

*Boy Scouts of America
Troop 2399
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*California Inland Empire Council (C.I.E.C.)
Temescal District
Chartered by:
St. Paul the Apostle Catholic Church*



Troop Handbook

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Purpose of the Boy Scouts of America

It is the purpose of the Boy Scouts Of America to provide an effective program designed to instill within the youth desirable qualities of character, to train them in the responsibilities of participating citizenship, and to help develop their personal fitness, providing this country with citizens who:

1. Are physically, mentally and emotionally fit.
2. Have a high degree of self-reliance as evidence in such qualities as initiative, courage and resourcefulness.
3. Have personal and stable values firmly based on religious concepts.
4. Have the desire and skills to help others.
5. Understand the principles of the American social, economic, and government systems.
6. Are knowledgeable about and take pride in their American heritage and understand America's role in the world.
7. Have a keen respect for the basic rights of all people.
8. Are prepared to fulfill the varied responsibilities of participating in and giving leadership to American society and in other forums of the world.

Boy Scouts of America Mission Statement

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

When a boy joins Troop 2399, he agrees to live by the Scout Oath and Law.

The Scout Oath or Promise

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
Reverent

Scout Motto

Be Prepared

Scout Slogan

Do a Good Turn Daily

Outdoor Code

As an American, I will do my best to
Be clean in my outdoor manners,
Be careful with fire,
Be considerate in the outdoors, and
Be conservation-minded.

TROOP 2399's: Values, Mission Statement & Vision

Values:

- The Scout Oath and Law.
- Scouting Program based on Catholic Christian Principles and focus.
- Scouting with Quality Standard
- Leadership with integrity
- Promote Teamwork
- Positive Environment

Mission Statement:

TROOP:

- To ensure scouting quality and best scouting program that will sustain Troop growth and Scouting growth.
- Serve and support the community and St. Paul the Apostle Church.
- Offer scouts responsible fun, adventurous and educational program.
- Offer scouts merit badge and rank advancement opportunities. With a goal of providing at least 10 camping/outings a year.
- Boy led Troop

SCOUT:

- "The mission of BSA is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law".
- To provide all scouts with leadership opportunity to reach their potential, to foster growth and development of each scout where they can achieve their goals.
- Success for all scouts, to be "Eagle Scouts" and be a member of the "Order of the Arrow".
- Turn boys into responsible young men.

PARENT:

- Become trained leaders to support the Troop and Scouts.
- Become Merit Badge Counselors.
- Become part of the Committee, Scoutmaster and Assistant Scoutmasters.

Vision:

- To build the best scouting program in the region.
- Maintain relationship with Pack 2399 to maintain Troop 2399 Survival.
- Achieve National Patrol Award
- Achieve National Quality Unit Award
- Achieve the National Catholic Quality Unit Award.
- Venture out in other aspects of scouting, Ventures Crew, Scout Advisors/Leaders.
- Scout as our future community and country leaders.

Aims and Methods of the Boy Scout Program

Aims

Boy Scouting works toward three aims. One is growth in *moral strength and character*. We may define this as what the Scout is himself: his personal qualities, his values, and his outlook.

A second aim is *participating citizenship*. Used broadly, citizenship means the Scout's relationship to others. He comes to learn of his obligations to other people, to the society he lives, to the government that presides over that society.

A third aim of Boy Scouting is *development of physical, mental, and emotional fitness*. Fitness includes the body (well-tuned and healthy), the mind (able to think and solve problems), and emotions (self control, courage and self-respect).

Since Troop 2399 is a Catholic-chartered troop, an additional aim is *growth in spiritual maturity by fostering an active life of prayer and service to the troop*.

The following methods are designed to accomplish these aims.

The Methods of Scouting

Advancement- Scouting provides a series of surmountable obstacles and steps to overcome them through the advancement process. The Scout plans his advancement and progresses at his own pace as he overcomes each challenge. More is discussed about Advancement later in this guide.

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

Personal Growth- As Scouts plan their activity, and progress toward their goals, they experience personal growth. The good turn concept is a major part of the personal growth method of Scouting. Boys grow morally and spiritually as they participate in community and church service projects and do good turns for others.

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. The goals are high, and as he reaches for them, he has some control over what he becomes.

Patrols- The patrol method gives Scouts an experience in group living and participating in citizenship. It places a certain amount of responsibility on young shoulders and teaches Scouts how to accept it. The patrol method allows Scouts to act in small groups where they can easily relate to each other. These small groups determine Troop activities through their elected leaders.

Outdoors- Boy Scouting is designed to take place in the outdoors. It is in the outdoors that Scouts share responsibilities and learn to live with each other. It is here where the skills and activities practiced at Troop meetings come alive. More is discussed about the outdoor program later in this guide.

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

Uniform- The uniform makes the Scout Troop visible as a force of good and creates a positive youth image in the community. Boy Scouting is an action program, and 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 youth who believe in the same ideals. More is discussed about the uniform later in this guide.

TROOP ORGANIZATION

Troop 2399 strives to be a youth-run troop. Leadership is one of the methods of Scouting. Every Scout will have an opportunity to participate in both shared and total leadership. The meetings are planned and carried out by the Patrol Leaders' Council (PLC). All duties for patrol activities are assigned by the PLC. Understanding the concepts of leadership helps the Scout accept the leadership of others and helps him to grow into a more responsible adult.

See "Troop-2399 Organizational Chart" at the 2nd to the last page of the handbook.

Our Troop shall follow and adhere to the "Scoutmaster Handbook" issued by the Boy Scouts of America. With the addition of the following Troop Position:

Troop Historian:

- Takes pictures of Troop Events/Outings, awards, etc.
- Compiles all pictures and submit to Webmaster.
- Compiles pictures on CD/DVD for sale on Court of Honors as a Troop Fundraising.

TROOP COMMITTEE ORGANIZATION AND RESPONSIBILITIES

The Troop committee is the troop's board of directors and supports the troop program. The troop committee does the following:

- Ensures that quality adult leadership is recruited and trained.
- Provides adequate meeting facilities.
- Supports leaders in carrying out the program and encourages training.
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtains, maintains, and properly cares for troop property.
- Ensures 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.

