



**TROOP 31  
MOAT MONSTERS  
FORT MONROE, VIRGINIA  
BY LAWS**

October 2012

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### **MEMBERSHIP**

Membership in Troop 31 is open to any eligible boy or adult (hereafter referred to as Scouts and Scouters), according to the membership criteria established by the Boy Scouts of America. To become a member of the Troop the boy or adult must complete the appropriate membership application form and pay the required registration fees as established by the Troop. Pro-rated fees are available based on the date joining the Troop. Additionally, the adult applicant must successfully complete the BSA Youth Protection Training prior to any application submission.

All meetings, activities, and other events are open to all parents / guardians of Scouts. Interaction with the Scouts is restricted to those registered Scouters, unless otherwise approved by the Troop adult leadership (Scoutmaster and/or Committee Chair). Similarly, only registered Scouters are allowed to camp overnight with the Troop unless otherwise approved by the Troop adult leadership.

### **CHARTERING ORGANIZATION**

Boy Scout Troop 31 falls under the Heritage District of Colonial Virginia Council, the Boy Scouts of America, sponsored by the Chapel of the Centurion as the Chartering Organization. In the event that Boy Scout Troop 31 is not re-chartered with the Boy Scouts of America, ownership of all assets and equipment will be transferred to Colonial Virginia Council.

### **ORGANIZATION**

The Troop is organized and run by the Scouts using the Patrol Method. Under this construct the Troop is thereby divided into three patrols. Each patrol shall consist of not more than eight Scouts; however, the Scoutmaster (SM) has the option of adjusting the number of Scouts per patrol as deemed necessary. Scouts will only be assigned into the various patrols at the semi-annual rotation of Scout position. Exceptions will be approved by the SM as required.

**Two Primary Scout Patrols:** These patrols are designed for more junior Scouts and focused on developing basics Scouting skills and learning the fundamentals of camping. Additionally, these patrols focus on rank advancement and the completion of various merit badges.

**Senior Patrol:** Designed for senior Scouts—Eagles or Life Scouts. These Scouts are more experienced in Scouting and typically comprise the knowledge base of the Troop. These Scouts typically hold the following positions to lead the Troop and develop the Scouting skills of

younger and more inexperienced Scouts: Guide, Instructors, and JASMs. These Scouts focus on more advanced Scouting skills, merit badges and development of the younger scouts.

### **PATROL LEADER'S COUNCIL**

The Patrol Leader's Council (PLC) sets the agenda for the troop and confirms the troop's monthly plans for weekly meetings and outdoor activities based on the Annual Calendar developed at the August Annual Planning Conference. Once the Scouting year has convened, it generally meets every other month. The PLC is composed of the Senior Patrol Leader (SPL), Assistant Senior Patrol Leader, all Patrol Leaders, Troop Guide, Quartermaster and Scribe. The SM is the principal advisor to the PLC, but the SPL is responsible for the conduct and execution of the meeting itself and is responsible to publish the minutes and decisions that may impact the following month's meetings and activities.

### **ATTENDANCE**

Troop meetings are held 7:00-8:30pm Thursday nights at the Troop 31 Scout Hut in the Chapel of the Centurion Activity Center, 54 Bernard Road, Casemate 21, inside the Fort Monroe moat. There is no landline telephone in the facility, but cell phone coverage exists. Scouts should arrive on time, in Field Uniform (unless otherwise published), and with their Scout Handbook, notebook and pen/pencil, and remain at the Scout meeting until dismissed by the SM or Assistant SM (ASM). The Troop Scribe is responsible to take attendance and provide an update to the SM before the next meeting.

Demonstration of Scout Spirit for advancement purposes includes regular meeting attendance. A good spirited Scout's record will show **80 to 100% attendance or excused absence** since the individual Scout's last Board of Review (BOR). The SM, or in his absence the ASM, **must** be informed by the Scout or Scout leadership, **prior to the meeting** that the Scout is unable to attend in order to obtain an excused absence. Exceptions are on an individual case basis, decided by the SM.

At least 50% attendance at activities other than meetings is considered another measure of Scout Spirit. Every effort should be made to attend all events.

