



TROOP LEADER GUIDEBOOK APPENDIX



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Bullying Prevention Guide

Bullying is incompatible with the principles of Scouting and should be taken seriously whenever and wherever it occurs. Unit leaders should understand how to prevent bullying and be prepared to deal with it proactively and thoughtfully.

What Is Bullying?

Bullying is harassment or aggressive behavior that is intended to intimidate, dominate, coerce, or hurt another person (the target) mentally, emotionally, or physically. It is *not* “just messing around,” and it is *not* “part of growing up.” Bullying is a form of victimization, not conflict. It is no more a “conflict” than is child abuse or domestic violence. *Bullying is prohibited in Scouting. All forms of bullying violate the Scout Oath and Scout Law.*

Forms of Bullying

Bullying takes many forms:

Verbal—Name-calling, belittling, taunting

Social—Spreading rumors; destroying or manipulating friendships; excluding or ostracizing the target

Physical—Hitting, shoving, kicking, using physical coercion, intimidation through gestures

Criminal—Assault; sexual aggression

Cyberbullying—Using digital technology such as social media, cell phones, etc., to engage in these kinds of behaviors

A bullied youth may develop a poor self-image, lose self-esteem, quit Scouting, or begin bullying other youth, thus perpetuating the bullying cycle. Studies indicate bullied youth tend to be future bullies. As a leader, either break the cycle or do not let it start.

How to Spot Bullying

A youth who is being bullied may:

- Be reluctant to join activities or unwilling to participate.
- Avoid activities, arrive late, or leave early (to avoid the bully).
- Avoid certain places or areas.
- Refuse to leave his tent at camp (out of fear).
- Experience nightmares, bedwetting, or insomnia (triggered by fear).
- Seem nervous around certain youth.
- Wait to use the restroom away from the group.
- Appear sad, moody, angry, anxious, or depressed.
- Seek, carry, or hide weapons (for protection).
- Lose money or personal items such as clothing or patches (taken by the bully).
- Feel sick, often with seemingly psychosomatic illnesses.
- Appear lonely, have difficulty making friends, or suddenly have fewer friends.
- Seem reluctant to defend himself verbally or physically when teased or pushed.
- Have bruises, cuts, defensive wounds, or other physical marks.
- Mention or consider suicide.

A Special Note to All Leaders

You are the key to creating a safe, bullying-free environment for Scouting youth. Experts say that leaders can usually tell when a youth new to the unit may become a target and be bullied. Individual factors such as temperament, social competence, physical condition (e.g., overweight/underweight), speaking another language at home, special health-care needs, perceived differences (e.g., sexual identity/orientation, race/ethnicity, religion), or the presence of a disability may put a youth at greater risk of being bullied. Leaders should identify these youth and take measures to help ensure their smooth integration into the unit.

- Support and empower youth who are bullied or at risk to be bullied; ensure they are connected with other Scouts who have things in common.
- Keep an ongoing, open line of communication with parents; keep parents updated on their children’s progress with the unit and provide support.

- Speak with Scouts known to be unreceptive to new Scouting youth; empower them to be good Scouts and welcoming to new youth.
- Set an example by how you integrate these youth into the program; model strong, positive behavior by your interaction with youth and adults.
- Take bullying seriously; reinforce the message, using key points of the Scout Law, that bullying is not acceptable behavior.
- Closely supervise youth in your care and interrupt bullying whenever it occurs; follow up to monitor the results.

Remember, Youth Protection Begins With YOU.

Warning Signs for Suicidal Behavior

Common signs include:

- Talking about suicide
- Getting the means to commit suicide, such as buying a gun or stockpiling pills
- Withdrawing from social contact and wanting to be left alone
- Having mood swings, such as being emotionally high one day and deeply discouraged the next
- Being preoccupied with death, dying, or violence
- Feeling trapped or hopeless about a situation
- Changing normal routine, including eating or sleeping patterns
- Doing risky or self-destructive things, such as using drugs or driving recklessly
- Saying goodbye to people as if they won't be seen again
- Developing personality changes or being severely anxious or agitated, particularly when experiencing other warning signs listed above

Suicide Intervention and Response

If a youth mentions suicide, take it seriously.

- Immediately notify parents or guardians.
- Immediately notify the Scout executive.
- Utilize the National Suicide Prevention Lifeline, available toll-free at 800-273-8255.
- If a youth is in danger of committing suicide or has made a suicide attempt, get emergency help.
- Don't leave the youth alone.
- Don't try to handle the situation without help.
- Call 911 or your local emergency number right away if you believe the youth is at immediate risk. Or, if you think you can do so safely, take the person to the nearest hospital emergency room yourself.
- Try to find out if he or she is under the influence of alcohol or drugs or may have taken an overdose.

How to Address Bullying

These tips can help Scout leaders respond effectively:

- Immediately stop the bullying. Stand between the bully and the target, preferably blocking their eye contact. Do not immediately ask the reason for the bullying or try to determine the facts.
- In a matter-of-fact tone of voice, state what behaviors you saw or heard. Tell Scouts that bullying is unacceptable and against the Scout Law; e.g., "Calling someone names is bullying. The Scout Law states that a Scout is friendly and kind."

- Support the bullied youth in a way that allows him or her to regain self-control, to save face, and to feel safe from retaliation. Follow up with the youth later, but at the time of the incident do not ask what happened or be overly solicitous. Young people often find it uncomfortable to be questioned in front of peers, and a bullied youth may feel embarrassed to be shielded by an adult.
- Do not require Scouts to apologize or make amends during the heat of the moment. Everyone should have time to cool off.
- Speak to bystanders but do not put them on the spot to explain publicly what they observed. In a calm and supportive tone, praise them if they tried to help. If they did not act, or if they responded aggressively, guide them in how to appropriately intervene or get help when they witness bullying; e.g., "Maybe you weren't sure what to do. Next time, please tell the person to stop or get an adult's help if you feel you can't work together to handle the situation."
- Immediately notify parents or guardians of both the target and the youth who bullied of what occurred. Address the parents' or guardians' questions and concerns. Inform them of the next steps.
- Hold Scouts who bully others fully accountable for their actions. If appropriate, impose immediate consequences. As a first step, you might take away program opportunities.
- Increase supervision to ensure the bullying is not repeated and does not escalate. Let the bullies know you will be watching to be sure there is no repetition or retaliation. Notify other Scouters, and discuss the incident at the next unit meeting.
- Do not require Scouts to meet to "work things out." Forced apologies don't help, and a compulsory meeting could worsen the relationship between the parties. Instead, encourage the Scout who bullied to make amends (after follow-up with a parent or guardian) in a way that would be meaningful for the youth who was bullied.

