

# **Boy Scout Troop 18**

**Manitou Springs Kiwanis Club**

**Scoutmaster  
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## Table of Contents

Troop 18 Information Booklet.....	3
Welcome to Troop 18.....	3
Who is Troop 18.....	3
Mission Statement.....	3
Troop History.....	3
Troop Organization.....	4-5
New Scout Responsibilities.....	5
Troop Participation.....	5
Discipline.....	5
Finances.....	6
Troop Activities.....	7-8
Advancement.....	9-10
Merit Badges.....	11
Uniforms.....	11
Training.....	12
Communication.....	12
Guide to Safe Scouting.....	13-15
Resources.....	16

# Troop 18 Information Booklet

## Welcome to Troop 18

WELCOME to the adventure of Scouting with Troop 18. This booklet will help you learn about Scouting, help you discover what makes Troop 18 special, and help you find answers to many of your questions or concerns. The Scoutmaster or a Troop Committee member also will be glad to answer any questions you may have.

Many of the practices, policies and guidelines remain the same in the troop as mandated by The Boy Scouts of America however some things change such as troop leaders, rosters, and the calendar.

## Who is Troop 18?

Troop 18 is made up of boys and adult leaders from Manitou Springs, Ute Pass and the surrounding West Side.

## Mission Statement

Troop 18's mission statement is simple and that is:

*"To build life skills into our young men in a fun and safe environment"*

## Troop History

Troop 18 is the second oldest Boy Scout Troop in the Pikes Peak region, being in existence since 1922. Manitou Spring Kiwanis Club generously sponsors the Troop. Troop 18 is proud of the quality and depth of its leadership it has had over the years.

Your Scouting adventure begins now

Be Prepared

# Troop Organization

## Charter Organization

All troops are “owned” by a chartered organization, which has goals compatible with those of the Boy Scouts of America. Each chartered organization chooses a chartered organization representative and troop committee, and selects a Scoutmaster and assistant Scoutmasters. Together, they implement the methods of scouting to achieve the aims of Scouting. Manitou Springs Kiwanis Club is the Charter Organization for Troop 18.

## Troop Committee

A Troop Committee consists of members who make decisions for the troop. These members include but not limited to a Chairman, Finance, Scoutmaster, Fundraiser, Advancement, Program coordinator, Camping coordinator, New Scout coordinator, Merit Badge Counselor training coordinator and Webmaster. Visit the [Organization page](#) for more information.

## Scoutmaster

The scoutmaster is the adult leader responsible for the image and program of the troop. The scoutmaster and his assistant Scoutmasters work directly with the Scouts. The scoutmaster can be male or female, but must be at least 21 years old.

The Scoutmaster’s duties include:

- Train and guide boy leaders
- Work with other responsible adults to bring Scouting to boys.
- Use the methods of scouting to achieve the aims of Scouting.
- Attend all troop meetings or, when necessary, arrange for a qualified adult substitute
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boys Scouts of America.

## Assistant Scoutmasters

Assistant Scoutmasters are our leaders that work with the boys of the troop, going on trips, teaching scout skills and leadership skills. To be an Assistant Scoutmaster, Troop 18 asks you to fill out an adult application with the Boy Scouts of America and agree to take part in the troop fast start training, youth protection training, and take basic leader training.

## Scouts

When the scouts join the troop they are placed in a patrol. On campouts these patrols eat, sleep, and work together. The patrol is like a team. Each patrol has a patrol leader, who attends Patrol Leader meetings as called.

## **Boy Leadership**

During a scout's career in scouting, he will be given the opportunity to assume a leadership position within the Troop. These may include the Troop Librarian, Historian, Patrol Leader, and Senior Patrol Leader, Quartermaster or a role assigned to him by the Scoutmaster. A leadership position is a requirement for advancement beyond First Class.

## **Parents**

YOU are the single most important factor that will determine how successful your son will be in scouting! If you want your son to reap the benefits scouting offers, you need to join scouting with your son, either as a uniformed leader, as an active member of the troop committee or volunteer in some capacity such as going on a campout or outing, or a merit badge counselor.

Being an involved parent takes time and effort, but it's rewarding and FUN! One reason Troop 18 is so successful is because of the dedication of so many of our parents. There is something to do that matches the talents of anyone and your involvement is important to your son as well as other scouts.