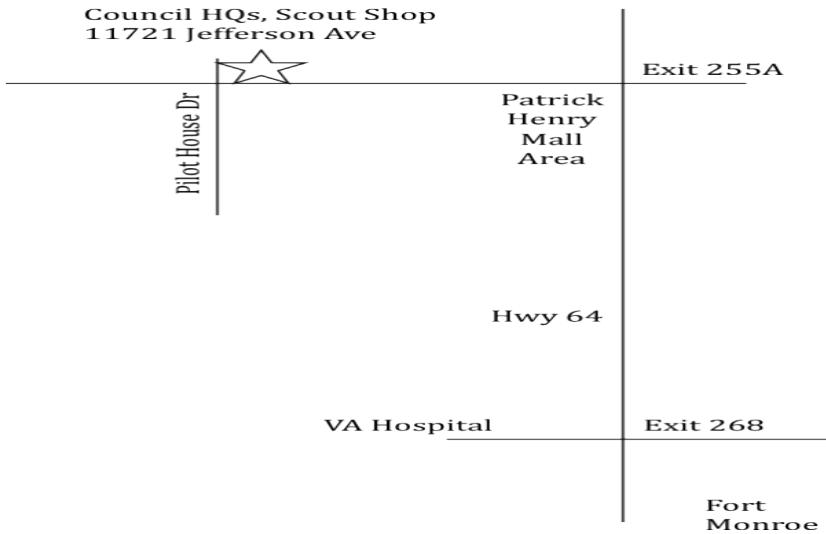
### **COLONIAL VIRGINIA COUNCIL**

Mr. Rory O'Donnell is our Heritage District Executive and can be reached via e-mail at [rory.odonnell@Scouting.org](mailto:rory.odonnell@Scouting.org)

Council Scout Shop and offices are located at:

11721 Jefferson Ave  
Newport News, VA 23606  
(757) 595-3356  
[www.cvcboyScouts.org](http://www.cvcboyScouts.org)  
(See web site for Shop Hours)

Map to Scout Shop and Colonial Area Council Headquarters



## **CONDUCT**

Scout conduct is defined by the principles of the Scout Oath and Law. These principles apply not only to Scout activities but also are a code of conduct for life. Proper conduct and simply doing what you know is right are strong components of Scout Spirit.

The key leader in the disciplinary process is the Patrol Leader. The Patrol Leader must enforce the rules within his Patrol. A Scout who does not respond to the efforts of the Patrol Leader to correct a disciplinary problem, will be addressed through the Scout leadership and the SPL. If the SPL cannot resolve the problem, the SM will be informed to attempt to resolve. Should he/she not be able to resolve the problem, the Scout's parents will be notified and the Scout will be dismissed from the given activity immediately. In the event this problem occurs at an off-site activity, the SM or ASM leading the activity, or the Scout's parents or designated guardian, will remove the Scout from the activity. The Scout will not be allowed to leave without supervision.

A Scout who persists in conduct which is not in keeping with the Law and Oath will be brought before the Patrol Leaders' Council for resolution. The PLC may elect to take any one of the following four courses of action based on their evaluation of the offense:

- 1) Dismiss the case as unfounded.
- 2) Dismiss the case with a warning.
- 3) Recommend to the SM a disciplinary action fitting the offense.
- 4) Recommend expulsion from the Troop. A Scout may be removed from the Troop rolls only by the Troop Committee, upon recommendation by the PLC and SM.

## **UNIFORM**

The Scout uniform must be worn properly and with pride. Patrol Leaders will check each Patrol member's uniform at each Scout meeting for cleanliness and proper wear. All Scout leaders are expected to set the example in proper Scout uniform wear.

All Scouts of Troop 31 will own at least one complete Scout uniform. New troop members will be given a maximum time of 6 weeks to purchase a Scout uniform. A complete uniform (e.g. Field & Activity) consists of:

1. Field: BSA approved Scout Shirt with proper patches: Red or Green Shoulder Loops; Troop neckerchief and slide; Merit badge sash with all awarded merit badges; Current BSA Registration Card; Green BSA pants/shorts (Not required for meetings, but strongly recommended for special events and BORs). Field uniform shirt is required when travelling to and from Camping events and special activities.
2. Activity: Troop 31 Red T-shirt; appropriate pants/shorts; (Troop T-shirt is used once at a camp site or during other activities as prescribed).

A complete uniform (including sash and Troop neckerchief) is required for Board of Review, Court of Honor, Eagle Court of Honor, parades, flag ceremonies and other official troop functions designated by the SM. Scouters are strongly encouraged to wear the Troop Neckerchief at these "more formal" events as well. Additionally, the Scout Handbook is essential in order to conduct any Board of Review. Those not in uniform and/or without Handbooks will not be allowed to participate in a Board of Review. The only exception to this Policy is Scouts who are with Troop 31 less than 6 weeks.

