



BSA Troop 103 | Historic Williamsburg, VA

Troop 103 Handbook



A Handbook for Scouts and Parents

*Presented By
Boy Scout Troop 103*



BOY SCOUTS OF AMERICA®

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WELCOME TO TROOP 103 !!!

We have prepared this handbook to help Scouts and their families understand how our Troop operates. Our Troop strives to operate its active outdoor program in a safe and conscientious manner, your son's safety and security is vitally important to us. The assistance and support of **all Parents** is also important. We welcome comments, questions, and suggestions concerning this handbook and any Troop operation.

Troop 103 is dedicated to providing a safe and fun program which encourages service to others, develops leadership, and provides outdoor adventure for its youth members, all based on the values contained in the Scout Oath and Scout Law.

In general, the Troop web site, found at <http://www.ScoutTroop103.org>, offers a wealth of information intended to supplement and expand upon that found in this Handbook. The site also provides real time information in the form of the Troop Calendar, event permission slips, current event details, etc.... We make every effort to keep this information relevant and up to date.

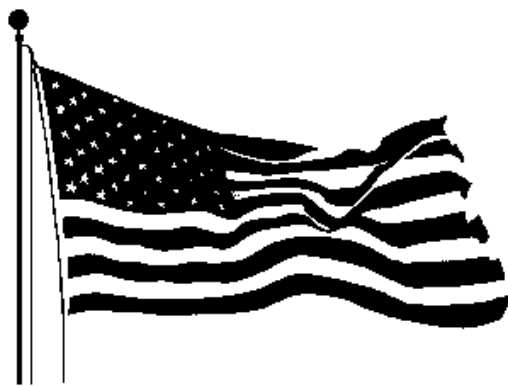
This handbook is not intended to replace any official publication of the Boy Scouts of America. Scouts should refer to the current edition of the Boy Scout Handbook for a thorough explanation of all rank and advancement requirements. Additional guidance is available from the Scoutmaster Handbook, Guide to Safe Scouting, BSA Insignia Guide, and current versions of the various Merit Badge Booklets, among other official BSA publications.

Purpose and Aims of Troop 103

The purpose of Troop 103 is very simple: to advance the aims and methods of the Scouting program according to the Boy Scouts of America.

The Boy Scouts Mission Statement is as follows:

The Boy Scouts of America was incorporated to provide a program for community organizations that offers effective character, citizenship, and personal fitness training for youth. Specifically, the BSA endeavors to develop American citizens who are physically, mentally, and emotionally fit; have a high degree of self-reliance as evidenced in such qualities as initiative, courage, and resourcefulness; have personal values based on religious concepts; have the desire and skills to help others; understand the principles of the American social, economic, and governmental systems; are knowledgeable about and take pride in their American heritage and understand our nations role in the world; have a keen respect for the basic rights of all people; and are prepared to participate in and give leadership to the American society.



The aims of the Scouting program are to build character, foster citizenship, and develop fitness. The ideals of Scouting are found in the Scout Oath, Law, Motto, and Slogan. All Scouts are expected to live by these ideals.

Troop 103 supports the following methods in achieving the mission as stated above.

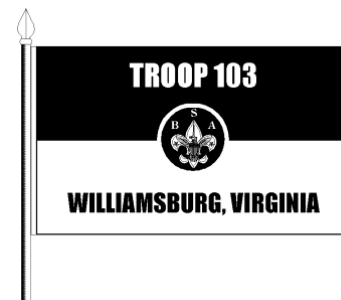
- The patrol method develops leadership and teamwork abilities in a small group setting before it is applied on a larger Troop setting.

- The outdoors is the key setting where the aims and methods are achieved. Weekend camping establishes self-reliance as the Scouts learn to work together and survive on their own.
- Advancement creates a challenge to all Scouts by providing them with a series of obstacles to overcome. Furthermore, it provides a rewarded sense of accomplishment for the Scouts hard work and determination.
- Personal growth is developed as Scouts provide service, advance, and develop a plan for the Scouting years.

All these activities provide an opportunity for the Scouts to grow as individuals and members of their community and religious organizations.

TROOP HISTORY

Troop 103 celebrates its 98th year (1924 – 2022) as a chartered Boy Scout Troop in March of 2022. With all those years of helping make young Scouts develop into responsible young men we have a little bit of history to tell. The following is a brief history of the last 50 plus years for the Troop.



An excellent example of the tradition of the Troop lies in our Troop Flag. It was presented to the Troop in 1926 from President Calvin Coolidge and is proudly displayed in the Scout Hallway.

A little bit about who sponsored the Troop over the years. In 1950, when Jimmy Fuller became Scoutmaster, the Troop moved to the Methodist Church, which sat at the corner of Boundary and Duke of Gloucester Street and Richmond Road. They met in the Fellowship Hall and were sponsored by the Williamsburg Jaycees until 1983-84. The Williamsburg United Methodist Church has sponsored the Troop since 1984.

First, a little information about Jimmy Fuller before he became the Scoutmaster. He was a war hero during WWII. Stationed aboard a liberty ship that was torpedoed, he used his skills as a championship swimmer from Vanderbilt University, and saved either three or four seamen that couldn't swim that well when the ship went down. When the ship went down, he managed to escape dressed only in his skivvy shorts and his 45-caliber pistol was the only thing he saved off the ship.

He was the Scoutmaster from 1950 until 1980. There was a 1½-year period, as Scoutmaster that he switched places with the Troop Committee Chairman because he decided he had been Scoutmaster long enough. It didn't work out, so he became Scoutmaster again. He was really only Scoutmaster for about 28 years but he was with the Troop for 30. In 1978, he became sick; he had emphysema and all kinds of other problems. During that point in time, David L. Nunn became acting Scoutmaster from 1978 until 1980.

As Scoutmaster, David Nunn spent the next 24 years building the Troop into one of the finest in the State. During his tenure his accomplishments include the following:

- He was awarded the Silver Beaver, the highest award that may be presented by a local council.
- He was the first Scouter in the Commonwealth of Virginia to receive the George A. Meany Award, a national recognition approved by the AFL-CIO Executive Council.
- He was the first adult in the Troop to receive Vigil Honor from the Order of the Arrow.
- He received the Den Leaders Award in 1976, earned his Wood Badge Beads in 1977, and received the Boy Scout Training Award in 1979 and the District Award of Merit in 1983 along with the Scouter's Key Award and finally, he received the God and Service Award in 1994.
- He was awarded the Scoutmaster Award of Merit in 1987. At that time he was recognized as one of the top 70 Scoutmasters in the country.

Along with the many things he accomplished with the Troop, he was very involved with Scouting at much higher levels. He was a member of the team that helped re-write the new Scout Handbook currently in use. He also has been very involved in several of the National Jamborees. For his first three Jamborees, he was an Assistant Scoutmaster and, in 1997 and 2001, he was the Scoutmaster. In this capacity, he had

approximately 300 people working for him. As you can see, Mr. Nunn was very involved in the Scouting program and in 2004 was promoted to “Scoutmaster Emeritus” or Scoutmaster for Life of Troop 103.

Back when Mr. Nunn first became an Assistant Scoutmaster under Jimmy Fuller, one of his first tasks was to recruit one of the Troop’s Junior Assistant Scoutmasters into the role of Assistant Scoutmaster when he turned 18 years old. That was how Jimmy Etchberger became one of the Troop’s adult leaders in 1977 and in 2004, after 27 years as an assistant; Jimmy Etchberger took over as the Scoutmaster for the Troop.

Jimmy Etchberger, having grown up in Williamsburg and having an older brother in the troop, joined Troop 103 in 1971. Following in his brother’s footsteps, he earned the rank of Eagle Scout in 1974. They were the first brothers to both earn the rank of Eagle in the Troop. As mentioned above, first working as a Junior Assistant Scoutmaster and then becoming an Assistant Scoutmaster in 1977, he had completed all adult Scout leader training. Being very involved in the Scouting program, not only with the Troop, but also with the Council and District, earned him the Silver Beaver Award in 1985.

At the start of the 2008 Scouting year, Dave Coppinger was appointed Scoutmaster of Troop 103. He became only the 4th Scoutmaster to serve in that capacity in the previous 60 years of Troop 103 prior to 2008. Dave Coppinger, himself an Eagle Scout, followed his two sons into Troop 103 after having served as Committee Chair and later, Cubmaster of Cub Scout Pack 103.

In June of 2010, Doug Marty was appointed Scoutmaster of Troop 103 and served in this role until leaving the area in late 2016. Like Dave Coppinger, Doug Marty bridged over with his son from Cub Scout Pack 103 into Troop 103 and also served as Cubmaster of the pack. Both Mr. Coppinger and Mr. Marty have continued the Troop’s tradition of committed leadership to the Scouts and members of Troop 103 and with their dedication to the Scouting program. With the departure of Doug Marty, Dave Coppinger stepped back into the role as the Scoutmaster briefly to finish out the 2016 year.

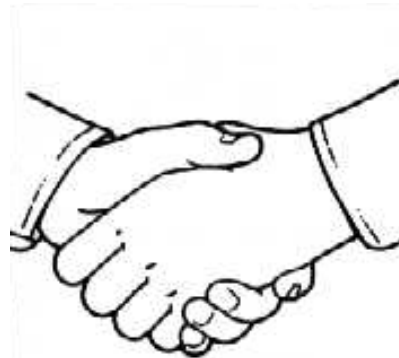
In January 2017, a newcomer to the Troop, Don Reeves was selected to step into the role as the Scoutmaster of Troop 103. Don had spent several years in Pack 103 as a Den Leader of Webelos I & II Dens and crossed over into the Troop in 2014 when his son bridged up into the Troop. Don immediately joined the Scoutmaster Corps and began doing his part to continue the active program of the Troop. Don grew up in Scouting in Florida, then went on to serve a 28 year and 10 month career in the U.S. Army before retiring and settling the family down in Williamsburg. Don continues to serve in the role as Scoutmaster to the present day.