RECRUITING COMMITTEE MEMBERS

Experience has shown that troops with committees of seven or more members work more effectively and provide better troop program support. The best source is parents of troop members. Parents have a natural interest in their sons having a successful Scouting experience. The Troop Resource Survey should be completed by every troop member's parents. This task is the responsibility of the Membership Coordinator for the new-Scout patrol. The survey will inform the committee what professions, special interests, skills and resources are available to your troop. The troop committee secretary should have a copy of every troop resource survey. The troop resource survey with interested members from the Church, personal friends, Eagle Scouts, and Scouting supporters in your community.

TROOP COMMITTEE POSITIONS

See "Troop-2399 Organizational Chart" at the last page of the handbook.

Our Troop shall follow and adhere to the "Troop Committee Guidebook" issued by the Boy Scouts of America. With the addition of the following Committee Positions as well as additional duties and responsibilities for the Committee Positions with asterisk (*):

Webmaster

- Maintains the Troop Website (www.Unit2399.com)
- Puts the family newsletter and other announcements for viewing on the Website.
- Provides Troop Handbook and other resources on-line for public review.
- Scans and publishes photos of recent outings and events.

Fundraiser Chairperson

- Supervise and organizes money-earning projects (fund-raisers), including obtaining proper authorizations.
- This position may be divided into chairpersons for each committee-approved fund-raiser, which would include Christmas wreath sales, pancake breakfasts, summer camp fundraisers, bake sales or other committee approved activity.

Health & Safety.

- Maintain all scout and adult health records, including Parts A, B, and C records, and the Release for Emergency Medical Treatment.
- Provide first aid learning opportunities for Scouts and leaders.
- Arrange for First aid, CPR, Safety Afloat and Youth Protection training for staff and maintain records of all course completions.
- Maintain Troop First aid box.

*Chaplain *:*

- Is the liaison between the troop and St. Paul the Apostle Church
- An active and involved member of the troop committee
- Set up church-related activities and service projects
- Help recruit adult leaders from inside the troop and from within the church community.
- Serves as liaison between the troop and St. Paul the Apostle Church.
- Attend Parish Council Meeting to inform council members about current activities
- Encourages service to St. Paul the Apostle Church.

*Membership Coordinator *:*

- Provides Troop Handbook or other information to new scouts and parents.
- Provides the New Scout with the Registration Form, Parent/Scout Commitment Letter and collects the Registration Fees.
- Maintains stock of used scout clothing for distribution to new scouts.
- Arranges for purchase of Class B shirt & Hats for new scouts.
- Maintains relationship between Troop 2399 and Pack 2399.

- Works with staff to schedule events between troop and Webelos, including visitations to troop meetings, joint campouts and activities, and Scout-A-Rama
- Works with Pack 2399 Cub master to arrange the bridging ceremony in the spring.
- Arranges for purchase of Troop 2399 neckerchiefs for the bridging ceremony

Treasurer *:

- Maintain all records, and works with treasurer to process payments for all troop activities, trainings, and outings.
- Update the troop recharter by December 1 each year and submit to Council by December 31.
- Maintain a record of each scout's account, which includes payments to troop, the scouts savings account, and unpaid bills.
- Keep a record of summer camp payments and notify parents of payment schedules. This duty may be assigned to another person.
- Notify Committee Chairperson and parents of any unpaid balances.

Advancement Coordinator *:

- Coordinates and maintains a troop award program.
- Works with Scoutmaster, PLC, and Committee Chairperson to develop awards for scouts and parents, such as attendance, patrol spirit, and adult service awards.
- Arranges gifts or cards for guest speakers or others who have helped the troop

Tenure

Like all jobs scouting, troop committee members serve for a year at a time. At charter renewal time, a manpower inventory should be conducted to identify leadership needs. The troop committee chair should fill each committee position. Every committee member should be asked to serve in a specific capacity. No one, including the troop committee chair, automatically retains the same position beyond the one-year life of the charter.

The Scout Uniform

Scouts in uniform are conscious of their rank and make a greater effort to advance. Only the uniform provides a place for display of badges - important symbols of achievement. Scouts have more fun, stay longer, and feel greater pride in advancement.

How The Uniform Can Help A Scout:

It is not the purpose of the Scout uniform to hide the differences between the Scouts or make them feel that they are all the same.

But there is one way in which all Scouts are alike. Whenever a Scout sees another person in a Scout uniform he knows he is like that person because both have committed themselves to principles of the Scout Oath and Law. The Scout Oath and Law bind all Scouts of the world together in a common purpose.

By wearing the uniform, Scouts give each other strength and support.

Beyond accenting the common bond between Scouts, by wearing the uniform Scouts are declaring their faith and commitment to some important beliefs that bind them to all people. It is a way of making visible their belief in God, their loyalty to our country and their commitment to helping other people who need them.

How The Uniform Can Help The Troop:

1. When smartly worn, the uniform can help build good Troop spirit.
2. By investing in a uniform, a Scout and his parents are really making a commitment to take scouting seriously.
3. The uniform makes the Troop visible as a force for good in the community.
4. When properly worn on the correct occasions, it can attract new members.

Troop 2399 Uniform:

The following is the official uniform of Troop 2399:

Provided by the Scout:

Shirt (official tan w/forest green shoulder tabs)
Flag, Council, Patrol patches
Belt (official khaki-green web belt)
Pants or Shorts (official khaki-green)
Socks (official khaki-green)
Hat (ball cap style with troop logo)
Bolo tie, optional (in place of the neckerchief once
a scout is elected to a leadership position)

Provided by the Troop:

Neckerchief (only on Bridging Ceremony)
Rank badge and badges of office

Official placement of insignia may be found on the inside front and back cover of the Scout Handbook, in the Insignia Guide, and in the Scout Record Keeping and information booklet.

The Troop has its own activity shirt, called "Class B Uniform". From time to time bulk purchases of these shirts are made, and they are available to purchase. The Class B shirt can be worn at any time when permitted by the scoutmaster.

Advancement

Advancement is the process by which youth members' progress through the ranks in the Scouting program by the gradual mastery of scouting skills. Ranks are simply a means to an end, not an end in themselves. Everything Scouts do to advance and earn these ranks, from the day they join until the day they leave the program, should be designed to help Scouts have an exciting and meaningful experience.

