



# TROOP 766 GUIDEBOOK AND BY-LAWS

TROOP 766 - CEDAR RAPIDS, IOWA

[BSATroop766.org](http://BSATroop766.org)

NORTHERN LIGHTS DISTRICT

HAWKEYE AREA COUNCIL

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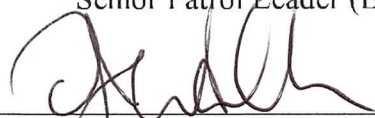
Guidebook

The purpose of this Guidebook is to provide basic guidance for Troop 766 activities. It does not duplicate nor supersede the detailed guidance and requirements set forth in the Scout Handbook, Junior Leader Handbook, Scoutmaster Handbook, and Troop Committee Guidebook. Rather, this Guidebook provides specific details about our implementation of the Scouts BSA program. The Guidebook will be revised periodically to reflect the actions of the Troop. Accordingly, we solicit suggestions for improvement. Please direct suggestions to any member of the Patrol Leaders Council.

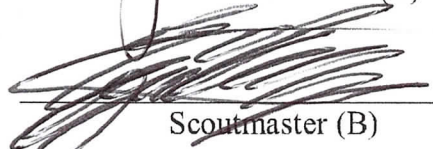
This Troop Guidebook constitutes the by-laws of Troop 766. Any changes require approval of the Patrol Leaders Council and the Troop Committee. Formal adoption of the Guidebook took place on March 4, 1996, updated on May 23, 1999, updated November 8, 2005, updated June 1, 2015, updated January 13, 2019, January 19, 2022, and **updated July 30, 2023**. Bolded items are changes from the previous revision.

Approved:   
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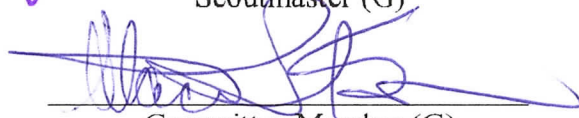
  
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## Organization

Troop 766 is a member of the Northern Lights District, Hawkeye Area Council, and the BSA. Our Chartered Organization is the Izaak Walton League, located at 5401 42nd St NE, Cedar Rapids, Iowa. Our Charter Organization receives a charter, renewable annually, from the BSA to operate as a Troop. The Troop still meets at Lovely Lane United Methodist Church Lovely, located at 2424 42nd St NE, Cedar Rapids, Iowa. Our Charter Organization furnishes our meeting facilities (whether primary or secondary) and chooses a Chartered Organization Representative. This representative is the link between the Charter Organization, the Hawkeye Area Council, and Troop 766. In return, BSA provides leadership training, camping facilities, program material, program events, Troop recordkeeping, and administrative services. Troop 766 is both a Boy (B) and a Girl (G) Troop. Any reference to "Troop 766" indicates both Boy and Girl Troops.

## Scouts BSA Membership

Troop 766 invites all eligible to join the Troop regardless of gender, race, religion, physical ability, ethnic background, or financial means. To be eligible for membership in Scouts BSA, the potential recruit must be at least 10 years old and currently in the fifth grade and register on or after March 1st; OR have earned the Arrow of Light Award and are at least 10 years old, OR are age 11 but have not reached age 18. A Scout or their parents do not have to be a member of the Charter Organization to join Troop 766.

## Troop Goals

Our Troop enthusiastically adopts the primary goals of Scouting:

- Build character
- Foster citizenship
- Promote physical fitness
- Grow leadership

These primary goals are the basis for everything we do. We achieve these goals through interesting activities, exciting outdoor events, and by always having fun! The Troop strives to provide an outdoor camping experience at least 7 times per year (March, April, May, June, August, September, and November). Our goal is at least 18 nights of camping each year for each Scout. We encourage at least one member of each family to become involved in some aspect of adult leadership. We believe in Scouts BSA as a youth-led organization with adult assistance and support. We help each new Scout to quickly advance to 1st Class rank. This practice encourages greater participation in outdoor activities and builds a solid foundation for further advancement from Star through Eagle. We emphasize low-impact camping, lightweight backpacking, and respect for the environment.

## Scoutmaster and Assistant Scoutmasters

The Scoutmaster (SM) directly advises and assists the Senior Patrol Leader (SPL) who heads the Patrol Leaders Council (PLC). The PLC runs the Troop Scouting program. The Scoutmaster and Committee coordinate the selection and appointment of Assistant Scoutmasters for the specific roles as outlined below as well as advisors to each Scout Patrol. All Scoutmasters and Assistant Scoutmasters must be fully trained. The overall size and vitality of Troop 766 warrant the assignments of specific roles and responsibilities for Assistant Scoutmasters as outlined below.