## **New Scout Responsibilities**

As a new scout coming into Troop 18, you will find that the Boy Scout program is run different from Cub Scouts and WEBELOs. Cub Scouts are run by adult leaders where as Boy Scouts are a boy run program with guidance and supervision from adult leaders. More responsibilities are placed upon the scout. A very important thing to remember is that it is now the scout's responsibility to have his book signed off for advancement. In Cub Scouts a parent signed off in his book. In Boy Scouts only the adult leader can sign off in his book, however, for Tenderfoot, Second Class and First Class ranks, Life and Eagle scouts may also sign off in his book. Each scout needs to bring his book to every Troop meeting and Troop outing. There will always be the opportunity to work on rank advancement.

## **Troop Participation**

Scouting requirements for each rank states that a scout must be active with a troop for a period of time before advancing to the next rank. By attending weekly Troop meetings and monthly campouts this can be accomplished.

## **Discipline**

From time to time boys will be boys and they act before thinking. Troop 18 does not like to deal with such problems but sometimes the behavior of the scout requires it. The leaders when handling the situation will talk to the scout about the problem. If the problem warrants it or continues we will contact the parents. If a scout has an ongoing problem, the parents will be contacted and may be asked to attend meetings and trips with their son.

## **Finances**

### **Annual Troop Dues**

Annual dues for Troop 18 are \$75 per scout and are due by December of the new school year. The scouting year follows Manitou Springs Dist. 14 school year of September thru May. Dues are used towards the re-charter fee, Boys Life subscription and the purchase of advancements. While parents usually pay the annual dues a scout may pay for it thru his scout account.

### **Fundraising**

Fundraising is essential to the running of the Troop. Every family's participation is needed.

Troop 18 participates in the yearly Popcorn sales. The popcorn committee sets a goal as to how much popcorn the Troop should sell. It then in turns sets an attainable goal as to how much popcorn each scout should sell. A commission (usually 33%) from the popcorn sale is returned back to the Troop which is used to run the program.

Additional fundraising may be planned, if financial needs arise.

### **Scout Accounts**

When a scout has sold popcorn, the proceeds that comes back to the Troop from his sell is recorded into his scout account. This amount, depending upon how much he has sold will help pay for his year in scouting. These monies can be used to pay for his annual dues, campouts and the yearly weeklong campout to Camp Alexander. These fees are deducted each time he participates in an activity. Fees are determined depending upon the activity. When a scout has reached a zero balance, he will be asked to pay for that activity out of his own pocket. Should a scout elect not to sell popcorn he will then be asked to cover any expenses for activities out of his own pocket. The Troop Treasurer keeps accurate records and can provide each scout his balance upon request.

## **Troop Activities**

### **Meetings**

Troop 18 meets every Tuesday night at Manitou Springs Middle School in the cafeteria from 7:00 pm to 8:30 pm. located at 415 El Monte Place. We meet every Tuesday that the Manitou Springs schools are in session. During the school year, a Troop meeting will not be held if school has been cancelled due to bad weather.

A typical meeting consists of a flag ceremony, announcements such as upcoming campouts, service or Eagle projects, Boards of Review and Scoutmaster Conferences. Merit Badge work may be completed at a meeting as with signing off of requirements for rank. If time permits there may be games. Meetings close with a Scoutmaster minute and retiring of the flags.

Scouts are asked to wear either their field uniforms or green T18 t-shirts and bring their books.

Any parent is welcome to attend Troop meetings.

### **Court of Honor**

A Court of Honor is a formal ceremony to recognize and celebrate a Scouts rank advancement and to receive merit badges as well as to share information and experiences. Troop 18 holds a Court of Honor once every three months. These are held on Tuesday nights from 7:00 pm to 8:30 pm at the Community Congregational Church of Manitou Springs located at 103 Pawnee Avenue. Parents are asked to bring a snack to share. No red drinks please. Check the Troop [calendar](#) for dates.

Scouts are asked to wear their tan field uniforms w/sashes.

Parents and friends are welcome to attend and show their support.

### **Weekend Camping Trips**

Troop 18 plans on one camping trip each month throughout the school year. The Troop camping coordinator determines the destination, the objective of the trip and the cost of the trip.

Each scout is responsible for personal clothing and personal equipment, such as backpack, sleeping bag, utensils, plate, cup, water bottle, compass, pocket knife. A gear check may be conducted before an outing especially for a winter campout. Refer to the [equipment page](#) for complete packing lists. Troop 18 will provide tents and all the food. Due to inexperience and lack of proper gear, Troop 18 asks that the new scouts who have just crossed over from WEBELOs start their campouts in April.