Boy Scout Advancement, A Four-Step Process:

1. The Boy Scout learns.

A Scout learns by doing. As he learns, he grows in ability to do his part as a member of his Patrol and the Troop. As he develops knowledge and skill, he is asked to teach others. In this way, he develops leadership skills.

2. The Boy Scout is tested.

A Scout may be tested on requirements by his Patrol Leader, Scoutmaster, Assistant Scoutmaster, a Troop committee member or a member of his Troop. The Scoutmaster maintains a list of those qualified to test and pass candidates.

3. The Boy Scout is reviewed.

After a Scout has completed all requirements for a rank, he has a board of review. For Tenderfoot, Second Class, First Class, Star, Life and Eagle Palms, the review is conducted by members of the Troop committee. The Eagle board of review is conducted by members of the district advancement committee.

4. *The Boy Scout is recognized.*

When the board of review has certified a Scout's advancement, he deserves to receive recognition as soon as possible. This should be done at a ceremony at the next Troop meeting. The badge for his next rank will be presented to him at the next Troop Court of Honor.

The Ranks of Scouting:

Scout; Tenderfoot; Second Class; First Class; Star; Life; Eagle

The Scout rank requires only some simple memorization and a Scoutmaster's Conference. Tenderfoot, Second and First Classes require that the Scout learn and show some proficiency in a series of "Scout Skills" which are, for the most part, taught by Scouts who have already attained that rank. The learning of skills is followed by a Scoutmaster's Conference and a Board of Review. The Board of Review (made up of at least 3 adults -- ideally registered Committee Members) will be interested in

1. Making sure the work has been learned and completed
2. Finding out what kind of experience the Scout is having in his patrol and Troop
3. Encouraging the Scout to progress further.

Procedures for Advancement

Rank Advancement for Scout through First Class:

- Complete each requirement as listed in the Scout Handbook
- Have an Assistant Scoutmaster (ASM) test each item and sign it off when completed. The ASM authorized to sign the Scout Handbook at a minimum should have completed training:
 1. Scoutmaster & Assistant Scoutmaster Leader Specific Training, 2. Introduction to Outdoor Leader Skills; Or have completed "Wood Badge Leadership Training".
- If your parent is an ASM, they can not sign their scout's handbook for advancement. Please have another ASM sign your scout handbook.
- Call the Scoutmaster to schedule a Scoutmaster Conference
- Our troop requires all Scouts to participate in at least 50% of the outings and 50% of the Troop meetings before each Court of Honor to be considered active and meeting the "Scout spirit" requirements. Exceptions to be handled by the Scoutmaster and the Committee Chair.
- Wear your complete Scout uniform (Class A) to the Scoutmaster Conference.
Be prepared to demonstrate each skill learned in that rank during the Scoutmaster Conference. The Scoutmaster Conference (at the Scoutmaster's discretion) will include testing for look back of previous rank until such time that the Scoutmaster is confident that the scouts know how to use and apply the scout craft skills in their monthly outings.
- If the Scoutmaster is not available, he will designate an ASM not associated with your patrol to conduct the Scoutmaster Conference
- Call the Advancement Coordinator to schedule a Board of Review
- Prepare for the Board of Review by reviewing each of the requirements for the rank and by reviewing the Scout Oath, Law, Motto, Slogan, and Outdoor Code
- Wear your complete Scout uniform (Class A) to the Board of Review
- Boards of Review are usually conducted during a regular troop meeting or during a PLC meeting by three Committee Members
- You will know the results of the Board of Review within 10 minutes of the end of the review
- Scouts earn the rank the date that the Board of Review is conducted, the patch is usually presented at the next meeting, and all advancement is recognized at the quarterly Court of Honor

Rank Advancement for Star through Eagle:

- Complete each requirement as listed in the Scout Handbook
- Have an Assistant Scoutmaster (ASM) test each item and sign it off when completed. The ASM authorized to sign the Scout Handbook at a minimum should have completed training:
1. Scoutmaster & Assistant Scoutmaster Leader Specific Training, 2. Introduction to Outdoor Leader Skills; Or have completed "Wood Badge Leadership Training".
- If your parent is an ASM, they can not sign their scout's handbook for advancement. Please have another ASM sign your scout handbook.
- Have the Advancement Coordinator verify the merit badges earned and update your book
- Have the Advancement Coordinator or the ASM in charge of leadership verify your leadership position and update your book
- Have the Advancement Coordinator verify your service hours and update your book
- Call the Scoutmaster to schedule a Scoutmaster Conference
- Our troop requires all Scouts to participate in at least 50% of the outings and 50% of the Troop meetings before each Court of Honor to be considered active and meeting the "Scout spirit" requirements. Exceptions to be handled by the Scoutmaster and the Committee Chair.
- Wear your complete Scout uniform (Class A) to the Scoutmaster Conference.
Be prepared to demonstrate each skill learned in that rank during the Scoutmaster Conference. The Scoutmaster Conference (at the Scoutmaster's discretion) will include testing for look back of previous rank until such time that the Scoutmaster is confident that the scouts know how to use and apply the scout craft skills in their monthly outings.
- If the Scoutmaster is not available, he will designate an ASM not associated with your patrol to conduct the Scoutmaster Conference
- Call the Advancement Coordinator to schedule a Board of Review for Star and Life ranks (see the Eagle packet for specific procedure for Eagle candidates)
- Prepare for the Board of Review by reviewing each of the requirements for the rank and by reviewing the Scout Oath, Law, Motto, Slogan, and Outdoor Code
- Wear your complete Scout uniform (Class A) to the Board of Review
- Boards of Review are usually conducted during a regular troop meeting or during a PLC meeting by three Committee Members
- You will know the results of the Board of Review within 10 minutes of the end of the review
- Scouts earn the rank the date that the Board of Review is conducted, the patch is usually presented at the next meeting, and all advancement is recognized at the quarterly Court of Honor (Eagle Scouts have their own Court of Honor)

Merit Badges:

Merit badges are required for ranks after First Class. A Scout can start earning merit badges as soon as he joins the troop.

