster.
5. While a First Class Scout, serve actively 4 months in one or more of the following positions of responsibility (or carry out a Scoutmaster-assigned leadership project to help the Troop):
  - Patrol Leader,
  - Venture patrol Leader
  - Assistant Senior Patrol Leader,
  - Senior Patrol Leader,
  - Troop Guide,
  - Order of the Arrow Troop Rrepresentative,
  - Den Chief,
  - Scribe,
  - Librarian,
  - Historian,
  - Quartermaster,
  - Bugler,
  - Junior Assistant Scoutmaster,
  - Chaplain's Aide
  - Instructor.
  - Troop Webmaster,
  - Leave No Trace Trainer.
6. Take part in a Scoutmaster conference
7. Complete your board of review.



# Life

## Rank Requirements

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### Introduction

The following list the requirements for advancing to Life Scout. **These Requirements became effective January 1, 2010.**

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### A. Rank Requirements

1. Be active in your Troop and patrol for at least 6 months as a Star Scout.
2. Demonstrate Scout spirit by living the Scout Oath (Promise) and Scout Law in your everyday life.
3. Earn 5 more merit badges (so that you have 11 in all), including any 3 more from the required list for Eagle.
4. While a Star Scout, take part in service projects totaling at least 6 hours of work. These projects must be approved by your Scoutmaster.
5. While a Star Scout, serve actively 6 months in one or more of the positions of responsibility listed in requirement 5 for Star Scout (or carry out a Scoutmaster-assigned leadership project to help the Troop).
6. While a Star Scout, use the EDGE method to teach a younger Scout the skills from ONE of the following six choices, so that he is prepared to pass those requirements to his unit leader's satisfaction.
  - d. Second Class - 7a and 7c (first aid)
  - e. Second Class - 1a (outdoor skills)
  - f. Second Class - 3c, 3d, 3e, and 3f (cooking/camping)
  - g. First Class - 8a, 8b, 8c, and 8d (first aid)
  - h. First Class - 1, 7a, and 7c (outdoor skills)
  - i. First Class - 4a, 4b, and 4d (cooking/camping)
7. Take part in a Scoutmaster conference
8. Complete your board of review.



# Eagle

## Rank Requirements

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### Introduction

The following list the requirements for advancing to Eagle Scout. **These Requirements became effective January 1, 2010.**

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### A. Rank Requirements

1. Be active in your Troop for a period of at least 6 months after you have achieved the rank of Life Scout.
2. Demonstrate Scout spirit by living the Scout Oath and Scout Law in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf, including parents/guardians, religious, educational, and employer references.
3. Earn a total of 21 merit badges (10 more than you already have), including the following:
  - First Aid
  - Citizenship in the Community
  - Citizenship in the Nation
  - Citizenship in the World
  - Communications
  - Personal Fitness
  - Emergency Preparedness OR Lifesaving
  - Environmental Science
  - Personal Management
  - Swimming OR Hiking OR Cycling
  - Camping, and
  - Family Life\*
4. While a Life Scout, serve actively for a period of 6 months in one or more of the following positions of responsibility:
  - Patrol Leader,
  - Assistant Senior Patrol Leader,
  - Senior Patrol Leader,
  - Venture patrol leader,
  - Troop Guide,
  - Order of the Arrow Troop Representative,
  - Den Chief,
  - Scribe,

- Librarian,
  - Historian,
  - Quartermaster,
  - Bugler,
  - Junior Assistant Scoutmaster,
  - Chaplain's aide,
  - Instructor,
  - Troop Webmaster,
  - Leave No Trace Trainer
5. While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project should benefit an organization other than Boy Scouting.) The project plan must be approved by the organization benefiting from the effort, your Scoutmaster and Troop committee and the council or district before you start. You must use the Eagle Scout Leadership Service Project Workbook, No. 512-927, in meeting this requirement.
  6. Take part in a Scoutmaster conference.
  7. Successfully complete an Eagle Scout board of review.

\* You must choose only one merit badge listed in items (g) and (j). If you have earned more than one of the badges listed in items (g) and (j), choose one and list the remaining badges to make your total of 21.

Note: All requirements must be completed before a candidate's 18th birthday, however the Eagle Scout board of review can be held after the candidate's 18th birthday. For more information, see Advancement Committee Policies and Procedures, publication No. 33088.Eagle Required Merit Badges:

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## **B. Eagle Required Merit Badges**

The following are merit badges that must be completed for the Eagle Scout Rank.