Cyberbullying

A rapidly growing form of bullying, cyberbullying uses the power of the Internet, cellular networks, and social media to harass the target. Cyberbullying encompasses text or instant messages with hostile or degrading comments, embarrassing digital images, and fictitious online posts intended to humiliate, threaten, or coerce. Cyberbullying can devastate the target, whether a lone bully participates or others witness or join the attack. The target may obsess over what is posted, become depressed, avoid school or social activities, or have suicidal thoughts. In extreme circumstances, cyberbullying can lead to suicide.

Parents and adults should talk with youth about their online activities and stay alert to signs of cyberbullying such as sleeplessness, withdrawal, stress, avoidance, declining grades, or lowered self-esteem.

Ways to Address Cyberbullying

- Encourage a child to speak up immediately if he or she is the victim of cyberbullying. Assure that a young person has a trusted adult—whether parent, teacher, or Scout leader—in whom to confide.
- Block cyberbullies by using available privacy controls such as blocked-sender lists and call-blocking.
- Do not erase the messages or pictures. Save them as evidence.
- If the cyberbullying is criminal or you suspect it may be, contact the police. Areas falling under the jurisdiction of law enforcement include threats of violence, extortion, obscene or harassing phone calls or messages, harassment via stalking or hate crimes, child pornography, sexual exploitation, and taking a photo or video image of someone in a place where he or she would expect privacy.
- Utilize tools offered by the BSA. To help families and volunteers keep youth safe while online, the BSA introduced the Cyber Chip, developed in cooperation with the content expert NetSmartz®, part of the National Center for Missing and Exploited Children. (See “Bullying Prevention Resources,” below.)

Seeking Professional Help

Bullying is a form of abuse that can cause psychological, physical, and academic problems. Parents may want to talk with a counselor about a counseling or mental health referral. A professional can assess how much support and assistance a bullied youth needs. If a youth is sick, stressed, not sleeping, or having other problems because of bullying, a health professional should be contacted.

A young person who bullies others will also need the help of caring adults. Scouts who bully may need help recognizing their behavior, taking responsibility for their actions, developing empathy, and finding ways to make amends. Scout leaders can offer guidance in how to interact with others in socially appropriate ways. Assess possible reasons for the bullying behavior, such as lack of self-control, poor social skills, academic problems, or a troubled family life. Depending on the severity of the bullying behavior or the related circumstances, therapeutic intervention might be needed for the bully as well as the target.

Incidents Requiring an Immediate Report to the Scout Executive

The following must be reported to the council Scout executive for action immediately:

- Any threat or use of a weapon
- Any negative behavior associated with race, religion, sexual identity or orientation, or disability
- Any reports to authorities where the BSA's Mandatory Reporting of Child Abuse policy or your state's mandatory reporting of child abuse laws apply
- Any abuse of a child that meets state reporting mandates for bullying or harassment
- Any mention or threats of suicide

If someone is at immediate risk of harm, call 911.

If a Scout is bullied because of race, ethnicity, or disability, and local help is not working to solve the problem, contact the BSA's Member Care Contact Center at 972-580-2489, or send an email to youth.protection@scouting.org.

Antibullying Action Plan

- Stop the abuse, bullying, or policy violation.
- Protect the targeted youth.
- Summon assistance from other leaders, authorities, etc.
- Gather factual information about the bullying incident, including details of who was involved, what happened, and when and where it happened.
- Notify parents or guardians of both the target and the youth who bullied.
- Take corrective action.
- Notify the council Scout executive when warranted.
- Check back with the targeted youth to ensure the problem behavior has stopped.

Bullying Prevention Resources

Antibullying and Anti-Cyber Intimidation Programs

Website: learning.learningforlife.org/digital-programs/abc

BSA Youth Protection

Website: www.scouting.org/youthprotection

Bullying Awareness

Website: www.scouting.org/Training/YouthProtection/bullying

Cyber Chip

Website: www.scouting.org/cyberchip

Cyberbullying Research Center

Website: cyberbullying.us

NetSmartz Workshop

Website: www.netsmartz.org

StopBullying.gov

Website: www.stopbullying.gov

Advancement Checklist

What percentage of troop members advanced in the past year? _____

Journey to Excellence goals:

- Bronze—40 percent advance or have a 2 percent increase
- Silver—45 percent advance or 40 percent advance and have a 2 percent increase
- Gold—50 percent advance or 45 percent advance and have a 2 percent increase

What percentage of Life Scouts achieved the Eagle Scout rank in the past year? _____

What percentage of new Scouts achieved First Class within 18 months? _____

How many courts of honor does the troop hold each year? _____

Journey to Excellence goals:

- Bronze—two per year
- Silver—three per year
- Gold—four per year

Do Scouts receive immediate recognition when they advance in rank? When they earn merit badges? _____

Do meetings and outings offer advancement opportunities? _____

Tips for Success

- Include immediate recognition during the closing of each meeting.
- Make advancement visible by using the Troop Advancement chart or other method.
- Hold regular Scoutmaster conferences for all Scouts, whether advancing or not.
- Offer merit badge sessions before meetings or at other times.
- If you use recordkeeping software like TroopMaster, use the report function to identify Scouts who are not advancing or to identify advancement needs several Scouts share (e.g., five-mile hike for Second Class).
- Each month, highlight a different type of award (religious emblems, STEM awards, aquatic awards like Mile Swim BSA, etc.)

