

TROOP 31

PARENT'S HANDBOOK

FOR THE PARENTS OF NEW SCOUTS



Shepherd of the Hills Church
Austin, TX
2007

TROOP 31 HANDBOOK

WELCOME!

It is our pleasure to welcome you to our Scouting family, Troop 31. The mission of the Boy Scouts of America, BSA, is to prepare young people to make ethical choices over their lifetimes by instilling values that positively influence three critical areas of development: character, citizenship, and fitness (physical, mental and emotional). It is our aim to enrich your son's life and make a positive difference in the kind of man he will become.

This handbook is intended to help you ease into Boy Scouts and to smoothly transition from Cub Scouts. If you and your son are new to the Scouting experience, it will give you the foundation you need to grasp how and why we do things. We hope it will answer most of your basic questions.

You and your Scout are about to begin an exciting new chapter in your family's life that should prove gratifying and rewarding for everyone. If you came from a Cub Scout Pack, you will first notice that there are distinct differences in the way meetings are conducted and the increased role that the boys assume in running the Troop. Try to think of this as "organized chaos!" Young boys need lots of adult supervision, direction and hand-holding! As they age and are influenced by their Boy Scout experience, we hope to see them learn how to think for themselves, work with others, communicate their ideas for implementation, and develop leadership skills. This doesn't happen overnight! Together we have up to seven years, between the ages of 11 and 18, to positively affect and support these ideals.

We seek your help and assistance from the very beginning of our journey by requesting that you gradually step back and allow your Scout to take on more responsibility during his first critical year of acclimation to Boy Scouts. Boy Scouts have more responsibility. They are responsible for planning, packing, setting up/breaking camp, cooking etc. Unlike Cub Scouts, *The scout is responsible for initiation of advancement*. Parents cannot sign off. SM, ASM, Instructors or designated Scouts within the Troop are the only persons in T31 that can sign off. Scouts & parents MUST understand this. Do not baby the boys. Let them fail once in awhile! Failure sometimes can be the best teacher.

When you or he have questions about activities, give him the opportunity to find the answers by speaking with his Troop Guide, Patrol Leader, Senior Patrol Leader or by reading the newsletter or checking the web site.

Your Scout should initiate phone calls when he needs to schedule a Board of Review or speak with a Merit Badge Counselor. Kids aren't used to phoning adults or older boys. Help him by going over what he needs to ask and have him write down his questions (and the answers he gets to them). Give him the tools he needs to make the call and let him do it!

Your involvement and support in this manner accomplishes several things. Most importantly it gives your son the opportunity to develop responsibility and independence. By referring him to his Patrol Leader or Senior Patrol Leader, you help develop the leadership skills of the other Scouts. You will find that as you help your son in these areas in the first year, he will require less and less of your guidance. Have patience while your son is learning and growing. The goal of Troop 31 is to have a "Scout-run" Troop and with your assistance we can accomplish that goal. The more independent your son becomes the better run our Troop becomes.

We would like to take this opportunity to extend an invitation to all parents to become actively involved in our Troop family. The boys have nothing to achieve if there is no parent support – they lack the life experience that we have. They need our help to coach them and guide them – not delegate (micro manage). The troop needs help in many forms and there is no shortage of opportunities for adults. Experience has shown that Scouts are more likely to succeed and stay in the program long term if they have a parent involved!

We are a busy, active organization and it takes many adults behind the scenes and some in uniform to provide the framework and appropriate supervision to allow the boys to "run" the Troop. Some adult areas of responsibility are long-term and others are task-oriented. Regardless of your availability, we encourage your participation and strongly urge at least one parent to volunteer in some capacity as a uniformed or non-uniformed volunteer.

Again, welcome to our Scouting family, Troop 31! We look forward to a long, rewarding relationship with you and your son.