- a. First Aid
- b. Citizenship in the Community
- c. Citizenship in the Nation
- d. Citizenship in the World
- e. Communications
- f. Personal Fitness
- g. Emergency Preparedness OR Lifesaving \*
- h. Environmental Science
- i. Personal Management
- j. Swimming OR Hiking OR Cycling \*
- k. Camping, and
- l. Family Life

\* You must choose only one merit badge listed in items (g) and (j). If you have earned more than one of the badges listed in items (g) and (j), choose one and list the remaining badges to make your total of:

For Star Rank -6 total merit badges, with 4 merit badges being from the Eagle Required list.

For Life Rank - 11 total merit badges, with 7 merit badges being from the Eagle Required list.

You will be meeting regularly with the Scoutmaster to discuss your activity in the Troop and your understanding and practice of the ideals of Scouting. This Scoutmaster conference is also used to discuss your goals and accomplishments. Each Rank will require you to take part in a Scoutmaster Conference.

You do not have to wait until you have completed the requirements for a rank in order to ask for a Scoutmaster conference. You may talk with the Scoutmaster at any time that is convenient to both of you. However, for a Scoutmaster conference to count toward rank advancement it must take place after all other requirements are complete and before the Skills Test and Board of Review. At this required conference the Scoutmaster will also help you determine whether or not you are ready to take the Skills Test and go before the Board of Review.

**Prior to a Board of Review, Troop 502 requires a Skills Test. This will be given at your Scoutmaster Conference.** *Possible tasks within each of the Skills Test are shown below. The test is meant to insure you have mastered key skills of each rank. To assist each Scout wishing to advance, we have published the key skills of which you will be tested. This Skills Test is under the authority of the Scoutmaster. It is performed by two BSA Trained Adult Leaders who must both agree to the mastery of the Scout in the performance of required skills. Since skill development is cumulative, Scouts will also be tested on the skills that they have attained in prior ranks. Passing the skill test confirms that you have mastered key Scouting skills and are ready to approach the Board of Review.*

After you have passed the Skills Test, the Troop will arrange for your Board of Review following the procedures your Troop has established. Boards of Review for all ranks except Eagle Scout, are normally held once a month, and are composed of three to six registered members of the Troop committee. (Eagle Scout Boards of Review are arranged through your Council or District Advancement Committee and can have other members.) The Board of Review may not include the Scoutmaster, Assistant Scoutmasters, or your family members.

The purpose of the Board of Review not meant to re-test your skills but is to ensure that you have completed all of the requirements, to determine the quality of your Troop experience, and to encourage you to advance toward the next rank. (Sometimes you will meet a Board of Review even when you are not ready for the next rank, in order to check your progress and to see how things are going for you in the Troop and in your patrol. The Troop Advancement Chairperson may schedule you for such a Board of Review when they feel that an extended period has passed since your last Board of Review.)

You need to have your Boy Scout Handbook and should be in your Class A uniform when you appear before a Board of Review. At the beginning of the review, the president of the board will bring you into the room, introduce you to the board, and invite you to be seated. During the review the board will discuss your development along your trail to Eagle, ask you questions about skills that were required for your particular rank, and evaluate you in terms of Troop activities and readiness for the next rank. It is also a time for you to ask any questions you might have and to give feedback to the Troop committee about activities and

your Scouting experience in your Troop and in your patrol. At the end of the review you will be asked to leave the room while the board discusses your qualifications. The board will then call you back into the room and inform you either that you have been approved for the next rank or what additional actions you must take to qualify.

After passing the Board of Review, you will be recognized in front of the Troop as soon as possible. You will receive your new rank patch shortly after, usually at the next Troop meeting. You will be formally recognized for your rank advancements and merit badges in front of family and friends during a ceremony at a Court of Honor. At this time you will be presented with your wallet-sized certificate card and, if your Troop presents them, a rank pin ("parent's pin"). Most Troops schedule four Courts of Honor each year. Your parents, other family members, and friends are invited and encouraged to attend all Courts of Honor.



# Tenderfoot Rank

## Proficiency Skills

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### Introduction

**These activities are to be preformed by the Scout only.** No outside interference, assistance or coaching is permitted at any point. The Scout is give a reasonable amount of time to perform each activity based on the complexity of the task. Excessive use of time in completing these tasks will be noted and communicated to the Board of Review. The idea is to determine if the Scout has learned the skill prior to taking the Skills Test.