Sources for Guest Instructors

- Council or district merit badge counselor directory
- Venturing crews that specialize in outdoor adventure
- Neighboring troops with expertise in a particular topic
- Camp staff members in the offseason
- Employees of local outdoor outfitters, bike shops, etc.
- Members of organizations like the Audubon Society or Orienteering USA
- Instructors with organizations like the American Red Cross or the American Canoe Association
- High school teachers, college faculty members, and graduate students
- Members of the chartered organization

Preparing for the Annual Planning Conference

Participants

- Committee Chair
- Scoutmaster
- Senior patrol leader

Step 1: Gather key information.

- School dates (holidays, exams, etc.)
- Community event dates
- Chartered organization dates
- Personal dates
- District and council dates
- Troop Resource Survey data
- Last year's troop annual plan
- Troop priorities and goals
- Scouts' advancement records
- General outline of next year's program
- Dates already committed to (scheduled Philmont trek, national Scout jamboree, etc.)

Step 2: Involve the senior patrol leader.

- Explain importance of process and his role.
- Discuss program and activity options.
- Discuss troop goals.
- Share outline of next year's program.
- Ask for his input and thoughts.
- Be flexible.

Step 3: Gather input from Scouts.

- Senior patrol leader shares draft plan with patrol leaders.
- Patrol leaders share plan with Scouts.
- Patrol leaders schedule a meeting to get Scouts' feedback.
- Compare the current plan with the draft plan.
- What should we start doing that we are not doing?
- What should we stop doing that is not working?
- What should we continue doing that is working well?

Step 4: Invite people to attend the conference.

- Troop youth leaders
- Troop committee members
- Other adult leaders
- Chartered organization representative
- Your unit commissioner (optional)
- Anyone who might be helpful (e.g., parents)

Holding the Annual Planning Conference—Checklist

Part 1: Preparation

- Where should you hold the annual conference?

- Who should play an active role in it?

- What role should most adults play?

- What supplies will you need in the way of planners and calendars?

- Do you have a copy of the Troop Program Planning Chart?

- What do you record month by month on your calendar?

- What should the outcome of your conference be?

- What program features do you want to include?

- What timetable have you established for your troop goals?

- How many traditional outings have you included on your calendar?

- Do you have a mix of familiar and unfamiliar activities?

- What are your conference ground rules?

Part 2: The Conference, Step by Step

- Step 1:** Lead a discussion on troop goals and arrive at an agreed list.
- Step 2:** Share the draft calendar, review dates, and solicit additional input.
- Step 3:** Discuss and then vote to approve dates and events.
- Step 4:** Invite the senior patrol leader to share updates from patrol leaders about programs and themes.
 - Write the monthly feature and program themes on flipchart or board.
 - Vote on these items, and take good notes.
- Step 5:** Add other important dates:
 - Troop and patrol leaders' council meetings
 - Boards of review
 - Courts of honor
 - Troop and patrol elections
 - Troop open house
 - Service projects
 - Webelos Scouts joint outings and transition ceremonies
 - Any other activities that can be scheduled in advance
- Step 6:** Hold final discussion and vote on plan, calendar, and goals.
 - Go to the troop committee for final approval.
 - Work with your chartered organization to make reservations.
 - Begin making campsite reservations for selected dates and sites.
- Step 7:** Share the plan with each troop family to make it a living, breathing document.

Patrol Leaders' Council Meeting—Checklist

What is the purpose of the patrol leaders' council meeting? _____

How many months' programming does the meeting cover? _____

Why is delegating part of the planning so important for a successful PLC meeting? _____

What are the advantages of automating some planning details? _____

What are the rotating duty roster tasks that can be determined ahead of time? _____

Describe the Scoutmaster's role before and during the PLC meeting. _____

Coach the senior patrol leader on the agenda ahead of time.

Be familiar with the troop's annual program plan.

Provide resources.

Be alert for plans the troop makes that call for special resources or support.

Help the senior patrol leader keep the meeting on track.

Share a Scoutmaster's Minute or training module.

Why should the Scoutmaster keep the troop committee informed of committee decisions? _____

To whom should the Scoutmaster distribute the monthly plan after the meeting? _____

The Purposes of Troop Meetings—Checklist

- Prepare for outings.
- Learn and practice Scouting skills.
- Exercise leadership.
- Strengthen patrols.
- Promote advancement and personal growth.
- Inspire Scouts.
- Have fun.

You know the troop meeting is a success when each troop member...

- Learns a new skill
- Completes an advanced requirement
- Prepares himself for an upcoming outing
- Enjoys fellowship with other Scouts and leaders
- Accomplishes something as a leader

Using Adult Leaders at Scout Meetings—Checklist

Designated adult leaders can...

- Give the Scoutmaster's Minute.
- Recognize Scouts who have advanced.
- Keep track of the meeting, and quietly remind the senior patrol leader when it goes off schedule.
- Teach specific skills if no youth leaders are qualified.
- Touch base with youth leaders running part of the meeting to be sure they are prepared.
- Sit in on patrol meetings and skills instruction to provide quiet support to the youth leaders.
- Work with their youth leader counterparts.
- Conduct Scoutmaster conferences and boards of review.
- Serve as a merit badge counselor, and sign off on advancement requirements.
- Watch for Scouts who are not involved or who wander off.

Adult leaders should never...

- Take over the meeting (unless it is a true emergency).
- Criticize or call out Scouts.
- Yell "Sign's up!" (Controlling the group is the senior patrol leader's responsibility, and the Scout sign is a silent signal.)

Tips for Success

- Contact each individual contributing to the event beforehand to ensure that he is prepared.
- Ensure that senior patrol leader and assistant senior patrol leader arrive early for a quick huddle.
- Plan your Scoutmaster's Minutes well.
- Include variety, action, and purpose.
- Vary the meeting routine with visitors, games, or food.
- Move the meeting outdoors when possible.
- Encourage youth leaders to use the Scout sign to get and hold attention.
- Do not wear out activities; alternate a favorite game occasionally with others.
- Mix up your games alternating between skill, speed, dexterity, and wits.
- Always leave the Scouts wanting more.
- Start and end on time.

Planning Patrol Activities—Frequently Asked Questions

Question: When can a patrol day hike or service project without adult supervision be allowed?