SUMMARY

If you only read five pages out of this guide, read the next five. Your son is now a Boy Scout and responsibilities in preparing for and participating in activities and campouts will dramatically change. Although there is dedicated adult leadership, the Scouts are given much of the responsibility for how the Troop functions. Parents will generally not receive phone calls. Your son will not always be handed flyers to take home. There will be announcements, flyers, and calendars available, but it is your son's responsibility to pick them up, review them, and retain them for reference. So, as parents, how can you assist in making sure your Scout gets the needed information and enjoys his Scouting experience? Here are some quick tips that are explained in greater detail in the remainder of this handbook.

1. Parents are free to attend meetings. Please sit quietly and observe how the Troop operates. You are highly encouraged to volunteer or assist in any way you desire.
2. The Troop meets on Monday evenings. The Monday following each campout is when the Scout leadership, the Patrol Leaders Council (PLC), meets to plan the next month's meetings and outings in detail.
3. We expect Scouts to wear their complete uniform to all meetings and for departure to all outings. Class B's are acceptable for most Troop meetings, Class A's for special occasions and traveling. Wearing the uniform shows the Scout's commitment to the Scouting program and identifies him as a member of a Boy Scout Troop. If a Scout is coming from another event he should bring his uniform and change in the restroom.
4. The Scouts plan the annual calendar of activities in the spring. An annual calendar will be published. A monthly calendar is published. It is always a good idea to check this as some dates and times do change from the annual plan. Copies are emailed, and sometimes available at Troop meetings. Encourage your son to bring one home. The calendar is also published on the Troop's web site, <http://www.bsatroop31.us>
5. Upcoming events are announced at Troop meetings. Your son should have a notebook with paper and a pen/pencil to take notes. Flyers and permission slips will generally be available for pickup and are posted on the Troop web site. Sign-ups are done with a parent volunteer who will be at the meetings.
6. The Patrol decides what they will eat on campouts and which Scout is responsible for obtaining the food. The shopper should turn in his receipt for reimbursement. In 2007, the standard reimbursement rate for a 2-night campout is actual costs up to \$20/Scout. For two day campouts, the Friday evening meal should be eaten before departure or the Scout may bring a sack dinner. We do not normally stop en route to our destination. Scouts are typically dropped off at the Radio Shack parking lot, on Bee Caves at Walsh Tarlton, upon completion of the outing.

7. Transportation is provided by adult volunteers, usually by adults participating in the outing and by parents of participating Scouts. We normally meet at SOTH for departures.
8. We work hard to encourage and assist each Scout in attaining the rank of First Class in his first year. However, to do this, your son must participate in Troop meetings and outings and have a Scout or uniformed leader (not a parent) record progress in his Scout handbook.
9. Scouts are expected to participate in as many meetings and outings as possible. Being an **active** member of the Troop is a requirement for advancement.
10. When a Scout completes the requirements for advancement he must have a Scoutmaster Conference with a uniformed leader and go before a Board of Review (3-4 Troop Committee members). The Scout is responsible for arranging a time for a Scoutmaster conference.
11. Boards of Review are held on Monday nights, and during campouts, but must be scheduled in advance to ensure board availability. The Scout is responsible for contacting the Advancement Chairman to request a BOR.
12. Scouts may work on Merit Badges only with an approved, registered counselor. There are 12 specific and 9 elective Merit Badges required to attain the rank of Eagle Scout.
13. Courts of Honor are held 3-4 times a year to recognize Scouts who have earned Merit Badges and/or advanced in rank. All Troop members are expected to be present and dressed in Class A uniforms. Parents are highly encouraged to attend also. A small reception generally follows.
14. There is an annual fee of \$100 per Scout and \$10 per Adult to join Troop 31. Traditionally, we have not conducted annual fundraising, other than the District-wide Popcorn Sale. However, as the cost of providing a quality scouting experience continues to rise, the Troop Committee may discuss and evaluate implementing additional fundraising in the future. Additionally, the Capitol Area Council conducts a Friends of Scouting capitol funds drive each spring. Contributions are encouraged.

Scouting is an exciting adventure that prepares your son to be a responsible adult in society, teaching him character, citizenship, and moral and physical fitness along the way. Again, welcome to Troop 31.