The uniform for weekly troop meetings is Field, without the sash or neckerchief. Scout pants/shorts are optional. Acceptable pant/short substitutes include jeans and dress shorts with pockets. Running shorts, jogging pants, and other athletic wear pants/shorts are NOT permitted unless specified for a specific activity. Similarly, the SM may permit different appropriate wear for meetings and informal activities. The only exception to this is if the Scout is coming to the meeting directly from an athletic event, in which case the athletic attire is acceptable, but discouraged.

The official BSA shirt may be long sleeve or short sleeve. Colonial Virginia Council shoulder patch, numeral 31, veteran unit patch, Quality Unit Award patch (if awarded), patrol patch, US Flag, and rank insignia will be sewn on the uniform in accordance with the Scout Handbook. Other authorized uniform items, such as Jamboree and Order of the Arrow patches will be worn only in the prescribed official manner.

The current BSA Registration Card is considered a part of the "Ready for Inspection" uniform and should be with a Scout when he is in uniform.

Official BSA pants: each Scout is strongly encouraged to own at least one pair of BSA pants or shorts with BSA socks for special occasions such as Boards of Review and Courts of Honor when a full Scout uniform is appropriate. If a Scout chooses to wear the BSA shorts, he must

wear the BSA socks. A Scout may wear non-official pants to such significant events by exception only, and the substitute pants/shorts must be clean and reputable.

After a Scout earns his Totin' Chip, he may wear a folding belt knife during outdoor activities. A Scout who misuses his knife will lose his Totin' Chip and may not carry a knife until the SM or ASM reinstates his privilege. A Scout may carry a pocket knife to weekly meetings but must have his Totin' Chip in his possession.

Footwear – generally, any hiking boot, sneaker or closed toe shoe – is permitted. Open toed shoes, sandals and the like are strictly prohibited. The only exceptions are during specific camping, activities and summer camp where showers or beach activity is available.

## **TROOP COMMITTEE**

The Troop 31 Committee consists of the following voting positions:

Committee Chairperson	Equipment/Activities Coordinator
Advancements	Transportation Coordinator
Secretary	Eagle Scout Coordinator
Treasurer	Merit Badge Coordinator
Recruiting Coordinator	Unit Training Coordinator
Webmaster	Chartering Organization Representative
Committee Members without assigned duties	

The Troop Committee endeavors to meet once every other month. All voting members (Troop Committee members), the SM and SPL should attend. To spend money, approve activities, and other business requires the presence of 2/3 of the voting members. Approvals are by simple majority. This meeting is open to all parents/guardians of Scouts and others by invitation of the committee.

## **LEADER TRAINING**

Every Scout deserves a trained leader! Trained and knowledgeable youth and Scouters are an essential element of delivering a fun, challenging and safe program for the Scouts.

Youth Training: The youth training continuum offers progressive training opportunities for youth leaders. Key ones are:

- 1) Introduction to Leadership Skills for Troops (ILST): conducted at troop level by the SM, ASM, and SPL. Upon successful completion, the Scout is awarded the TRAINED patch.
  - 2) National Youth Leadership Training (NYLT): conducted at Council level, nominations for attendance will consider the Scout's past and potential future contributions to the troop.
- Completion of ILST is a prerequisite. Funds permitting, the troop's annual budget may include funding to defray a portion of the course fee.
- 3) National Advanced Youth Leadership Experience (NAYLE). Conducted at National level at the Philmont Training Center, the capstone leadership experience requires NYLT attendance first. Funds permitting, the troop's annual budget may include funding to defray a portion of the course fee.

4) Specialized training: other training, such as Den Chief training, is available.

Adult Training: The adult training continuum offers progressive training opportunities for registered Scouters, employing a mix of on-line, in the classroom, and in the woods classes. Training requirements and schedules are available from the Unit Training Coordinator.

1) Youth Protection Training (YPT): regardless of position, each Scouter must complete on-line YPT prior to registration as a new leader, and must renew the training every two years. The Unit Training Coordinator will monitor impending expiration of YPT, but ultimately the responsibility for remaining current remains with the individual. If this training has expired, the Scouter will be asked to excuse him/herself from any Scouting activities until the training has been renewed.

2) Required On-Line Training: regardless of position, each Scouter must complete required training within 30 days of assuming the position.

3) Scoutmaster & Assistant Scoutmaster specific training: must be completed within six months of assuming the position.

