

# Troop 140

## New Leader Orientation



Revised 2014

# Table of Contents

Meetings	3
Campouts	5
Membership	7
The Uniform	12
Training	13
Troop 140 Contacts	17

# Meetings

The Troop meeting will typically follow the same agenda each time and last for approximately 90 minutes.

## PRE-OPENING

Prior to the start of the Troop meeting, the Patrol Leader Council conducts several pre-meeting activities. These activities include reviewing the meeting assignments (opening, song, skill instruction, outdoor activity, etc.) This is also a time to ensure that all materials needed for the meeting have been gathered. The pre-assigned Service Patrol will arrange the room for the meeting by setting up benches.



## OPENING CEREMONY

The Patrol that has been assigned the opening ceremony will bring the meeting to order with the presentation of colors. One of the Patrol members will “call the colors”, while the other members of the patrol assume the duties of the color guard. During the opening ceremony, the Pledge of Allegiance will be recited followed by the Scout Oath.

## ANNOUNCEMENTS

The Senior Patrol Leader or Assistant Senior Patrol Leader will present the announcements for the information of the Troop. These announcements will include upcoming events with any special equipment requirements, opportunities for service hours, etc.

## SKILLS INSTRUCTION

The specific skills instruction and the assigned instructor is arranged prior to the meeting. The skills instruction will almost always include a “knot of the night” along with a more advanced skill (first aid, building a camp gadget, etc.) The skills instruction should follow the EDGE method of instruction (Explain, Demonstrate, Guide, Enable).

## OUTDOOR ACTIVITY

The specific outdoor activity and the assigned outdoor activity leader is arranged prior to the meeting. The outdoor activity can consist of a game of skill or a rank advancement activity (rope lashing, tent pitching, orienteering, etc.) The outdoor activity should always be safe and provide adult supervision.

### PATROL MEETINGS

Each patrol will conduct its own brief meeting and will be led by the Patrol Leader. The agenda for the Patrol meeting should include uniform inspection, campout signups, menu planning, planning for a future Troop meeting opening ceremony, etc. If an adult is not available to act as an “advisor” to the patrol meeting, the patrol doors are to remain open.

### CLOSING

The close of each Troop 140 meeting will include the recognition of any rank advancements achieved by any scouts, followed by a Scoutmaster Minute, Scout Vespers, and benediction.

### AFTER THE MEETING

Following the meeting, the Patrol Leaders Council will gather briefly to discuss the meeting (what worked well, what needs work, and briefly review the plan for the next meeting). The pre-assigned service patrol will work to arrange the meeting room, putting away benches and cleaning up.

## **Youth/Adult Interaction**

One of the best things a Scout Leader can do during a Troop meeting, is to lead by example. When the Senior Patrol Leader is speaking or when an Instructor is providing a skills instruction, the adult leadership should be quiet and supportive.

While you may be tempted to provide constant instruction and feedback to the youth, it is important that they learn by doing it themselves. If a scout or scouts are disrupting the meeting, it is best to allow the Senior Patrol Leader to make the appropriate correction. If the Senior Patrol Leader fails to make appropriate corrections, quiet and non-disruptive correction may be made.

If, during a Troop meeting, a Scout approaches a Scout Leader to check him on a requirement, sign his Scout Handbook, or for a Scout Master conference, it is best to encourage the scout to continue his full involvement in the Troop meeting and to meet with you following the Troop meeting. **REMEMBER:** At no time will a Scout Leader meet with a Scout alone in a room with the door shut. All adult/youth meetings are to take place in clear view of others. If an adult/youth meeting is of a sensitive nature which requires a level of privacy, solicit another adult to be in the room with you.

# Camp Outs

## Physicals

Prior to a Scout participating in any Troop camp out, it should be noted that the Boy Scouts of America recommends that all youth (and adult members) have annual medical evaluations by a certified and licensed health-care provider. Troop 140 offers these annual physicals each year prior to summer camp. In an effort to provide better care to those who may become ill or injured and to provide youth members and adult leaders a better understanding of their own physical capabilities, the Boy Scouts of America has established minimum standards for providing medical information prior to participating in various activities. Those standards are offered on a single three-part medical form. If the Scout is unable to complete his physical during the Troop-arranged date for physicals, he will be responsible for having his own health care professional conduct the physical prior to campout with the Troop. Note that unit leaders must always protect the privacy of unit participants by protecting their medical information.



