

# TROOP 870 OPERATING MANUAL

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## INTRODUCTION

- Boy Scout Troop 870 is sponsored by the Beaverton Optimist Club and provides a program for young men ages 10 1/2 to 18. The troop has operated for over thirty-two years in Beaverton, Oregon. We are part of the Cascade Pacific Council centered in Northwest Oregon. The Council can be contacted at (503) 226-3423 or visit the website at [www.cpcbsa.org](http://www.cpcbsa.org).
- Our troop website is [HTTP://beavertontroop870.org](http://beavertontroop870.org)
- Troop scouting goals are to build character, moral strength, foster citizenship, and to help boys develop physically, mentally, and emotionally. We strive to accomplish these goals through a program that emphasizes outdoor activities and operates according to the patrol method.
- The patrol is a fundamental unit in which each Scout's vote counts in making decisions necessary to function in a living and working environment. The troop and each patrol are led by Scouts, who are elected by their peers, and are responsible for leading and training the troop and their patrol members.
- The information in this manual is supplied to help the Troop function more effectively; to provide information to members; and to allow potential new members to learn about the Troop. Some of the policies set out in this manual are policies of the BSA, and some are developed by the Troop Committee. Policies developed at the Troop Committee level are intended to be applied, with reasonable discretion, rather than applied as rigidly enforced rules. If any of the policies developed by the Troop Committee conflict with the policies of the BSA, the BSA policies prevail.
- We seek to be a family oriented troop relying on the help of one or more adult members of each family to provide this program. We strongly encourage one or both parents to register as adult leaders.

## **SOME TROOP GOALS**

- Everyone has FUN on each outing (including adults)
- Patrol Programs, Patrol flags / yells, three or four patrol outings each year
- Three high adventure outings each year
- A conservation service project each year
- At least one community service project each year
- Summer camp for all Scouts
- Diverse troop outings (at least one each month - except December), Camping , Skiing, Cycling , Backpacking, Boating /Rafting/Canoeing , Swimming
- Provide encouragement for every scout to reach first class rank, and advancement opportunities to become an Eagle Scout.

## **CONTACTS**

If you have any questions about the Boy Scout program, Troop 870, or any of these materials, please feel free to contact either of the following:

COMMITTEE CHAIR: Steve Stark

SCOUTMASTER: Joe Mueller  
Day: (503) 642-9132

or visit our website at [HTTP://beavertontroop870.org](http://beavertontroop870.org)

## **JOINING TROOP 870**

To become a registered Boy Scout or Adult Leader with Troop 870, you only have to:

- 1 Complete and return a "BSA Application" form for each person (which is sent to the Cascade Pacific Council office).
- 2 Complete a "Scout Information" form, which is used for our Troopmaster computer program.
- 3 Complete and submit a "Class 1 Health Form" which includes authorization to provide medical treatment for the Scout.
- 4 Webelos and Cub Scout Adult Leaders pay transfer fee of \$1 for each scout or Adult Leader (because registration was paid through your pack). The troop pays scout registration renewal for each scout in the fall each year. Adult Leaders pay the renewal in the fall each year. Fees for Adults Leader who registered, after the first of the year are prorated. The registration fee for each scout covers BSA registration, Troop registration, and Boys Life magazine. The registration fee for each adult leader covers BSA registration, Troop registration, and Scouting Magazine. Please make checks payable to: "Boy Scout Troop 870."

We rely on and strongly encourage at least one parent/guardian of each Scout to participate as an Assistant Scoutmaster and/or Troop Committee member. Assistant Scoutmasters help the Scouts as patrol advisors, teaching skills, attending camp-outs, etc. The Troop Committee members handle the business of the troop by maintaining advancement and financial records, fund raising efforts, managing troop camping equipment, acting as secretary or treasurer, etc.

## **MEETINGS**

Boy Scout Troop 870 meets weekly at 7:00 p.m. on Monday evenings at Mountain View Middle School, 17500 SW Farmington Road, Beaverton, Oregon. We meet in the cafeteria during the winter, and we meet outside

(cover is available) during the summer. Meeting times, dates, and location are subject to change. All Scouts and parents are encouraged to attend troop meetings.

Usually, the first meeting of each month is for the Patrol Leader's Council (PLC). Adult leaders and Scouts with leadership positions in the Troop (e.g., Senior Patrol Leader, Assistant Senior Patrol Leader, and Patrol Leaders) should attend the PLC, however, all scouts and leaders are welcome. Scouts and parents should wear a Class A uniform (boy scout uniform) to Troop meetings, but dress for PLC is casual.