Answer: With proper training, guidance, and approval by the troop leaders, as long as they follow these two rules:

- The Scoutmaster must approve the patrol activity.
- The patrol activity cannot interfere with any troop function.

Q: What should a Scoutmaster consider before allowing a patrol day hike or service project without adult supervision?

A: The Scoutmaster should be satisfied that the activity has been thoroughly planned and that it is well within each patrol member's level of training and responsibility.

Q: What should the Scoutmaster do if there are any doubts?

A: The Scoutmaster should encourage the patrol to reconsider its plans or assign adults to accompany the patrol during the activity.

Q: What are the requirements for overnight patrol activities?

A: Overnight patrol activities require two registered adult leaders, or one registered leader and the parent of a participating Scout or other adult, one of whom must be 21 years of age or older.

Planning Outings—Checklist

Basic Planning Details

- Start planning as far back as the annual planning conference.
- Refer to key details like location, cost, and departure finalized at the previous month's PLC meeting.
- Have Scouts sign up a week or two in advance to allow time to shop for food and have drivers and adult leaders in place.
- Have youth leaders be responsible for the sign-up process.
- If expenses are involved, have the Scouts develop the basic budget, and collect just enough to cover the event.

Choosing Campsites

- To find a good campsite, use your contacts, experience, and resources.
- Look for campsites where each patrol can have its own clearly defined space.
- Have adults camp at a convenient distance to allow for youth leadership development.
- Contact the campsite owner or manager well in advance and foster that relationship.
- Explore the opportunities available to your troop or patrol.
- Pay attention to the landowner's or land manager's regulations and possible limitations.
- Ensure that Scouts and adults act responsibly and in keeping with Leave No Trace principles, even in developed campsites.

Program Activities and Schedules

- Have the Scouts develop a schedule based on the outing's focus, whether it is hiking, special cooking, wilderness survival, etc.
- Have Scouts secure equipment as needed and recruit consultants as needed for planned activities.
- Create an expectation for starting and ending on time.
- Be sure to allow time in the schedule for unexpected opportunities that arise along the way.
- Don't be so rigid with the schedule that there is no time for unstructured play and free time.
- Be prepared with rainy-day activities.

Menus and Shopping

- Have each patrol plan its menu, estimate the cost, buy the food, and properly repackage the food for the outing.
- Have the patrol quartermaster or a Scout working on a cooking-related advancement requirement take care of the shopping.
- Create menus depending on the type of outing—limit backpacking patrols to lightweight foods, for example, or create more elaborate menus for sedentary trips.
- Refer to the *Boy Scout Handbook* and *Cooking* merit badge pamphlet for menu planning tips, camp meal recipes, an overview of cooking methods, and a chart to help determine serving sizes.
- Refer to other resources like *Camp Cookery for Small Groups* for patrol-size recipes and the *Cooking* program feature, which includes a section on special cooking.
- Discourage parents, who typically help Scouts do the shopping, from going beyond the planned menu.

Tips for Success

- Keep in mind that as of Jan. 1, 2014, the *Cooking* merit badge is required for the Eagle Scout rank.
- Add variety to menus by using themes or creating cooking contests.
- For Scouts who are learning to create a menu, consider taking them to a grocery store.

Duty Rosters

- Address the fact that there are many chores involved in cooking a meal on a patrol outing that make it a collaborative effort.
- For younger Scouts, you may need to spell out clearly who does what and when by creating a duty roster.
- Create a chart that lists each meal vertically down the left side and each chore horizontally across the top. (Chores typically include stoves and fire, water, cooking, cleanup.)
- Rotate who performs each chore from meal to meal to create a sense of fairness.
- Remember, cleanup is everyone's responsibility; have each patrol leader lead his Scouts in making a thorough sweep of the campsite and leaving it better than they found it.

Planning Outings—Checklist (continued)

Using Adult Leaders on Outings

- Keep to the principle of letting youth leaders lead and Scouts learn from their mistakes.
- Have adult leaders set up camp a short distance from the camp, but near enough to be approachable.
- Make the outings a place where mentoring relationships are strengthened, and Scouts can seek guidance from trusted adults.
- Conduct Scoutmaster conferences for advancement or for Scouts who should be advancing.
- Follow the BSA's Youth Protection guidelines, which require one-on-one conferences to be held in full view of others.
- Share with adults a list of specific things they can do to make outings more enjoyable. These include:
 - Make sure tents are pitched properly.
 - Make sure ground beds will keep Scouts comfortable, warm, and dry.
 - In cold weather, make sure each Scout's sleeping bag is sufficiently warm.
 - Encourage Scouts to change from sweat-soaked clothing to dry sleepwear.
 - In hot weather, make sure Scouts use sunscreen and drink plenty of water.
 - Encourage Scouts to monitor their urine output to avoid dehydration; it should be clear and copious.
 - Watch out for signs of homesickness, health problems, or other issues.
 - Help the patrol leader and patrol leaders enforce bedtimes so that everyone gets enough sleep.
 - Typically, adults go to bed last and get up first.

Outdoor Equipment—Checklist

- Know the requirements for the specific type of outing you are planning.
- Promote the use of lightweight camping gear to make it easier to camp anywhere.
- Suggest that each Scout carry the Scout Basic Essentials as listed in the *Boy Scout Handbook*.
- Refer to the *Boy Scout Handbook* for additional personal overnight camping gear a Scout might need for campouts or trips of greater duration.
- Have an adult or experienced older Scout advise new Scouts on what to buy, what features to look for, and where to shop.
- Bear in mind that while carrying cell phones and other electronic devices on outings can be a contentious issue, many such devices have useful features.

- With the input of the patrol leaders' council, guide your troop in developing its own policies about what to allow and when.

Scout Basic Essentials—Checklist

- Pocketknife
- First-aid kit
- Extra clothing
- Rain gear
- Water bottle (and method for treating water in the backcountry)
- Flashlight
- Trail food
- Matches and fire starters
- Sun protection
- Map and compass

Insect repellent, a whistle, and other items also might be considered essentials, depending on your destination, the length of your trip, and the season.