Twenty-one merit badges must be completed for Eagle and twelve of them are "required" (Camping, Citizenship in the Community, Citizenship in the Nation, Citizenship in the World, Communications, Cycling or Hiking or Swimming, Emergency Preparedness or Lifesaving, Environmental Science, Family Life, First Aid, Personal Fitness, and Personal Management).

When a scout is ready to start a merit badge, he should follow this procedure:

- Obtain a signed merit badge application ("blue card") and the name of the appropriate counselor from the Scoutmaster or Advancement Coordinator
- Call the counselor and discuss how to proceed. The Merit Badge Counselor will tell the Scout what to do next. Some Merit Badge Counselors run classes, while others give instructions for the Scout to follow on his own
- Get the merit badge book (from the Scout shop, the troop library, or public library)
- Arrange for a buddy (another Scout, a parent or guardian, a brother or sister, or a relative or friend) to be with you at each meeting with the merit badge counselor
- Bring the "blue card" to your first meeting with the counselor
- As you complete the requirements, the counselor will sign the card
- When all of the requirements are completed and signed, have the "blue card" signed by the Scoutmaster
- Turn in the "blue card" to the Advancement Coordinator
- Scouts earn the merit badge the date the last requirement was completed, the patch is usually presented at the meeting following turning in the "blue card", and all advancement is recognized at the quarterly Court of Honor

Leadership:

Serving actively in a leadership position is required for ranks after First Class. A Scout may serve in one or more of the following positions of responsibility: patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, den chief, scribe, librarian, historian, quartermaster, bugler, junior assistant Scoutmaster, chaplain aide, instructor, webmaster, leave no trace and Venture patrol leader. Leadership positions should be verified with the Scoutmaster, some positions maybe changed or combined at the discretion of the Scoutmaster to be suitable to the troop conditions.

Senior Patrol Leader (SPL) requirements - shall have a minimum age of 15, at least a Star Scout and Buckskin Trained. Exceptions to be handled by the Scoutmaster and Committee Chair.

When a Scout is elected or assigned to a troop leadership position, he needs to:

- Obtain a leadership form from the Assistant Scoutmaster in charge of leadership, the Senior Patrol Leader, or the Advancement Coordinator
- Fill the form out completely, being careful that your starting date is accurate and that you fully describe the duties of your position
- Turn the form in to the Advancement Coordinator in charge of leadership position.
- When your term of office is complete, obtain an ending leadership form from any of the above people, fill it out completely and return it to the Advancement Coordinator in charge of leadership.
- Following the above procedure will ensure that your leadership records are accurate when you need verification for rank advancement.

Court of Honor:

Troop 2399 holds a Court of Honor each quarter, during January, April, July, and October.

All Scouts are recognized for rank advancement, merit badges, nights camping, and any special recognition earned during the quarter at each Court of Honor.

All merit badges, rank advancements and other recognitions must be completed and submitted to the Advancement Coordinator at least one week prior to the Court of Honor - please plan ahead!

The main purposes of the Court of Honor are to complete formal recognition for achievement and to provide incentive for other Scouts to advance. They are also a time for families to come together, share a meal, and meet the other scouts and parents in the troop. All families are asked to attend and guests are certainly welcome. Every Scout who advances deserves to be recognized in front of his family.

It is during the Court of Honor when we announce the Patrol winner who collected the most beads for the previous 3-months.

See "Troop-2399 Troop Reward Policy" at the last page of the handbook.

The Outdoor Program

Scouting is effective whenever we take advantage of this truth: The place where Scouting works best is also the place where Scouts want most to be -- the outdoors. There are a number of good reasons why the outdoor program is so special:

1. The outdoors provides a variety of venues for a large group of boys to learn many life skills.
2. The outdoors is a great place for learning something about living with others. When Scouts walk on the same trail, cook and eat together, and share triumphs and troubles together, they are going to find out some important things about patience, respect for other points of view, doing their full share, making a friend more easily, and saying no without losing one. Skills like these are among the "personal growth" skills we want from every Scout. The outdoors is where they grow up best.
3. On the trail or in camp, the youth leaders will be challenged by the real thing - getting their Patrols fed and sheltered, keeping them warm and safe, solving the problems they can solve, and knowing how to get help for those they can't. It's a time when leadership skills can deepen, patrols grow closer, and the Troop grows stronger.
4. The outdoors is also a place where a Scout can get closer to the natural world around him - the land, the forests and wildlife, the lakes and rivers, the mountains and the seas. Here, in the outdoors, he will learn of the "land ethic" - the understanding and respect for the environment we all share, and he will develop an active concern for its health and a willingness to work to keep it healthy.

Troop 2399 and the outdoor program:

Troop 2399 has an active outdoor program and all Scouts are encouraged to participate. Our program includes monthly weekend outings (campouts, backpacking, canoe trips), an annual long-term summer camp (one week), and other outdoor activities (fishing, sports days, snow trips). Troop 2399 also sponsors an annual family campout where all families are encouraged to participate. Families are welcome on monthly campouts, if space allows. However, the Troop will still function as a unit. Families will provide their own camping gear.

What to Bring on a Campout:

These are the basic items needed for a campout. Depending on the time or year some things may not be needed:

Required

- Sleeping bag
- Sleeping pad, foam or inflatable
- Sweater or coat
- Clothes for the number of days
- Water Bottle and Day Pack
- Mess Kit or bowl, plate and cup
- Knife, fork and spoon
- Personal Hygiene items
- Towel and washcloth
- Scout Handbook and binder
- Flashlight with extra batteries

Optional or Seasonal

- Rain gear: Rain jacket and pants
- Watch
- Personal ID
- Spending Money
- Sewing Kit
- Pillow
- Knife (with Tot'n Chip)-BSA size
- Playing cards and table games
- Thermal Underwear
- Stocking cap
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Do Not Bring to a Campout

- Radios, iPods,
- Electronic Games
- Firearms
- Sling Shots
- Cell Phones
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Smoking and Drinking

Troop 2399 supports the policy of the Boy Scouts of America that the use of alcoholic beverages and controlled substances is not permitted at encampments or activities on property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members. Troop 2399 also supports the attitude that young adults are much better off without tobacco. Leaders may not allow the use of tobacco products at any BSA activity involving youth participants. (Guide to Safe Scouting)

Youth Protection

Troop 2399 operates under the guidelines of the BSA Guide to Safe Scouting at all times. You may obtain the BSA publication, *Guide to Safe Scouting* at <http://www.scouting.org/scoutsorce/HealthandSafety/Resources/Guidetosafescouting.aspx>. Troop 2399 shall also strictly follow and adhere to the Diocese of San Bernardino "Safe Environment Policy for the Protection of Children and Code Pastoral Conduct", see latest copy from St. Paul the Apostle Church Office.