## Travel

Any time the Troop travels together to or from a camp out, the Scouts and leaders must be in full Class A (Field) uniform. It is not necessary that all Troop vehicles travel in caravan, although it is recommended that cellular communication be maintained. It is also recommended to have two adult leaders per vehicle if available. All adult leaders must obey all traffic laws while transporting Scouts. The packing list for most camp outs (made available during the prior meeting and on the website) will call for a day pack with certain contents. This daypack will be carried onto the vehicle by the scout for access during travel. **NOTE:** The contents of a Scout's water bottle is to be WATER only. Scouts are not to bring sodas/cafeinated beverages.

## Typical Agenda

The first thing to remember upon arriving at the camping location, is that the Senior Patrol Leader is in charge of the Scouts. By the SPL's direction, the Scouts will unload all equipment needed for the evening. Tent locations and sleeping arrangements are to be chosen and assigned, and the Patrols are to work together, under the direction of the

Patrol Leaders, in setting up their camp site. Adult leaders will agree on a camping area separate and apart from the youth.

After all tents are set up and equipment is organized it is customary for the adults to provide "Cracker Barrel". Cracker Barrel is a late-night snack consisting of crackers, cheese, sausage, fruit, and cookies. This is a highlight of the camping trip.

Each day will have an agenda arranged by one or more of the adult leaders and will begin with the wake-up call / revile. Each patrol will get dressed appropriate for the day (Class A or Class B uniform), prepare and eat breakfast as a patrol, clean up their camp site, and assemble at the Senior Patrol Leader's command. At the end of the day's activities and the Patrol campsites cleaned, lights-out / Taps will be called.

### **Youth/Adult Interaction**

The appropriate way for a Scout to enter the adult camping area is to stop outside the area and ask for permission to enter the camp. If an adult leader's son is a youth on the campout, it is best to maintain a Scout / Adult Leader relationship with him during the camp out, showing no favoritism and providing no special attention to his/her son. Some youth have adopted the practice of addressing his parent as "Mr. or Ms.", thus making no distinction among the adult leaders.

The Scouts will be tempted to come to the adults for any/all issue(s) or question(s). Please resist the urge to solve the youths' problems and, instead, instruct the Scout to consult his Senior Patrol Leader.

Youth protection guidelines are in force during a camp out. At no time will an adult leader meet with a youth alone outside the visibility of others. Separate shower facilities will be established and, if only one shower is available, shower times will be separated, youth from adult, placing an agreed-upon, obvious sign (bandana, etc.) outside the showers indicating the designation.

# Membership

## The Scout Master

This is the most visible position in the troop. The Scoutmaster has the most influence on the boys in the troop and should be selected with care. Remember – actions speak louder than words. After boys cross over to boy scouts, the emphasis changes from an adult run program to a boy run, adult supervised program. This transition is often harder for the adult leaders than for the scouts. A good rule of thumb is to never do what a boy can do. If he can't do it, then teach him so he can do it next time.

- Must be at least 21 years of age.
- Responsible for training and guiding the boy leaders (Patrol Leader's Council).
- Work with other responsible adults to bring Scouting to boys.
- Use the methods of Scouting to achieve the aims of Scouting.
- Meet regularly with the patrol leaders' council for training and coordination in planning activities.
- Attend all troop meetings, campouts, and trips, or arrange for substitute.
- Conduct periodic parents' sessions to share the program and encourage parent participation.
- Take part in annual membership inventory and uniform inspection.
- Conduct Scoutmaster conferences for all rank advancements.
- Participate in council and district events.
- Delegate responsibilities to Assistant Scoutmasters.
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.
- Attend troop committee meetings.



## Assistant Scout Masters

The Scoutmaster, with the help of the troop committee, recruits assistant Scoutmasters to help operate the troop. Each assistant Scoutmaster is assigned specific duties and reports to the Scoutmaster. A troop should recruit as many assistant Scoutmasters as needed, at least one of whom must be at least 21 years of age. Many troops assign an Assistant Scoutmaster to be responsible for helping the new boys make a



successful transition into the troop. Assistant Scoutmasters can also pick up unfilled committee positions.