All campouts are voluntary, though campouts are the primary venue for completing many of the rank advancement requirements such as pitching a tent, cooking, etc. They are also a lot of fun.

The cost of each campout is based on the cost of the food and any special expenses (e.g. entry fees) associated with the campout. In most cases, scouts can pay their camping fees from funds in their scout account. A typical campout may cost \$20.

Each scout must have a permission slip before attending a campout. Visit [forms page](#) for Troop 18's permission slip.

Parent volunteers are always welcome to help out.

## **Summer Camp**

Troop 18 attends Camp Alexander for a weeklong adventure. Camp A, as it is commonly known, is located West of Colorado Springs in beautiful 11 Mile Canyon. The dates vary from year to year since reservations, made by the Scoutmaster are done in advance. Dates will be posted on the Troop [calendar](#) as soon as they are known so families can begin planning. There is a fee for each scout to attend and can be taken out of his scout account if funds are available.

Attendance at summer camp is not mandatory but Scouts learn new outdoor skills and work on merit badges not normally done in Troop meetings. The experience is very valuable in the Scout's achievement and advancements. Many new scouts earn their Tenderfoot and 2<sup>nd</sup> class rank at Camp A.

Before going to camp each scout/parent will receive a Camping Packet from the Camp A Scoutmaster. This packet will contain all the necessary forms needed, merit badge options and phone/fax numbers to Camp A.

All Scouts must have a physical before attending camp.

## **Service Projects**

One of the main ideals in Scouting is serving others. Troop 18 tries to provide many opportunities for the Scouts to have this experience. In the past Troop 18 has participated in clean-up for the Ascent to Pikes Peak and locker removal project for Manitou Springs Middle School. When scouts in Troop 18 or other troops are coordinating their Eagle project (their advancement to Eagle) it is directed to service towards the community. One of the main sources of labor is the other scouts in our Troop. Your assistance with those projects counts as community service hours.

# Advancement

## Ranks

Advancement is the process by which the Scout moves through rank in the Scout program. Scouting is not a race to see how fast a Scout makes rank. Rather than competing against others, a Scout must challenge himself to achieve goals and build life skills. Keep in mind this is the scouts advancement and not mom or dads.

A Scout starts with the rank of Scout and works his way through the basic ranks of Tenderfoot, Second Class, and First Class. These ranks and requirements are designed to give the new scout the knowledge and confidence to excel as a Scout in outdoors.

The ranks of Star, Life, and Eagle provide the scout an opportunity to work on those things that are important and interesting to them. They begin working on merit badges that they are interested in.

## Community Service Hours

The rank advancement requirements for most ranks include some number of community service hours. The scout must earn these service hours while working on his next rank. Once he has achieved his advancement he must earn new hours for his next rank. Volunteer hours for most charitable (501 (c)(3)) organizations can be used as community service hours. Visit the [links page](#) for some suggestions.

## Leadership

Scouting teaches a Scout leadership. As a Scout working on the ranks of Star, Life, and Eagle he is expected to hold a leadership position in the Troop. Advancement toward the next rank requires a defined amount of time serving in the position of leadership and varies between each rank.

## Participation

Participation in our Troop is an important part of the Scouting experience. For each rank, a time requirement has been set. These time requirements must be met in order for the scout to advance.

## Scout Master Conferences

After a scout has completed his requirements for rank he must participate in a “*Scoutmaster Conference*”. This is a one on one meeting between the scout and scoutmaster. This is an opportunity to make sure all requirements have been met, discuss the Scout’s scouting experience and to set goals for further advancement. When the Scoutmaster is satisfied with the Scout’s progress towards his next rank, he will suggest that the Scout request a Board of Review. A scout should present himself to the Scoutmaster in his field (tan) uniform.

NOTE: It is the Scout’s responsibility to request a “*Scoutmaster Conference*”

## **Board of Review (BOR)**

A Board of Review is made up of three adult leaders from the Troop. When a scout has finished his "*Scoutmaster Conference*" he will meet with the BOR. Here is where a scout will be asked about his scouting career, his goals, his thoughts and any feedback he might have. It is important to note that the BOR is not a test or a retest of requirements he has done but rather what he has learned up to that time.

The Board of Review for Eagle rank is done differently. When the BOR is satisfied that the Scout has met the requirements for rank advancement, it will send a report to the Council office. The Scout will then have to participate in a District Board of Review.