Program Summary

Child abuse is a major problem affecting our society. Each year more than 2 million cases of suspected child abuse are reported. This means that 1 percent of American children are experiencing physical abuse, 1 percent is experiencing sexual abuse, and 2 to 5 percent are experiencing emotional maltreatment or some form of neglect. Because of the significance of this social problem, The Boy Scouts of America has declared child abuse as one of the "unacceptables" to receive special attention by those involved in the Scouting program.

The BSA has developed a five-point plan to combat child abuse and to improve the environment in which young people live. The key elements of this strategy include the following points:

- Educating Scouting volunteers, parents and Scouts themselves to aid in the detection and prevention of child abuse.
- Establishing leader-selection procedures to prevent individuals with a history of child abuse from entering the BSA leadership ranks.

- Establishing policies that minimize the opportunities for child abuse to occur in the program of the Boy Scouts of America.
- Encouraging Scouts to report improper behavior in order to identify offenders quickly.
- Swiftly removing and reporting alleged offenders.

The Diocese of San Bernardino "Safe Environment Policy for the Protection of Children and Code Pastoral Conduct" and "Mandated Reporter Training" requires all Adult leaders to attend a 1 ½ hours workshop seminar. Contact Lori Munoz at The St. Paul the Apostle Parish office for schedule of the workshop or complete online at www.sbdiocese.org , send completed certificate to Lori Munoz and a copy to our Advancement Coordinator. The Diocese of San Bernardino is also requiring all the Adult leaders to be fingerprinted at:

True ID Live Scan

Located in Postal Annex (next to Albertson's on Grand and Peyton)

No Appointment needed

St. Paul the Apostle Church have contracted with True ID Live Scan to be billed directly so that you do not have to pay the \$37.00 fee.

Parents Guide

The Boy Scouts of America has developed materials for use in the Scouting program that provide essential information to members and their families. A detachable booklet in the front of The Boy Scout Handbook, "How to Protect Your Child from Child Abuse and Drug Abuse: A Parents Guide," provides information to help families to increase self-protection skills.

Troop 2399 and the Youth Protection Program

"Because of the great concern the Boy Scouts of America has for the problem of child abuse in our society, the Youth Protection program has been developed to help safeguard both our youth and adult members. Published and videotaped materials have been prepared to give professionals and volunteer's information on the resources available for educating our membership about child abuse - how to avoid it, how to identify it, and how to deal with it. These materials and local council training programs are designed to give parents and their children basic information that will increase their awareness and sense of personal power to assist in their own self-protection."

"All persons responsible for youth safety must understand and appreciate Scouting's position of zero tolerance for child abuse or victimization in any form."

"All forms of hazing, initiations, ridicule, or inappropriate teasing are prohibited and should not be allowed." (Guide to Safe Scouting)

Troop 2399 is committed to following all guidelines of the Youth Protection program. Any suspected offenses of the Youth protection program must be reported to the Committee Chairman, the Scoutmaster or the Council Executive. All incidents reported to the Committee Chairman or the Scoutmaster will be reported to the Council Executive. All reports are taken seriously and appropriate action is taken to ensure the safety of the youth.

REGARDING SCOUT BEHAVIOR, COMMITMENT & DISCIPLINE

1. If at anytime a boy scout is not living/abiding by the scout oath, law, motto, slogan and by the outdoor code of conduct; the boy scouts parents will be called to come pick up the boy scout to be taken home and will not be able to join in that particular activity, meeting, excursion, event, outing, etc.

2. All Boy Scouts are required to attend at least 2-Troop/Patrol meetings per month. Unless the Scout or parents notify the Scoutmaster or the Committee Chair ahead of time. As a disciplinary action for failure to notify, the scout may not be eligible to attend the next scouting event.
3. Three Strikes You're out Rule Process will be evaluated on a yearly basis (to start with the registration date). When a scout fails to follow the rules and regulations, the following will take place:
Strike 1 - Will talk one on one with Boy Scout
Strike 2 - Will talk one on one with the Boy Scout and his Parents.
Strike 3 - Will be proceed with the possible removal from the Troop.
4. During any meetings at the Annex Building, Boy Scouts are not allowed in the Storage or Fenced Areas of the Building without adult supervision. Boy Scouts are not allowed any "Free Time" without a "Troop Pass".
5. It is the Boy Scout's parents responsibility to let the Troop Leaders know if his son or scout is taking any medication and if his son or scout need special attention during any scout meetings, outings and events.

Traveling with Troop 2399

Travel as a Boy Scout

All scouts must be in Class-A uniform unless an alternate is approved by the adult leader (minimum Class B shirt, scout pants or shorts, hat).

Tour Permit

A tour permit must be filed with the council office for all events outside St. Paul the Apostle Catholic Church or outside the normal meeting place or as specified by the Scoutmaster &/or Committee Chair. Two different signatures are required on the tour permit (the "tour leader" and a registered committee member). All tour permits must list at least two adults going on the activity -- at least one of them must be a registered leader. The back of the tour permit must include the information on all drivers, or the driver information must be on file with the council office.