### Assistant Scoutmaster(s) – First-Year Scouts:

- Participates in formulating and executing Scout recruiting strategy
- Organizes new Scout Patrols and recruits and coordinates adult advisors
- Advises and helps train Troop Guides and Den Chiefs
- Monitors progress of and encourages Scouts towards the rank of 1<sup>st</sup> Class in the first year.
- Shares primary role with the SM in organizing the Spring Advancement Campout
- Ensures that patrols are functioning, developing Scout Spirit and rotating leadership.
- Maintains a liaison with feeder Cub Scout Packs.

### Assistant Scoutmaster(s) – Meetings and Events:

- Backs up SM in organizing and supervising meetings.
- Shares responsibility with SM in organizing, staffing, and planning major events.
- Summer Camp
- Helps to ensure that events are Scout-led and participates in leadership development.

### Assistant Scoutmaster(s) – Camping and Outdoor Program:

- Shares responsibility with SM for organizing, planning, and supervising the outdoor program.
- Assists in recruiting adult advisors for outdoor events.
- Helps ensure that events are Scout-led and participate in leadership development.
- Advises Troop Quartermaster(s).
- On the recommendation of the PLC, proposes policies regarding equipment acquisition, management, and maintenance to the committee.
- Helps monitor the rotation of Grubmasters within the Patrol.

### Assistant Scoutmaster – Recognition and Awards:

- Works closely with Advancement Chairperson to ensure those individual achievements and other honors for each Scout are recorded and tracked.
- Obtains recognitions and awards from the Council Office.
- Assists SPL and PLC in the timely distribution of recognitions and awards at Troop Meetings.
- Assists Scouts in planning Courts of Honors and other recognition events.
- Advocates and helps develop recognition opportunities.

## Troop Committee

The Troop Committee is a group of adults who, with the Scoutmaster and Assistant Scoutmasters, assist the Scouts as leaders to run the Troop. The Troop Committee assures the availability of a qualified Scoutmaster. The Committee provides administrative support in areas such as Scout advancement, outdoor programs, finances, parent relations, records, recruiting, fundraising, and Troop communications. This includes the establishment of committees/focal points for all fundraising and support activities for the Troop and in support of the Council, including but not limited to Popcorn Sales, Friends of Scouting, etc. Members of the Committee are usually parents of Scouts and any parent is welcome to attend meetings. The Troop Committee approves all Scout activities, reviews Eagle projects, and conducts preliminary Eagle boards of review. The Troop Committee meets every 2 months at a site designated by the Committee Chair. All Troop Committee Members must be fully trained.

### Committee Chair:

- Chairs the Committee.
- Organizes the Administration of the Troop: Finance, Fundraising, and Advancement.
- Ensures the Troop has the necessary resources to maintain a vital program.
- Organizes Troop Eagle Boards of Review.
- Maintains the Troops 501(c)(3) status.
- Responsible for new adult applications.
- Prepares the Troop Recharter.

### Committee Member – Advancement Chair:

- Maintains Troopmaster database with all advancement and service data.
- Provides an awards list to the ASM Awards to set up Courts of Honor.
- Acquires all awards at the Scout Shop.
- Strives to quickly recognize the Scout's achievements.

### Committee Member – Treasurer:

- Maintains the Troop Financial Records
- Maintains Individual Scout Accounts
- Collects dues from the Scribe and records them.
- Reports to the Committee on the Financial Status.
- Supports the annual financial audit of the Troop.

## Family Roles

**Scouts BSA is a family-centered organization. We welcome all family members to attend any Scout meeting and to participate in Troop activities. Younger family members are also welcome if accompanied by a parent. Effective September 1, 2023, the BSA is updating the adult supervision requirements for overnight activities. This update enhances the minimum “two-deep leadership” requirements by additionally requiring every adult 18 years or older present on overnight activities to be a registered member of the BSA.**

It is neither possible nor desirable, for the Scoutmaster to do everything. What the Scout gets out of Scouting depends largely on what family members contribute to the Troop. We need parents to serve as Program Leaders, on the Troop Committee, as Merit Badge Counselors, and to help with fundraising. We encourage at least one adult member of each family to take training and/or become a certified Merit Badge Counselor in his or her particular fields of interest or expertise. We also encourage parents to serve on Boards of Reviews at Advancement Meetings. We need help with transportation for camping trips and other activities, including summer camp and adventure trips.