Scouts should wear their uniform, and bring their Scout Handbook, a notebook, a pencil, and a dollar (for dues at each regular troop meeting) to all troop meetings.

Troop Committee meetings usually are held at 7:00 p.m. on the first Tuesday of each month, The Troop Committee meets at locations in Beaverton, because of holidays and teacher work days the location will change month to month. Check your e-mail for the location each month. The date and place of committee meetings are subject to change to accommodate holidays and other exigencies.

## **DUES**

Scout dues are required at regular troop meetings. Dues are \$1 for scouts present at the troop meeting, and are collected by a scout, or deducted from scout accounts. The dues pay for repairs, and new equipment. The troop is trying to teach the scout, how to manage money by paying their dues at the meeting.

## **TRAINING**

We encourage all adults to attend free training for Youth Protection, and troop Committee function. The scoutmaster fundamentals are also recommended to all adults, and are required to be assistant scoutmaster. Scouts also receive training in Youth Protection, and Junior Leader Training annually.

## **UNIFORM**

Scouts should wear their Class A uniform (boy scout uniform) to every Troop 870 event unless otherwise instructed. T-shirts and sweatshirts with troop 870 insignia, or other scout designs are appropriate on camp-outs and for fund raising activities.

Scouts that volunteer to be staff will follow uniform requirements for each event.

Troop 870 maintains a uniform bank for Boy Scout uniforms. Scouts may be able to find uniform parts in the uniform bank that can be used at reduced or no cost. If your Scout outgrows uniform parts, please consider donating the outgrown uniform parts to the uniform bank so other Scouts may use them. For more information regarding the uniform bank, please contact the Scoutmaster or Committee Chairman.

Uniforms may be purchased from the Scout Shop at 2145 SW Naito Parkway, Portland, Oregon. Although the Scout uniform can seem expensive, the uniform is rugged and often will last until the Scout outgrows it. Please keep growth in mind when buying shirts and pants.

Class A uniform consist of boy scout shirt (the shirt with sunset trail patch on it), and pants or shorts (pants or shorts can be any solid color, green preferred, with no holes, no saggy baggy pants, no cutoffs) Neckerchiefs, belts, hats, and socks are not included as part of the Troop 870 uniform. The Boy Scout Handbook has all of the other information you need to determine the parts of the uniform and the proper placement of badges and patches.

Class B uniforms consist of a Scout t-shirt and any solid color pants or shorts. Periodically, the troop will arrange for the purchase of troop t-shirts, and sweatshirts which members will be given the opportunity to purchase.

## **ADVANCEMENT**

We believe a Scout's achievements should be recognized as they are earned. Badges for rank advancement, merit badges, and other earned insignia are awarded at Troop meetings as soon as possible after they are earned. Each Scout's achievements are again recognized at the next Court of Honor.

Twice each year, the Troop holds a Court of Honor to recognize advancements in rank, merit badges earned, and other special achievements. These are family events - all members of each Scout's extended family are invited and encouraged to attend.

One of our goals is for all Scouts to attain the First Class rank within one year of joining the Troop. All Scouts will have the opportunity to attain the Eagle Scout rank. We take great pride in the members of Troop 870 who have earned the Eagle Scout rank over the years.

A Scout's handbook is the most important record for his rank advancement. All advancement information is entered into the handbook and any inconsistencies between handbook entries and the troop's records will be resolved in favor of the handbook entries. Scouts should take care not to lose their handbooks. Each Scout should bring his handbook to all meetings and, most campouts, and activities (for advancement documentation).

Except for the "Scout Spirit" and "Scoutmaster Conference" requirements, (which are handled by the Scoutmaster), rank advancement requirements are signed off by designated youth leaders - experienced scouts whom the Scoutmaster has designated to work with younger scouts on advancement.

Merit badge counselors:

First; verify that each scout has his blue merit badge card with scoutmasters signature to start.

Second; talk to the scout before he starts any work. Then after you have explained what you want the scout to do he may begin the merit badge. (The scout needs to know what is expected of him)

Third as requirements are completed; sign them off on blue merit badge card.

Fourth; you sign your name and date, the scout hands the card to the advancement chair.

(Parents who are merit badge counselors may work with their children on merit badges EXCEPT those merit badges required for the Eagle Scout rank.)