Personal Overnight Camping Gear—Checklist

- Scout Basic Essentials
- Clothing appropriate for the season
- Backpack with rain cover
- Sleeping bag, or two or three blankets
- Sleeping pad
- Ground cloth
- Eating kit
 - Spoon
 - Plate
 - Bowl
 - Cup
- Cleanup kit
 - Soap
 - Toothbrush
 - Dental Floss
 - Comb
 - Washcloth
 - Towel
 - Hand sanitizer
- Plastic garbage bags
- Nylon cord, 50 feet
- Optional personal extras and gear for specific activities
 - Watch
 - Camera
 - Small notebook
 - Pencil or pen
 - Sunglasses
 - Small musical instrument
 - Swimsuit
 - Gloves
 - Fishing pole and gear

Troop and Patrol Gear—Checklist

Be aware of the recommended Group Camping Gear Checklist (found in the *Boy Scout Handbook*) and the many sources where items can be purchased, borrowed, or “inherited.”

Before purchasing a new piece of equipment, be sure that:

- It fills a definite need.
- It enhances the troop’s program.
- There is space to store it.
- It is in good condition and safe.
- There are no hidden costs.
- You can afford it.

Troop Overnight Camping Gear

- Tents with poles, stakes, ground cloths, and lines
- Dining fly
- Nylon cord, 50 feet
- Backpacking stoves and fuel
- Group first-aid kit
- Cook kit
- Pots and pans
- Spatula, large spoon, and/or ladle (depending on menus)
- Plastic sheets, two 4-by-4 foot
- Matches and/or butane lighter in waterproof containers
- Cleanup kit

- Sponge or dishcloth
- Biodegradable soap
- Sanitizing rinse agent (bleach)
- Scouring pads (no-soap type)
- Plastic trash bags
- Toilet paper in plastic bag
- Repair kit
- Thread and needles
- Safety pins
- Optional troop extras: _____

- Hot-pot tongs
- Camp shovel
- Water container—one 1-gallon or two ½-gallon collapsible, plastic
- Washbasin
- Grill
- Pot rods
- Patrol flag
- Small U.S. flag
- Ax
- Camp saw
- Lanterns and fuel

Storing and Caring for Troop Equipment—Checklist

Follow commonsense guidelines:

- Write, stencil, or engrave identifying information on equipment.
- Store equipment in a locked space that is temperature and dampness controlled.
- Have the troop quartermaster work with a member of the troop committee to organize the gear and set up an efficient check-out and check-in system.
- Check the condition of each item after use, and arrange for any cleaning or repair.
- Maintain a list of the gear on hand.

Tents and Tarps

- Two-person tents are ideal for most patrol and troop camping because they can be carried in backpacks, and their use fosters the buddy system.
- Use a tarp or dining fly to fend off the weather or to protect gear stored underneath.

Trailers

Keep these ideas in mind regarding trailers:

- Be aware of its towing requirements when purchasing a trailer.
- Unload the trailer completely after each outing to ensure that everything gets packed on the next outing.
- Don't be a slave to your trailer; some campsites can only be accessed on foot.
- Protect your trailer by buying and using a wheel lock.
- Add padlocks to all the doors.
- Park your trailer in a highly visible location in such a way that it can't be easily moved.

Scoutmaster's Campsite Quick Checklist

While Setting Up Camp

- Choose a campsite according to Leave NoTrace guidelines.
- Determine the kitchen area and tent locations before setting up camp.

Tents

- Properly pitch tents to keep out wind and rain.
- Tie guylines with correct knots; properly stake them down.
- Use ground cloths under tents to shield tent floors from abrasion and ground moisture.

Personal Gear and Bedding

- Stow sleeping bags and pads inside tents.
- Store clothing and other personal gear neatly in packs.

Kitchen Area

- Set up the dining fly.
- Stow food to keep it safe from weather and wildlife.
- Properly set up the cooking area, stoves, and open fires using Leave NoTrace guidelines.
- Make and follow plans for wastewater disposal and trash management.
- Set out soap and water for Scouts to wash hands before cooking and eating.

Latrine

- Arrange for cleaning (if required) and monitoring of toilet facilities (if available).
- Be sure the general locations of catholes (if used) are understood by all.
- Be sure every Scout has been trained to use catholes and latrines in an environmentally sound manner. (If not, teach Scouts before they begin their campout rather than when they are in dire need.)
- Keep toilet paper on hand.

During the Campout

Campsite

- Keep the area clean and orderly.
- Pick up all litter, even debris left by other groups.

Tents

- Keep tents taut.
- Neatly stow bedding and personal gear.

Kitchen Area

- Properly store all food.
- Keep utensils and dishes clean and orderly.
- Keep cooking and dining areas neat.
- Have patrols follow duty rosters for meal preparation and cleanup.
- Be sure Scouts wash their hands with soap and water before cooking and eating.
- Dispose of dishwater and manage trash and leftovers according to Leave No Trace guidelines.

Scouts

- Dress appropriately for the weather and the activities.
- Follow personal cleanliness habits (within reason).
- Be sure the general health of all Scouts is good.

While Breaking Camp

- Check to make sure personal and group gear has been packed and is ready for the trip home.
- Pack out all trash for transport and proper disposal.
- Check that all catholes have been properly covered. Properly dispose of all toilet paper.
- In permanent fire sites, be sure all fires have been put cold out and fireplaces have been cleaned of any litter and bits of leftover food.
- Where appropriate, as a courtesy for the next campers, leave a supply of firewood.
- Look over the campsite again from a Leave No Trace point of view. Note any other steps Scouts can take to remove evidence of their presence in the area.

Outing Planner

Description _____

Location _____

Departure date and time _____

Return date and time _____

Youth leader in charge of planning _____

Adult leader in charge of planning _____

Expected attendance (Scouts) _____

Expected attendance (adults) _____

Three Months Out

- Assign youth and adult coordinators.
- Confirm dates and times.
- Reserve campsite.
- Recruit program specialists (e.g., certified COPE instructor).