4) Wood Badge: each registered leader is encouraged to complete this course, subject to being Trained in their current position.

5) Philmont Training Center: a variety of courses are offered for Scouters each year, subject to being trained in their current position.

6) Funds permitting, the troop's annual budget may defray a portion of course fees.

7) The Unit Training Coordinator will brief the Scouter training requirements at the initial troop committee meeting of each Scouting Year – when the SM and SPL brief the troop's annual plan – and provide updates at subsequent committee meetings.

8) Scouters must be fully trained in their assigned position in order to recharter with the troop in December of each year. Exceptions will be considered for extraordinary circumstances, and depending on the position, may require Council approval.

## **FINANCES AND FINANCIAL CONTROL**

The troop maintains a checking account, with the Treasurer and SM authorized to sign checks: the Troop does not currently require two signatures on each check. The Treasurer maintains the Troop checking account and disburses funds as approved by the Troop Committee. The Troop maintains an account at the Colonial Virginia Council Scout Shop for the purchase of official items. Access to this account is limited to the Committee Chairperson, SM, Advancement Committee Member, and Treasurer and if deemed necessary by the Committee Chairperson, selected ASMs.

The Treasurer presents a report of income, expenses and balances at each Troop Committee meeting. All Scouters and Scouts are encouraged to settle up their bills with the Treasurer as soon as they incur a deficit. All accounts must be settled by August 31<sup>st</sup>, prior to the start of each new Scouting year.

Under Virginia Law, the Troop has its own non-profit tax-exempt number. This allows the Troop to not pay sales tax when purchasing equipment and other goods/services. The Treasurer maintains this number on file and will provide it as needed.

Any out of pocket expenses must be first approved by the SM or Committee Chair prior to any funds being expended. Requests for reimbursement for out of pocket expenses must be approved by the SM or Committee Chairperson, submitted to the Treasurer within two weeks of incurring the expense, and must be accompanied by a receipt.

#### Activity Costs (campouts, lock-ins, outings, etc.)

- 1) Fees: Except for food, normal activity fees such as travel costs and site reservation fees are paid for by the Troop, subject to limits established in the Troop's annual budget. Summer camp and special activities (like high adventure white water rafting) are handled separately and prorated among the Scouts attending.
- 2) Food: purchased by each patrol, including replenishment of expendable supplies like paper products, duct tape, etc. See "Patrol level expendable supplies" below. Patrol Grubmasters are the key in holding costs down, meaning they take an active part in ensuring that just what is needed is bought, that portion control is considered when assembling the shopping list, and on-hand stocks are used before buying new food and supplies.
- 3) Gas: funds permitting, the Troop budget may include provisions for limited reimbursement for gasoline used during troop outings. The assigned Event Planner for an outing will determine the number of vehicles needed to support the trip. In order to make the best use of limited funds, any vehicles taken in excess of the assessed need will not be eligible for gas reimbursement.

#### Recording Purchases

- 1) The Scouter Event Planner is responsible for maintaining awareness of all costs incurred for the campout and also for attendance at the campout (broken out by Patrol and which Patrol each individual ate with).
- 2) Receipts will be turned in to the Event Planner as soon as possible, but no later than two weeks after the campout. If the Event Planner is unavailable, turn receipts into the SM or Treasurer. Sooner is better than later!
- 3) The Event Planner will capture the costs for Troop records and forward receipts to the Treasurer for reimbursement.

#### Pro-rating the costs (math done by the Treasurer)

- 1) Patrol food purchases are prorated amongst all who ate with that patrol (including adults).
- 2) Any fees, such as campsite rental, not covered by the troop.
- 3) Patrol-level expendable supplies purchased (to include any paper products, lantern mantels, utensils, hand towels, etc.) in support of activities at the campout are pro-rated across the Scouts in each patrol (not the adults) and are the responsibility of the Patrol to restock.
- 4) Troop-level expendable supplies purchased in support of activities for a campout can be reimbursed by the troop, but must be pre-approved by SM/ASM or Committee Chairperson (e.g. manila rope bought for lashing a bridge for the Pioneering Merit Badge, large propane tank refills, lantern hardware, etc.). Patrols are responsible to conduct inventories after each campout and report shortcomings to the Troop QM for replenishment. The Troop QM is responsible to ensure these expendables are restocked. The Patrol Leader is responsible to follow-up with the QM to ensure items are being procured.
- 5) The Event Planner decides how to pro-rate any additional costs.
- 6) Per person pro-rated charges are announced by the Treasurer.