## **CAMPING AND OTHER ACTIVITIES**

The troop plans at least one outing each month except December.

All scouts are strongly encouraged to attend Summer Camp. This is a great opportunity to work on merit badges and rank advancement.

Most Troop outings are weekend camping trips. They include: two or three winter outings (cross country skiing and inner tubing); two or three backpacking trips; Camporee; Bicycling; Canoeing; Rafting, and more.

Camping trips are organized by patrol to the extent possible. Menus and meals are planned and cooked by the boys in each patrol. As a general rule costs for each camp-out are between \$10-\$30 per person, to cover food, entrance fees, and equipment rentals.

The troop has cooking equipment (Patrol Boxes with stoves, fuel, pans and utensils) and dining frys for camps that do not require backpacking. The Troop also has some tents that scouts can use if they do not have their own. However, each scout should have his own personal mess kit and utensils.

Soda pop and candy are not allowed in camp, except at Summer Camps and Camporees where they are sold. Electronic equipment is not allowed in any camp - this means no radios, tape or CD players, or hand-held electronic games. No flame of any kind is allowed in tents.

## **HIGH ADVENTURE OUTINGS**

Certain activities, as designated by the Scoutmaster, will be considered High Adventure Outings. Examples include white-water rafting, and 50-mile backpacking trips. BSA policies for high adventure outings generally require participating Scouts be 13 years of age by January 1st of the year in which the outing is planned and that the Scout obtain First Class rank prior to the high adventure. In addition, to participate in such activities, a Scout must demonstrate appropriate skills and abilities to the Scoutmaster showing that he is capable of safe participation in the activity. The required skills and abilities will depend on the nature of the high adventure outing, but usually will include adequate physical strength and stamina and for water based activities swimming proficiency. In addition, the Scout must demonstrate that he is willing and able to participate as a group member.

## **TRAVEL**

All vehicles used to transport scouts must be fully equipped with seat belts and all Scouts traveling in vehicles on outings are required to wear seat belts. Drivers need to be licensed and have insurance. The adult leader is required to have a trip permit for troop insurance. Outings will be canceled if there are not enough vehicles and drivers to transport all participants safely. Outings also will be canceled if there are governmental advisories against traveling.

## **MEDICAL RECORD AND CONSENT**

In order for scouts and adults to participate in any outing, they must have an up-to-date Class 1 medical form on file with the Troop. Class 1 medical forms are filled out each year by the Scout's parent or the participating adult. In order to participate in activities lasting longer than 72 hours, scouts and adults must have a Class 2 medical form on file with the Troop. Class 2 medical forms must be updated every 36 months and require a medical examination. Adults over 40 must have a Class 3 medical form on file. Class 3 medical forms must be updated annually. Annual Medical examinations are required for adults over 40 who participate in activities lasting longer than two nights.

## **EQUIPMENT**

(NEEDED AND NOT NEEDED)

Consult the Boy Scout Handbook for complete information on appropriate equipment for most types of hiking and camping. Scouts should bring their Scout Handbook on all camp-outs.

THE TROOP HAS:

- Patrol boxes (with stoves, fuel, pans, and cooking utensils);
- Dining flys;
- Loaner" Tents.

PROHIBITED ITEMS (for boys)

- radios, TV's, or electronic games
- aerosol products
- alcohol, tobacco, or other illegal substances
- firearms, bows and arrows, sling shots
- fixed blade knives
- soda pop and candy

HERE ARE SOME GUIDELINES BASED ON OUR EXPERIENCE:

1. Always bring a complete change of clothes (two in wet weather)
2. Always bring several pair of dry socks
3. Hiking boots are preferred footwear
4. Always bring an extra pair of shoes
5. Always bring a poncho or raincoat
6. Always bring your Scout Handbook
7. Always bring your personal mess kit and utensils
8. Pack items in plastic bags

## DISCIPLINE

To the extent practical, the Scoutmaster will consult with the Troop Committee when a Scout persists in behavior that is disruptive or dangerous, and the Troop Committee has the authority and responsibility to determine disciplinary actions. Nevertheless, there will be situations (especially those involving dangerous behavior) in which prior consultation with the Committee is not practical and where the progressive discipline described in this section is not appropriate. In those situations, immediate separation and suspension from participation may be imposed by the Scoutmaster or other person in charge of the activity.