## Scout Organization

### Patrols

Patrols accomplish all Scout activities. All Patrol functions are under the control of an elected Patrol Leader. The Patrol Leader is responsible to the Senior Patrol Leader (SPL). Scouts elect leaders who demonstrate enthusiasm and willingness to lead. Registered adult leaders constitute the Grizzly Patrol. The Grizzlies are subject to the same rules, uniform requirements, etc., as other Patrols.

### New Scout Patrol(s)

In our Troop, members of the new Scout Patrol(s) take turns being Patrol Leader during their first year. The Troop Guide works with the new Scout Patrol, helping the Scouts with their orientation to the Troop. The Assistant Scoutmaster(s), the Troop Guide(s), and other upper-class Scouts help new Scouts advance to First Class rank within their first year.

### Troop Leadership

The SPL leads Troop 766 with the aid of the Assistant Senior Patrol Leader(s) (ASPL). The SPL leads the ASPL, Patrol Leaders, and Senior Troop Guide. The ASPL(s) lead the Quartermasters, Historians, Scribes, Den Chiefs, Chaplain Aides, and Buglers. Special project leaders are designated for significant non-recurring activity. In the absence of the Senior Patrol Leader or Patrol Leaders, the assistants assume their responsibilities. All Scout leaders must know their responsibilities. Parental support will help the Scout leader be more successful.

### Patrol Leaders Council

Patrol Leaders Council (PLC) consists of the Scouts with a position of responsibility. The PLC plans and runs Scout activities. Other responsibilities of the PLC are the organization of Scouts into Patrols and the maintenance of Troop discipline.

## Troop Elections

The Troop elects the Senior Patrol Leader and Patrol Leaders twice a year. Eligibility requirements are:

- Senior Patrol Leader (SPL) - Star Scout or higher.
- Assistant SPL – Star Scout or higher.
- Patrol Leader – Self-nominated or when multiple Scouts are going for Patrol Leader, they are voted by the members of the Patrol. Patrol Leaders should change every election.



Other Troop leadership positions are appointive. With advice from the Troop Committee, the Scoutmaster will appoint Troop Guides, Instructors, Quartermasters, Librarians, Historians, Scribes, Chaplain's Aides, and Buglers. The SPL will appoint special project leaders as needed. Robert's Rules of Order will govern all Troop elections. Simple majority prevails. It is highly recommended that at least one-half of the Troop must be present for an election. Within one month of elections, new Scout leaders should complete **Introduction to Leadership Skills for Troops (ILST)** training. The Troop will provide this training.

## Troop Meetings

### General Troop Meetings

All Monday meetings should be held at Lovely Lane United Methodist Church. The Troop typically meets one Monday night each month from 7:00 PM until 8:00 PM. Patrols rotate meeting assignments for each Troop Meeting, including setup, open/closing ceremony, program, and cleanup. The Monday before a campout each Patrol will hold a Patrol Meeting. The purpose of the Patrol Meeting is to prepare for the upcoming campout, complete their Duty Roster, assign a Grubmaster, and work on a skit/song. There is typically one Advancement meeting dedicated to advancement each month. This meeting is devoted to advancement requirements, Scoutmaster Conferences, Boards of Review, and Merit Badge activities. The Troop also has one Monday FUN Meeting every month. The goal is to do fun and educational activities used for team building and fellowship.

### Patrol Leaders Council

The PLC meetings happen every 3 months for one hour. Meetings are held at other times as determined by the SPL and Scoutmaster. The purpose of PLC meetings is to plan activities and campouts for the next 3 months. The Scoutmaster or designee must be present. The Scoutmaster submits plans to the Troop Committee for approval.

## Activity Forms

Troop 766 uses a Permission Slip that includes emergency contact information, current medications, and document parent/guardian permission for the Scout to attend an activity. In addition, BSA requires that Scouts provide a Permission Slip for each activity. Be sure to have all medical information listed on these forms. Medications must be kept in their original container with instructions included. Any Scout with medications must give them to the adult Scoutmaster (or designated adult in charge of the event). They will ensure the Scout receives the medication as instructed. Blank forms are available at each activity and are available online. The Scout cannot participate in the activity until the completed forms are returned.

For activities lasting longer than 72 hours (e.g.; Summer Camp, High Adventure, etc.), [parts A/B/C Personal Health and Medical Forms](#) are required. Part C is the Pre-Participation Physical section in which a medical examiner's signature is required.