7) Payment may be by deduction from Scout Accounts (for Scout's costs), by check (payable to Troop 31), or by cash.

8) The Treasurer will reimburse individuals for costs they incur, provided they are documented with a receipt. If individuals want to have their reimbursement reduced by their share of prorated costs, that can be coordinated directly with the Treasurer, but will be on a dollar for dollar basis.

Registration Fees: Troop 31 collects a one-time registration fee for the entire year. This fee along with fundraisers each year provides for the registration of the Scout with the BSA, patches, a portion of regular camping fees (not summer camp), general-purpose equipment and a portion of special events. During the year the Scout will only pay for his portion of the food for campouts and a portion of selected camping and special events as determined by the Troop Committee.

Fund Raisers: Troop 31 funds its requirements thru a mix of fundraising, dues, grants and donations that are pre-approved by the Troop Committee. Fundraising may be event driven where the proceeds are dispersed among participating Scouts into their individual Scout account, or otherwise dispersed according to a pre-determined method to support special activities (e.g. ski-trip, summer camp, etc.). Any required start up funds must be approved in advance by the Troop Committee. Funds control: 100% accountability of funds will be accomplished prior to and at the completion of each fundraising event, with two adults (or one adult and one Scout) verifying the quantities in writing, and deposits made within 48 hours by the SM or Treasurer. Keep in mind - donations are always welcome!

Individual Scout Accounts: Each Scout has an individual account where the funds are deposited. These accounts belong to the Scout and are for use by him alone. Funds in the individual Scout account remain separate from the Troop general operating fund and can only be dispersed upon approval of the Scout or his adult parent/guardian. These funds can be applied toward Troop events (campouts etc.), Scout Shop supplies, or other related Scouting activities (Merit Badge University for example). When a Scout departs the troop, any remaining funds will revert to the troop's general operating fund, therefore Scouts & parents are not permitted to deposit extra funds in the accounts.

Individual Adult Accounts: accounts similar to Individual Scout Accounts will not be maintained. Adults are expected to pay for their prorated share of expenses as they occur.

## **SERVICE TIME**

Service is the "S" in Scouting, and Scout Spirit is demonstrated by accumulation of the requirements for advancement. Cheerful service is also a way of learning about the community in which we live. Service time should be recorded in the back of a Scout's Handbook and verified by one of the Scouters.

## **RECORDS**

Each Scout is responsible for keeping his own records. As a minimum, the Scout should have the following records in a filing system protecting the records:

Membership Cards. It is recommended that the Scout keep these cards. They establish that the Scout was a registered member when his Scout awards were earned. The current membership card proves the Scout is a properly registered member of the BSA.

Merit Badge Cards. These cards establish which merit badges were earned, when they were awarded, what unit the Scout was in at the time, and the name of the Council the unit is in. It is strongly recommended that the Scout retain his portion of the merit badge application card (blue card) as well as the merit badge award card.

Rank Cards. These cards establish when a rank was awarded and sets the time from which the next rank must be earned.

Activity list. It is recommended that the Scout keep this informal list. It should give the dates and locations of campouts, hikes, service projects, and other Scout activities attended by the Scout. It establishes how many days and nights of camping a Scout has, number of miles hiked, trails covered, training taken, and other information of Scout biographical interest.

The Scouter for Advancements maintains a database software package called Troopmaster. This database contains not only training records, but also service hours, days of camping, merit badge information, rank advancements, special awards and the like. Scouts and Scouters alike are responsible to routinely review their records to ensure the database information is up to date. This is especially important for Scouts regarding rank advancement (merit badges, service hours, rank, requirements, etc.).

## **ACTIVITIES**

A Troop Planning Calendar is developed each August at the Scout Annual Planning Conference. The SM is responsible to bring together all relevant calendars from Colonial Virginia Council, local city schools, Chamber of Commerce, Fort Monroe, summer camp and the surrounding communities, including all Federal holidays, for consideration in developing the annual calendar.

Shortly thereafter, but before the School Year commences, the annual calendar is approved by the Troop Committee and subsequently promulgated to the Troop.

The Patrol method will be used for most events. This includes camping, cooking, hiking, etc. by Patrol. The Patrols are encouraged to have activities of their own. Patrol activities must be approved by the SM and be attended by at least two adults.

## **CAMPING**

One of the major purposes of the Scouting program is to teach Scouts to appreciate the outdoor environment and how to handle themselves in the woods.