Scouts should strive to live by the Scout Oath and to obey the Scout Law. We recognize, however, that Scouts are not perfect, and we do not expect them to be perfect. Corrective admonitions are part of the process of adult /child interactions and are not considered disciplinary.

Discipline becomes necessary most often when a Scout does something dangerous. Possession of illegal drugs of any kind (including alcohol and tobacco) is considered dangerous. Occasionally, discipline becomes necessary when a Scout persists in disruptive, disrespectful, or disobedient behavior. Any registered adult may determine that a Scout's behavior warrants some disciplinary action, but, if possible, disciplinary action will be taken by or coordinated with the Scoutmaster or, in his absence, the person in charge of the activity.

Normally the first step of discipline is a verbal warning. The next step may be separation from the activity and the other scouts (within BSA guidelines). If the behavior continues or is sufficiently serious, there will be a Scoutmaster conference with the Scout. Finally, if the behavior persists or is of a sufficiently serious nature, the Scout's parents will be called and asked to come pick up their son and take him home from the activity. The Scout also may be asked not to participate in one or more upcoming Troop meetings or other activities.

Finally, there are certain behaviors, which must be reported to the Scout District executive for investigation and follow-up. For specifics on these please check with the Scout Office or the Cascade Pacific Council.

## EAGLE PROJECT

### Eagle Project Advisor/Counselor Checklist

- 1\_\_\_ Life Scout is assigned an Eagle Advisor (assigned by Troop Advancement Chair or Scoutmaster)
- 2\_\_\_ Life Scout receives Eagle Scout Leadership Project Workbook (available from Scout Office)
- 3\_\_\_ Review the Eagle Scout Leadership Workbook with scout.
- 4\_\_\_ Brainstorm with scout potential projects of interest (Remember, you are the advisor, ask open ended questions to help scout come up with project ideas)
- 5\_\_\_ Life Scouts selects a project of interest (with Eagle Project Advisor approval) and starts researching project using the Eagle Scout Leadership Workbook as a guide.
- 6\_\_\_ Scout met with an organization representative the project will serve and the representative agrees it will be a benefit.
- 7\_\_\_ Life Scout discusses concept with Eagle Project advisor and starts detailed planning using the "Project Details" section of the Eagle Scout Leadership Project Workbook.
- 8\_\_\_ Review the "Project Details" with scout and advises of any updates necessary
- 9\_\_\_ Eagle Project Advisor Approval \_\_\_\_\_ Date \_\_\_\_\_
- 10\_\_\_ Coach the Life Scout so they are prepared to present their project to the troop committee
- 11\_\_\_ Project Overview (What is the project, where will project take place, who

will it serve, how will it get done, supplies needed, how will supplies be obtained, budget, timeline, safety considerations, # of people needed- adults vs. youth, number of hours needed- 40 hours minimum, with as many from our troop as possible. Also workers will need to be fed, etc)

- 12\_\_ Tentative Project date, review troop calendar (at least two months after committee approval)
- 13\_\_ Presentation materials (maps of project, pictures of the location, drawings of what will be accomplished, samples, etc)
- 14\_\_ Life Scout and Eagle Advisor contacts Committee Chair to present their Eagle Project to the Troop Committee
- 15\_\_ Committee approves project
- 16\_\_ Organization Approval Signature in workbook
- 17\_\_ Eagle Project Advisor Approval Signature in workbook
- 18\_\_ Committee Chair Signature in workbook
- 19\_\_ Life Scout contacts District Eagle Project coordinator to set up time to meet and discuss Eagle Project
- 20\_\_ District Approval Signature in workbook
- 21\_\_ Life Scout may start to solicit funds once all approvals are complete (Advisor, Troop Committee, and District)
- 22\_\_ Life Scout promotes project (troop, friends, etc)
- 23\_\_ Life Scouts carries out project plan
- 24\_\_ Completion of project
- 25\_\_ Organization Signature that project is complete (Eagle Scout Leadership Service Project Workbook signed)
- 26\_\_ Life Scout completes post-project write up and have the Eagle Project Advisor check and approve write up
- 27\_\_ Eagle Project Advisor concurrence that project is complete  
\_\_\_\_\_ Date \_\_\_\_\_
- 28\_\_ Eagle Project Advisor Signature that project is complete (Eagle Scout Leadership Service Project Workbook signed)