## Troop Activities

All Troop activities are organized by Patrol and led by Scouts, with adult leaders providing necessary guidance and support. The activities involve required performance by Scouts who carry out assigned duties. The activity leader may combine Scouts into special Patrols for an activity. To be eligible for outings, a Scout must understand the Scout Oath and Law and demonstrate Scout Spirit, including:

- Attitude - the Scout demonstrates enthusiasm for the ideals of Scouting.
- Attendance - the Scout regularly attends Troop meetings.
- Appearance - the Scout enthusiastically wears the proper Scout uniform.

### Monthly Outings:

The Troop usually schedules an outdoor activity one weekend per month. The Scoutmaster (or delegate) distributes a calendar of events via email and at Monday meetings. Typical activities include:

- Merit Badge Universities – various locations
- **Introduction to Leadership Skills for Troops (ILST)**
- Camping at Eagle Cave in Wisconsin
- Skiing/Snowboarding at Chestnut Mountain Resort
- Snow Tubing at Seven Oaks
- Order of Arrow Conclaves – Howard H. Cherry Scout Reservation (HHCSR)

### Summer Camp

**Each summer, a weeklong camping experience takes place at HHCSR. Leadership at Summer Camp is provided by adult leaders who are registered with the Troop. In order to have a successful experience at Summer Camp it is necessary that we maintain a ratio of no more than 7 Scouts per adult leader. Adult leaders attending Summer Camp will need to be able to actively participate in the leadership of the Troop and all associated activities occurring at Summer Camp.**

### High Adventures

High Adventure opportunities are available, however, 1<sup>st</sup> year Scouts are not eligible to participate. All activities, except where noted below, must have 1<sup>st</sup> Class rank and Blue Swimmer requirements (if there are swimming/water activities). Participants must be active in the Troop. Examples of these activities are:

- Philmont Scout Ranch – New Mexico (14 years old)
- Boundary Waters – Minnesota
- Backpacking in the Black Hills
- Sea Base – Florida (14 years old)
- Wilderness Survival Challenge in Wisconsin (exempt from 1<sup>st</sup> Class rank)
- Backpacking at Medicine Bow, Wyoming
- Hiking on the Appalachian Trail
- Backpacking in the Porcupine Mountain National Park on Lake Superior
- Backpacking in the Smoky Mountains

### Scout Jamboree

The BSA Scout Jamboree occurs at 4-year intervals. The Hawkeye Area Council forms several special Troops and appoints Scoutmasters. Both Scouts and adult leaders may attend.

### Order of the Arrow (OA)

OA is a national service organization run by the Scouts themselves, with the assistance of elected adult leaders. Members are elected by their peers. Candidates must meet OA eligibility requirements.

### Merit Badge Universities (MBU)

Various locations will organize MBUs. Scouts may select from various Merit Badges. Scouts generally complete a Merit Badge during the session, if all prerequisites are completed. The Troop Committee may recommend not attending a specific MBU based on poor reviews.

## Activity Guidelines

### Organization

Scouts perform activities with their Patrol under the direction of the Patrol Leader and with the help of the Assistant Scoutmasters and other adult leaders. However, at activities that a full Patrol does not attend, Patrols may be combined and Scout leaders reassigned by the activity leader.

All Scout leaders and adult leaders will provide positive leadership and immediately correct violations of rules. Disciplinary matters are brought to the attention of the SPL, Scoutmaster, or activity leader. Serious matters will be referred to the unit committee and/or PLC for disciplinary action.

### Adult Leadership

The Scoutmaster may designate an activity leader for an event. The activity leader plans and coordinates assigned activities. The activity leader may be an Assistant Scoutmaster or another registered adult leader. We encourage each Patrol to have at least one **registered adult** on campouts. BSA requires two-deep adult leadership always. In addition, a trained/registered male leader is required for all activities that a boy attends. Likewise, a trained/registered female leader is required for all activities that a girl attends.

Scouts will not leave an outing for any reason unless the Scout's parent/guardian directly assumes custody. If the parent/guardian does not pick up the Scout within a reasonable period at the end of an activity, the Scout will continue in the custody of the activity leaders. BSA requires two-deep adult leadership always. We will not leave Scouts alone.

### Program Activities

Patrols are assigned to conduct an activity for each campout. Responsibilities rotate among Patrols. These include training activities, games, and campfire activities (skits and songs, etc.). Training may include building rope bridges, fire starting, or first aid, for example.