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### A. Skills Required

The following skills must be demonstrated to advance to the rank of Tenderfoot.

1. In your own words be able to explain the Scout Oath, the 12 points of the Scout Law, Scout Motto and Scout Slogan.
2. Identify 3 poisonous plants that you may encounter on campouts and be able to explain how to treat for all 3 of them. (Poison Ivy, Poison Oak, and Poison Sumac)
3. Explain the buddy system as it relates to your personal safety on outings with Troop 502?
4. Demonstrate the correct way to fold an American Flag, the proper way to carry a folded flag, and how to display the American Flag.
5. Demonstrate the correct way to whip and fuse the ends of a rope.
6. Identify the following knots from the pictures provided:
  - a. Taut-Line Hitch
  - b. Two Half Hitch
  - c. Correctly tie both hitches and explain where you would use these.
7. Describe the EDGE method and be able to teach one the adults in your SMC, how to tie a square knot using this method.
8. Be able to explain and/or demonstrate the proper 1st Aid for the following:
  - a. Choking
  - b. Blisters on hands and feet
  - c. 1st degree burns
  - d. Insect or Bee Stings
  - e. Snakebites (Venomous and Non-poisonous)
  - f. Nosebleed
  - g. Sunburn and Frostbite
9. Be able to discuss 2 specific examples of how you lived the points of the Scout Law in your daily life.

10. In your opinion, what is one thing the Troop can improve on and one thing you would like to see the Troop discontinue.

**Materials needed for the Tenderfoot SMC (to be provided by the Scout):**

- Class "A" uniform
- Scout Handbook – All requirements signed off before coming to the SMC
- 1st Aid materials to cover the above
- Rope will be provided by the SMC board
- Flag will be provided by the SMC board

If planned for ahead of time with the leaders, SMC's can be done during a camping trip.

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The road to Eagle Scout is meant to challenge each Scout. While there are choices a Scout can make in ones selection of merit badges, special awards and projects, there is no flexibility with respect to the skills listed for advancement within the Boy Scout Handbook. These skills are required. When a candidate for Eagle Scout has mastered the skills required for Eagle Scout and passed that knowledge onto other Scout, they will be ready to wear the Eagle metal with pride.

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# Second Class Rank

## Proficiency Skills

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### Introduction

**These activities are to be preformed by the Scout only.** No outside interference, assistance or coaching is permitted at any point. The Scout is give a reasonable amount of time to perform each activity based on the complexity of the task. Excessive use of time in completing these tasks will be noted and communicated to the Board of Review. The idea is to determine if the Scout has learned the skill prior to taking the Skills Test.

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### A. Skills Required

The following skills must be demonstrated to advance to the rank of Second Class.

1. Explain what factors you should consider when choosing a patrol site and where to pitch your tent?
2. Define and explain the dangers of substance addictions?
3. Be able to discuss the principles of "Leave No Trace".
4. Be able to describe the precautions it takes for a "Safe Swim"?
5. Identify the parts of a compass?
6. Demonstrate the following by using a compass and/or map:
  - a. Orient a Map and tell us which way is North.
  - b. Shoot a bearing of 165 degrees and tell us which direction you would be travelling in.
  - c. Be able to point out (3) map symbols on a map and describe what they mean.
7. Demonstrate the proper care, sharpening, and the way you handle your knife. What precautions must be taken in account when using your knife?
8. Be able to explain and/or demonstrate the proper 1st Aid for the following:
  - a. Bite of a suspected rabid animal
  - b. Puncture wounds such as a fishhook or nail.
  - c. 2nd Degree Burns
  - d. Heat Exhaustion
  - e. Shock
  - f. Dehydration
9. Describe and demonstrate what to do for the following:
  - a. Stopped Breathing
  - b. Serious Bleeding
  - c. Ingested Poisoning

10. Be able to discuss 2 specific examples of how you lived the points of the Scout Law in your daily life.
11. In your opinion, what is one thing the Troop can improve on and one thing you would like to see the Troop discontinue.

**Materials needed for the Second Class SMC (to be provided by the Scout):**

- Class "A" uniform
- Scout Handbook – All requirements signed off before coming to the SMC
- 1st Aid materials to cover the above
- Compass
- Personal Knife
- Map will be provided

If planned for ahead of time with the leaders, SMC's can be done during a camping trip.