The Troop has produced a multitude of Eagle Scouts over the 98 years. The Troop’s very first Eagle Scout was Ross Cottingham. The next Eagle Scout in the Troop, with Mr. Fuller as Scoutmaster, was Andy Nea. As Troop 103 Scoutmaster, Jimmy Fuller had 33 Scouts in total earn the rank of Eagle Scout. David Nunn as Scoutmaster, from 1980 until 2004 had 103 Scouts earn the rank. Jimmy Etchberger as Scoutmaster from 2004 to 2008, had 29 Scouts earned their Eagle rank. Dave Coppinger, as Scoutmaster from 2008 to 2010 and then again in 2016 had 14 Scouts earn the rank of Eagle. Doug Marty, as Scoutmaster, had 22 Scouts earn the rank of Eagle. Now with Don Reeves as Scoutmaster, 46 Scouts have already earned the rank of Eagle Scout with even more Scouts ready to complete their Boards of Review for the rank of Eagle!

We have well over 270 Eagle Scouts!

TROOP 103 AWARDS

Troop 103 annually recognizes Scouts that consistently demonstrate living the Scout Oath and Scout Law through a series of Awards. The Scoutmaster and his Assistants, considering all Scouts participation and accomplishments throughout the year, have a designated meeting to make these selections. A brief description of each award is listed below.



The James A. Fuller Scoutmaster Award

It was first presented in April 1980. At the last banquet that Jimmy Fuller went to, he was picked up in a 1926 Rolls Royce and brought to the banquet. He had the opportunity to present the first award, which was presented to Jimmy Henegar. This award is presented to an outstanding Scout between the rank of Scout and First Class. It is awarded based on a Scout's attendance, advancement, enthusiasm, and Scout spirit.

The Sandy Kelly Leadership Award

It's kind of self-explanatory; it's for outstanding leadership. Sandy Kelly was a Life Scout in the Troop. He never made Eagle but he was the type of young man that was just a born leader. A senior at William and Mary College, he lost his life in a car accident. This award is presented to Scouts demonstrating exceptional leadership throughout the year.

The Don Parker Service Award

Don Parker was a landscape architect for Colonial Williamsburg who had a true interest in the Scouts of Troop 103. He was the Troop Treasurer for over 25 years and always had meticulous treasurer reports. He never missed a committee meeting, was always willing to help and was very service oriented to the community of Williamsburg. The award is presented to Scouts demonstrating the ideal of service to others.

The David Nunn Camping Award

Dave Nunn has been associated with the Troop for more than 30 years. Through his association with the Troop, his focus has always been camping. Dave knows that camping is where the fun and testing of learned Scout skills can be found. He knows that challenges will make us better campers, so we don't let a little rain or snow keep us from the outdoors. He knows that camping makes us use our heads and think things through, which we can apply to other aspects of our lives.

This award is awarded to a Scout who shows the most camping and outdoor skills, regularly attends camping trips, teaches camping and woods skills to others and seeks to make camping a more enjoyable and fun experience for himself and others. This award was first presented in 2006 and replaced *The Eugene Richards Camping and Outdoorsman Award*.

The Walker Mulligan Scouting Spirit Award

Walker Mulligan was an Eagle Scout killed at age 18. He was a very enthusiastic young man who believed in the ideals of Scouting and the things we did. We did this to honor the young man because of his positive attitude towards Scouting and the Scout Oath and Law that he lived by. It is presented to the

Scout that exhibits those same characteristics.

The John Brown High Adventure Award

John Brown was another Scout that only made it to Star. If somebody was going to climb the tree or the mountain, or be first in line to jump in the river or do something daring, it was John. He had just completed helicopter training and he was a pilot in the Air National Guard when he and another boy died in a skiing accident in Canada. It is presented to the Scout most active in Scouting's high adventure program.

The Landis-Morrell-Gates Award

In 1960, three young freshmen from the College of William and Mary showed up at the church asking Jimmy Fuller 'Hey, can we help? And a quote from Jimmy Fuller stated, "That was the worst day of my life." The happiest day of his life was in 1964 when the three men graduated from W&M. They were super young men; two of them received their Eagle from Troop 103. Back then you could get your Eagle up until the age of 21. Today Bob Morrell is a real estate tycoon in New York City, Robert Gates was the first person to enter the CIA as a new hire and become the director of the CIA, Dr. Gates then served as the Secretary of Defense under Presidents George W. Bush and Barack Obama. Dan Landis is a school teacher in the Newport News school system and is one of the four people with Troop 103 that have received the Silver Beaver Award. The Landis-Morrell-Gates Award is for the outstanding Scout in the Troop showing all the characteristics of the others: leadership, service, outdoorsman, and Scout spirit.

The Andrew Bridger Outlaw Nature Award

Andrew Outlaw was an Eagle Scout with the Troop and had a keen interest in nature. His special ability to notice what was unseen by others and to point it out to them, to enhance their enjoyment and appreciation of the outdoors, makes this fund an appropriate memorial. The award is presented, when appropriate, at the Troop 103 Annual Meeting to honor a Troop 103 Scout who demonstrates special abilities in the field of nature as follows:

“For the innate ability to see the wonders of the natural world”

And

“For helping others in the community to see, appreciate, and enjoy the gifts of nature.”

That concludes the overview of the various Troop Awards. We hope that it has provided you with some insight as to the background from which they came about and the importance with which we value them. If you would like to know more, please talk to Troop 103's "Scoutmaster Emeritus", Mr. Dave Nunn. Oh, and pull up a chair as it could take awhile!

TROOP ORGANIZATION

Troop 103, like any successful organization, owes its achievements to the people who volunteer to help out. Whether it's the adult leaders, the Troop Committee or just the parents that continually help out whenever asked, we are 98 years old because of their dedication and commitments to the program. The lists below are some of the key positions required within our organization and a brief list of their responsibilities.

Troop Committee

The Troop Committee is the link between the Chartering Organization, Williamsburg United Methodist Church, and Troop operations. Its duties are:

- Carry out the policies and regulations of the Boy Scouts of America.
- Recommend the Scoutmaster; approve the Assistant Scoutmasters, and Merit Badge Counselors.
- Recruit its own membership and form sub-committees, as required.
- Manage the finances and disbursements, in line with an approved budget plan.
- Plan and administer all the Troop fundraising events.
- Obtain, maintain, and care for Troop property.
- Administer the advancement program.
- Other responsibilities as may be assumed from time to time.



Scoutmaster and Assistant Scoutmasters (Adult Leadership)

The Scoutmaster and Assistant Scoutmasters form the operating management of the Troop. They actively participate in weekly Troop meetings and monthly outings. They are expected to complete the formal Scoutmaster Specific Training Course (conducted by the Council) and the BSA approved Introduction to Outdoor Leader Skills Course (IOLS) within one year of taking the position. They also participate in other formal and informal Leader Training Programs. Their duties include:

- Act as coaches, counselors, and advisors to the Troop Junior Leaders.
- Conduct semi-annual Junior Leader Training for elected and appointed boy leaders.
- Supervise the Troop programs at a Troop and Patrol level, including high adventure activities.
- Go camping with the Scouts.
- Ensure Scout training is conducted.
- Discipline the Scouts when necessary.

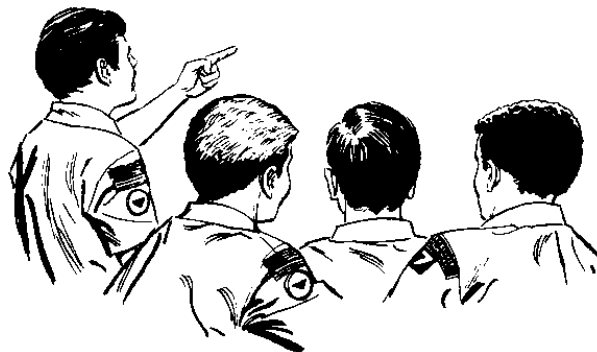


Scout Leadership (Junior Leaders)

The Troop is based upon boy leadership and the Patrol method of organization. Junior Leaders are responsible for a variety of roles within the Troop. Please see the descriptions on the following pages for the structure of the Troop and the positions for Junior Leaders.

Patrol Leaders Council – PLC, a.k.a. “The Green Bar”

The Patrol Leaders Council is the committee of Junior Leaders that plans Troop activities. They are also the first to take action with regards to discipline. It consists of the Senior Patrol Leader (SPL), Assistant Senior Patrol Leaders (ASPL), Patrol Leaders, and Scribe. The Scoutmaster and Assistant Scoutmasters serve as advisors to the PLC. The PLC formally meets once a month to plan each Troop meeting and campout. It may also meet from time to time during or after Troop meetings. Twice a year, the PLC develops the Troop long-range activity plans. Members of the PLC are expected to attend a majority of these meetings.



Troop Leadership Positions

Scouts must successfully serve in leadership positions in order to advance beyond the rank of First Class. The requirements vary depending upon the rank as what position can be held and time frame required (see Scout handbook for more information). With the Troop strongly believing in a philosophy of a boy run organization, all Scouts are encouraged to seek positions of leadership when eligible. Brief descriptions of the various positions are listed below.

Senior Patrol Leader (SPL)

This Scout, elected annually in the Spring by the Scouts in the Troop, is in charge whenever the Troop comes together for a meeting or activity. Other leaders carry out the duties of their positions, but the Senior Patrol Leader "runs the show". He is responsible for picking his own staff. He also leads the Patrol Leader Council (or PLC) and assigns specific duties and tasks as needed.