BSA Requirements for Drivers:

The tour permit must include

- The make, model and year of the vehicle
- The number of passengers it will hold
- The Owner's name
- Insurance information: Public liability and property damage dollar coverage (taken from the Tour Permit form)

Drivers and Automobiles

1. Seat belts are required for all occupants.
2. Trucks may not be used for transporting passengers except in the cab.
3. All driving, except for short trips, should be done in daylight whenever possible.
4. All vehicles must be covered by automobile liability insurance with limits that meet or exceed requirements of the state in which the vehicle is licensed. It is recommended that coverage limits are at least \$50,000/\$100,000/\$50,000.
5. Do not travel in a convoy.
6. Driving time is limited to a maximum of 10 hours and must be interrupted by frequent rest, food, and recreation stops. If there is only one driver, the driving time should be reduced and stops should be made more frequently. (Guide to Safe Scouting)

Leadership Requirements for Trips and Outings

1. The following are required for all trips and outings
 - Two registered adult leaders, or, one adult leader and a parent of a participating Scout
 - One of the leaders must be 21 years of age.
 - Co-ed overnight activities require male and female adult leaders, both of whom must be 21 years of age or older.
 - There are a few instances, such as patrol activities, when no adult leadership is required
2. During transportation to and from planned Scout outings, leaders are required to
 - a) meet for departure at a designated area.
 - b) have a map of the route, cell numbers of outing leaders, and the number of a contact person not on the trip.
 - c) pre-arrange a schedule for periodic check-point stops as a group.
 - d) plan a daily destination point. A common departure site and daily destination point are a must.

(Guide to Safe Scouting)

Patrol Requirements for Trips and Outings

Every Calendar Year, minimum of four events will be chosen by each patrol on a first come first serve basis to plan all aspects of the troop outing or event. Each patrol will report to the Outings Coordinator for the status and whatever info necessary for a successful and safe outing 30-days in advance. And then the Outings Coordinator will present to the troop Committee and the Scoutmaster with the complete package of the outing for final approval.

Parent Participation

The BSA program offered to our boys at Saint Paul the Apostle Catholic Church relies on parent participation for its success. Troop 2399 relies on eager and motivated volunteers who have a common goal to help our boys experience all the benefits of being a Boy Scout along with learning many of the values that the organization espouses.

The experience of other troops has shown that the largest number of boys who stay and advance in Scouting have parents that are active in the troop. Our requirements for parent participation are as follows:

1. Parents must attend at least 95% of the monthly parent meetings.
2. Family members (excluding the Scout) must participate in a minimum of 24 troop service hours per year. Service hours would include committee work, transportation, teaching merit badge classes, activity planning, or other functions as approved by the committee chairperson.
3. Each family must participate in troop fund-raisers.
4. At least one parent must be registered as a parent committee member, serve as a coordinator of a service project, fund raiser, or other activity, or be an active merit badge counselor for one or more merit badges. We encourage both parents to become involved, as Scouting is a family program.

Financial and Commitment Requirements for Scouts & Parents

Money for the scouting program comes from two sources, the troop members' dues and troop fund-raising events. The money is used for: purchase and maintenance of troop equipment, training costs for adults and scouts (at the discretion of the Scoutmaster and Committee Chair), troop insurance, Scout application fees for adults, advancement badges, awards, rental costs for storage lockers, and transportation costs to outings (limited amount).

Below is a list of some of the financial requirements that each boy and his parents are responsible for:

- Full Scout uniform (except first neckerchief)
- Class B shirt.
- Hiking boots.
- Yearly dues currently \$75 which includes \$12 for Boy's Life Magazine, \$48 to troop expense (equipment maintenance or new equipment, council insurances, etc.) and \$15 for recharter which covers Jan. to Dec. of the next scouting year. Dues to be paid when joining the troop and prior to December 1st of each year or in installments as arranged with the Committee Chairperson. Yearly dues may increase as the council increases the annual recharter fees.
- Camping fees including food, transportation and reservation fees.
- Activity fees for special outing (snowboard rentals, lift tickets, fishing fee, etc.)
- Food for camp outs.
- Personal camping equipment (Troop provides tents, lanterns, and group kitchen supplies).
- Backpacking equipment.
- Medical physical for summer camp.

Yearly registration is due on the last Court of Honor of the Year (usually October) for all active scouts. The Troop will have a Registration Table. A Welcome Letter, Parent and Scout Commitment Letter will also be attached together with the Registration Fee, the parent & scout at that time are required to sign the letter of commitment, fees should be collected before December 1st. New or Incoming Scouts will be paying a prorated registration fee (covers up to the end of the year) depending on what month they joined the troop. Upon payment of the yearly or prorated registration fee each scout's parent will receive the latest copy of the "Troop Handbook". New or Incoming Scouts will purchase a "New Scout Pack" which will include a Troop Hat and a Class-B Shirt which will be available through the Welcome Chairperson.

The Scout commitment letter will include the following: As a Scout I will commit to attend at least two Troop/Patrol meeting per month, or fundraiser, or service project per month. And attend a minimum of 4-fundraiser/parade events per year, in the event that the Scout can not attend an event, he will notify the Scout Master ahead of time to schedule a make up event. I understand if I fail to fulfill these commitments I can not participate in the court of honor and I also cannot participate in one event chosen by the committee.

The Parent commitment letter will include the following: I do understand that per the Troop 2399 handbook that at least one parent is required to participate in parent meetings and hold a position in the Troop, or help in any way possible such as transportation, planning activities, merit badge counselor, as well as being involved in my sons earning merit badges and rank advancements and will support and assist the leaders.

FUNDRAISING

- **CHRISTMAS WREATH SALE**

The primary source of funding for the troop is the Unit 2399 Christmas Wreath Sale. With the Pack 2399 Cub Scouts, the scouts take orders for wreaths after masses on two consecutive Sundays in November and distribute them in early December. Each scout is required to sell a minimum of eight wreaths or pay the buy-out cost of \$40. (\$5 per wreath). Exact Buy-out cost to be determined by the Fund Raiser Coordinator depending on delivery charges and actual cost of Christmas wreath.

- **POPCORN SALE**

The secondary source of funding for the troop is the Unit 2399 Popcorn Sale and at the same time helping our council with their fund raising. With the Pack 2399 Cub Scouts, the scouts take orders for popcorn after masses and scouts to sell as an individual or as patrol. Each scout is required to sell minimum popcorn tin cans. Exact number and cost to be determined by the Fund Raiser Coordinator depending on delivery charges and actual cost of Popcorn.

- **PANCAKE BREAKFAST**

At various times during the year, the Knights of Columbus holds pancake breakfasts after the 7:30 and 9:30 masses. The BSA scout advisor from the K of C will coordinate the scheduling of breakfasts with the Troop Chaplain and/or the Activities Chairperson.

- **FIREWOOD**

At cold seasons of the year, the Troop will schedule a Fire wood splitting in the City Yard and the scouts plastic wraps and sells in the Church, family, friends and neighbors. Funds raised in this project will be credited to the scouts account depending on the volunteer hours spent by the scouts/parents.