### Cooking

Patrols accomplish cooking. This includes the attending adults, who constitute the Grizzly Patrol. Each Patrol selects a Grubmaster for each activity. This duty rotates among Patrol members. The Grubmaster is responsible for buying food. The Grubmaster supervises the preparation of the food by members of the Patrol. If there are any special dietary restrictions, please contact the Patrol Leader in advance.

Each Scout and adult brings a mess kit (normally a plastic bowl and utensil) and cup and is responsible for washing personal equipment. Each Scout and adult will bear a full share of responsibility, under the direction of the Patrol Leaders, for running the camp or other activities. This includes site preparation, setup of tents and dining flies, food preparation and cleanup, takedown of tents and dining flies, packing the Troop trailer,

and site cleanup. We leave each activity site in better condition than we found it.

Encouraging and developing cooking skills is an essential Scout activity, we may incorporate a cooking competition between Patrols into the activity whenever practicable. The activity leader will make this determination. The Grizzly Patrol will provide judges. The winning Patrol will receive a Patrol award. These competitions will consider the quality of food, variety of food, appropriateness to the camping activity, cleanup, and environmental impact.

## Troop Code of Conduct, Rules, and Consequences

These rules provide for the safety and enjoyment of all. We expect all persons to obey all Scout rules at all Scout activities. Cheerful compliance with these rules will help demonstrate the Scout Spirit necessary for rank advancement.

### Scout Code of Conduct:

- **I will strive to attend all Troop functions.**
- **I will proudly wear my proper uniform to all Scout functions neatly.**
- **I will demonstrate support and cooperation with Troop leadership.**
- **I will eliminate objectionable language.**
- **I will cooperate with others positively.**
- **I will wear proper clothing while in public.**
- **I will lead by example.**
- **I will practice teamwork and mutual respect.**
- **I will respect the personal property of individuals and the Troop.**
- **I will not use physical contact or threatening actions.**
- **I will eliminate snide and belittling actions and language, and stop them wherever I see them.**
- **I will not encourage or participate in hazing, including dares.**
- **I will demonstrate an understanding of the Oath and Law through my actions.**

### Troop Rules:

- **Scouts, leaders, and guests will follow the Scout Law, Scout Oath, Motto, and Outdoor Code. These are the basis for all the following rules and should be the basis for all of my actions.**
- Scouts must wear the designated Class A or Class B uniform items, as determined by the PLC.
- When the Scout sign is made all present are to immediately be quiet and attentive and return the Scout sign.
- Unless otherwise directed, all Scouts bring their Scout Handbook to all activities.
- Taps (lights out) will be decided by the PLC but will be no later than 10:00 PM, all quiet will be 15-30 minutes after lights out. Reveille (wake-up) will be decided by the PLC but will be no later than 7:00 AM.
- **No adult leader or other Scout shall ever enter a tent that is not their own at any time of day**
- Electronic devices of any kind are not allowed on campouts, **including Summer Camp and High Adventures.** Examples of prohibited items include but are not limited to, cellphones, hand-held games, iPods, or radios. Additionally, adults may bring a cell phone for safety, picture-taking, and communication requirements. **Those individuals not in compliance with this rule will be dismissed from the campout and will need to be picked up by their guardian.**
- Aerosol cans or glass containers of any type are not allowed on campouts. Aerosol devices are

dangerous around fires and sprays will damage the waterproof properties of tents and dining flies.

- Knives, axes, or saws may not be carried unless the Scout possesses and can produce their signed Totin' Chip card. The Scout knife is kept in the pocket, or in a sheath on the belt, when not in use. Knives with blades greater than 4" (a palm width) in length and non-folding knives are not allowed.
- **Firearms, slingshots, or other types of weapons are not allowed, unless under the close supervision of a certified BSA instructor.**
- Scouts may not make fires unless they possess the required Firem'n Chit and the building of the fire is approved by the Scout leaders. Playing in campfires or with fire is not allowed. **Flames are NEVER allowed in tents.**
- Fireworks of any kind are not allowed.
- Throwing items within the boundaries of the tent area is not allowed.
- Scouts leaving the camp area must notify an adult and be accompanied by a buddy.
- Swimming is allowed by qualified Scouts only when the swimming area has been properly checked and the activity is supervised by a lifesaving-qualified responsible adult, according to the BSA Guide to Safe Scouting.
- Hazing or initiations are not allowed.
- **Smoking, vaping, alcoholic beverages,** and illegal drugs are not allowed by any activity participant.
- Swearing, offensive, or foul language are not allowed.
- Belligerent, disrespectful, or rowdy behavior is not allowed.
- **No unwanted or inappropriate physical contact; implied or actual is allowed.**
- **Scout activities are not the appropriate environment for any sexual expressions, including innuendos, experimentation, posturing, the judgment of others' sexuality, etc.**
- **Damaging property owned by a camp, the Troop, or another individual is not allowed. If damaged, they will take responsibility for replacing or repairing the property.**
- **No gambling is allowed. Games are fine but money or property cannot be wagered.**