Assistant Senior Patrol Leaders (ASPL)

The Assistant Senior Patrol Leader helps the SPL in training and giving direction to the Troop and Patrol leadership. He directs and manages the Quartermaster, Historian, Librarian, Instructors, Den Chiefs, Webmaster, Bugler, Chaplain's Aide, and Scribe. He fills in as SPL in the event the SPL is not present at an event.



Patrol Leader

This Scout is the elected leader of the Patrol, and is responsible for coordinating all activities of the Patrol. The Patrol leader must attend the Introduction to Leadership and Junior Leader Training and have at least a First Class rank. His duties are:



- Actively participates in the Patrol Leaders' Council meetings and volunteers his

Patrol for tasks as needed.

- Calls and leads Patrol meetings, prepares the agenda and assigns tasks in the Patrol.
- Appoints the Assistant Patrol Leader, Patrol Scribe and Patrol Quartermaster (these positions do not count towards advancement).
- Responsible for leading the Patrol on campouts and Troop activities.

Scribe

The Scribe is the Troop “secretary.” Typical Scribe duties include:

- Collects and maintains Patrol attendance records for each Troop meeting and campouts.
- Performs and records results of uniform inspection at Troop meetings.
- Records and distributes minutes of the Patrol Leaders Council meetings.



Historian

The Historian maintains and adds to the Troop memorabilia. Typical duties include:

- Maintains Troop awards and honors, and displays them at Courts of Honor.
- Keeps the Troop's photo albums in good condition.
- Submits articles to the local newspaper on Troop events.
- Adds to the Troop's history records by photographing special events.
- Prepares photo and slide show of Summer Camp activities for the annual banquet.
- Prepares photo and slide show for the WEBELOS/AOL Scout visits.
- Keeps scrapbook of news clippings and Troop events.
- Collects and cares for the Troop memorabilia.
- Collects and files information about former Scouts and leaders, and make materials available when needed for programs, news stories, or Troop history projects.



Quartermaster

The Quartermaster is responsible for the Troop's equipment, working with an Assistant Scoutmaster and with the Patrol quartermasters. Quartermaster duties include:

- Responsible for the Troop's flags, bringing them to all events where they are needed and returns them to storage.
- Responsible for placing the ribbons that are received by the Troop for the current year on the Troop flagpole. They are later retired to the care of the Troop Historian.
- Assists the Patrol Leaders and is responsible to the Troop Committee in caring for the Troop



equipment.

- Keeps an inventory of the Troop equipment and sees that it is in good condition.
- Works with the Patrol Leaders, checks equipment in and out of storage, and reports damaged or lost equipment to the Scoutmaster for repair or replacement.
- Each year the Quartermaster leads a project to improve the equipment or efficiency of tracking and maintaining the equipment.

Librarian

The librarian maintains the Troop Library. This library becomes a resource for the Troop when working on merit badges or planning for events. His duties include:



- Makes the Troop library accessible to the members of the Troop.
- Keeps records on all borrowed library materials and checks up on usage.
- Removes old merit badge books, which do not meet current requirements.
- Keeps the Troop's books, pamphlets, magazines, audiovisuals, and merit badge counselor list available for checkout by Scouts and leaders.
- Recommends new acquisitions and reports on repair or replacement needs.

Webmaster

The Webmaster maintains the Troop web site. He is responsible for helping to monitor the website for out of date or incorrect content and notify the adult Webmaster when irregularities are identified.

Junior Assistant Scoutmaster (JASM)

This Scout assists the Scoutmaster and Assistant Scoutmasters in supervising and supporting the other Junior Leaders. The Scout is at least 16 years of age and must be either a Life or Eagle Scout. The Troop may have more than one JASM. The Scoutmaster appoints this position.



Chaplain's Aide

The Chaplain's Aide assists the Scoutmaster with religious activities at troop events. He helps plan for religious observance in Troop activities, tells Scouts about the religious emblem programs for their faith, maintains a library of pamphlets for the various programs, and makes sure that religious holidays are considered during troop program planning.



Instructor

Instructors are experienced Scouts, proficient in one or more advancement skills. There are multiple Instructors for the Troop but Troop 103 has a position of Head Patrol Instructor and Head Guide Instructor. These Scouts are designated as in charge of all Instructors, monitoring their performance and reporting directly to the Senior Patrol Leader.





Den Chief

The Den Chief helps Cub Scouts advance through Cub Scout ranks, encourages Cub Scouts to join a Troop upon graduation; assists with activities at den and pack meetings, is a friend to the boys in his den, and meets with the adult leaders of the den and pack, as necessary. Troop 103 also has a Head Den Chief who is responsible to the Senior Patrol Leader for the monitoring of the performance of the Den Chiefs.

These are the various leadership positions within the Troop. If there are any questions about any responsibilities please contact either the Senior Patrol Leader or any of the adult leaders.

Parent Support

A key element in maintaining and improving the quality of Troop 103 is by having active parental support. To be successful, Scouting should be a family activity. Parental support should be more than just getting your son to a Troop meeting and picking him up. Good parental support and a successful Scouting experience are best exemplified by the following:

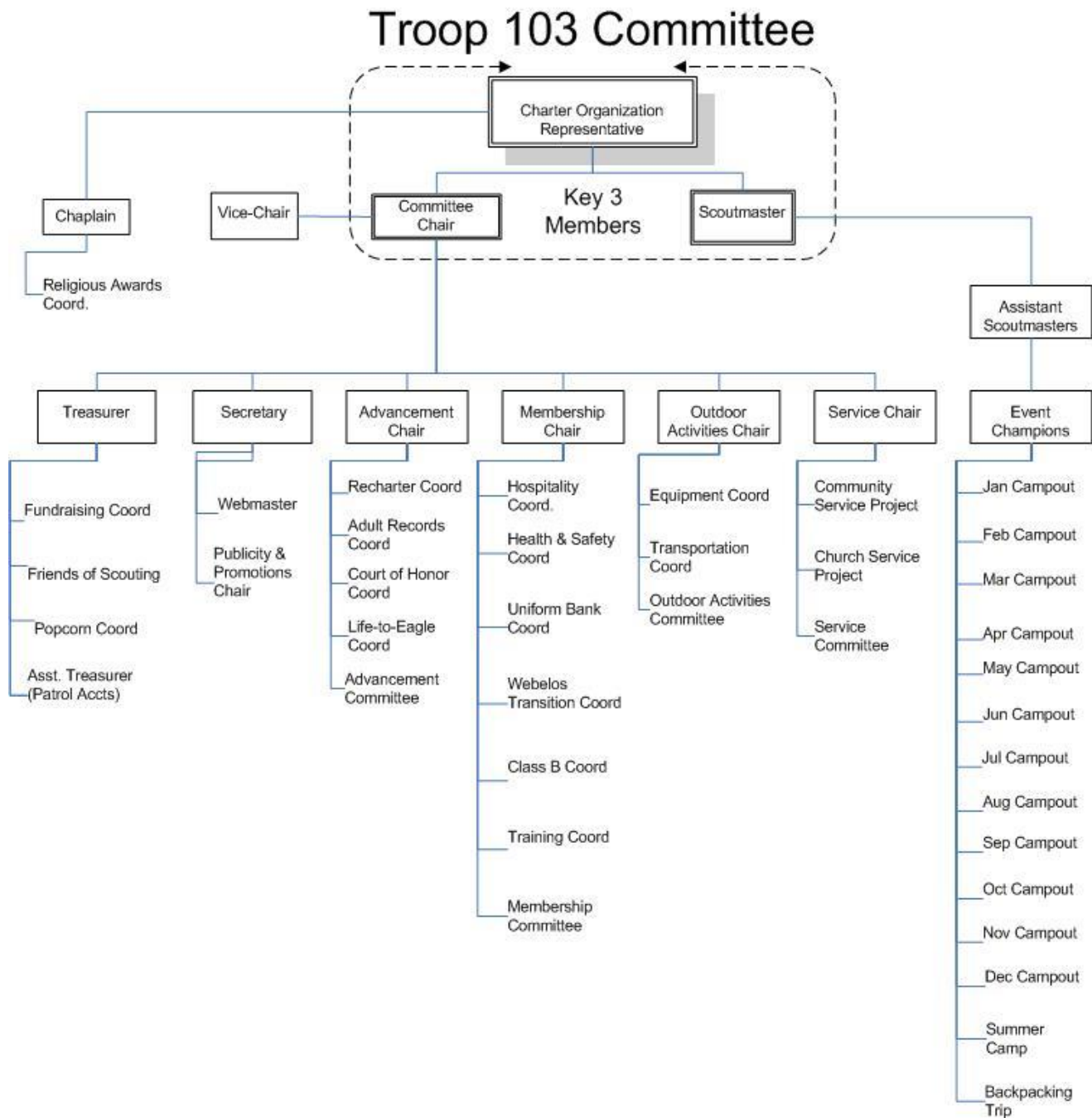
- Make sure your son attends all Troop and Patrol activities and is prepared for them.
- Encouraging your son in his Scout advancement.
- Pay attention to the Troop calendar and meeting the deadlines for fees, registration forms, permission slips, medical forms, etc.... It is necessary for functionality that all deadlines are maintained.
- Provide transportation to and from outings and activities.
- Pick up your son at the time specified.
- Attend and participating in Troop outings and activities. We view community service and eagle projects as must attend events for both Scouts and their parents.
- Participate in and supporting fundraiser projects. This is how the Troop earns money for equipment and how Scouts can earn money for activities.
- Attend and participating in weekly Troop meetings with your Scout.
- Join in and “Circle Up” at the end of each Troop Meeting to hear the latest Troop activities/announcements and to be part of Troop awards & rank advancements.
- Attending parent meetings, Courts of Honor and other Troop / Family activities.
- Being responsive to any Troop special needs or requests when announced.
- Join the Troop Committee. The committee is made up of parents who meet once a month to support the Troop. It is encouraged that at least one of each Scouts parents or guardians be active with the Troop. Roles within the committee can be great or small.