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The road to Eagle Scout is meant to challenge each Scout. While there are choices a Scout can make in ones selection of merit badges, special awards and projects, there is no flexibility with respect to the skills listed for advancement within the Boy Scout Handbook. These skills are required. When a candidate for Eagle Scout has mastered the skills required for Eagle Scout and passed that knowledge onto other Scout, they will be ready to wear the Eagle metal with pride.

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# First Class Rank

## Proficiency Skills

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### Introduction

**These activities are to be preformed by the Scout only.** No outside interference, assistance or coaching is permitted at any point. The Scout is give a reasonable amount of time to perform each activity based on the complexity of the task. Excessive use of time in completing these tasks will be noted and communicated to the Board of Review. The idea is to determine if the Scout has learned the skill prior to taking the Skills Test.

---

### A. Skills Required

The following skills must be demonstrated to advance to the rank of First Class.

1. Identify the following knots from the pictures provided:
  - a. Timber Hitch
  - b. Clove Hitch
  - c. Correctly tie both hitches and explain where you would use these.
2. Describe the EDGE method and be able to teach one the adults in your SMC, how to tie a bowline using this method.
3. Explain when you should and should not use lashings. Demonstrate the following lashings by joining two or more poles together:
  - a. Square Lashing
  - b. Shear Lashing
  - c. Diagonal Lashing
4. Without using a compass or map, describe how to find your way during the day and night. Give (2) methods for each one.
5. Explain what your constitutional rights and obligations as a U.S. Citizen.
6. Tell the five most common signs of a heart attack.
7. Explain the steps or procedures in performing CPR.
8. Explain what precautions must be taken for a safe trip afloat.
9. Be able to explain and/or demonstrate the proper 1st Aid for the following:
  - a. Sprained Ankle
  - b. Upper Arm
  - c. Collarbone
10. Describe and/or demonstrate the proper way to measure the height or width of the following items that you may encounter on a hike:
  - a. Height of a Tree or Tower

b. Width of a canyon or ditch

11. Explain the angle of declination as it applies to the area in which you live. Describe the difference between contour and linear lines found on a map.
12. Be able to discuss 2 specific examples of how you lived the points of the Scout Law in your daily life.
13. In your opinion, what is one thing the Troop can improve on and one thing you would like to see the Troop discontinue.

**Materials needed for the First Class SMC (to be provided by the Scout):**

- Class "A" uniform
- Scout Handbook – All requirements signed off before coming to the SMC
- 1st Aid materials to cover the above

If planned for ahead of time with the leaders, SMC's can be done during a camping trip.

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The road to Eagle Scout is meant to challenge each Scout. While there are choices a Scout can make in ones selection of merit badges, special awards and projects, there is no flexibility with respect to the skills listed for advancement within the Boy Scout Handbook. These skills are required. When a candidate for Eagle Scout has mastered the skills required for Eagle Scout and passed that knowledge onto other Scout, they will be ready to wear the Eagle metal with pride.

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# Star Rank

## Proficiency Skills

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### Introduction

**These activities are to be preformed by the Scout only.** No outside interference, assistance or coaching is permitted at any point. The Scout is give a reasonable amount of time to perform each activity based on the complexity of the task. Excessive use of time in completing these tasks will be noted and communicated to the Board of Review. The idea is to determine if the Scout has learned the skill prior to taking the Skills Test.

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### A. Skills Required

The skills the Scouts must demonstrate will be selected by the Adult Leaders. They will include 10 skills from prior ranks (Tenderfoot, Second Class, and First Class) and five skills from the bulleted list below.

- Build and light fire then make sure it is cold out.
- Lash a Tripod and Square lashing.
- Demonstrate the proper way to treat a person for a broken arm.
- Bandage an ankle sprain.
- Identify 3 poisonous plants out of line-up of 7 pictures.
- Identify 10 topographical symbols from a list of 25 (Scout Handbook p. 67).
- Build a shelter with a tarp and rope or natural materials.
- Use splints to immobilize an arm or a leg.

If planned for ahead of time with the leaders, SMC's can be done during a camping trip.