REQUIRED FORMS & IMPORTANT INFORMATION

(That You and Your Scout Should Know)

BSA Application. A completed Boy Scout Application for each boy joining the Troop as well as *at least* one Adult Application from their parents will need to be completed and returned along with the appropriate dues (\$110) in order to join the Troop.

Troop Resource Survey. Once you and your son join the Troop, an email will be sent to you. The email will contain a link to our on-line Troop Resource Survey. Please take a moment and fill out the Troop Resource Survey. It will take about 5 – 10 minutes. This will provide us with information on the talent and resources that we have in the Troop.

Keeping Informed. All Troop communication is provided at Troop Meetings, through the Troop Newsletter, on the Troop website, on the Troop's Yahoo Groups or sent via email through our bsatrop31 Yahoo Group. In order to keep up with Troop emails, you will need to send an email to bsatrop31-subscribe@yahogroups.com which will subscribe you to the email group.

Uniforms. Uniforms should be worn to all meetings and activities unless informed otherwise. Class B uniforms (red troop T-shirt) may be worn during regular Troop meetings. Complete uniforms (Class A) are *required* for Scoutmaster Conferences, Boards of Review and formal ceremonies such as Troop Courts of Honor, Eagle Scout Courts of Honor and Scout Sunday. Class A's are also required when traveling to and from campouts and other Troop outings but the Class B can be worn once the Troop has reached its final destination.

Automobile Information. We do not own buses to transport Scouts and equipment. Transportation is a shared responsibility of all the adults in the Troop. All parents are expected to periodically volunteer to furnish transportation for outings. If everyone regularly volunteers then the burden does not fall on anyone in particular. Because we share this responsibility, the Troop does not routinely reimburse drivers for transportation costs, except when the trip is unusually long (e.g., greater than 3 hours). **For tour permit purposes, the Troop must maintain information about the personal vehicles used for transportation. Data such as insurance coverage, license plate number, driver's license number, vehicle make/year, and number of seats is needed.** The Troop normally assembles at the Shepherd of the Hills Lutheran Church (SOTH) parking lot. Prior to departing, we ensure each Scout has a complete and signed permission slip and health form as required. At the conclusion of the event, Scouts are normally taken to the Radio Shack parking lot, unless otherwise notified. Please be on time to pick up your son for all outings.

Permission Slips. Permission slips/liability waivers are required for each Scout for every outing. These are usually available a few weeks in advance of the outing, and are always available at www.bsatrop31.us They are due back no later than the Troop meeting before the outing. A Scout has to have a permission slip; there are no exceptions even when the parent is accompanying their scout. An example of a permission slip is included.

Summer Camp. Every year the Troop goes to a Boy Scout Summer Camp. This is the opportunity to earn Merit Badges and have fun with the other Scouts in the Troop. Each summer camp is approximately one week long. There are other camps that are available to Scouts that specialize in

activities like sailing, canoeing or scuba diving, but for the most part, summer camps are only one week and offer a variety of activities and opportunities to earn Merit Badges that may be difficult to get back

home. Prior to summer camp, parents will receive an email that outlines everything they need to know about summer camp such as mail, items to pack, camp improvements, money, etc.

Service Projects. Senior ranks require participation in approved service projects for varying amounts of time. These projects are to be approved in advance by the Scoutmaster and should benefit the Scout's church, school, or community, not himself or his immediate family. The rank of Eagle requires the planning and direction of a major service project.

Order of the Arrow. Annually, in December or January, the Troop holds elections for the Order of the Arrow (OA). Founded in 1915, the OA is a national brotherhood of Scout honor campers. It is based on brotherhood and cheerful service. Scouts who are elected to the OA are expected to provide service to Scouting beyond the Troop. Membership in the Order of the Arrow includes activities beyond normal Troop activities and many additional leadership opportunities. Scouts are eligible for election after reaching the rank of First Class. They must have at least 15 nights of camping within the last two years. These must include 5 consecutive nights of camping at a long-term camp and the balance must be overnight, weekend, or other short-term campouts. The Scoutmaster must approve members. The Troop may also elect one adult leader per year. A member of the local Chapter of the Tonkawa Lodge conducts OA elections. The results of the election are made known at Camporee. All scouts present at the election may vote on the candidates. To be selected for the OA a Scout must receive at least 50% of the votes cast by all Scouts present. Scouts may vote for as many eligible members as they think deserve the honor.