## **Earning the Rank of Eagle Scout**

The Scout will receive the "Life to Eagle Packet" when he achieves the rank of Life Scout. This gives the Scout information about working toward the rank of Eagle. Visit <http://usscouts.org/usscouts/eagle.asp> for more information on becoming Eagle.

The scout will meet with the Troop Eagle Advisor and discuss his plans for a service project and get approval of the Eagle Advisors. Visit the [organization page](#) for Eagle Advisor. The plans for the project will then be written up and submitted to the Council Office.

The scout will then carry out the plans for his project. Part of completing his project is exhibiting his leadership skills. This is demonstrated by organizing assistance by fellow scouts to work on the project.

Upon completion of the project, the Scout will meet again with his Eagle Advisor. The written report of the project will be completed and approved by the Advisor. If all other requirements for Rank of Eagle have been completed, the Scout will request a Scoutmaster Conference and an Eagle Board of Review.

When the Scout passes the Troop Eagle Board of Review, he is then ready to present his project to the District Eagle Board. The completed project report along with the complete Eagle application should be taken to the Council Office one week before the Eagle Board meeting.

Eagle candidates and parents, please remember that the Eagle project must be accepted by the District Board and sent to National BSA by the Scout's 18<sup>th</sup> birthday.

## **Merit Badges**

Merit Badges are badges rewarded to Scouts for fulfilling requirements in specific fields of interest such as Scouting skills, hobbies, sports, science, and careers. Each merit badge is outlined in a booklet that is available for purchase at the BSA Council Office or may be checked out thru Troop 18's library. Visit the [merit badge page](#) for a complete list of merit badges and merit badge counselors, and the merit badge process.

## **Uniforms**

The Boy Scout uniform serves as the identifying feature of boys and adult leaders officially associated with scouting. When in uniform a scout or scouter can be identified by country, troop, council, rank, patrol, leadership position, and personal accomplishment. Troop 18 uses two types of uniforms.

### **Field Uniform (Class A Uniform)**

This is the tan shirt with either long or short sleeves. Each uniform should have the following patches sewn on them:

- Red Shoulder loops
- Pikes Peak Council patch
- Red numerals 18
- Purple World Scout Crest
- 80 year patch
- American Flag
- Quality unit award

The Field uniform should be worn at all formal scouting meetings, Boards of Review, Scoutmaster Conferences, and any other times deemed appropriate by the discretion of the scoutmaster.

The field uniform can be purchased at the Pikes Peak Council Office. The Scout Handbook has full-sized sewing templates on the inside front and back covers.

The Pikes Peak Council Office is located in the offices at the Park, 2760 N Academy Blvd, Suite 120, located just north of Maizeland and Academy. This is a temporary location. The new location will be in the old Bally's Total Fitness building on Fillmore street just west of I-25.

### **Class B Uniform**

This is the green t-shirt with printed T18 on the front of it. This uniform should be worn to weekly Troop meetings, camping trips, summer camp and any other activities where a Field uniform might not be ideally suited.

One scout t-shirt is provided to each scout by the Troop.

## **Training**

Training for all our adult leaders is offered periodically at the National, Council, District and Troop levels. Troop 18 asks that all our leaders take a training course for their various positions within the Troop. All Troop position courses can be found on the Ute District web site @ <http://www.pikespeakbsa.org> under training. Training is also available for those adults who wish to become a Merit Badge Counselor. This training is required by the Boy Scouts of America. Contact our Merit Badge trainer by visiting the [Merit Badge page](#) for more information on this process.

Troop 18 encourages all our parent volunteers who go on campouts and outings with the scouts to take the BSA Youth Protection training. This is an online course provided by the BSA to help leaders and parents recognize and report child abuse. This course takes about 45 min to complete and can be found at <http://www.pikespeakbsa.org> under training.

## **Communication**

All our communications are thru our web site <http://www.mstroop18.org>. Here is where any announcements, planning and campouts are posted. On occasion handouts will be given at a Troop meeting or Court of Honor.

# **Guide to Safe Scouting**

The Boy Scouts of America takes youth protection very seriously. It has enacted several policies and guidelines that Troop 18 must adhere to. Youth protection includes everything from abuse to safe camping. Troop 18 agrees with the policies and guidelines set forth by the National organization and we strive to do everything we can to ensure that we adhere to the policies and go above and beyond in the safety of our scouts. All of our leaders are required to go through youth protection training at least once every three years. Listed below is a brief explanation of the policies that BSA has developed to help protect our youth and leaders.