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The road to Eagle Scout is meant to challenge each Scout. While there are choices a Scout can make in ones selection of merit badges, special awards and projects, there is no flexibility with respect to the skills listed for advancement within the Boy Scout Handbook. These skills are required. When a candidate for Eagle Scout has mastered the skills required for Eagle Scout and passed that knowledge onto other Scout, they will be ready to wear the Eagle metal with pride.

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# Life Rank

## Proficiency Skills

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### Introduction

**These activities are to be preformed by the Scout only.** No outside interference, assistance or coaching is permitted at any point. The Scout is give a reasonable amount of time to perform each activity based on the complexity of the task. Excessive use of time in completing these tasks will be noted and communicated to the Board of Review. The idea is to determine if the Scout has learned the skill prior to taking the Skills Test.

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### A. Skills Required

The skills the Scouts must demonstrate will be selected by the Adult Leaders. They will include 10 skills from prior ranks (Tenderfoot, Second Class, and First Class) and six skills from the bulleted list below.

- Build and light fire then make sure it is cold out.
- Lash a Tripod and Square lashing.
- Demonstrate the proper way to treat a person for a broken arm.
- Bandage an ankle sprain.
- Identify 3 poisonous plants out of line-up of 7 pictures.
- Identify 10 topographical symbols from a list of 25 (Scout Handbook p. 67).
- Build a shelter with a tarp and rope or natural materials.
- Use splints to immobilize an arm or a leg.

If planned for ahead of time with the leaders, SMC's can be done during a camping trip.

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The road to Eagle Scout is meant to challenge each Scout. While there are choices a Scout can make in ones selection of merit badges, special awards and projects, there is no flexibility with respect to the skills listed for advancement within the Boy Scout Handbook. These skills are required. When a candidate for Eagle Scout has mastered the skills required for Eagle Scout and passed that knowledge onto other Scout, they will be ready to wear the Eagle metal with pride.

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# Eagle Rank

## Proficiency Skills

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### Introduction

**These activities are to be preformed by the Scout only.** No outside interference, assistance or coaching is permitted at any point. The Scout is give a reasonable amount of time to perform each activity based on the complexity of the task. Excessive use of time in completing these tasks will be noted and communicated to the Board of Review. The idea is to determine if the Scout has learned the skill prior to taking the Skills Test.

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### A. Skills Required

The skills the Scout must demonstrate will be selected by the Adult leaders. They will include 10 skills from prior ranks (Tenderfoot, Second Class, and First Class) and all the skills from the bulleted list below.

- Build and light fire then make sure it is cold out.
- Lash a Tripod and Square lashing.
- Demonstrate the proper way to treat a person for a broken arm.
- Bandage an ankle sprain.
- Identify 3 poisonous plants out of line-up of 7 pictures.
- Identify 10 topographical symbols from a list of 25 (Scout Handbook p. 67).
- Build a shelter with a tarp and rope or natural materials.
- Use splints to immobilize an arm or a leg.

If planned for ahead of time with the leaders, SMC's can be done during a camping trip.

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The road to Eagle Scout is meant to challenge each Scout. While there are choices a Scout can make in ones selection of merit badges, special awards and projects, there is no flexibility with respect to the skills listed for advancement within the Boy Scout Handbook. These skills are required. When a candidate for Eagle Scout has mastered the skills required for Eagle Scout and passed that knowledge onto other Scout, they will be ready to wear the Eagle metal with pride.

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# Troop 502 Handbook

## Section 4 - Activities

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### A. Troop Meetings

Troop meetings are held on each Monday evening at Harrison United Methodist Church. The meetings begin at 7:00 p.m. and end at 8:30 p.m. unless designated otherwise. There are NO regular Troop meetings on the Monday following a campout weekend. The Patrol Leaders' Council (PLC) meets on this day from 7:00 pm to 8:30 pm. This may also be the night that Scoutmaster Conferences or Boards of Reviews are held. The Troop Calendar is published annually at the end of August and is updated as necessary during the year. Be sure and post this calendar so you will know when meetings and activities are planned throughout the year. The Troop Calendar is also posted on our web site ([www.Troop502.com](http://www.Troop502.com)).

All Troop meetings are led by the Senior Patrol Leader (SPL) or Assistant Senior Patrol Leader and the activities are run by the boys. They follow the program plan developed by the Patrol Leaders' Council (a monthly meeting of the youth leaders of the Troop).