Every registered Scout and Scouter must have a current Class 1 Personal Health History (parts A & B for the Health and Medical Record) on file with the Troop prior to the first camping activity of the Scouting Year. This form is good for most activities and must be updated each year. This health history, parental/guardian informed consent and hold harmless/release agreement, and talent release statement are to be completed by the participant and parents/guardians. Part C is required for any events exceeding 72 consecutive hours, a resident camp setting, or when the nature of the activity is strenuous and demanding, such as service projects, work weekends, or high adventure treks. Part D of the health and Medical Record is to be completed for high-adventure programs. The medical form is available on the Colonial Virginia Council website at: <http://www.scouting.org/scoutsource/HealthandSafety/ahmr.aspx>.

As part of each outdoor activity, a Scout receives a permission slip for the activity. The upper portion of this form provides information about the activity and any special instructions. Parents should keep this portion. The lower portion must be signed and returned to the SM/ASM prior to departure for the activity. This portion also serves as a medical power of attorney for the activity. Without a signed permission slip, a Scout will NOT be permitted to participate in the activity.

A Scout must plan to eventually own, help pay for, and care for a full range of equipment. The following list is a minimum of what a Troop 31 Scout is expected to have on a campout.

- |                        |                               |                      |
|------------------------|-------------------------------|----------------------|
| a. Back Pack           | e. Sleeping Bag*              | i. Pocket knife      |
| b. Compass             | f. First Aid kit              | j. Flashlight        |
| c. Hiking Shoes*       | g. Canteen                    | k. Scout Handbook    |
| d. Rain Gear or Poncho | h. Mess Kit w/ utensils & cup | l. Notebook & Pencil |

\* For winter campouts a bag rated at least zero degrees, and insulated, waterproof boots required.

Scouts are responsible for keeping their equipment serviceable. They will use the equipment items only for their intended purpose.

To learn camp skills, it is best to leave the luxuries - as well as items posing a safety risk - at home. The following items are not allowed on Troop or Patrol camping trips or hikes and are strictly prohibited:

- Sheath knives or knives with spring loaded blades.
- Martial arts devices.
- Explosive devices
- All liquid fuel and liquid fuel devices
- Bulky items which are difficult to carry.
- Any other items restricted by BSA policy in the Guide to Safe Scouting

Radios, phones, TVs, cassette/CD players, hand held computer games/electronic devices, etc., are prohibited on campouts, but may be used enroute to the camping destination. Upon arrival the devices will remain secured in the vehicle(s). This privilege is per approval of the Scouter in charge and may be revoked at any time.

Patrols are expected to be self-sufficient when it comes to camping. Each patrol is responsible for its own food and cooking. They decide upon a menu, appoint a Grubmaster to purchase the food and collect the money. The cost is directly related to the items they desire but should not exceed \$10 per person per campout. Again, during most campouts, Patrols are responsible for providing their own ice, food for meals, and each Scout must bring his own utensils.

Each patrol is assigned three patrol boxes with equipment (patrol mess kit, lantern, cookware, stove, etc), cooler, water cans, table, tarp and assorted tent poles. All of these items must be marked with the respective patrol number. The patrol keeps the same equipment for the entire year. The equipment taken on a campout may vary with the number of Scouts going. While the troop has a small number of tents in reserve, most patrols have two to three Scouts that have their own tents. During preparation for campouts the patrol is responsible for making tent assignments for all Scouts attending any given campout. The buddy system is always in effect during Scouting outings, and no Scout will ever sleep alone in a tent.

Adults eat together using the same procedures for purchasing food as the Scouts. Adults have their own cook box, propane tank, water cans and an admin box. Scouters need to provide their own tents. Adults will NEVER occupy the same tent as a Scout. Each adult must provide his or her own plate/bowl, coffee mug/drinking cup and utensils as well.

## **LEADERSHIP POSITIONS**

Scouts requiring leadership positions for advancement are expected to meet the requirements of the position to which they are elected or appointed. Each Scout is responsible to develop three goals for his new position within two weeks of assuming that position. This will be the basis for having a successful tenure in the new position, and will be a gauge to measure / receive credit for service in that position. The troop maintains a list of leadership position descriptions.

The SPL and Assistant Senior Patrol Leader (ASPL), should be a Star Scout or higher.

## **ADVANCEMENT**

Each Scout is responsible for using the Troop program and individual efforts to advance in rank. The following elements of the Troop advancement program support the Scout.