By actively participating in the committee, parents provide support to the Scoutmasters, the Scouts, and the Troop to ensure a successful BSA program. Committee members get an

opportunity to develop friendships with other Scouting parents and their families.

But most importantly they get the chance to enhance your son’s Scouting experience by actively sharing in their son’s Scouting adventure.

The following contains the committee organization chart, which details the different opportunities for parental involvement.



Or, you can become a merit badge counselor just by thinking of your interests...

<i>If your hobby or profession is:</i>	<i>Then you could be a merit badge counselor for:</i>
Fishing	Fish and Wildlife Management or Fishing
Business, Finance	American Business, Personal Finance, Entrepreneurship, Salesmanship
Health and Medicine	First Aid, Emergency Preparedness, Safety, Medicine, Public Health, Dentistry
Art	Art, Basketry, Graphic Arts, Leatherwork, Pottery, Pulp and Paper, Sculpture, Textile, Wood Carving, Painting, Drafting
Animals	Dog Care, Pets, Reptile and Amphibian Study, Veterinary Medicine, Mammal Study, Horsemanship, Insect Study, Bird Study, Animal Science
Politics, Civics	Citizenship in the Community, Citizenship in the Nation, Citizenship in the World, Communications, Public Speaking
Fitness	Personal Fitness, Swimming, Cycling, Hiking, Camping, Athletics, Climbing, Backpacking, Golf, Snow Sports, Waterskiing or Whitewater

With over 120 merit badges, we're positive you can find a badge to help the Scouts with. Once you've identified a merit badge that you'd like to help with, let the Troop Advancement Chair know and they will add you to the list. You should be knowledgeable about the Merit Badge that you have chosen so that you can instruct the Scouts properly. Merit Badge Counselors do have to fill out an application and take the Youth Protection training. When a Scout is interested in doing your badge, he will call you to set up a time or you can announce to the Troop that you would like to work with a group on a badge.

Please do volunteer. We realize your time is precious but nothing is more precious than your child. It's a fabulous reward to watch our children evolve into young men and leaders.

TROOP ADMINISTRATION

The following information covers some of the basic administration requirements for the Troop. If you have any questions regarding any of this please see any of the Adult Leaders or Committee Members.

Troop Rules of Conduct

The *Scout Oath* and *Scout Law* are the codes of conduct expected of all members of Troop 103. If in doubt, repeat the oath and law to yourself.

Scouts are subject to discipline for any behavior that is judged as unbecoming of a Boy Scout. These Rules are not meant to be all-inclusive. Situations will be judged on a case-by-case basis.

Each Scout is expected to know and abide by these rules. Ignorance will not be considered an excuse for breaking the rules. Common sense will prevail in all situations and interpretations of these rules.

By becoming a member of Troop 103, the Scout and parents agree to adhere to these “Rules of Conduct.”

During each activity every Scout will have a phone number where their parents or a designated individual may be reached in case of an emergency or disciplinary action is required.

Items not covered in this policy will be interpreted by the Scoutmaster when on an outing and taken up by the Troop Committee at the next meeting. Pertinent decisions will be incorporated into this document.

Conduct and Discipline Standards

Scouts should strive to uphold principles in the *Scout Oath* and *Scout Law*. It is realized that Scouting is a learning experience. Mistakes will be made and unacceptable behavior will occur from time to time.

Scouts should, as much as possible be giving the opportunity to learn from their errors. Standards are intended to ensure orderliness and control for the safety of Troop members and others, assure Troop meeting and outing goals are achieved, and to create a fun learning experience for all participants.

Scout Behavior Expectations

General Behavior

1. Scouts will wear the proper uniform to all meetings and activities as defined by the BSA handbook and as directed by the Senior Patrol Leader.
2. When the “sign is up”, all Scouts are silent.
3. Scouts are silent when adult or Boy leaders are providing instruction.
4. Scouts will be polite and respectful of all youth and adults verbally and otherwise.



5. The use of profanity is unacceptable.

Behavior For Outings and Camping

1. The buddy system will be used at all times.
2. Troop Leadership will establish boundaries on all campouts and outings.
3. Scouts must have permission of Leader in charge to leave the site.
4. Scouts must attend all meals and formations unless excused in advance.
5. No climbing of rocks, cliffs, trees unless specifically authorized by Adult Leaders as part of a structured program.
6. No running or horseplay in camp or activity location.
7. Shoes must be worn at all times; No open toed shoes are permitted.
8. No littering or dumping of foreign materials into lakes or streams.
9. Wild animals are to be left alone.
10. Garbage and trash is to be kept in designated receptacles at all times.
11. No cutting of live trees without permission from Adult Leader.
12. No electronic games, cell phones, radios, etc.... without prior approval from Adult Leaders.
13. No aerosol cans of any type.
14. Scouts are to be inside tents at time designated by Scoutmaster and should not leave until reveille except to use latrine or report an emergency.

Use of Tents

1. No shoes should be worn in tents.
2. No fires in or near tents – including lighting matches etc....
3. No food or eating in tents.
4. Do not enter another Scouts tent without permission.
5. Do not spray insect repellent in or near the tents.

Fires, Stoves, Lanterns, Knives/Axes/Saws

1. An adult or designated older Scout must supervise use of stoves and lanterns.
2. No lightweight backpacking stove may be used in any structure unless there is good ventilation and the stove can be located with safe clearance from any flammable materials.
3. Fires are only allowed in established fire pits. Scouts who light fires must have completed Fire Safety training and have a “Fireman Chit” card in their possession.

4. Establish a five-foot clear zone around the pit before lighting and ensure the fire is at least 15 feet away from any tent.
5. Do not throw food scraps or garbage into the fire.
6. All fires must be attended. Scouts are responsible for putting out a fire started by them or ensuring an ADULT leader is available to look after it.
7. Knives/axes/saws are to be used in accordance to BSA safety guidelines. Scouts using these items must have completed safety training in their use and have a “Tot-n-Chit” card in their possession.

Aquatics

1. Swimming is allowed only at established and approved areas. A BSA lifeguard must be present.
2. The buddy system will be used at all times.
3. Buddy checks and tag systems will be established and used at all times.
4. All boating activities require Scouts to wear personal floatation devices at all times.
5. A “Safe Swim Defense” course will be provided prior to any aquatic activity.



Conduct Violations

Level I

- First time violation of a “Scout Behavior Expectation,” Scout will be counseled, at the discretion of the Troop Leadership present.
- If recurrent violations of a “Scout Behavior Expectation” occur, Troop leadership will counsel the Scout again and an incident report form may be completed.

Level II

- Three documented Level I violations within 3 months.

Or

- Unsafe action, placing another person’s well being in danger, i.e. throwing knives, playing with fire, etc....
- Misuse or abuse of Troop equipment.
- Misuse or abuse of another Scout’s personal equipment.

Corrective actions include:

- Troop Leadership will counsel scouts.
- Equipment damaged will be repaired or replaced by offending Scout.
- Parents will be notified of incident(s) (if three Level I violations within 3 months) and may be

asked to pick Scout up immediately from activity.

- Incident report completed by Troop Leadership; Troop Committee notified of incident.
- Two Level II violations within a 3-month time frame will result in a suspension from the Troop and an immediate meeting with parents, Committee Chair and Scoutmaster.

Level III

- A third Level II violation within a six month time period.

Or

- Conduct serious enough to immediately excuse the Scout from the meeting or outing.
- Continued unsafe actions after being counseled on safety and suspension.
- Disrespect or disregard for authority.
- Stealing.
- Physical fighting.
- Use of alcohol, tobacco, or drugs.
- Possession of firearms or explosive devices (including fireworks).
- Possession of pornographic material.
- Intentional misuse of flammable materials.

Corrective actions include:

- Scouts will be sent home immediately from meeting or outing.
- Troop Leadership will complete an incident report.
- A meeting with the Troop Committee, Scoutmaster, parent and Scout will be held within 2 weeks of the last incident and disciplinary action may include the following:
 - Loss of leadership position for part or all of that term or a future term
 - Failure to recommend Scout for Order of the Arrow
 - Suspension from future Troop events
 - Failing Board of Review
 - Suspension from the Troop (temporary)
 - Expulsion from the Troop (permanent)

Troop Leadership will treat all Scouts in a fair and consistent basis.

All conduct violations will be considered based on circumstances surrounding the incident, number of times the incident has occurred and the Scout's willingness to accept responsibility for actions.

Scouts, parents and Troop Leadership will work together to solve discipline issues with the goal being to change behavior leading to a positive outcome for all.

All decisions made by the Troop Committee are final.

This concludes the information regarding the Troop Rules of Conduct. It is not intended to sound like all the actions of the boys are watched under a microscope for the first sign of horseplay but realizing we are an active troop with many activities away from the local Williamsburg area it is imperative that all boys understand acceptable behavior.

If they are conducting themselves by the Scout Oath and Scout Law then there will never be a need to address inappropriate behavior.

Troop Finances

Troop 103 is a very active troop with monthly campouts, high-adventure activities, and other events throughout the year. To cover these costs, the Troop collects dues, camping fees, and holds fundraisers.

The Troop Committee and Scoutmasters, as parents and former Scouts, understand Scouting can challenge the family budget.

The intent is to keep the costs to a minimum, while still allowing a broad spectrum of activities. We expect Scouts to help with costs by participating in fundraisers.

Remember – “A Scout is Thrifty!”