#### **Meetings are held to:**

- Provide leadership opportunities for the boys.
- Plan and prepare for various Troop activities.
- Reinforce the principles of Scouting.
- Provide experiences toward advancement and merit badge attainment.
- Feature occasional speakers on a variety of topics of interest to the boys.
- Enjoy lively games, competition, and other recreational events.

Additionally, Troop meetings are the best opportunity for Scouts and parents to see what activities are scheduled for the year. Sign up sheets are also available for upcoming activities that require advance "registration" by Scouts who plan to attend and for adults who plan to attend and/or drive. Information about upcoming trips, registration deadlines, and campout information can be found on the website, [www.Troop502.com](http://www.Troop502.com).

Boys should also see the Scoutmaster to sign up for a Scoutmaster Conference, which is required for a Scout's rank advancement and must be completed prior to a Board of Review. Upon completion of the Scoutmaster Conference, they should schedule their Board of Review, which is also required for rank advancement.

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## **B. Campouts**

When the Troop schedules campouts, tours or other outings, please arrive at the appointed time. Schedules and agendas may not allow the Troop to wait for Scouts who cannot be ready to leave on time.

It is advised that at least one parent wait at the assembly location until the responsible "Troop Leader" arrives. This will allow the leader the opportunity to correct problems with medical forms, fees, and inform the parents of any changes to the event. The usual assembly location for Troop 502 is Harrison United Methodist Church parking lot unless otherwise designated.

The camping, hiking, and other outdoor activities are essential elements of the advancement and overall youth development process. Scouting in the outdoors helps to teach self-reliance by utilizing and developing skills such as swimming, camping, hiking, canoeing, cooking, bicycling, backpacking, and climbing. Boys learn to accommodate the group needs as well as to eventually provide group leadership. The Troop is organized so that the older Scouts and trained adults provide instruction and support as new experiences are encountered.

### **1. Monthly Camping**

Camping and other outdoor experiences through the year are normally held at a variety of parks, campgrounds, and reserves. Troop 502 generally has at least one outing every month. These include day hikes, service projects, drive-in camps, long term camps, short weekend backpacking trips, and others. These are planned by the Patrol Leader's Council (PLC) with the supervision of the Scoutmaster and Assistant Scoutmasters.

Each patrol will camp as a group in the Troop campsite and will be responsible for their area of the campsite. All BSA camping etiquette will be followed and low impact camping procedures used. All persons must be prepared for the prevailing weather and activities. Each patrol pays for its own meals and assesses the cost of food among the boys attending the camp out. If a Scout decides at the last minute not to attend, his money will not be refunded. Money for food for each campout is due the Monday night prior to the campout. Last chance of refund is the Wednesday before the event.

Parents are frequently needed to drive Troop equipment or boys to the campsites. Parent volunteers are requested. Late arrivals and early departures for camp-outs can be accommodated to allow boys the most opportunity to participate but please inform the Scoutmaster or other Troop Leader in charge of the campout if you need to arrive late or depart early. Upon returning from a camp-out, all Scouts must stay until the Troop gear/equipment is properly stored. Two leaders will stay until the last Scout is picked up.

The Troop does not allow unsafe or "distractive" items on outings and other Scout activities. Such items as audiovisual equipment (CD players, portable radios, tape players, video games, or TVs), any guns or water-spewing items (water guns, balloons, etc. with some exceptions), knives (other than pocket knives), or any toy or other item that might be potentially unsafe to use or distracting from Scout activities

must be left at home. If there is any question on an item that is brought on a Scout outing, an Adult Leader should be asked prior to using it and if it becomes dangerous or distracting, it will be confiscated and returned to the Scout's parents with an explanation.

## **2. Summer Camp**

Usually during the Summer months of June or July and consists of a Sunday to Saturday camping experience. Costs range from \$200 - \$280 depending on the camp the Troop chooses each year. Each participant will need to have a current health form on file.

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## **C. Service Projects**

Troop 502 participates in at least four service projects a year; one each quarter. These may include church clean-up days, Eagle Scout projects, Beach Sweep and River Sweep, etc. Part of being active in the Troop will require each Scout's participation in Service Projects. Scouts will earn Service Hours toward Rank advancement while doing these. Scout Sunday, which is held in February each year, is also recommended for everyone to attend to gain their Scout spirit towards rank.