- Fill-in for the Scoutmaster in his absence.
- Perform the responsibilities assigned by the Scoutmaster.
- Encourage participation by boys and their families in troop activities and advancement.
- Conduct Scoutmaster conferences for ranks agreed by Scoutmaster.
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.
- Attend troop committee meetings.

### *THE TROOP COMMITTEE*

Consisting of a minimum of three members 21 years of age or older, the Troop Committee is the Troop's "Board of Directors." It works on behalf of the Chartered Organization to support the Troop by ensuring a quality Scouting program. Each member of the committee should have specific responsibilities, thus dividing the whole job among the committee membership. Among the responsibilities of the Troop Committee are:

- Supports leaders in carrying out the program.
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtains, maintains, and properly cares for troop property.
- Ensure the troop has an outdoor program (minimum 10 days and nights per year).
- Serves on boards of review and courts of honor.
- Supports the Scoutmaster in working with individual boys and problems that may affect the overall troop program.
- Provides for the special needs and assistance some boys may require.
- Helps with the Friends of Scouting campaign.
- Assists the Scoutmaster with handling boy behavioral problems.
- Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization.



## **Committee Chairperson**

- Organize the committee to see that all functions are delegated, coordinated, and completed.
- Maintain a close relationship with the chartered organization representative and the Scoutmaster.
- Interpret national and local policies to the troop.
- Prepare troop committee meeting agendas.
- Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called.
- Ensure troop representation at monthly roundtables.
- Recruit top-notch, individuals for adult leadership, working with the Chartered Organization Representative to promptly register new leaders and check all references. Encourage adult leaders to get trained.
- Ensure that new youth members are promptly registered with the Council Service center, and that new Scout families receive the Troop's new member information packet.
- Arrange for charter review, recharter annually and plan the charter presentation.
- Maintain a close relationship with the chartered organization representative and the Scoutmaster.



## **Advancement Chairman**

- Encourage Scouts to advance in rank.
- Maintain all Scout advancement records.
- Arrange troop boards of review and courts of honor.
- Develop and maintain a merit badge counselor list.
- Make a prompt report on the correct form to the council service center when a troop board of review is held. Secure badges and certificates.
- Report to the troop committee at each meeting. If not in attendance, submit written report.

## **Chartered Organization Representative**

- Act as liaison between the Chartered Organization and the Troop.
- Schedule use of facilities.
- Maintain close contact with the Chartered Organization to support the needs of the Troop Committee.
- Encourage service projects to benefit the Chartered Organization as well as other community groups.
- Approve all adult leaders applications, and work with Committee Chairman to check references of all adult leader applicants.
- Report to the Troop committee at each meeting. If not in attendance, submit written report.



## **Training**

- Ensure troop leaders and committee members have opportunities for training.
- Maintain an inventory of adult training.
- Be responsible for BSA Youth Protection training within the troop.
- Encourage periodic junior leader training within the troop and at the council and national levels.
- Report to the troop committee at each meeting. If not in attendance, submit written report.

## **Treasurer**

- Handle all troop funds. Pay bills on recommendation of the Scoutmaster and authorization of the troop committee.
- Maintain checking and savings accounts.
- Keep adequate records of income and expenses.
- Supervise money-earning projects, including obtaining proper authorizations.
- Coordinate the fundraising activities of the Popcorn Sales coordinator and other fund raising coordinators as required.
- Supervise the camp savings plan, and the individual scout's accounts in the treasury.
- Lead in the preparation of the annual troop budget.
- Promote the Friends of Scouting (FOS) campaign, working closely with the Troop's FOS Coordinator.
- Report to the troop committee at each meeting. If not in attendance, submit written report.

## **Secretary**

- Attend all Troop committee meetings, recording the minutes, with special emphasis on decisions made, and action items identified.
- Transcribe and distribute copies of the minutes to all registered adult leaders.
- Handle Troop correspondence as needed.
- Report to the Troop committee at each meeting. If not in attendance, submit written report.

# The Uniform

The uniform described here is known as the Field Uniform. The Activity Uniform is a Scouting-related T-Shirt and scout pants. These two uniforms (Field and Activity) are often referred to as Class A and Class B uniforms.