### Consequences:

These provisions are not intended as punishment but to obtain correction of unacceptable behavior:

- **Behavior in defiance of the Code of Conduct will be addressed by the following leadership. If the behavioral issue or problem is not resolved at a lower level, then it should be taken to the next level. Addressing the problem may automatically go to a higher level based on the severity of the behavior or level of Scouts involved.**
  1. **Patrol Leader**
  2. **Senior Patrol Leader/Assistant Senior Patrol Leader**
  3. **Assistant Scoutmaster or Committee Member**
  4. **Scoutmaster**
- Violation of any fire-related rule may result in the loss of the Firem'n Chit. The Scout must repeat the requirements to get a new chit.
- Violation of any knife, ax, or saw-related rule may result in the loss of the Totin' Chip. The Scout will be required to repeat the requirements to get a new chip.
- **Consequences may include, but are not limited to:**
  1. **Apology to the offended individual/s.**
  2. **Written reflection on the point of the Scout Oath or Law which was not followed.**
  3. **Assigned additional tasks.**
  4. **Immediate removal from activity.**
  5. **Removal from their leadership position.**
  6. **A parent must be present at Troop activities and supervise their Scout. If a parent is**

**required to accompany their Scout to overnight activities they will need to become a registered member of the Troop in accordance with Scouts BSA guidelines.**

- 7. Not allowing participation in future activities.**
- 8. Suspension or removal from Troop.**
- 9. Suspension or removal from the BSA.**
- 10. Other actions as determined by the Scoutmaster, Assistant Scoutmaster, or Committee Members.**

## Uniforms and Equipment

The specified uniform is worn to events as indicated:

- |                          |   |
|--------------------------|---|
| • All Troop Meetings     | Class A Uniform   |
| • Board of Review        | Class A Uniform   |
| • Court of Honor         | Class A Uniform   |
| • Other Scout Activities | Class A Uniform or Class B as determined by Activity Leader |

### Class A Uniform:

- Scout shirt with insignia (tucked into pants). The family is responsible for the items below unless otherwise noted.
  - Hawkeye Area Council shoulder patch
  - Green shoulder loops
  - Arrow of Light patch (if earned from Webelos)
  - Merit Badge Sash
  - “Troop 766” numerals – provided by Troop
  - Troop 766 Gold Journey to Excellence patch - provided by Troop
  - Patrol patch (when Patrol is known) – provided by Troop
- Scout neckerchief with slide – provided by Troop
- Scout pants/shorts (optional)
- Scout belt (optional)

### Class B Uniform:

- Any Scout-related shirt or sweatshirt

### Required Equipment Items:

- Scout Handbook

### Other Required Camping Equipment Items:

- Flashlight/headlamp
- Mess kit (bowl, cup, and utensils)
- Sleeping bag and ground pad
- Nalgene or unbreakable water bottle
- Rain gear
- Jacket suitable for the weather
- Personal first aid kit
- Backpack for high adventures
- Appropriate footwear (**waterproof** boots recommended for all campouts)

High Adventure Equipment:

- It is the responsibility of the High Adventure crew/participants to fund and replace all consumable Troop equipment (e.g.; white fuel, filters cartridges for water filters, broken equipment, lost equipment, etc.).
- The Troop will provide an inventory of backpacking tents, lightweight stoves, pump/gravity water filters, dromedary water bags, saws, rain flies, etc. The Troop will repair minor trailer damage (e.g.; tire replacement).

Scouts and adult leaders will maintain a high degree of neatness in attire and appearance. Any deviation from the regulation uniform must be approved by the SPL. The designated uniform items are to be worn for Troop activities, including traveling to and from an activity. Directions for the proper placement of uniform insignia can be found in the Scout Handbook. All uniform and equipment items should be indelibly marked with the Scout's name.