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# Troop 502 Handbook

## Appendix A – Code of Conduct

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### A. Troop 502 Code of Conduct

#### 1. Scout's Responsibilities:

All members of Troop 502 are expected to conduct themselves in accordance with the principles set forth in the Scout Oath and Law. Physical violence, foul language, hazing, bullying, theft, verbal insults, drugs and alcohol have no place in the Scouting program and may result in the revocation of a Scout's privileges and or membership in the Troop. If any Scout is confronted by threats of violence, verbal insults or other forms of bullying or hazing including pranks performed on the Scout, his possessions or tent by other Troop members, he should seek help from his unit leaders or parents.

#### 2. Agreement:

All Scouts and Adult Leaders are responsible representatives of their community, family and Troop 502. Therefore, all Scouts and their parents are asked to review and sign this **Code of Conduct** and **Statement of Understanding** as a condition for membership and participation, with the further understanding, that serious misconduct or infractions of behavior rules may result in possible disciplinary actions that include expulsion from any activity, meeting and/or trip. Our goal is to make the Scout understand that he alone is responsible for his behavior and the consequences of their actions.

ALL SCOUTS ARE EXPECTED TO LIVE BY THE BOY SCOUT OATH AND THE 12 POINTS OF THE SCOUT LAW AT ALL TIMES AND TO USE THESE IDEALS AS GUIDES FOR THEIR BEHAVIOR.

- a. I promise on my honor as a Scout that I will live by the Boy Scout Oath and Scout Law.
- b. I promise on my honor as a Scout that I will set a good example by keeping myself neatly dressed and presentable. The Scout uniform will be worn at all times when designated by the Troop leaders.
- c. I will respect the rights of my fellow Scouts and leaders.
- d. I will be responsible for keeping my tent, the Troop's and personal gear clean, and neat.
- e. I will respect the property of others and will not use them without permission.
- f. I must observe the rights and property of others by demonstrating respect for Troop's equipment, public property and the property of others. Scouts will be personally responsible for cleanliness, loss, breakage, vandalism or improper use of property.
- g. When instructed /directed by a Scout Leader, an adult or junior leader of the Troop to perform a reasonable task or instruction; the Scout will follow the

- instructions/directives given to him; unless the Scout believes that the task or instruction is unreasonable, where he will seek the intervention of the Scout Master.
- h. Troop has a “no hands” policy in effect. Keep your hands to yourself unless the activity warrants this type of contact. Pushing, shoving, back slaps, etc.

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## **B. Disciplinary Actions**

Serious or repetitive unacceptable behavior by Scouts including, but not limited to, the possession or use of tobacco, alcohol, cheating, gambling, dishonesty, fighting, cursing, swearing and/or unacceptable language may result in loss of privileges and/or revocation of the Scout's membership in the Troop. Any Scout who continues to exhibit unacceptable behavior that also includes possession of fireworks, weapons or facsimiles, possession of pornography or possession of any non-prescription drug, will appear before a board of Leaders and parents for possible disciplinary action. Note: Any Over the Counter (OTC) or perscription (Rx) drug must be declared & handled per BSA rules.

**1st offense:**

Two week suspension from all Scouting activities and events. BOR conducted with Scout and Parents. At least two Scoutmasters must agree that the incident occurred before taking action on this.

**2nd offense:**

One month suspension from all Scouting activities and events. BOR Conducted with Scout and Parents. At least two Scoutmasters must agree that the incident occurred before taking action on this.

**3rd offense:**

Three month suspension from all Scouting activities and events. Scout will lose leadership position. BOR Conducted with Scout and Parents. At least two Scoutmasters must agree that the incident occurred before taking action on this along with the Scoutmaster and Troop Committee Chairs approval.

**Time Frame:**

Probation will be for a period of six months after the 1st offense is committed. After this time, the Scouts record will be wiped clean and will start over. Any Scout that receives the 3rd offense twice in one year will go before a BOR to determine his involvement within the Troop.

**Board of Review:**

Board of Reviews will be chaired by the Troop Committee and the (2) Scoutmasters that agreed the incident took place along with the Scout(s) and parents involved.

**I PROMISE ON MY HONOR AS A SCOUT THAT I WILL DO MY BEST TO LIVE UP TO THE SCOUT OATH AND LAW AND AGREE TO FOLLOW THIS CODE OF CONDUCT.**

SIGNATURE OF SCOUT \_\_\_\_\_ Date: \_\_\_\_\_

SIGNATURE OF PARENT \_\_\_\_\_ Date: \_\_\_\_\_