## *Boy Scout Uniforms Method*

Scout uniforms are an important part of the Boy Scouts of America program and one of the methods of scouting. Each boy gets to be part of a group demonstrated by their uniform and each group has a personal sense of identity. The scout uniform is also a display case for a scout's individual accomplishments and recognitions. We wear the uniform to associate ourselves with the principles to which we are committed - character development, citizenship training, and physical and mental fitness. The

uniform is not intended to hide our individuality, but it is a way we give each other strength and support.

The Scouting movement is built on positive values. As we wear the uniform in cub scouts and boy scouts, we stand together and encourage each other to live by those principles. Scouts and adults alike should take pride in belonging to this program and wear the uniform correctly.

The official scout uniform consists of shirt, pants, belt, and socks. A neckerchief and hat are optional. Each Scout Troop may have different uniform expectations, with some expecting socks to hat while others expect just the shirt. Having all scouts consistently uniformed for meetings and outings makes for a much better adventure. It is also important to remember that the scout uniform is not a mandatory part of scouting and a scout should not be prohibited from participating just because he does not have a uniform, or a complete uniform.

## Scout Uniform Memories

Many men still have their cub scout or boy scout uniform stored away someplace. Every badge, patch, and pin has some memory of a fun time had with other boys. There is a great deal of pride in displaying awards and achievements earned where other boys can see them. Keeping a scout uniform clean and up to date makes the scouting experience more fun.

# Training

Every Scout Deserves a Trained Leader and every Leader deserves training so he/she can deliver the scouting program successfully.

Scoutmasters and Assistant Scoutmasters are considered trained when they have completed Youth Protection, New Leader Essentials, Scoutmaster Specific Training, and Introduction to Outdoor Leader Skills.

Pack or Troop Committee Members are considered trained when they have completed Youth Protection, New Leader Essentials, and Committee Specific Training.

Training of adults to successfully deliver the Boy Scout program has evolved into a well-presented, thorough, curriculum of courses to be completed in sequence. Here are the courses you need to complete in order to fulfill your commitment as an adult leader.

## **Fast Start Training**

This is the first step for any new adult volunteer joining Troop 140, no matter what the position may be. The Fast Start training is short and should be taken as soon as possible after you have accepted a leadership position. The Fast Start program has been designed to provide an immediate comfort level for new leaders and should be soon followed by more comprehensive training.



## **Youth Protection Training**

YPT ensures boys involved in scouting are kept safe. At least one adult on every Scout outing must be Youth Protection Trained. Before being involved with boys, EVERY adult should complete Youth Protection Online and all registered adult volunteers must complete it and fully understand the Youth Protection Policies of the BSA. It is recommended that all adult leaders complete YPT each year.

The Boy Scouts of America has a set of videotapes to help teach boys about protecting themselves against abuse. These videos help boys recognize dangerous situations and avoid becoming victims. To obtain a copy of any of the Youth Protection videos, contact the Longhorn Council.

## **New Leader Essentials**

NLE is the next step in training for adult leaders who have completed Fast Start Training. NLE is an introductory session that highlights the values, aims, history, funding, and methods of Scouting. It addresses how these aims and methods are reached in an age-appropriate style within Cub Scouting, Boy Scouting, Varsity Scouting, and Venturing. Videos, discussions, and hands-on reinforcement are presented during the 90-minute training session. Ideally, all unit-based volunteers-Cub Scout, Boy Scout, Varsity Scout, and Venturing leaders-take this session at the same time, so they understand that they are all striving for the same results with the youth they serve. Each leader completes New Leader Essentials training only once.

## **Leader Specific Training**

Once a volunteer has a solid overview of the scouting program, training for a specific Scouting position continues through Leader Specific training. This training provides the specialized knowledge a new leader needs to assume a leadership role. Because each course is designed for a specific leadership position, the training time varies. This training is classroom-led. Leader Specific training has been developed for the following positions and their assistants:

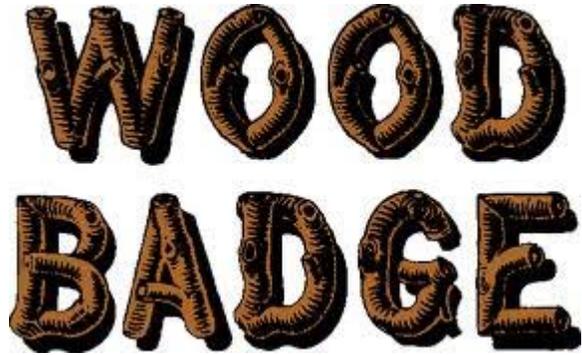
- Tiger Cub den leaders - 2.5 hours
- Cub Scout den leaders - 2.75 hours
- Webelos den leaders - 3 hours
- Cubmasters - 2.75 hours
- Pack committee members - 2.75 hours
- Scoutmasters - 3 sessions of 2.5 hours each
- Troop committee members - 3 hours

## **Introduction to Outdoor Leader Skills**

Outdoor skills are critical to the success of the Scouting program. Training in outdoor skills is required before taking scouts on outings. Introduction to Outdoor Leader Skills (IOLS) will provide Boy Scout leaders with the basic outdoor skills information needed to start and guide a program the right way. Completion of this course is the required outdoor training for all Scoutmasters and assistant Scoutmasters. The skills taught are based on the outdoor skills found in The Boy Scout Handbook. The course is normally a day and a half long and conducted at a local scout camp on a weekend.

## Wood Badge

Wood Badge is advanced training in leadership and team development, bringing together all programs - Cub Scouting, Boy Scouting, and Venturing. By pooling their ideas, sharing meaningful experiences, and learning from highly qualified instructors, participants will return to their home units with new skills and resources, greater confidence, and deeper dedication to deliver the values of Scouting. This training includes approximately six days of instruction that are often held as two 3-day weekend sessions, followed by working on the goals the participant sets for him or herself. Each council organizes and schedules sessions as needed.



## Monthly Round Table

Round Table is a leaders' meeting held in each district where leaders find information about upcoming district and council events and learn ways to improve the program. Most Roundtables will cover material based on participants' interest. Leaders can learn a new skill or get advice on how to solve a problem. Participation at Roundtables is required for some square knot awards.

## Other Available Training

Hazardous Weather: planning and decision making regarding weather for a safe outing. Can be taken online at BSA Hazardous Weather

Safe Swim Defense: introduction to BSA water safety policies. When taught in-person, takes about 20-30 minutes and participants receive a completion card good for 2 years. Swimming events require Safe Swim Defense trained leaders. Can be taken online at BSA Aquatics

Safety Afloat: introduction to BSA boating policies. In-person training takes about 20-30 minutes and participants receive a completion card good for 2 years. Water craft events required Safety Afloat trained leaders. Can be taken online at BSA Aquatics

Climb On Safely: This training lasts about 45 minutes and provides all the information you need to meet the minimum requirements for a climbing activity. This does not consist of any training or certifications in climbing, but provides the essential components of a safe outing.

Philmont Training Center is the national training center at Philmont Scout Ranch in Cimarron, New Mexico. The training center offers a wide selection of 6-day courses, covering all aspects of Scouting operations, and generally training those who will bring the program back to train the rest of their unit.

CPR Certification: Normally not offered through a BSA unit, but at least two currently CPR certified adults are required on many high adventure outings. Online CPR Training

First Aid Certification: Normally not offered through a BSA unit, but at least two currently first aid certified adults are required on many high adventure outings.

Assess yourself with the Boy Scout Leader Assessment Tool - The intended audience for this self-assessment tool is adult Boy Scout leaders, specifically scoutmasters, assistant scoutmasters, troop committee members, Boy Scout commissioners, and Boy Scout trainers. This tool is designed to help you assess your strengths and weaknesses in regard to the current Boy Scout leader training courses.

# Troop 140 Contacts

Scout Master: Andre Garneau  
fmfireman@msn.com  
(214) 417-2640

Troop Secretary: Tracy Schmitt  
nursetrace@embarqmail.com  
(940) 372-4511

Advancement Chair: Sherry Herrera  
rsent@msn.com  
940-383-4371

Webmaster: Doug Moody  
dmoody.tx@gmail.com  
940-453-3444

Troop Website: <http://t140denton.com>  
Yahoo Group: <http://groups.yahoo.com/group/T140Denton>  
Twitter: <http://twitter.com/t140denton>  
Facebook: t140denton