Dues

The dues for Scouts in the Troop are determined annually and are payable in November for the following year during the re-chartering process. Dues break down as follows:

BSA National Dues (\$5.50/month)	\$66.00
BSA National Membership Fee	\$25.00
BSA Annual Insurance Fee (\$1.00/month-\$12/year)	\$12.00
Troop 103 Annual Dues (\$5.50 per month)	\$ 66.00
Total Dues	\$169.00
<i>Boys Life (Optional)</i>	<i>\$ 12.00</i>
Total	\$181.00

Scouts also pay a one-time troop equipment fee of \$30.00 upon joining the Troop.

Transfers

If a Scout transfers from another Troop or bridges up from a Pack, there is no fee for transferring from another unit.

Joining after January

Troop dues are pro-rated based on when a Scout joins the Troop.

Campouts, Special Activities, Camps

The Troop collects the money in advance for campouts, summer camps, special trips, etc.... The fees collected are based on the cost of the activity. Money is collected with the permission slips for these activities. The Scouts are expected to turn these in to their Patrol Leader by the deadline listed on the permission slip.

Refunds

Money paid in advance of a trip, camp, or campout is generally non-refundable. Exceptions will be made on a case-by-case basis.

Monthly Campouts

The Scout needs to let their Patrol Leader know as soon as possible if he cannot make a campout, usually by the Wednesday before. This is to keep the Patrol Leader from buying excess food. In this case, the money can be transferred to the Scout's Scout Account to be used in the future.



Summer Camp, High Adventure trips

These trips do incur some high costs, and usually money given for the trip is sent on to reserve spots for the Scouts. Generally, this money is *non-refundable*.

It becomes the Scout's responsibility to find a qualified replacement for that trip, and for coordinating the transfer of funds. The trip/event coordinator must approve the replacement. We do know that sign-up for some of these trips are months in advance; so please keep in mind family schedules or other situations that would impact on the Scout's ability to attend.

Scout Accounts

Scouts can participate in certain fundraisers to earn money not only for the Troop but also for them. For example, some Scouts have earned enough money to pay for summer camp. This money can be used for camping, dues or other Scouting related items. These fundraisers will be determined by the Troop Committee in advance and announced to the Scouts at the beginning of the fundraiser.

1. This money is not refundable. It is transferrable if a Scout moves to a different troop. The Scout can request the money move to the other troop.
2. If a Scout voluntarily leaves Scouting or is expelled from the Troop, the money in his account will move into a fund account for those Scouts in financial hardship. Exceptions will be made on a case-by-case basis due to extenuation circumstances such as a no-notice/little notice military relocation of the family.
3. For a Scout to use funds in his account, he will: fill out a check-request form (on the web site) with date, amount, event, and name; see the Troop Treasurer for approval; and turn in with his receipts. For camping trips, the Scout should write at the top of his permission slip/registration form "use Scout account money" and the amount.

Reimbursements and Advance Payments

The Troop Committee should approve all expenditures in advance. A budget will be developed for the year, taking into consideration the number of Scouts and proposed activities.

Patrols should use the budgeted expense for food while camping. Any additional costs, based on the Scouts' decision on menus, will be borne by the members of that patrol.

Most expenses are routine and are put into the budget. These include Awards and Advancement, office expenses, ceremonies, camping – food, etc....

Prior approval from the Committee Chair for spending over \$150 for budgeted items is required.

Approval from two of the three key Committee members (Committee Chair, Scoutmaster, Chartered Organization Representative) for any unbudgeted expense is required.

The Troop Committee must approve any expense over \$350.

Receipts and Memories Fade! All requests for advance payment or reimbursement will be made on the check request form (available on the Troop website), with receipts attached.

Fundraising

Troop fundraisers are a great way for a Scout or family to offset the cost of Scouting. The Troop participates in various fundraisers throughout the year, including the annual popcorn/peanut sale.

We encourage Scouts to participate in fundraising as it helps them learn goal setting as they work to help reduce the cost of Troop activities.

We also understand the demands of time and money on families. We ask that Scouts participate in at least one fundraiser during the year.

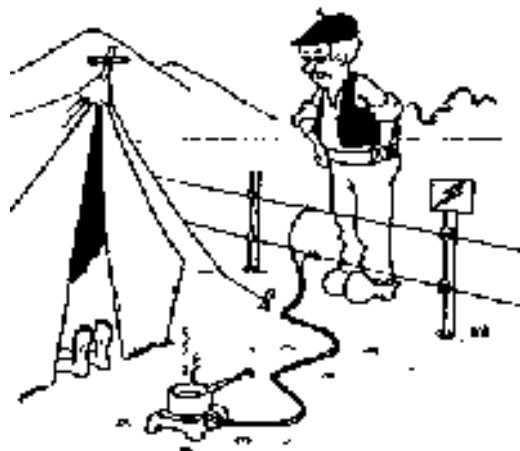
We are also looking for ideas! Any suggestions from parents for different ways to raise money, or to lead an activity, are always appreciated!

Financial Aid

In cases of financial hardship the Troop Committee may be able to provide a scholarship to allow a Scout to attend a particular activity. If you have any questions about this please see the Troop Treasurer for more information.

Troop Communications

The hardest part of keeping the Troop running with all the things we are involved in is getting the information out to everyone. We have several methods for doing this with the primary method being E-mail. If you are not receiving email from the Troop please send an email to mailing-list@Scouttroop103.org with "Please add to mailing list" in the subject line and the Scout's name in the body.



Troop Meetings

This is the primary method of getting the information out to the Scouts. All Scouts are expected to take notes and any handouts of information home with them. Unfortunately we have found that information does not always make it home to the parents. Parents are encouraged to come in and join our Closing Circle, usually between 8:15 p.m. and 8:30 p.m.

Troop Web site (<http://www.ScoutTroop103.org>)

This method is highly preferred as it is easily updated for all to view information and download necessary forms. The web site is <http://www.ScoutTroop103.org> and there you will find information about upcoming events, the Troop annual calendar, photos of the most recent past activities, permission slips for upcoming events, just to name a few. Please check the website often to find out what is happening with the Troop.

Phone Tree

As necessary the Senior Patrol Leader and his Assistants will contact the Patrol leaders with information. The Patrol Leaders will then contact their Patrol members and pass that information on. This is most often used when there is a last minute change to the schedule.

Troop Newsletter

Our Troop puts out a periodic newsletter, which is handed out at meetings to the Scouts. This will list information about what the Troop has most recently been involved in and any upcoming events. This is also posted on the website for downloading.

TROOP ACTIVITIES

Troop 103 is a very active troop with activities planned monthly throughout the year. This area will cover things specific to the Scouts, our philosophy with regards to helping them grow, our different programs and what the rules are for use of equipment.

The Patrol Method

Promotes friendship by grouping friends together; the small sizes allows each Scout to get involved because he is needed in helping the Patrol function; develops responsibility as each member of the Patrol takes on a leadership position within the patrol; introduces a democratic process to decision making.



- Read *Adventure Ahead* in the Scout Handbook.
- Upon registering, your son will be assigned to a Patrol. Each Patrol consists of eight or fewer Scouts, and is led by a Patrol Leader.
- The Scouts of the troop elect the Patrol Leaders. They in turn select their patrol members. His primary responsibility is to represent and make known the wishes of his patrol at the Patrol Leaders Council (PLC).

The Patrol Leader is also responsible for relaying information from the PLC to the patrol, ensuring Scouts within his patrol are assigned to required tasks, advancement help, and the conduct of patrol members.

Patrol members participate in all activities as a team. Part of learning to lead is by first learning to follow. It is important to understand that the Scouts run the Troop. The adult leaders provide guidance. The Patrol is the Key, and the Patrol Leader is the Key Man.

- The Patrol Leader assigns each Patrol member a job. Some of these positions are: Assistant Patrol Leader, Scribe, and Quartermaster.
- Patrols plan for and participate in Troop outings and activities as a unit. The Patrol checks out Troop equipment, prepares its own menus, buys its food, and cooks as a unit, etc....
- Decisions in the patrol are made by majority vote.

Active Participation

The very first line item for rank advancement to Star Scout, Life Scout and Eagle in the Scout Handbook states a member “must be active in your Troop and Patrol” for a given period of time.

With that stated, all members of Troop 103 are expected to participate in all phases of the Troop program (Troop meetings, Patrol Meetings, Community Service projects, and Eagle Service projects) to the full extent that they can. We recognize that families and Scouts have many other activities (school, church, sports, music, family vacations/traditions) that will sometimes conflict with scheduled Troop activities but

we expect a high level of participation. We can only ask that families and Scouts try to minimize these conflicts, and take as an active role in Troop activities as the family schedule will allow. If a Scout is involved in a sports program that will impact his participation for a period of time please inform the Scoutmaster.

Active participation means regular attendance at Troop meetings, monthly activities, service projects, and fundraisers.

When a Scout cannot attend a Troop activity, we ask that he notify his Patrol Leader in advance.

Indoor / Outdoor Program

Troop 103 is actively involved in many functions, which fall into two major categories of Indoor and Outdoor. The indoor program is mainly what takes place at meetings whether at the Church or the Patrol Leader's home. The outdoor program is what our campouts are focused around and our community service projects can fall into both. You will see that one supports the other in how we plan our annual schedule.

Troop Meetings

Troop meetings are held weekly on Monday nights, from 7:00 p.m. to 8:30 p.m., at Williamsburg United Methodist Church (unless announced otherwise).

Various Scouts under the leadership of the Senior Patrol Leader lead certain portions of each meeting.

Skill instruction at Troop meetings will be based on monthly themes pre-selected by the Patrol Leaders Council (PLC).