Two Months Out

- Plan the budget; set the price.
- Submit required forms (e.g., campsite reservation, fishing and boating licenses).
- Begin promotion.
- Plan special training or shakedown, including troop meeting content.
- Begin signups and distribute permission slips, including those required by outfitters.
- Begin recruiting adult leaders and drivers.

One Month Out

- Finalize the activity plan, including a schedule.
- Collect any missing Annual Health and Medical Record forms.
- Begin teaching needed skills at troop meetings.
- Ensure at least one leader has training in basic first aid (wilderness first aid for backcountry trips), hazardous weather, and—depending on the activity—Safe Swim Defense, Safety Afloat, and/or Climb On Safely.
- Complete and submit a tour and activity plan.
- Continue promotion.
- Secure any special troop and patrol equipment (e.g., canoes, climbing gear).

Two Weeks Out

- Make sure you have enough drivers and enough gear haulers.
- Check the route and prepare maps as needed.
- Confirm the location of rest stops on long trips. (Groups should not travel in tight convoys.)
- Confirm the nearest medical facility and emergency phone number.
- Confirm the campsite contact and phone number.
- Prepare rainy-day activities.

One Week Out

- Confirm Scout and adult attendance.
- Collect permission slips.
- Confirm the campsite reservation.
- Confirm the participation of program specialists.
- Have patrols plan menus, assign shopping duties, and prepare duty rosters.
- Assemble troop and patrol equipment.
- Do a personal gear shakedown, if necessary.
- Check the weather forecast.
- Announce the departure and arrival times, if not already announced.

Day of Outing

- Do a final gear and food check.
- Distribute emergency contact information to parents.
- Share travel plans with someone who is staying behind.
- Leave on time, have fun, and be safe.

Resources

Boy Scouts of America print and video resources change frequently. The following list of key resources for Boy Scout leaders was current at press time.

A Note About Catalog Numbers

Free items (sometimes known as bin items) have five- or six-digit numbers with hyphens, while retail items have five- or six-digit numbers without hyphens. Note, however, that many retail items are also available as free downloads at www.scouting.org, as are most bin items. You can purchase retail items at your local Scout shop or at www.scoutstuff.org.

Resources Found on www.Scouting.org

Here are some primary resources helpful to troop leaders, available from the Boy Scouts of America's official website. Many more can be found online.

Advancement and Awards for Boy Scouts

Directories related to advancement and awards opportunities for Boy Scouts

www.scouting.org/BoyScouts/AdvancementandAwards.aspx

www.scouting.org/BoyScouts/Youth/Awards.aspx

Advancement Report

www.scouting.org/BoyScouts/AdvancementandAwards/Resources.aspx

Annual Health and Medical Record

www.scouting.org/HealthandSafety/ahmr.aspx

Application for Alternative Eagle Scout Rank Merit Badges

www.scouting.org/sitecore/content/Home/BoyScouts/AdvancementandAwards/resources.aspx

Belay On

www.scouting.org/Home/OutdoorProgram/COPE.aspx

Boy Scout Troop Open House

www.scouting.org/BoyScouts/TroopOpenHouse.aspx

Boy Scout/Varsity Scout Uniform Inspection Sheet

www.scouting.org/Home/BoyScouts/Adults/Publications.aspx

Campfire Program Planner

www.scouting.org/Media/forms.aspx

Climb On Safely

www.scouting.org/BoyScouts/resources/climbonsafely.aspx

Den Chief Training

www.scouting.org/Training/Youth/DenChiefTraining.aspx

Duty to God

www.scouting.org/awards/religiousawards.aspx

Eagle Scout Service Project Workbook

www.scouting.org/sitecore/content/Home/BoyScouts/AdvancementandAwards/resources.aspx

Friendstorming on Tour, No. 510-003

www.scouting.org/Home/BoyScouts/AdvancementandAwards/Resources.aspx

Guide to Advancement, No. 33088

The official source for administering advancement in all Boy Scouts of America program phases

www.scouting.org/Home/GuideToAdvancement.aspx

Guide to Awards and Insignia

A comprehensive guide to wearing uniforms and badges correctly

www.scouting.org/Media/InsigniaGuide.aspx

Guide to Safe Scouting

The primary source for information on conducting Scouting activities in a safe and prudent manner

www.scouting.org/HealthandSafety/GSS.aspx

A Guide to Working With Scouts With Special Needs and DisABILITIES

www.scouting.org/disabilitiesawareness.aspx

Handbook for Chaplains and Chaplain Aides in Boy Scout Troops and Venturing Crews

www.scouting.org/Home/Membership/Charter_Orgs/Religious.aspx

Health and Safety Training Course Syllabus

www.scouting.org/Training/Adult/Supplemental/PlanningandConductingaSafeScoutOuting.aspx

Introduction to Leadership Skills for Troops

www.scouting.org/Training/Youth.aspx

Introduction to Outdoor Leader Skills

www.scouting.org/Training/adult.aspx

Leave No Trace Training

www.scouting.org/Training/Adult/Supplemental/LeaveNoTrace.aspx

Merit Badge Counselor Information

www.scouting.org/BoyScouts/GuideforMeritBadgeCounselors.aspx

Nationally Approved Historic Trails

www.scouting.org/BoyScouts/youth/activities.aspx

Opportunities for Boy Scouts

Listing of opportunities for Scouts such as training courses, scholarships, and special programs

www.scouting.org/BoyScouts/Youth/Opportunities.aspx

Orientation for New Boy Scout Parents

www.scouting.org/Training/Adult/Supplemental/OrientationforNewBoyScoutParents.aspx