- **CARWASH**

At various times during the year, the Troop will schedule a Carwash event in the Church or some other location. Funds raised in this project will be credited to the scouts account depending on the volunteer hours spent by the scouts/parents.

- **TROOP PICTURES ON CD/DVD**

Picture compilation by the Troop Historian will be sold on Court of Honors.

- **RECYCLING Plastic Bottles and Aluminum Cans**

Collected every Troop and Patrol meeting. Or collect \$1.00. The money raised by the scouts from the recycling bottles will be spent at the scouts discretion with the committee's approval.

- **ADDITIONAL FUND-RAISERS**

From time to time additional fund-raisers will be available. All fund-raisers must be approved by the committee before being presented to the troop.

- **SCOUT ACCOUNT:**

The record keeper will create a Scout Account for each scout. Contributions to the account will be made on the basis of fundraisers that the scout participates in (e.g. for every wreath sold over 8 the scout receives \$5.00; sale of Community Discount Cards or other discount cards; car washes) The scout funds can be used to pay for Troop dues, camp expenses, summer camp, or other troop costs. All unspent funds are returned to the troop when a boy or his family leaves the troop.

EXPENSES

- **SCOUTMASTER EXPENSES**

The scoutmaster will be allowed to have \$50 in petty cash to be used for purchase of materials for troop meetings, outings, and activities. He is to keep a personal record of expenses and turn into treasurer when petty cash is used up. On any Scout Event/Summer Camps that gives out free fees for an adult (depending on the number of participating scouts), the adult with free fees shall be the Scoutmaster or any Adult Leader that the Scoutmaster selected.

- **MAIN TROOP EXPENSE**

Annual Troop Re-charter (Scouts and Adult Leaders), Boy's Life Magazine (Our Troop is 100% Boy's Life Subscriber), Council Insurances, Merit Badge Counselor Registration Fees, Training costs for deserving adults and scouts (at the discretion of the Scoutmaster and Committee Chair), Update Merit Badge Books, Equipment Repairs and New Camping Equipment as required.

- **OTHER EXPENSES**

All purchases by scoutmaster or other adult or scout leaders need to be approved by the scoutmaster or the committee chairperson in advance. Receipts must be turned into the treasurer for reimbursement at the monthly committee meeting,

Meeting Schedule and Requirements

There are different types of meetings for the troop. All are important because they accomplish different things. The planned dates for each are listed below; however, every date is subject to change to meet the troop's needs. Most of the meetings are held in the Annex Building and the Teen Center of St. Paul the Apostle Catholic Church, Chino Hills Recreation Hall and Chino Hills McCoy Equestrian Community Center; the Scout Master/Committee Chair will notify the scouts and parents for any changes in location.

- **TROOP/PATROL MEETINGS**

- 2nd, 3rd and 4th Tuesdays of the month. The Troop calendar will give exceptions where needed.
- Tuesday nights, 7:00 to 8:30 p.m.
- Scouts are required to attend these meetings in Class A uniforms
- Bring scout notebook, backpack, and Scout Handbook
- Meetings may be used to practice an activity for a troop meeting or to do advancements. Patrol correspondence and leadership of the meetings should be done by the boys themselves

- **PLC MEETINGS:**

- 4th Tuesdays of the month. Or evenings arranged by the Senior Patrol Leader & Scoutmaster
- All scouts in leadership or special troop or patrol positions to attend.
- Staff to attend: Scoutmaster, Asst. Scoutmasters, SPL, ASPL & Scout Committee (including all Patrol Leaders).

- **TROOP COMMITTEE AND PARENT MEETINGS:**

First Tuesday of the month, 7:00 to 8:00 p.m. All committee members are required to attend. Followed by the parents meeting 8:00 to 8:30PM, all parents are required to attend. Calendar changes, upcoming outing information and troop activity information will be announced at this meeting. Payments for summer camp, fundraisers and other payments are collected at this time.

TROOP EVENTS

There are several events that the troop takes part in each year. The exact dates of these activities will be published in our year round calendar. Some of the events are:

- COURT OF HONOR
- TROOP LEADER TRAINING
- SUMMER CAMP
- SNOW TRIP
- SCOUT MONTHLY CAMPOUTS
- WEBELOREE
- CAMPOREE- generally in the Spring
- SERVICE PROJECTS
- EAGLE PROJECTS

Each Patrol is to select and plan 4 to 5 outings/event from the Calendar per year. Including Site Reservation, Food, Transportation, etc. Patrol ASM are to select every calendar year and delegate work equally to the other parents in the patrol and ensure the success of the event/outing.

RELIGIOUS EMBLEMS

Scouts in Troop 2399 are encouraged to earn the Catholic religious awards, or for non-Catholics, to earn the emblem for their religious denomination. Our troop has a team of four trained religious award counselors who provide instruction for scouts working toward the Ad Altare Dei and Pope Pius XII awards. The study generally takes four to six months to complete and culminates in a Diocesan-wide award ceremony with the Bishop. Contact our Troop Chaplain for more information.