Boards of Review (BOR) will be held for each advancement in rank. Each Scout will be responsible for notifying the Advancement Committee Member when he is ready for a BOR so he can verify that the Scout has met all eligibility requirements.

BORs for Tenderfoot through Life will consist of at least three committee members. When necessary to better serve the Scouts, the Committee Chairperson may substitute an ASM or Eagle Scout for one of the voting committee members. The Advancement Committee Member may coordinate with the SM to add a Star or Life Scout to a Board of Review for the purposes of expanding that Scout's knowledge and experience. In such cases the Scout will ask questions

but is a nonvoting member of the Board. Advancement requires a unanimous decision by the Board.

Mock Eagle Boards of Review will be scheduled and run by the Eagle Coordinator of the Troop Committee. Mock Eagle Boards of Review will consist of not less than three (3) Committee Members and ideally a currently registered youth Eagle Scout.

A Scout's parent is encouraged to observe his Troop's Mock Eagle Board of Review, but not the actual Eagle BOR run by the District Eagle BOR Team.

A Scout's handbook must be updated and the Committee Advancement Member will ensure that the handbook agrees with the Troop's records before the Scout appears before the Board.

The Board of Review will determine suitability for advancement, not eligibility. Emphasis will be placed on ensuring the Scout has completed all of the requirements, to determine the quality of his troop experience, and to encourage him to advance toward the next rank.

As required, the Unit Training Coordinator will conduct BOR training for new Committee Members.

### **MERIT BADGES**

Refer to the "Earning a Merit Badge" flow chart and the "Application for Merit Badge" examples on the next pages.

The Scout will select a Merit badge he wants to earn from the list of Merit badges found in the Scout handbook or Boy Scout Requirements book. He will then request a Merit Badge Application card (blue card) from the SM or ASM. The SM and ASMs have the current list of registered merit badge counselors within the troop. The SM and ASMs are available before and after all regular Troop meetings to issue these cards. They sign the front portion of the card in the space provided for "Signature of unit leader." (A)

If the Troop does not have a registered counselor for a merit badge, the Scout will contact the Merit Badge Coordinator.

The Troop Librarian will check out Merit Badge Pamphlets to Scouts on a first-come first-served basis. Pamphlets should be available and can be reviewed during Scout meetings.

Work on a merit badge should not begin until after the Scout consults with the merit badge counselor. The merit badge counselor will determine the standards for merit badge work as outlined in the merit badge book. The Scout will follow the requirements as outlined in the current Boy Scout Requirements and cannot be changed by the merit badge counselor. Any questions or conflicts will be brought to the Merit Badge Coordinator. The Boy Scout Requirements book supersedes the merit badge pamphlet since it is updated more frequently than the pamphlet.

With the exception of the Family Life merit badge, parents will not serve as counselors for their son unless the merit badge work is being done by a group of three (3) Scouts or more within the Troop.

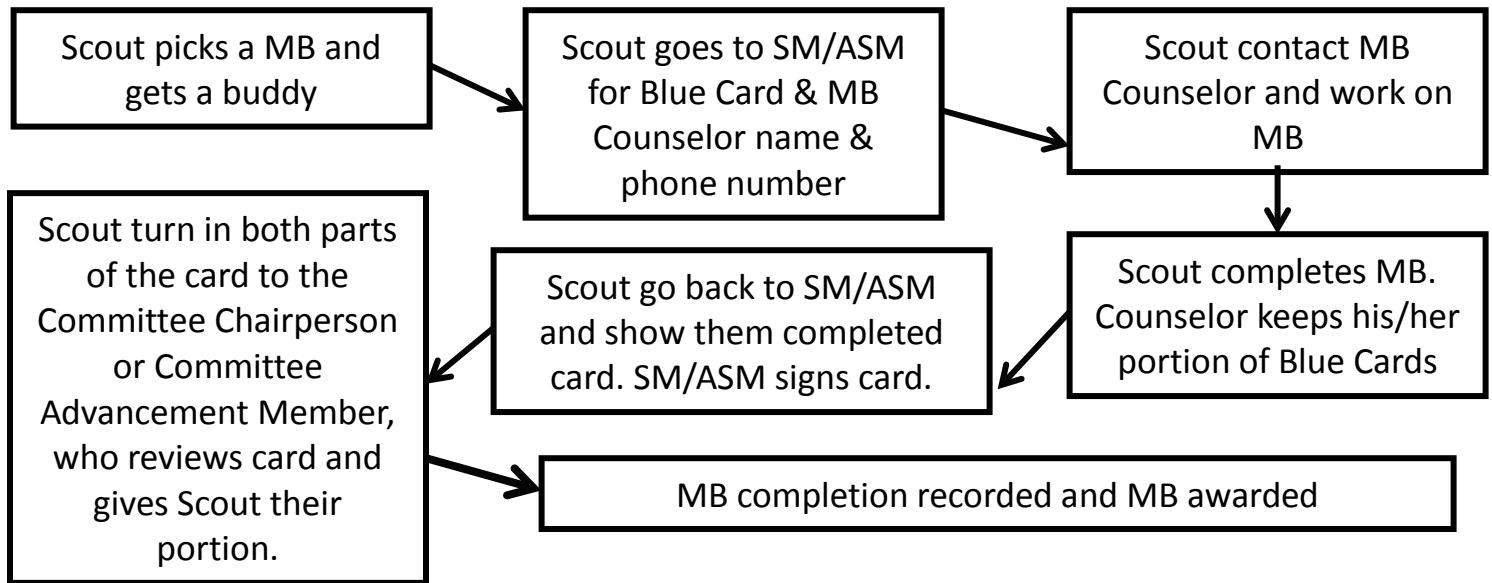
Once the work is completed and the counselor has completed the middle section of the Merit Badge Application card, the Scout will bring the card back to the SM/ASM for their signature in the unit leaders' portion. (B).