## **Two-deep leadership**

Two registered adult leaders or one registered leader and a parent of a participant, one of whom must be 21 years or older, are required on all trips and outings. The chartered organization is responsible for ensuring that sufficient leadership is provided for all activities.

## **No one-on-one contact**

One-on-one contact between adults and youth members is not permitted. In situations that require personal conferences, such as a Scoutmaster's conference, the meeting is to be conducted in view of other adults and youths.

## **Respect of privacy**

Adult leaders must respect the privacy of youth members in situations such as changing clothes and taking showers at camp, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.

## **Separate accommodations**

When camping, no youth is permitted to sleep in the tent of an adult other than his own parent or guardian. Councils are strongly encouraged to have separate shower and latrine facilities for females. When separate facilities are not available, separate times for male and female use should be scheduled and posted for showers.

## **Proper preparation for high-adventure activities**

Activities with elements of risk should never be undertaken without proper preparation, equipment, clothing, supervision, and safety measures.

## **No secret organizations**

The Boy Scouts of America does not recognize any secret organizations as part of its program. All aspects of the Scouting program are open to observation by parent and leaders.

## **Appropriate attire**

Proper clothing for activities is required. For example, skinny-dipping is not appropriate as part of Scouting.

## **Constructive discipline**

Discipline used in Scouting should be constructive and reflect Scouting's values. Corporal punishment is never permitted.

## **Hazing prohibited**

Physical hazing and initiations are prohibited and may not be included as part of any Scouting activity.

## **Junior leader training and supervision**

Adult leaders must monitor and guide the leadership techniques used by junior leaders and ensure that BSA policies are followed.

## **Leadership Requirements for Trips and Outings**

BSA has established several policies and requirements

### **Two-deep leadership**

Two registered adult leaders, or one registered leader and a parent of a participating Scout, one of whom must be 21 years or older, are required on all trips and outings. Coed overnight activities require male and female adult leaders, both of whom must be 21 years of age or older, and one of whom must be a registered member of BSA.

### **Single-room or dormitory-type accommodations for scouting unit**

Adult and youth of the same gender may occupy dormitory or single-room accommodations, provided there is a minimum of two adults and four youth. Both adults are required to be youth-protection trained. Adults must establish separation barriers or privacy zones such as temporary blanket or sheet walls in order to keep their sleeping area and dressing area separated from the youth.

### **Transportation to and from planned Scout outings**

Meet for departure at a designated area. Prearrange a schedule for periodic checkpoints stops as a group. Plan a daily destination point. A common departure site and a daily destination point are a must. If you cannot provide two adults for each vehicle, the minimum required is one adult and two or more youth members, never one-on-one.

### **Safety rule of four**

No fewer than four individuals (always with the minimum of two adults) go on any backcountry expedition or campout. If an accident occurs, one person stays with the injured, and two go for help. Additional adult leadership requirements

must reflect an awareness of such factors as size and skill level of the group, anticipated environmental conditions and overall degree of challenge.

### **Sleeping facilities**

Male and female leaders require separate sleeping facilities. Married couples may share the same quarters if appropriate facilities are available. Male and female youth participants will not share the same sleeping facility. When staying in tents, no youth will stay in the tent of an adult other than his or her parent or guardian.

### **Restrooms and showers**

If separate shower and latrine facilities are not available, separate times for male and female use should be scheduled and posted for showers. The buddy system should be used for latrines by having one wait outside the entrance, or provide Occupied and Unoccupied signs and or inside door latches. Adult leaders need to respect the privacy of youth members in situations where the youth are changing clothes or taking showers, and intrude only to the extent that health and safety require. Adults also need to protect their own privacy in similar situations.

### **Flying activities**

Two-deep adult leadership is required for flying activities. For *basic orientation flights, the adult licensed pilot in control of the aircraft is sufficient for the flight* while two-deep leadership is maintained on the ground.

## **Resources**

### **Boy Scout Handbook**

The Boy Scout Handbook is the official manual of the Boy Scouts of America. Each scout should have one. Parents will find it helpful to read so that they may assist and support their Scout in the Scouting experience.

### **Pikes Peak Council**

985 W. Fillmore  
Colorado Springs, CO 80907  
phone # 719-634-1436  
<http://pikespeakbsa.org/>

### **Boy Scouts of America Web Site**

This is the web site for the National organization  
<http://www.scouting.org/>

### **Troop 18 Web Site**

Our Troop has its own website. It contains our current calendar and many other helpful information including a copy of this handbook.  
<http://www.mstroop18.org>