Sources of Uniform and Equipment Items:

Parents should ensure that Scouts have proper clothing and equipment; however, parents should take care to avoid buying unnecessary or unnecessarily expensive items. Before buying equipment, check with the Scoutmaster since some Scouts have the equipment they have outgrown and are for sale. Tents, saws, and various other items are provided by the Troop.

Advancement

Merit Badges are designed to help the Scout discover their interests and abilities and to develop hobbies and vocations. They provide a source of pride in individual accomplishment and help a Scout become proficient in areas of service and personal fitness.

Each Scout advances at their own pace; however, Scouts will enjoy Scouting more when they advance at a regular pace. Parents are encouraged to work with Scouts on rank advancement, but the actual advancement is up to the Scout.

**Advancement can be worked on at the Advancement Meetings, at campouts, at home, in a Merit Badge class, etc. Attending Advancement Meetings and campouts is the best way to complete the Scout, Tenderfoot, Second Class, and First Class rank requirements.** At the Advancement Meetings, Scouts work on advancement requirements and Merit Badges (the Scout is responsible for making appointments with Merit Badge Counselors). The Scoutmasters, **Assistant Scoutmasters, and Star/Life/Eagle Scouts** are available to review the completion of the **rank** requirements. Rank advancement and Merit Badges should be awarded at the next Troop Meeting following the Advancement Meetings. The Scout will also be recognized at the next Court of Honor.

The Scout, not the parent, **should** make arrangements for completing the Merit Badge. **A Merit Badge Application (form #646956) or “Blue Card” should** be obtained from the Scoutmaster and a Merit Badge Counselor appointed before work on the Merit Badge commences. **Many Counselors will keep track of the Scout’s progress using a [Blue Card PDF](#).** The Advancement Chairperson on the Troop Committee is responsible for Merit Badge awards.

Merit Badge Procedures:

- Obtain a three-part Merit Badge Blue Card from the Scoutmaster or Advancement Chairperson.
- Complete applicable items on the Merit Badge Blue Card and have them signed by the Scoutmaster.
- Obtain a Merit Badge book from the Troop library (optional).
- Find a Merit Badge Counselor within Troopmaster.
- The Scout makes an initial appointment with the Merit Badge Counselor before initiating any efforts toward the Merit Badge. The Merit Badge Counselor then provides general guidance in the completion of the requirements.
- When fully satisfied that the Merit Badge has been properly completed, the Merit Badge Counselor signs the card, retains the designated portion of the card, and returns the remainder to the Scout.
- The Scout obtains the signature of the Scoutmaster and turns the Merit Badge Blue Card over to the Advancement Chairperson.
- Merit Badges will be awarded at the next Troop meeting and the Scout's portion of the card given to the Scout at the Court of Honor.

Rank Advancement

Troop 766 operates under the advancement requirements of the BSA. Scouts working toward a particular rank should refer to the Scouts Handbook for the requirements for completion of the rank. Scouts of Star Rank or higher are encouraged to sign off Rank Advancement requirements for Scout through First Class. All requirements, as described, must be completed before signing off.

When a Scout has completed all requirements for a rank, the Scout meets with the Scoutmaster for a Scoutmaster's Conference. The conference is designed to involve the Scout in their growth process by asking them to set goals and evaluate their accomplishments.

The final step in advancement is the Board of Review. The purpose of these reviews is to ensure that the required standards are met and to provide the Scout an opportunity to discuss their experiences. The Board of Review is made up of three members. These members are generally Assistant Scoutmasters, Troop Committee, and parents. At least one member must be a registered and trained adult leader.

Scouts are strongly encouraged to maintain personal records of all Scouting activities and support, including service hours and participation in campouts, activities, etc.

Advancement Records

Each Scout must possess a Scout Handbook that explains the advancement process and records the Scout's advancement. The Troop also keeps records on each Scout using Troopmaster.

The Scout will receive rank advancement cards and Merit Badge cards for everything the Scout completes at the Court of Honor. Scouts are to keep these cards for their side records. Other acceptable forms of verification may include a properly completed Scout Handbook or Council advancement records.

Courts of Honor

Courts of Honor are held four times during the year to recognize Scouts who have advanced in rank and to present the Scouts with Merit Badge awards. Advancement represents an important milestone in the Scouts' career and parents should be in attendance and share in this experience.

Eagle Scout Courts of Honor are held whenever a Scout has reached this pinnacle of their Scouting career.



This Court of Honor is scheduled on an individual basis. The parents of the Scout, with the help of the Committee Chairperson, make the arrangements for this ceremony.