Outdoor Program

The outdoor program in Scouting presents great opportunities for reward and growth. Few Scouts joining this Troop have had camping experience and even Scouts with several years of active service are not always well equipped to live comfortably and safely in the outdoors. The outdoor program is designed to:

- Insure that new Scouts have ample time and instruction to become efficient campers.
- Hone the skills of the Scouts with several years behind them.
- Afford older Scouts, with proven ability, a more challenging and stimulating program.

Troop Campouts

Parental Permission Form

The Troop 103 Parental Permission Form is required before each activity. This form must have the parent's signature and contact information. If parents will not be home during the activity, the form must be completed so as to provide an address and phone number of a responsible individual that can be reached in an emergency.

The forms will be distributed at Troop meetings prior to any activity needing such permission and it's the Scout's responsibility to get a copy and insure it is properly completed and turned in on time (they can also be downloaded from the Troop website). The signed copies must be returned with any fees two

weeks prior to departing on that trip.

The purpose of the permission slip is to aid in planning the amount of equipment, food and activities needed for the campout.

Campouts

- Troop 103 camps out at least once a month. On some of these outings we will possibly leave on a Friday evening or more often a Saturday morning to get to our location.
- If the camping location is local we will sometimes have parents bring the Scouts directly to the site. If it is a distance away we will plan to meet and coordinate drivers to get all attending Scouts there.
- Each driver must complete BSA Youth Protection training (an online course), registration and Automobile Insurance forms annually. This ensures that they are covered by the Boy Scout liability insurance policy when driving Scouts to and from events.
- Early pick up from or the Scoutmaster or assistant Scoutmaster in charge of the event in advance must approve temporary absence from a camping trip. If prior approval was granted the Scout must still check out with an adult leader before leaving. This is to account for all Scouts and ensure we have all Scouts helping to pack up Troop gear and clean up the campsite. This makes camping a complete experience.
- On trips where we use drivers and car pools, no driver may leave until the previous point has been addressed and all Scouts and adults are lined up with return transportation.
- Parents are responsible for informing the adult leadership of any current health concerns the Scout might have. If there are any medications to be taken they must be given to the adult leaders with a completed “Troop medication form” for dispensing to the Scout.
- Scouts are not allowed to bring cell phones to any campout or Troop activity. Leaders have phones available in case of emergency.
- If the Scout requires medication while on a Troop activity it must be submitted to the Scoutmaster for dispensing. Please list the type and dosage on the form for the Scoutmaster’s information.
- In order for a Scout to participate in Troop camping trips/outings, he Scout must have on file a current and completed, by a Doctor, BSA health form. These will be on hand for all campouts in case of emergency.

Troop Equipment

Troop 103 is very fortunate to have a variety of Troop gear to enhance the camping experience of the Scouts. The real benefit is to the parents who are not required to purchase more equipment for their sons. There are some rules the Troop has with regards to the use of the gear by the Scouts and they are listed below.

- The Troop currently has tents, rain flies, tarps, stoves, cooking equipment, saws, axes, and other gear worth thousands of dollars. Scouts are expected to treat this equipment with respect and will pay for anything damaged or lost through carelessness.

For example our Troop tents are Eureka's and range in price from \$100 to \$180 each.

- **Equipment Replacement Policy:**

Troop equipment is issued to Patrols and individuals, and becomes the responsibility of the Patrol and/or individual. Any Troop equipment that is lost on outings becomes the responsibility of the entire Patrol to replace.

If equipment is damaged, through no fault of any Patrol member, the Troop will replace the equipment. However, if any equipment is damaged through fooling around or direct abuse, it becomes the Patrol's responsibility to replace.

Periodically, Patrol members will take equipment home after outings in order to clean or dry the equipment. All Troop equipment taken home must be returned at the next Troop meeting. Please understand that the reason we are so strict about equipment is that often it goes home with a Scout and doesn't return until months later.

Personal Equipment

When outfitting a new Scout, you are faced with buying a lot of equipment within a short period of time. Shop around and buy wisely. Additionally, postpone equipment purchases until your son demonstrates to you that he is committed to Scouting – not all boys that join the Scouts stay in Scouts. Consider renting or borrowing equipment. Here are a few suggestions:



- A backpack is not needed until the program indicates that we will be backpacking. An old duffel bag or sports bag will work fine until then. The Troop often has backpacks that Scouts may borrow when needed.
- A daypack will likely be needed for many trips, including day hikes, camporees, Klondike Derby, etc.... It should be big enough to carry a lunch bag, water bottle, Scout Handbook, jacket, and gloves. A "book bag" may be adequate, but remember, it will likely get dirty, wet, and beaten up. Often a good use for "last year's" book bag. Ones with an integrated hydration system are very popular.
- The Troop will supply all of the tents and tarps for camping. We recommend that you not buy your son a tent.
- Acquire equipment slowly, as needed. Scout equipment makes a great gift.
- We camp 11 months out of the year. Make sure equipment is good for all seasons.
- Talk with the older Scouts and adults about what equipment they have found to be the best. Try to avoid buying "gadgets" with minimal benefits.
- The old saying, "Buy Quality once, Cheap twice," truly applies to equipment purchases. Try to buy good quality equipment, it lasts longer. You may buy items again if at first you get the low cost, low feature items.

Required Items for Beginners

Scout Handbook	All Scouts are required to bring their handbook to all meetings and Troop campouts.
Mess Kit	The BSA mess kit is fine, but too heavy for backpacking, and the metal will get too hot to handle from hot foods. Lexan kits are light and durable. Make sure that the cup has a handle for hot liquids. Or an inexpensive durable plastic bowl and cup will work fine.
Utensils	Knife, fork, and a spoon (stainless steel or Lexan). Do not bring disposable plastic picnic utensils; bring utensils that can take rough treatment and be cleaned. For the environment, we try to avoid paper and plastic.
Canteen	Get the cheapest plastic you can find. Old one-liter bottled water containers work well. Do not buy metal canteens, as they bend and are too heavy for hiking or backpacking.
Sleeping Bag	Know your needs before you buy. Understand the temperature rating of the bag. Down bags are expensive and do not insulate when wet (<i>Fact: it rains on 50% of all Boy Scout camping trips and more on our Troop!</i>). Synthetic bags are much better. You will also need a stuff sack. Roll the bag and wrap it in a strong, large plastic bag (leaf bag) and then stuff into the sack. It's no fun sleeping in a wet bag. Also, when a bag comes back from a wet outing, be sure to air and dry it out completely.
Sleeping Pad	A pad is used to insulate the camper and sleeping bag from the earth. It is not used for comfort. More body heat is lost to the earth than to the air. A lightweight foam pad will work. Pack it in a plastic bag to keep it dry.
Rain Gear	REI and Campmor are two online/catalog suppliers that have nylon suits that stuff into small bags. They are lightweight, cover well in driving rainstorms, and will be less likely to overheat than plastic suits, and they are not too costly. Avoid a poncho; it won't keep a Scout dry if it is even moderately windy. Good rain gear can also do double duty to protect against the wind.
Knife	Do not buy one with too many gadgets. They just add weight. A can opener is the most useful item after the knife blade. An official BSA knife is always acceptable. Tie a brightly colored cord around the knife to distinguish it as yours and help you to find it when you drop it. <i>Only folding knives, BSA does not allow sheath knives.</i>
Flashlight/Headlamp	It should be waterproof and sturdy, as it will be dropped (many times). Make sure you have and carry spare bulbs and batteries.

Compass	A low cost but reliable compass (\$7-15) is essential for every Scout. Tie a brightly colored cord around this also.
First Aid Kit	The <i>Scout Handbook</i> lists the essential parts of a personal first aid kit. It should be brought on each trip.
Hiking Boots	“WELL BROKEN IN”, waterproof shoes or boots. It’s no fun breaking in boots on a ten-mile hike. High tops or hiking boots offer the best ankle support. Buy the boots while wearing the type and number of socks you will wear during their use.
Socks	Socks are one of the most overlooked items on campouts (sometimes forgotten altogether). Polypropylene sock liners are a must for long hikes or cold weather camping. The liner "wicks" sweat away from the foot greatly reducing risks of problems from blisters or frostbite. Make sure that enough socks are packed for a trip, plus extras. Cotton socks cause frozen feet in winter and blisters in summer. Stay away from Cotton socks!

Please **label every item that a Scout owns**, with either the Scout’s last name, or initials. It will make lost items easier to return, and allow a Scout to “find” his pack, sleeping bag, flashlight, mess kit, etc.... during a camping trip, before the items become lost.

Backpacking/Hiking Gear

Internal frame packs are currently popular, but it has been our experience that external frame packs are better suited for our trips. Ask other Scouts and Scouters for their opinions and have your son try on other Scout’s packs. A good outdoors retailer like REI can be very helpful in selecting and properly adjusting a pack and the Internet delivers up a wealth of information and advice on all manner of camping gear as well as bargain shopping opportunities.

Beginners	The pack should fit the Scout NOW . Buying one to “ grow into ” will result in VERY uncomfortable hiking. Good youth packs include the Coleman Peak I compact frame pack, BSA pack, and Kelty youth pack. The hip belt should fit snugly. You can get the hip belt modified at an upholstery shop if it is too big. Our experience has shown that they fit the younger Scouts for a number of years. It will also hold more than they need to carry. Generally, you can carry 20% of your body weight comfortably and safely in a properly fitted and packed backpack.
Old Timers	Know your needs before you buy and research the options. You can spend a lot of money without getting a lot of use or benefit. Good fit is the most important part of any purchase.
Pack Cover	It covers the backpack when hiking and will help keep the contents dry

	and the pack light. A plastic lawn/leaf bag is a great, low cost alternative but needs replacing after every campout.
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Cold Weather Gear

Socks and underwear are the key items here. Remember the backpacker's axiom "Cotton Kills!" Synthetic fibers and wool blends retain insulating properties even when wet. Cotton will not! You can wear cotton when sleeping if it is clean and dry.