Outdoor Ethics Awareness and Action Awards Program

www.scouting.org/outdoorprogram/outdoorethics/awards.aspx

Resources

Planning Your Troop's Annual Program Budget

www.scouting.org/BoyScouts/programplanningtools.aspx

Scouting for Youth With Disabilities Manual

www.scouting.org/specialneeds.aspx

Scoutmaster Position-Specific Training

www.scouting.org/Training/adult.aspx

Selecting Quality Leaders

www.scouting.org/membership/new_units.aspx

Service Project Planning Guidelines

www.scouting.org/Home/HealthandSafety/Guidelines_Policies.aspx

Tour and Activity Plan

www.scouting.org/HealthandSafety/Forms.aspx

Transfer Form (Youth Member)

www.scouting.org/Media/forms.aspx

Trek Safely

www.scouting.org/healthandsafety/GSS/toc.aspx

Troop Budget Planning

www.scouting.org/BoyScouts/programplanning.aspx

Troop Meeting Plan

www.scouting.org/boyscouts/programplanning.aspx

Troop Program Planning Chart (English/Spanish)

www.scouting.org/magazines/boyslifepromo.aspx

Troop Program Resources

Games, ceremonies, Scoutmaster's Minutes, and more

www.scouting.org/BoyScouts/Resources/TroopProgramResources.aspx

Troop Resource Survey

www.scouting.org/BoyScouts/AdvancementandAwards/Resources.aspx

Unit Budgeting and Planning Resources

www.scouting.org/BoyScouts/programplanning.aspx

Unit Money-Earning Application

www.scouting.org/Media/forms.aspx

Unit Public Relations

www.scouting.org/scoutsources/Marketing/Current%20Initiatives/UnitPR.aspx

Webelos Transition

www.scouting.org/Home/BoyScouts/Adults/Support.aspx

Worksheet for Building a Merit Badge Counselor List

www.scouting.org/BoyScouts/AdvancementandAwards/resources.aspx

Year-Round Guide to Boy Scout Recruiting

www.scouting.org/Home/BoyScouts/Adults/Support.aspx

Scoutstuff.org Resources

The following items can be obtained at the BSA's official retail website, www.scoutstuff.org.

Aquatics Supervision, No. 34737

Boy Scout Handbook, No. 34554—The primary resource for Boy Scouts (and for Scout leaders who need to learn basic Scouting skills).

Boy Scout Requirements (current year), No. 616334—Requirements for ranks, merit badges, and special awards; updated annually.

Camp Cookery for Small Groups, No. 33592

Conservation Handbook, No. 33570

Den Chief Handbook, No. 33211

Fast Start Training (DVD), No. 611867

Fieldbook, No. 614985—A companion volume to the *Boy Scout Handbook* that covers advanced outdoor skills.

A Guide for Merit Badge Counseling, No. 34532

Guide to Advancement, No. 614448—The official source for administering advancement in all Boy Scouts of America program phases.

Guide to Awards and Insignia, No. 33066—A comprehensive guide to wearing uniforms and badges correctly.

Guide to Safe Scouting, No. 610138—The primary source for information on conducting Scouting activities in a safe and prudent manner.

Merit Badge Application (blue card), No. 34124 (100 pack) and No. 34130 (25 pack)

Okpik: Cold-Weather Camping, No. 34040

Order of the Arrow Handbook, No. 615824

Patrol Monthly Dues Envelope, No. 33816

Patrol Record Book, No. 34516

Program Features for Troops, Teams, and Crews (volumes I and II; volume III will be available in late 2015) Complete monthly program features, 16 per volume, that include meeting plans, outing ideas, and resources.

Reverence, No. 34248

This Is Scouting (DVD), No. 610460

Patrol Leader Handbook, No. 32502—The official guide for patrol leaders.

Plan and Prepare for Hazardous Weather (DVD), No. 610642

Senior Patrol Leader Handbook, No. 32501—The official guide for senior patrol leaders and other troop-level youth leaders.

A Time to Tell (DVD), No. 605696

Resources

Troop Committee Guidebook, No. 616928—The primary resource for troop committee members.

Troop Leader Guidebook, volume 1, No. 33009—The primary resource for Scoutmasters and assistant Scoutmasters. (Volume 2 will be introduced at a later date.)

Troop/Team Record Book, No. 34508

Varsity Scout Guidebook, No. 34827

MyScouting.org Resources

The following resources can be found at www.MyScouting.org. (A login is required to take MyScouting.org training courses.)

Climb On Safely

Fast Start Orientation Training

How to Protect Your Children From Child Abuse: A Parent's Guide—found in the *Boy Scout Handbook*

Physical Wellness

Safe Swim Defense

Safety Afloat

This Is Scouting

Trek Safely

Weather Hazards

Youth Protection Training

Website Listing for the BSA

Be a Scout, www.BeAScout.org

Boy Scouts of America, www.Scouting.org

Boys' Life magazine, www.boyslife.org
—The BSA's official youth magazine; published monthly

BSA Training, www.Scouting.org/training

BSA Health and Safety, www.Scouting.org/scoutingsafely

BSA Supply Group, www.Scoutstuff.org

MyScouting, MyScouting.scouting.org

Scouting magazine, www.Scoutingmagazine.org
—The official magazine for Scout leaders; published five times a year

Glossary

Scouting has a language all its own. Here are some common terms you should be familiar with. For definitions of other terms, visit www.scouting.org/Media/LOS.aspx.

assistant Scoutmaster. A volunteer Scouter, 18 or older, appointed by the chartered organization to help the Scoutmaster by working with a patrol or carrying out other assigned tasks.

board of review. A review held to determine whether a Boy Scout has satisfactorily completed rank requirements. A review may also be held to encourage Boy Scouts who are not advancing.

Boys' Life. The magazine for all boys, published by the Boy Scouts of America.

campmaster. A volunteer Scouter trained to assist in short-term camping.

charter. In the BSA, charters authorize (1) an organization to operate BSA Scouting units; (2) a local council to incorporate as a BSA local council; (3) operation of an Order of the Arrow lodge; or (4) the Boy Scouts of America to incorporate.

charter presentation. A formal ceremony at which the charter, Scouter commissions, and membership certificates are presented to organization authorities and members of the unit.

charter renewal. An annual meeting attended by the chartered organization representative, head of the chartered organization, troop leaders, and unit commissioner for the purpose of completing the charter application and making plans for the charter presentation.

chartered organization. A religious, civic, fraternal, educational, or other community-based organization that has applied for and received a charter to operate a BSA Scouting unit.

chartered organization representative. A manager of Scouting in a chartered organization who also represents this organization in the local council and district.

commissioner. A commissioned Scouter who works with Cub Scout packs, Boy Scout troops, Varsity Scout teams, and Venturing crews to help units succeed.

council service center. See local council service center.

council. An administrative body chartered to be responsible for Scouting in a designated geographic territory.

court of honor. A recognition ceremony for those who have met the requirements of any one of the Boy Scout ranks, merit badges, or other awards.