### Religious Awards

Troop 766 regards the various religious awards to be an important honor a Scout can earn. We encourage all Scouts to achieve a particular religious award relevant to their religion. This award is presented to the Scout by their religious institution.

## Medical Information

A [type C medical form](#) requires a physical performed by a physician sometime in the 12 months leading up to the activity for all participants in Summer Camp, High Adventures, and for adult members that will participate more than 72 consecutive hours. Scouts and adults must have this medical information completed and turned in to the Troop before being allowed to go to any special event. Completed forms are **available** to every Scout activity by the activity leader for use in an emergency.

**New Scouts to the Troop must complete the [Type A/B medical form](#). This form is completed by the parents or guardians. A physician's signature is not required on this form.**

## Finances

At the time of joining the Troop, each new Scout pays \$25.00 to the Troop. These funds are for the Troop neckerchief, slide, "766" numerals, JTE patch, Patrol patch, and red folder package. If the new Scout is not currently registered in the BSA, the applicable recharter fees are also due. If this payment cannot be made, scholarship funds are available to assist the family in joining the Troop. No Scout will be turned away from the Troop if the family is not able to make this payment.

### Annual Fees

During the annual recharter in November of each year, the Troop collects the applicable recharter fees. No additional Troop fees are paid by the families.

### Activity Fees

An activity fee will be charged to participating Scouts and leaders for summer camps, high adventure trips, and other activities, such as Merit Badge Universities.

### Scout Accounts

Designated fundraising events (e.g.; popcorn sales, flags, etc.) allow a Scout to earn money to put into their Scout Account. The money the Scout earns can be used to pay for anything related to Scouting, such as payment of dues, summer camp fees, Scout uniforms, equipment, etc. For reimbursement, a receipt must be submitted to the Troop Treasurer. Scout Accounts are available online for the individual Scout. A link is sent by the Troop Treasurer to the families. The link should be bookmarked by the family for future reference.

After a Scout leaves the Troop or turns 18, the family has 6 months to use the Scout Account funds by the above rules.

There are 4 options on what you can do with their Scout Account funds:

- Reimbursement - you can use your Scout Account to pay for Scout/outdoor-related gear. To be reimbursed for purchases, send a copy of your receipt(s) and complete the [Reimbursement Form](#). Send the form/receipt to the Troop Treasurer, and they will send a “Troop 766” check back to you. The Treasurer is also available at most of the Monday meetings at Lovely Lane.
- Donation - donate any/all back to Troop 766. Any donations are tax-deductible as the Troop is a 501(c)(3) non-profit organization. You can select to donate to the Troop's general account, to our scholarship account, or a combination of both.
- Transfer - you may transfer to another sibling's Scout Account or Venture Crew account.
- Do nothing - if no action is taken, the Scout Account funds will be donated to the Troop's general funds account after 6 months.

### Fundraising

The Troop Committee is responsible for organizing and scheduling fundraising events. Funds are raised for general Troop expenses or specific activities. All Scouts and parents participate in fundraising events so that this opportunity is shared. The Troop Committee will designate a Chairperson for each fundraising event. An assistant may also be designated. A committee of Scouts and adults will be formed for major fundraising events. The Chairperson will devise a plan for the event.

- The annual popcorn sale is a primary Council-sponsored fundraising event that takes place in September and October of each year. A popcorn segment and patch are awarded to participating Scouts and registered adults. Approximately 30% of Scout's popcorn sales go directly to their Scout Account. **All proceeds from Popcorn sales or any other fundraising event, including any non-purchase-related donations must be turned into the Troop Treasurer. The Treasurer will make necessary payments to the Council and will deposit any proceeds earned by the Scout into their Scout Account.**
- The only fundraiser in which Troop receives funds is primarily through our United Way contributions or by direct donations of past and current Troop families. This is typically driven by donations designated to “Troop 766 Inc”. The Troop is a 501(c)(3) non-profit organization. The Troop's Employee Identification Number (EIN) for the IRS is 42-1345316.
- “Friends of Scouting” is a primary source of operating income for the Council. Most families contribute at some level and help the Council provide a better program for the Troop and the Scout. This fundraising activity takes place from January through April.

### Financial Assistance

If there are times when the cost of a campout, dues, or an activity could be a problem, please contact the Scoutmaster or Committee Chair. Funds may be available if a family needs financial assistance for a Scouting activity. Confidentiality will be respected.