Socks	Polypropylene liners with 100% wool or other synthetic. Bring one pair for each day, plus one extra pair. Also, bring foot powder to help dry and cool your feet.
Clothing	Layering is the key here, <i>dress like an onion!</i> Bring clothing that can be layered to provide warmth in changing weather. The outer shell should be windproof and waterproof. And remember gloves (at least two sets since one pair will often get wet.) Long underwear or sweats are great to sleep in provided they are clean and dry. Bring a set to sleep in, plus a set to wear during the day. Sweat lowers the insulating properties of clothes.

Unnecessary Equipment

Tents	The Troop will supply all tents and ground cloths. That is our policy.
Pots and Pans	The Troop provides all Patrol-level cooking equipment.

Equipment Specifically Not Allowed on Troop Outings, i.e. camping trips, etc

- Sheath Knives, i.e., knives than cannot be closed.
- Hatchets (except for hand axes for use in the Axe Yard only).
- Electronic games, toys, radios, cell phones, and computers.

Electronic Equipment

Scouts must NOT bring radios, televisions, tape players, compact disc players, cellular telephones, electronic games, or computers on any Troop activity.

These distract from the program, and might become lost, damaged, or stolen during the activity. ***Please leave these possessions at home.***

SCOUT ADVANCEMENT

The following guide is provided to allow you the Scout a better understanding of the processes for which to apply for rank advancement and also to request to earn a merit badge. It is basically a checklist that will cover what you need to do when going up for a rank advancement, and work on a merit badge, as you journey towards achieving the rank of Eagle.

Rank Advancements

When going up for you next rank advancement use the guidelines below as a reference point to ensure you are prepared for your Board of Review.

1. Make sure that **all items** in your Scout Handbook are **signed and dated** for the rank attempting to achieve.
2. **Fill out** the Board of Review sheet (available at Troop meetings and on the Troop website) **both front and back side** and take it to the Senior Patrol Leader for his review and signature.
3. **Schedule** a Scoutmaster's Conference with the Scoutmaster or one of the Assistant Scoutmasters in his absence, by signing your name on the appropriate clipboard available at every Troop meeting. Have him sign both your Board of Review sheet and your Scout Handbook.
4. Once items 1-3 are completed, sign up for a Board of Review on the assigned clip board located next to the "Scoutmaster Conference" clip board at every Troop meeting. Submit your **completed** form and Scout Handbook at the Board of Review when called upon to do so.

The following information will help you on the day of your Board of Review.

1. The uniform for the Board of Review is full Class "A"(no matter what time of year). This includes the Troop hat, Scout shirt (with all appropriate insignia), neckerchief, Scout shorts or pants, Scout belt, and Scout socks. If you have any merit badges they should be sewn on a sash and worn also or at least bring the merit badge cards with you.
2. You must bring your Scout Handbook completely filled out as listed above.
3. Inform you Patrol Leader (if in PLC the Senior Patrol Leader) of your board of review, as they will be presenting/introducing you to the Board.
4. All boards will start with the Scout repeating the Scout Oath and Scout Law at a minimum. You should also be familiar with the Scout Motto, Scout Slogan, and the Outdoor Code, especially if you're a First Class Scout or above.
5. You will be asked questions that can range from various items required for the rank to which you are advancing or general questions about how you feel about Scouting and things that would make it better.
6. BSA requires a Scout to complete a designated number of service and/or conservation hours for each rank advancement level except for the rank of Scout – see the Scout Handbook for details. Remember that for all rank advancements (except Scout) we strongly encourage the Scout to perform 6 hours of community service and or Eagle project hours. A Scout is helpful.

This covers the advancement requirements and the Board of Review process. If you have any questions

please see the Advancement Chair for further information.

Merit Badges

There are over 120 merit badges available for Scouts to work towards achieving and a minimum requirement of 21 needed for the rank of Eagle Scout (Eagle Scout requires 13 specific merit badges of those 21). The following guidelines are provided so you know how to go about starting work on them.

1. The Scout obtains a blue merit badge card from the Advancement Chair. You fill the card out completely and they will provide the names of counselors.
2. You then take it to the Scoutmaster and tell him what merit badge you want to work on. After discussing with him what you want to do he will then sign and date your blue card.
3. Then you must let the Advancement Chair know that you have been approved to start the merit badge and they will record the date you're starting.
4. You arrange to meet with the Counselor to discuss the requirements you need to complete. If you meet them at a location other than a Monday night meeting you must have a parent or friend accompany you to the meeting (this is why we prefer to have 2 Scouts working on a merit badge together).
5. The Merit Badge Counselor will tell you what they want you to complete to meet the requirements for the merit badge. The requirements can be found in the merit badge pamphlets purchased at the Scout store, checked out from the Troop Library, or viewed on the web site, <http://www.meritbadge.org>. It is highly recommended you purchase or check out the pamphlets as they contain all the required material for each requirement.
6. As you complete each individual requirement you must have your Counselor write the requirement number and letter, date completed, and initial the back section of the Applicant's record of the blue card.
7. When all the requirements are finished the Counselor will sign and date your blue card.
8. You then submit your blue card to the Advancement Chair and they will record it. You will receive your merit badge card and merit badge at a Troop meeting circle-up.

A couple of key points in this process are you must have an approval signature from the Scoutmaster **PRIOR** to starting.

- The Counselor you have assigned **MUST** be a registered merit badge counselor with the Boy Scouts of America.
- You have **ONE** year in which to complete the merit badge after the Scoutmaster signs and dates the blue card giving you approval to start.

If parents are interested in serving as a merit badge counselor they should speak with the Advancement Chair for the required applications. The process is simple and there's no cost associated with being a merit badge counselor.

Scout Recognition

Troop 103 believes that recognizing Scouts for their accomplishments is very important. We do this both formally and informally throughout the year. Informally, whenever a Scout achieves a rank advancement or earns a merit badge they will be presented their insignia at a Troop closing. We formally recognize all Scout' achievements at our annual Court of Honor. Our Court of Honor is a chance for the Scouts' family to share in the accomplishments of their son. The ceremony is held at the beginning of Summer and acknowledges all Scouts earning rank advancements and merit badges. We also recognize several Scouts selected for their hard work and exceptional service with individual awards that were outlined at the beginning of this handbook.



The highest recognition is when a Scout earns the rank of Eagle Scout. When this occurs, a special Court of Honor will be held to recognize that Scout's achievements. These will be scheduled whenever the Scout and his family so choose.

TROOP 103 EQUIPMENT LIST

Event or Activity _____

Clothing	Equipment	Personal
<input type="checkbox"/> Class "A" Uniform <input type="checkbox"/> Class "B" Uniform <input type="checkbox"/> Scout Hat <input type="checkbox"/> Winter Parka <input type="checkbox"/> Warm Jacket <input type="checkbox"/> Light Jacket or Windbreaker <input type="checkbox"/> Sweater or Sweatshirt <input type="checkbox"/> Extra Pants, Shirt, Socks and Underwear <input type="checkbox"/> Long Underwear <input type="checkbox"/> Snow or Ski Pants <input type="checkbox"/> Wool Socks <input type="checkbox"/> Sock liners <input type="checkbox"/> Gloves or Mittens <input type="checkbox"/> Shorts <input type="checkbox"/> Wool Hat <input type="checkbox"/> Rain Gear or Poncho <input type="checkbox"/> Winter Boots <input type="checkbox"/> Hiking Boots <input type="checkbox"/> Sneakers <input type="checkbox"/> Swimming trunks <input type="checkbox"/> Day Pack <input type="checkbox"/> BSA Handbook <input type="checkbox"/> BSA Field book	<input type="checkbox"/> Backpack or Large Duffel Bag <input type="checkbox"/> Sleeping Bag (Season) <input type="checkbox"/> Sleeping Pad <input type="checkbox"/> Blanket <input type="checkbox"/> Mess Kit <input type="checkbox"/> Eating Utensils <input type="checkbox"/> Flashlight <input type="checkbox"/> Extra Bulb and Batteries <input type="checkbox"/> Pocket Knife and Totin' Chip Card <input type="checkbox"/> 1-Quart Nalgene Water Bottle or Canteen (filled with water) <input type="checkbox"/> Map(s) <input type="checkbox"/> Compass <input type="checkbox"/> Matches <input type="checkbox"/> Fire starter <input type="checkbox"/> Kindling <input type="checkbox"/> First Aid Kit <input type="checkbox"/> Whistle <input type="checkbox"/> Rope <input type="checkbox"/> Repair Bag <input type="checkbox"/> Bear Bag	<input type="checkbox"/> PERMISSION SLIP <input type="checkbox"/> HEALTH FORM <input type="checkbox"/> Soap <input type="checkbox"/> Shampoo <input type="checkbox"/> Toothbrush <input type="checkbox"/> Toothpaste <input type="checkbox"/> Metal Mirror <input type="checkbox"/> Comb or hairbrush <input type="checkbox"/> Toilet paper <input type="checkbox"/> Plastic Trash Bags <input type="checkbox"/> Small Towel <input type="checkbox"/> Bandanna <input type="checkbox"/> Sierra Cup <input type="checkbox"/> Insect Repellant <input type="checkbox"/> Coins (for emergency) <input type="checkbox"/> Emergency Medical Information <input type="checkbox"/> Prescription medication (give to adult leader) <input type="checkbox"/> Sunglasses <input type="checkbox"/> Sunscreen <input type="checkbox"/> Snacks Optional <input type="checkbox"/> Merit Badge Book(s) <input type="checkbox"/> Camera & Film <input type="checkbox"/> Fishing Rod and Tackle <input type="checkbox"/> Hand Warmers <input type="checkbox"/> Money (\$_____)

Scouts are also required to bring their “Fireman Chit” (for working on camp or cook fires) and “Totin’ Chit” (to have and carry a knife) on every campout. **If they do not have these they will have their equipment confiscated by the Scoutmaster or one of the Assistant Scoutmasters.**

DO NOT BRING (will be confiscated and returned to a parent)

- Electronic Devices (Game Boy, Radio, CD or tape player, Laptop Computer, cell phone, etc....)
- Water Guns (Pistol, Pump-action, etc....)
- Sheath Knives (any fixed-blade knife, Bowie, etc.