Junior Leader Training. Most young Scouts have not had the opportunity to develop effective leadership skills. The Scoutmaster, ASMs, and some of the older Scouts provide Junior Leader Training (JLT) one to two times per year. This training is strongly encouraged for all the members of the Patrol Leader's Council. Advanced JLT is offered to senior Scouts over both the summer and winter holidays. This weeklong training (called Silver Pines), for boys 13 years and older, teaches advanced leadership skills. Scouts desiring to hold the position of SPL are encouraged to attend Silver Pines.

Venturing Program. The Venturing Program is designed to hold the interest of older Scouts by offering special activities for Scouts 14 years and older. The Venturing Crew is a separately chartered organization in which many of the older Scouts are also registered. Boys and Girls 14 and older may join this unit and work toward the ranks associated with the Venture program. Boy Scouts who officially transfer their membership to only the Venture Crew may continue to work toward Eagle Scout provided they attain the rank of First Class prior to transfer. The crew elects a Venturing Crew President. The crew plans and executes events with the assistance of the Crew Advisor.

Medication. Medication that must be taken on an outing should be put in a Ziploc bag with the Scout's name and dosage information (two sets are required for high adventure trips). The bag is given to the adult trip leader (or designee) at the assembly point before the trip. It is the Scout's responsibility to remember to ask for his medication at the appropriate time.

Insure the exact dosage is put in the original RX bottle or clearly labeled with the Doctor's name, phone number, name of drug, and dosage. If sending extra as a backup, provide the same information on the bottle. This information is recommended in case the Scout has to go to the hospital; all the information is on the bottle.

Prohibited Items. There are several items that Scouts are prohibited from carrying on outings. They include fireworks, sheath knives and knives with blades longer than 4", electronic gear (radios, game boys, etc.), alcoholic beverages, pornography, tobacco of any kind, and illegal substances. On long trips (more than 2 ½ hours), electronic gear **may** be allowed during travel only, but must be left in the car during the campout. Traveling is an excellent opportunity for boys to talk and become better

friends. Please discuss with your son the reason for leaving electronics at home, and encourage them to respect the Troop policy.

Discipline. Every Scout pledges to live by the Scout Oath and Law at all times. If all Scouts make this a practice, then there won't be problems. Unfortunately, sometimes Scouts forget these basic principles. When appropriate, adult leadership will step in to prevent behavior that may cause health and safety risks. Scouts will be counseled about their behavior and usually allowed to continue to take part in the activity if they agree to appropriately modify their conduct. Under no circumstances is hazing allowed in the Troop and it will be dealt with accordingly. If, in the judgment of the Scoutmaster or trip leader, a Scout poses a significant safety or discipline risk to others, he will be sent home from an activity. It will be the parent's responsibility to pick up the Scout from the location, whether it be a Troop meeting or at a distant campout. If the Scoutmaster determines that it is appropriate, the PLC will review disciplinary matters and will suggest corrective action. Their recommendations may include removal of boys from office, temporary suspension from camping activities, etc. The Scoutmaster must approve their action and will notify the parents of the Scout and the Troop Committee. In severe cases, Troop Committee approval may be required for the proposed corrective action.

Safety. The Scouting program includes use of tools that can be dangerous if used inappropriately. Because of that, there is a formal training program that each Scout must complete before using these tools. This certification is the Totin' Chip. This class is provided at the "Camping 101" campout, normally held March or April. Certification may also be obtained through work and practice during other Troop outings. Repeated safety violations will result in the rescinding of the Scout's permission to use these tools. Permission will be restored once the Scout has demonstrated the knowledge and maturity to use them safely.