## **FUND RAISING & TROOP 870 SCOUT BUCKS**

Troop 870 participates in or conducts various fundraisers during the year. Scouts participate in order to earn funds both for the troop and their own scouting needs (Scout bucks). Allocation of funds raised is subject to the discretion of the Committee. Some fund raising events are dedicated to specific projects so that all of the proceeds are used for that specific purpose. Usually, 20% of net proceeds will be deposited to the Troop's general fund. The remaining 80% will be credited as Scout bucks to the individual scouts based on their individual participation in the fund raising activity and to be used as follows:

### Earnings

Scouts can earn Scout bucks by participating in fund raising activities designated by the Committee. Scout bucks will be credited to the individual Scout based on participation in the designated fund raising activity. Fundraisers involving sales will be allocated to each Scout based on his overall sales. Fundraisers involving service will be allocated to each Scout based on the amount of time he works.

### Use of Scout bucks

Scouts may use Scout bucks to pay for any scout related activity (camping, re-charter fees, etc.). In addition, scouts may use Scout bucks to purchase equipment that may be used in scouting activities.

### Transfer of Scout bucks

If a Scout transfers to another troop, his Scout bucks will be transferred to his account in the new troop. If the new troop has no such account, the Scout bucks will be credited to the Troop general fund of Troop 870.

### Resignation

If a Scout resigns from or fails to maintain his membership in the Troop, his earned Scout bucks will be applied to any outstanding amounts he owes to the Troop and any remaining balance will be credited to the Troop general fund.

### Graduation

After a scout reaches his 18th birthday (and until he reaches his 19th birthday), he will be allowed to participate in fund raising activities and earn Scout bucks and to continue to access the account as outlined above so long as he remains active with the Troop as an adult leader. In addition, after he reaches his 19th birthday (the scout cannot earn more funds, but can access until he reaches his 21st birthday), he will be allowed to access the account as outlined above so long as he remains active with the Troop as an adult leader. Any amount remaining after a scout's 21st birthday will be placed in the Troop general fund.

### No Other Use

Scouts will not be allowed to use Scout bucks for any purpose other than as outlined above. In particular, no Scout bucks will ever be transferred to the Scout in order to "close out" the account.

Boys who commit to an activity, and fail to attend will forfeit the amount of out of pocket expenses that the troop must bear. These funds can be deducted from the scout's account to pay for any costs the troop may have already incurred, such as food and reservation fees. Since every activity has different circumstances that can't be factored in, the committee will review and decide each case individually.

## **TROOP 870 GUIDELINES FOR ASSISTANT SCOUTMASTERS**

### Training Requirements:

- Be active with the troop for 1 year prior to being an assistant scoutmaster
- Complete boy scout adult leader training class
- Complete youth protection training every other year

### Troop Responsibilities:

- Attend at least half of troop meetings, in uniform
- Attend at least half of troop committee meetings
- Sign up as merit badge counselor for several merit badges, including at least one required for eagle rank

### Troop 870 has a number of assistant scoutmaster positions such as:

- New scout recruitment
- Patrol advisor (one per patrol)
- High adventure activities

In addition to the above responsibilities, assistant scoutmasters should volunteer to organize/run several troop activities per year, with approval from the scoutmaster and troop committee. Possible activities include:

- Weekly troop meeting
- Monthly troop campout
- Patrol activities/outings

- One day activities (eg. hiking, biking, orienteering, shooting sports)
- Summer camp
- Fundraising activity
- Service projects (community service or conservation projects)
- Training activity (eg. knot tying, plant identification, swimming, etc)
- Merit badge classes (except eagle required merit badges)
- New scout mentoring (including your son)
- Troop 870 recognizes young adults as assistant scoutmasters (18-21 years of age).

## **Troop 870 Guidelines for Camperships**

All boys registered within our troop are eligible for financial assistance for summer camp provided they meet the following requirements:

1. The boy must be registered to attend summer camp by May 1st.
2. The boy's family must submit a completed application to the Council for summer camp financial assistance by May 1st if the summer camp chosen is within the Cascade Pacific council (the council does not provide campership funds for out of council camps).
3. The boy must have earned at least \$100 in his Scout account within that Scouting year and apply the balance in his Scout account to the cost of summer camp. This requirement is waived if, the boy joined the troop too late to participate in the spring fundraiser.
4. The boy's family must request financial assistance from the troop not later than one-month prior to camp. Requests for financial assistance for summer camp may be made through the Scoutmaster or the Treasurer.

Approved by Troop Committee

Steve Stark  
Committee Chair

JOE MUELLER  
Scoutmaster