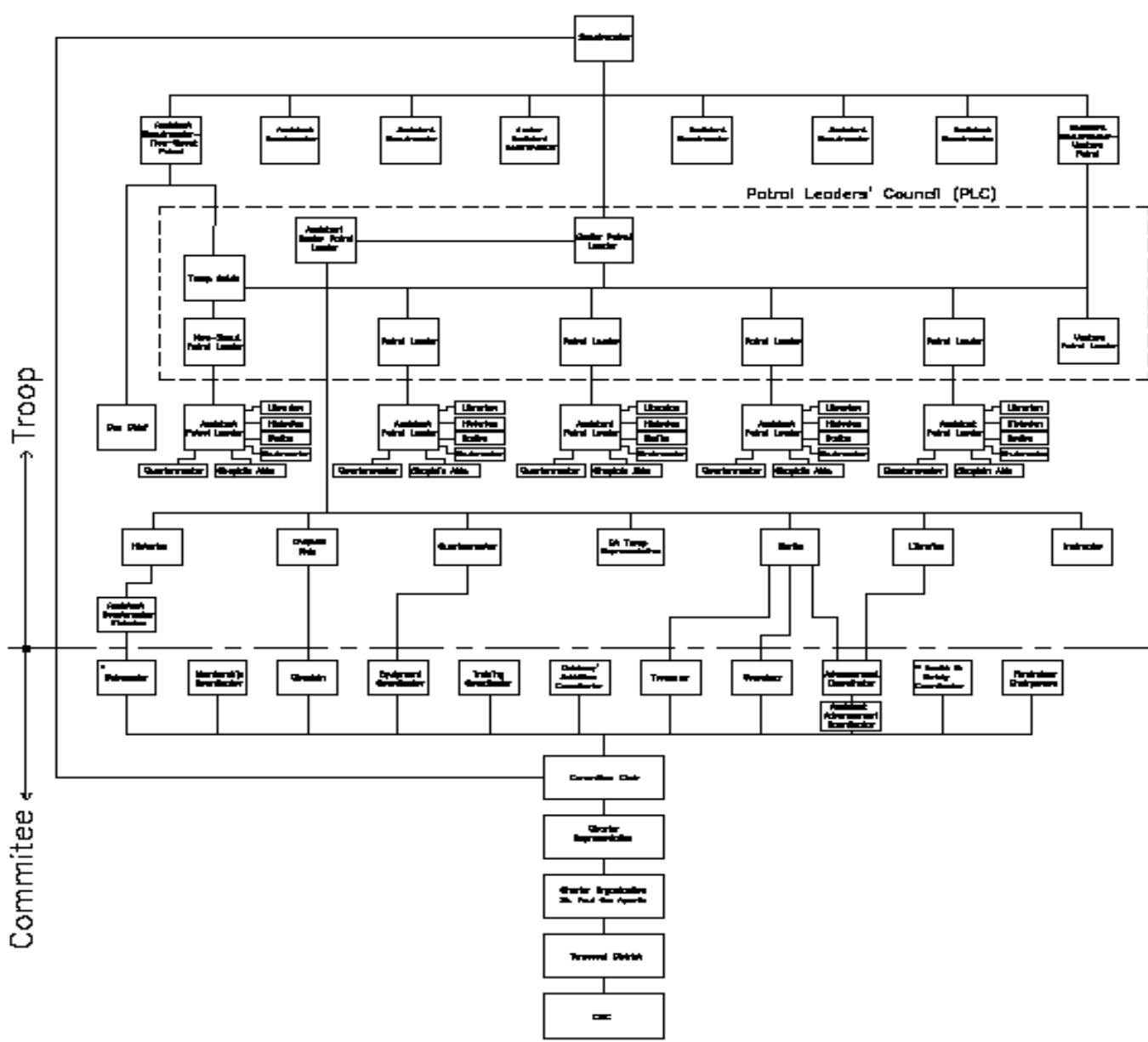
FAMILY OUTINGS

Family outings provide an opportunity for the families to see what the troop is doing and get a chance to know each other. The outings may change from year to year, however, the following are outings we hope to have on an annual basis:

- CAMP TRIP
- SUMMER BEACH PARTY

THE TROOP HANDBOOK

The "Troop Handbook" is a living document and the troop committee will be responsible to make the necessary changes and updates to suit the Troop and the Scout's needs. At the last quarter of every year the committee will be accepting hand or typewritten proposed changes/updates to the Troop Handbook from all parents of Troop-2399. The Committee members will then vote for their denial or approval every January and the Troop will always have an updated and latest "Troop Handbook" by the 1st Quarter of every year for distribution to all Parents of Troop-2399. If there's no proposal for changes/updates the previous years Troop Handbook will be used.



TROOP 2399 - ORGANIZATIONAL CHART

000. 02/10/10

TROOP 2399 REWARD POLICY

Rev. 12/01/09

The Awards will be given during the Court of Honor ceremony. The Patrol with the highest average beads per scout will be the guardian of the TROOP 2399 Excellence Award. In addition the Patrol will also enjoy the privilege of being the first in line on all activities and rewards.

- **Meetings/Activities/Uniform**
 - Troop Level Attendance
 - Patrol Level Attendance
 - Parents Level Attendance
 - Mandatory Events/Special Events/Troop Activities Participation Attendance (not mention below)
 - Uniform - Class A – Must be worn on every meeting or field activities unless the Scoutmaster/Patrol Advisors said otherwise.
 - **Rewards and Penalty**
 - Each scout can receive one (1) bead for attendance and one (1) bead for wearing a proper uniform.
 - Unexcused absent can cost the scout one (1) bead. Excused absent includes the following: sickness, school and sports activities or family emergency.
 - Improper wear of uniform can cost the scout one (1) bead.
 - Each misconduct by a scout during the Troop and Patrol activities can cost the scout two (2) beads.
- **Fund Raising**
 - Each scout can receive two (2) beads for participating.
 - Individual Scout can also receive monetary credit authorize by the Scoutmaster/Troop Committee.
- **Troop Camping**
 - Each scout can received two (2) beads for participating up to two night campout; five (5) beads for more than two night campout.
- **Activity Coordinator (Parents)**
 - Coordinator can receive five (5) beads for coordinating a Troop activity.
- **Eagle Project**
 - Eagle candidate, with the consent of the Scoutmaster, is authorized to reward one (1) bead for every two hours of assistance. Eagle candidate will submit the recommendation to the each scout's Patrol advisor.
- **Leadership**
 - Eagle candidate can receive two beads for leading an event.
 - Each scout can receive two (2) beads for attending one day leadership class; five (5) beads for more than a day of leadership class.

For consistency, The Scoutmaster and Asst. Scoutmaster are the only personnel authorized by the Troop 2399 to award the beads as a reward or take away as a penalty. In their absence he/she can delegate someone on his behalf.

Each Asst. Scoutmaster will collect all the beads from their Patrol and turn in the count to the Advancement Coordinator prior to Court of Honor ceremony. The winner will be announced during the Court of Honor (Start of a reward cycle)

I _____(scout's name) fully understand the Reward Policy of Troop 2399 and promise to help my Patrol win the **TROOP 2399 Excellence award.**

Scout's Signature & Date: _____ Patrol : _____

Asst. Scoutmaster's Signature & Date : _____