Scouting frequently involves the building and use of fires. The Fireman's Chit training program, also presented at the "Camping 101" campout, gives the Scout the training he needs to build and use fire safely. Certification may also be obtained through work and practice during other Troop outings. Grass and forest fires are a significant hazard. Playing with fire and the burning of dangerous (e.g., plastics, flammables) or unauthorized (e.g., garbage) items will not be tolerated. Repeated safety violations will result in the rescission of the Scout's permission to build and use fire. Permission will be restored once the Scout has demonstrated the knowledge and maturity to use them safely.

The BSA has a Guide to Safe Scouting that covers nearly every aspect and activity the boys enjoy. If you desire a copy, please ask one of the leaders or feel free to download it from our Troop's web site. We enforce these safety standards both for the health and safety of the kids and the liability protection of your leaders, our sponsoring organization, and the BSA.

ADULT LEADERSHIP

Scoutmaster. (*Mr. Robert Spillar*) The Scoutmaster (SM) acts as a mentor and provides guidance to the Senior Patrol Leader and the ASPL's. The Scoutmaster is nominated by the Troop's Committee and approved by the chartering organization.

Assistant Scoutmaster. Assistant Scoutmasters (ASMs) assist the Scoutmaster by overseeing specific elements of the program such as recruiting and new Scouts, outdoor activity coordination, Eagle coordinator, Venture program, etc. ASM's are appointed by the Scoutmaster.

Troop Committee. Supporting a program as active as that of Troop 31 requires a lot of adult support. The Troop Committee (TC) consists of adults registered with the Troop as "Members of the Committee." They may be parents of member scouts, members of the sponsoring organization, or other persons interested in youth. All Adult Leaders and Troop Committee members must complete a BSA application and submit to a background check. Troop Committee responsibilities include selecting a Scoutmaster and then supporting the Scoutmaster and PLC with whatever assistance is required to provide the Scouts with an effective Troop program. The Troop Committee's primary responsibilities are to support the Scoutmaster in delivering a quality program and handling the Troop's administration. The six positions on the committee are:

- 1.) **Committee Chair.** (*Mr. Jim Beherns*) The Committee Chair will be selected by general ballot as organized by the Charter Organization Representative. The Committee Chair shall be selected from within the parent membership of the Troop. However, if no parent is willing to serve as Committee Chair, the Charter Organization Representative will have the responsibility to recruit and select a Committee Chair from within the membership of the Charter Organization. The Committee Chair shall serve for a one (1) year term and may be re-elected to office by the parent membership of the troop. However, it is the intent of the Charter Organization to give all parents interested in leadership service an opportunity to serve on the Troop Committee. Rotation of the Chair and other positions will be encouraged by the Charter Organization. The Committee Chair is responsible for the following:
 - Organize the committee to see that all functions are delegated, coordinated, and completed. *This shall be evidenced by monthly reports from the various committee members and included in the monthly meeting minutes of the committee.*
 - Maintain a close relationship with the chartered organization representative and the Scoutmaster
 - Interpret national and local policies to the troop
 - Prepare troop committee meeting agendas prior to meetings
 - Call, preside over, and promote attendance at monthly troop committee meetings and any special parent meeting that may be called
 - Ensure troop representation at monthly roundtables
 - Secure top-notch, trained individuals for camp leadership
 - *Responsible to assure that all adult leaders of the Troop are fully trained and that the Troop maintains appropriate training certification. (Note: at his/her discretion, the Committee Chair may designate a training coordinator to assist in assuring adherence to this responsibility).*
 - *Ensure troop leaders and committee members have opportunities for training*

- *Maintain inventory of up to date training materials, videotapes, and other resources*
- *Work with the district training team to secure Fast Start training for new troop leaders*
- *Responsible for BSA Youth Protection training within troop*
- *Working with Scoutmaster, encourage periodic youth leader training within troop*
- *Report to Troop Committee on training activities*
- *Assist in orientation of new parents*
- *Be watchful that the troop is taking all steps to ensure the boy's safety*
- *Assures that all adult leaders and participants are appropriately registered with the Capitol Area Council, BSA; have completed Youth Protection Training, and have received a background check.*
- *Arrange for charter review and recharter annually*
- *Plan the charter presentation*