The SM/ASM will give the Scout his portion of the card and turn in the rest to the Advancement Committee Member.

The merit badge patch will be presented at the earliest opportunity, followed by the official merit badge card at the next Court of Honor.

If a Scout begins working on a merit badge and the requirements change prior to completion of the badge, the Scout may complete his work using either the old or the new requirements as determined by the Merit Badge Coordinator. The date of the unit leader's signature is the start date for working on the badge.

### **Earning a Merit Badge (MB) Flow Chart**



<b>Information for Applicant</b> <p>*A merit badge application can be approved only by a registered merit badge counselor</p> <p>*You must have a buddy with you (Scout buddy system) at each meeting with the merit badge counselor</p> <p>*Turn in your approved application to your unit leader. You will be awarded the merit badge emblem and certificate at a suitable occasion.</p> <p>The wording is not verbatim but to identify this part of the card.</p>		<table border="1"> <tr> <td>Counselor initial</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date of Approval</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Requirement no. and letter</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Counselor initial</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date of Approval</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Requirement no. and letter</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Counselor initial							Date of Approval							Requirement no. and letter							Counselor initial							Date of Approval							Requirement no. and letter							<b>APPLICATION FOR MERIT BADGE</b> Name _____ Address _____ City _____ is a registered Boy Scout   Varsity Scout   Explorer of Troop No. 31 Troop, team, post, ship District Heritage Council Colonial Area Council and is qualified to begin working for merit badge noted on the reverse side. <input checked="" type="checkbox"/> A   Signature of unit leader Date _____ Boy Scouts of America	
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<p>The applicant has personally appeared before me and demonstrated to my satisfaction that he has met all requirements for the (please print)</p> <p>Merit badge _____  Name of counselor _____  Address of counselor _____  City _____ Zip code _____  Telephone number of counselor _____ / _____ / _____  Signature of counselor _____ Date _____  Checked and recorded _____  Date _____ Initials _____  Certificate and badge presented _____ Date _____  <b>Applicant will turn in this portion to his unit leader for record posting.</b> </p>		<p><b>APPLICANT'S RECORD</b>  Name _____  Has given me his completed application for the _____    Merit badge _____  Completed on _____ / _____ / _____ by _____    Signature of Counselor  <input checked="" type="checkbox"/> B   Signature of unit leader </p>		<p><b>COUNSELOR'S RECORD</b>  Applicant _____  Troop _____ Team _____ Unit Number _____ Post _____    Merit badge _____  Date completed _____ / _____ / _____  Remarks:    It is suggested that the counselor keep this record for at least 1 year in case any question is raised later in regard to this award </p>																																										
<p>NOTE TO BOY SCOUT, VARSITY SCOUT OR EXPLORER: Retain this copy for your permanent records</p>																																														

The A and B indicate the location of unit leader signatures. The SM or ASM signs A when the Scout begins a merit badge and B when he finishes and turns in the card. The district and council information are completed in this example as they would be for an actual information. All other blocks are self explanatory.