TROOP 103 PARENT RESOURCE SURVEY

Boy Scouting is for adults as well as boys. We invite you to offer your skills and interests so the best possible program can be developed for the Boy Scouts in this Troop. In making this survey the committee wishes to find ways you can enjoy using your talents to help our Scouts. Your cooperation is greatly appreciated. Please return this survey to the Advancement Chair.

Name _____	Home Phone _____
Address _____	Work Phone _____
City _____	Zip Code _____

1. What is your favorite hobby(s)

2. In what sports do you take an active part?

3. Would you be willing to assist the Troop leaders and committee occasionally?

4. Please check the areas in which you would be willing to help:

GENERAL ACTIVITIES	SPECIAL PROGRAM ASSISTANCE
<input type="checkbox"/> Campouts <input type="checkbox"/> Hikes <input type="checkbox"/> Outdoor Activities <input type="checkbox"/> Troop meetings <input type="checkbox"/> Swimming supervision <input type="checkbox"/> Bookkeeping <input type="checkbox"/> Typing/Computers <input type="checkbox"/> Drawing/Art <input type="checkbox"/> Transportation of Scouts <input type="checkbox"/> Transportation of equipment <input type="checkbox"/> Other _____	<input type="checkbox"/> I can participate in progress reviews <input type="checkbox"/> I have a station wagon, van <input type="checkbox"/> I have a truck <input type="checkbox"/> I have a workshop <input type="checkbox"/> I have some family camping gear <input type="checkbox"/> I have access to a cottage <input type="checkbox"/> I have access to camping property <input type="checkbox"/> I can make contacts for special trips and / or activities <input type="checkbox"/> I can help with Troop equipment <input type="checkbox"/> Other _____

5. Please check any Scout skills you would be willing to teach.

<input type="checkbox"/> Rope work <input type="checkbox"/> Outdoor Cooking <input type="checkbox"/> First Aid <input type="checkbox"/> Map and Compass <input type="checkbox"/> Star Study	<input type="checkbox"/> Conservation <input type="checkbox"/> Edible Plants <input type="checkbox"/> Knife and Axe <input type="checkbox"/> Communications <input type="checkbox"/> Computers
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Merit Badges

Checkmark the subjects that you can help teach.

<input type="checkbox"/> American Business <input type="checkbox"/> American Cultures <input type="checkbox"/> American Heritage <input type="checkbox"/> American Labor <input type="checkbox"/> Animal Science <input type="checkbox"/> Archaeology <input type="checkbox"/> Archery <input type="checkbox"/> Architecture <input type="checkbox"/> Art <input type="checkbox"/> Astronomy <input type="checkbox"/> Athletics <input type="checkbox"/> Automotive Maintenance <input type="checkbox"/> Aviation <input type="checkbox"/> Backpacking <input type="checkbox"/> Basketry <input type="checkbox"/> Bird Study <input type="checkbox"/> Bugling <input type="checkbox"/> Camping <input type="checkbox"/> Canoeing <input type="checkbox"/> Chemistry <input type="checkbox"/> Chess <input type="checkbox"/> Cinematography <input type="checkbox"/> Citizenship in the Community <input type="checkbox"/> Citizenship in the Nation <input type="checkbox"/> Citizenship in the World <input type="checkbox"/> Climbing <input type="checkbox"/> Coin Collecting <input type="checkbox"/> Collections <input type="checkbox"/> Communication <input type="checkbox"/> Composite Materials <input type="checkbox"/> Computers <input type="checkbox"/> Cooking <input type="checkbox"/> Crime Prevention <input type="checkbox"/> Cycling <input type="checkbox"/> Dentistry <input type="checkbox"/> Disabilities Awareness <input type="checkbox"/> Dog Care <input type="checkbox"/> Drafting <input type="checkbox"/> Electricity	<input type="checkbox"/> Family Life <input type="checkbox"/> Farm Mechanics <input type="checkbox"/> Fingerprinting <input type="checkbox"/> Fire Safety <input type="checkbox"/> First Aid <input type="checkbox"/> Fish and Wildlife Management <input type="checkbox"/> Fishing <input type="checkbox"/> Fly Fishing <input type="checkbox"/> Forestry <input type="checkbox"/> Game Design <input type="checkbox"/> Gardening <input type="checkbox"/> Genealogy <input type="checkbox"/> Geocaching <input type="checkbox"/> Geology <input type="checkbox"/> Golf <input type="checkbox"/> Graphic Arts <input type="checkbox"/> Hiking <input type="checkbox"/> Home Repairs <input type="checkbox"/> Horsemanship <input type="checkbox"/> Indian Lore <input type="checkbox"/> Insect Study <input type="checkbox"/> Inventing <input type="checkbox"/> Journalism <input type="checkbox"/> Kayaking <input type="checkbox"/> Landscape Architecture <input type="checkbox"/> Law <input type="checkbox"/> Leatherwork <input type="checkbox"/> Lifesaving <input type="checkbox"/> Mammal Study <input type="checkbox"/> Medicine <input type="checkbox"/> Metalwork <input type="checkbox"/> Model Design and Building <input type="checkbox"/> Motorboating <input type="checkbox"/> Music <input type="checkbox"/> Nature <input type="checkbox"/> Nuclear Science <input type="checkbox"/> Oceanography <input type="checkbox"/> Orienteering <input type="checkbox"/> Painting	<input type="checkbox"/> Plumbing <input type="checkbox"/> Pottery <input type="checkbox"/> Programming <input type="checkbox"/> Public Health <input type="checkbox"/> Public Speaking <input type="checkbox"/> Pulp and Paper <input type="checkbox"/> Radio <input type="checkbox"/> Railroading <input type="checkbox"/> Reading <input type="checkbox"/> Reptile and Amphibian Study <input type="checkbox"/> Rifle Shooting <input type="checkbox"/> Robotics <input type="checkbox"/> Rowing <input type="checkbox"/> Safety <input type="checkbox"/> Salesmanship <input type="checkbox"/> Scouting Heritage <input type="checkbox"/> Scholarship <input type="checkbox"/> Scuba Diving <input type="checkbox"/> Sculpture <input type="checkbox"/> Search & Rescue <input type="checkbox"/> Shotgun Shooting <input type="checkbox"/> Skating <input type="checkbox"/> Small-Boat Sailing <input type="checkbox"/> Snow Sports <input type="checkbox"/> Soil and Water Conservation <input type="checkbox"/> Space Exploration <input type="checkbox"/> Sports <input type="checkbox"/> Stamp Collecting <input type="checkbox"/> Surveying <input type="checkbox"/> Sustainability <input type="checkbox"/> Swimming <input type="checkbox"/> Textile <input type="checkbox"/> Theater <input type="checkbox"/> Traffic Safety <input type="checkbox"/> Truck Transportation <input type="checkbox"/> Veterinary Medicine <input type="checkbox"/> Water Sports <input type="checkbox"/> Weather <input type="checkbox"/> Welding
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<input type="checkbox"/> Electronics <input type="checkbox"/> <i>Emergency Preparedness</i> <input type="checkbox"/> Energy <input type="checkbox"/> Engineering <input type="checkbox"/> Entrepreneurship <input type="checkbox"/> <i>Environmental Science</i>	<input type="checkbox"/> <i>Personal Fitness</i> <input type="checkbox"/> <i>Personal Management</i> <input type="checkbox"/> Pets <input type="checkbox"/> Photography <input type="checkbox"/> Pioneering <input type="checkbox"/> Plant Science	<input type="checkbox"/> Whitewater <input type="checkbox"/> Wilderness Survival <input type="checkbox"/> Wood Carving <input type="checkbox"/> Woodwork
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Note: Merit badges shown in ***bold italics*** are Eagle-required merit badges.

TROOP 103 HANDBOOK ACKNOWLEDGEMENT FORM

Boy Scouts of America
Troop 103
Williamsburg, Virginia

I have received a copy of the Troop 103 Handbook, containing, in part, the policies and rules of Troop 103. I have read them and understand them completely. I agree to abide by the rules as stated. As a Scout, I will try to live by the Boy Scout Oath and Law.

Name of Scout (please print)

Scout signature

Date

Parent or Guardian signature

Date

Parent E-mail Address

Scout E-mail Address

Return to the Scoutmaster at the next meeting

TROOP 103 CONDUCT AND DISCIPLINE STANDARDS

I, _____, (printed name) have read and agree to the stated policy as given to me on the previous pages. I accept the consequences of actions taken by Troop 103 Leadership in the event that violations occur. I also understand, that at all times, the Troop Leadership is available for assistance, should any situation arise, that I feel may be unsafe, and could lead to an infraction for myself or one of my fellow Scouts.

Scout Signature

Date

Parent / Guardian Signature

Date

(Please note that the Parent's/Guardian's signature indicates that all parties have reviewed the policies and are in agreement with them, and will support Troop 103 Leadership, if/when action is necessary.)

This page of the policy will be filed with the Scout's other personal documents and will be referenced when needed. All said documents will be kept confidential and secured appropriately.

Return to the Scoutmaster at the next meeting