2.) Secretary. *(Mr. Jim Gouge)* The Secretary will be selected by general ballot as organized by the Charter Organization Representative. The Secretary shall be selected from within the parent membership of the Troop. However, if no parent is willing to serve as Secretary, the Charter Organization Representative will have the responsibility to recruit and select a Secretary from within the membership of the Charter Organization. The Secretary shall serve for a one (1) year term and may be re-elected to office by the parent membership of the troop. The Committee Secretary is responsible for the following:

- *Keep minutes of meetings and send out committee meeting notices.*
- *Handle publicity for the troop*
- *Prepare a family newsletter of troop events and activities.*
- *Develop and maintain a new scout "notebook" for incoming scout families.*
- *Maintain a record of the membership of the troop and directory of all families. File membership forms with the Capitol Area Council BSA.*
- *Assure that all scout youths have appropriate health and permission forms on record with the troop and that the Scoutmaster has access to these forms on every campout.*
- *Audits troop records to assure that all adult leaders and participants are appropriately registered with the Capitol Area Council, BSA; have completed Youth Protection Training, and have received a background check. (Note: This is an audit function. Primary responsibility for this lies with the Committee Chair).*
- *Conduct the troop resource survey*
- *Plan for family night programs and family activities.*
- *At each meeting, report the minutes of the previous meeting.*

3.) Advancement Committee Chair. *(Mr. Chuck Linton)* The Advancement Chair will be selected by general ballot as organized by the Charter Organization Representative. The Advancement Chair shall be selected from within the parent membership of the Troop. However, if no parent is willing to serve as Advancement Chair, the Charter Organization Representative will have the responsibility to recruit and select an Advancement Chair from within the membership of the Charter Organization. The Advancement Chair shall serve for a one (1) year term and may be re-elected to office by the parent membership of the troop. The Advancement Chair is responsible for the following:

- *As Advancement Chair, form an ad hoc committee to support the duties of the Advancement Chair position in encouraging scouts to advance in rank*
 - *Work with the troop scribe to maintain all scout advancement records using Troop Master or other approved accounting software*
 - *Arrange quarterly troop boards of review, assuring consistency in review procedures and advancement policies*

- Arrange regularly scheduled courts of honor
- Develop and maintain a merit badge counselor list
- Make a prompt report on the correct form to the council service center when a troop board of review is held.
- Secure badges and certificates for youth and adults when earned
- Work with the troop librarian to build and maintain a troop library of merit badge pamphlets and other advancement literature
- Assist the Scoutmaster with Youth Training.
- Report to the troop committee at each meeting.

4.) Treasurer. (*Ms. Danette Marx*) The Troop Treasurer will be designated by the Charter Organization and is accountable to the Church Treasurer and Church Committee of the Shepherd of the Hills Lutheran Church and therefore serves at the pleasure of the Charter Organization. The Charter Organization Representative will receive nominations from the Troop Parent Membership for candidates to this position. However, designation of the Troop Treasurer need not be from within the membership of the Troop and may be a designated member of the Charter Organization. The Troop Treasurer is responsible for the following:

- Handle all troop funds. Pay bills on recommendation of the Scoutmaster and authorization of the troop committee.
 - In paying expenses, checks in the amount of between \$0.00 and \$500 shall require only the Treasurer's signature to approve for payment.
 - In paying expenses, checks in an amount exceeding \$500, shall require the signature of both the Treasurer and the Committee Chair.
 - All bill payment shall require a receipt record, regardless of amount.
 - The Treasurer shall also be responsible for maintaining a credit balance at the Capitol Area Council's Scout Store for use by the Scoutmaster and Advancement Chair with the amount to be determined by tracking normal purchases history. Purchase from the scout store using the troop account shall be backed up by receipt.
- Maintain checking and savings accounts at a banking institution approved by the Charter Organization.
- Train and supervise the troop scribe in record keeping
- Maintain adequate financial records in accordance with guidelines provided by the Charter Organization. At a minimum, records shall be maintained using an electronic bookkeeping software package capable of printing receipts, bills, and monthly/annual financial reports compatible with the bookkeeping practices of the Charter Organization.
- Provide a monthly financial report to the Charter Organization. This report shall be provided by the second Tuesday of every month. This same monthly financial report shall be provided to the Troop Committee at the monthly Troop Committee meeting.
- Responsible for assuring that all scouts are current in their annual dues. Responsible for developing annual bills and following up with individual scout families to assure adherence to troop financial obligations
- Serves as Troop Financial Subcommittee Chair
Based on responsibilities, forms an ad hoc financial subcommittee comprised of Troop parents interested in supporting the duties of the Troop Treasurer. In this role, the Treasurer supervises the following subcommittee responsibilities and activities:
 - Supervise all money-earning projects, including obtaining proper authorizations.
 - Supervise the camp savings plan
 - Lead in the preparation of the annual troop budget.
 - Lead the Friends of Scouting campaign
 - Responsible for developing and maintaining a scout membership and camp scholarship fund. The Treasurer will coordinate with the Scoutmaster on this responsibility.

5.) Charter Organization Representative. *(Mr. Bill Dawson)* The Charter Organization Representative will be designated by the Charter Organization and is accountable to the Church Committee and Senior Pastor at Shepherd of the Hills Lutheran Church and therefore serves at the pleasure of the Charter Organization. The Charter Organization Representative is responsible for the following:

- Is a member of the chartered organization
- Serves as head of Scouting department in the organization
- Is responsible for assuring that fair and open elections for officers to the troop committee are held, is responsible for securing a troop committee chair and encourages training of committee members
- Maintains a close liaison with the troop committee chair
- Helps recruit other adult leaders
- Serves as liaison between troop and SOTH
- Assists with unit rechartering
- Encourages service to the organization
- Is an active involved member of the district committee
- *The Troop Chaplain and Service Project Coordinator receive delegated authority directly from the Charter Organization Representative*

6.) Outdoor Committee Chair. *(Mr. Tim Ford)* The OCC (Outdoor Committee Chair) will be selected by general ballot as organized by the Charter Organization Representative. The OCC shall be selected from within the parent membership of the Troop. However, if no parent is willing to serve as OCC, the Charter Organization Representative will have the responsibility to recruit and select an OCC from within the membership of the Charter Organization. The OCC shall serve for a one (1) year term and may be re-elected to office by the parent membership of the troop. The Committee OCC is responsible for the following:

- Ensure a monthly outdoor program
- Promote the national camping award
- Promote, through family meetings, attendance at troop campouts, camporees, and summer camp to reach the goal of an outing per month
- Report to the troop committee at each meeting to include a report on the logistical preparation for upcoming outdoor activities.
- Serves as Troop Outdoor Subcommittee Chair
Based on responsibilities, forms an ad hoc outdoor activities subcommittee comprised of Troop parents interested in supporting the duties of the OCC. In this role, the OCC supervises the following subcommittee responsibilities:
 - Secure tour permits for all troop activities
 - Secure adequate transportation for all activities, serve as transportation coordinators
 - Assure that all appropriate driver insurance records are on file with Troop Secretary.
 - Assist (PLC) Patrol Leaders Council in selecting long-term camp locations for summer and winter camps as well as youth training camps.
 - Assist PLC in selecting high-adventure opportunities for older scouts.
- The Troop Adult Quartermaster receives delegated authority directly from the Outdoor Committee Chair. The Troop Adult Quartermaster is responsible for:
 - Supervise and help the troop procure camping equipment
 - Work with the youth quartermaster on inventory and proper storage and maintenance of all troop equipment.
 - Make periodic safety checks on all troop camping gear and encourage troops in the safe use of all outdoor equipment
 - Report to the OCC prior to each Committee Meeting so that his/her report may be included in the OCC's report to the Troop Committee