Cub Scouting. That part of the program of the Boy Scouts of America for boys who are in the first grade through fifth grade (or are 7 through 10 years old).

district. A geographical area of the council determined by the council executive board to help ensure the growth and success of Scouting units within the district's territory.

district executive. A professional Scouter who works under the direction of the local council Scout executive and acts as an advisor to the volunteer leaders in the district.

Friends of Scouting. An annual opportunity for Scouters and interested people in the community to be identified with the local council through their financial support and influence in the expansion of the council program.

Good Turn. A distinctive feature of Boy Scouting is its emphasis on service to others. The Good Turn habit is one that all Scouts endeavor to acquire.

jamboree. A national or international gathering of Scouts.

Journey to Excellence. A performance recognition program designed to encourage and reward success and measure the performance of units, districts, and councils.

junior assistant Scoutmaster. A 16- or 17-year-old Scout who helps the senior patrol leader; he is appointed by him, with the Scoutmaster's advice and consent. The troop may have more than one junior assistant Scoutmaster.

Leave No Trace. A nationally recognized outdoor skills and ethics awareness organization that seeks to reduce impacts on the environment and other people; its mission informs the BSA's outdoor ethics principles.

local council. An administrative body chartered by the National Council to be responsible for Scouting in a designated geographic territory.

local council service center. The business center for the local administration of Scouting.

lodge. A local council Order of the Arrow group chartered annually by the National Council. A large lodge may be organized into chapters.

MyScouting. An Internet portal for our members that provides access to their account data, automated tour and activity plan applications, the E-Learning Course Management System, and more.

new-Scout patrol. When a boy joins a Boy Scout troop, he may become a member of a patrol composed of new Scouts, where an assistant Scoutmaster and a troop guide help him get a good start in Scouting.

older-Scout patrol. A patrol of Boy Scouts ages 13 and older in a troop; the patrol participates in high-adventure activities.

Order of the Arrow. Scouting's national honor society. The aim of the OA is to promote the outdoor program and service to Scouting.

outdoor ethics. A set of principles that guide Scouts' ethical decision making in their relationship to the natural world.

patrol. A small group of Boy Scouts (usually five to eight) who belong to a troop and work together in and out of troop meetings. Normally, there are several patrols in one troop.

patrol leaders' council. Each patrol leader, representing his patrol, meets with other patrol leaders and the senior patrol leader to plan their troop program. The Scoutmaster acts as an advisor.

Glossary

roundtable. An event conducted by a roundtable commissioner and roundtable staff to help the unit leaders of a district plan and carry out their own unit programs.

Scout benediction. “May the Great Scoutmaster of all Scouts be with us until we meet again.”

Scout executive. The chief executive officer of the local council responsible for the administration, financing, marketing, motivation, recruitment, and staffing required for successful council operations.

Scout Sabbath. The Saturday after February 8, Scouting Anniversary Day.

Scout shop. A BSA-owned store, operated by the Supply Group, that sells official Scouting merchandise.

Scout Sunday. The Sunday before February 8, Scouting Anniversary Day.

Scouter. An adult leader in the Boy Scouts of America.

Scouting Anniversary Week. The week, beginning on Sunday, that includes February 8, Scouting Anniversary Day. During the week, units are encouraged to conduct rededication ceremonies and to demonstrate Scouting’s purposeful activities.

Scouting magazine. The official magazine for all Scouters. It aims to interpret the program, stimulate action, and strengthen a desire to serve.

Scoutmaster. A volunteer Scouter, 21 or older, appointed by the chartered organization to lead a Boy Scout troop.

Scoutmaster’s Minute. A part of the closing ceremony of a troop meeting or campfire in which the Scoutmaster encourages Scoutlike conduct by telling a story.

Sea Scouting. A branch of Venturing that specializes in traditional nautical activities, e.g., sailing, motorboating, and maritime careers.

senior patrol leader. A Scout elected by the Scouts to help all the patrols succeed. Each troop has one senior patrol leader; he may be assisted by one or more assistant senior patrol leaders.

service center. See local council service center.

square knot. Generally, embroidered square knots are representative of pin-on medals or around-the-neck awards and are designed for the greater convenience of the wearer.

Supply Group. The arm of the Boy Scouts of America that supplies official uniforms, equipment, literature, and other resources to the field. Includes administrative offices located in the national office, the National Distribution Center, and Scout shops located nationwide.

tour and activity plan. Units complete or submit this form when planning for local, national, or international adventure. The plan helps ensure that the unit is properly prepared, that qualified and trained leadership is in place, and that the right equipment is available for the adventure.

trading post. The camp or reservation store where campers may purchase equipment and supplies. A distributor’s Scouting department is sometimes referred to as the trading post.

Tread Lightly! A national nonprofit organization with a mission to promote responsible outdoor recreation through ethics education and stewardship; its mission informs the BSA’s outdoor ethics principles.

troop. The entity that conducts the Boy Scout program for the chartered organization; it is typically composed of several patrols.

unit. The entity that conducts Scouting for the chartered organization; it consists of registered youth members and registered adult volunteer members. A unit may be a Cub Scout pack, Boy Scout troop, Varsity Scout team, Venturing crew, or Sea Scout ship. Its affairs are administered by the unit committee, which is appointed by the chartered organization.

Varsity Scouting. A part of the program of the Boy Scouts of America for young men who are at least 14 but not yet 18 years old.

Venturing. The young adult program of the Boy Scouts of America for men and women ages 14 through 20, or 13 with completion of the eighth grade.

Youth Protection. This BSA emphasis fights child abuse by teaching youth the “three R’s” (recognize, resist, and report child abuse); by helping parents and Scouters learn to recognize indications of child abuse and situations that could lead to potential abuse; and by teaching them how to handle child abuse situations or reports.