



Troop 45

Parent Information Sheet

Troop 45, Daniel Webster Council, BSA

Purpose. As a unit of the Boy Scouts of America, Troop 45 exists for the purpose of helping young men cultivate the personal qualities we call the Three Aims of Scouting: Character, Citizenship, and both physical and mental Fitness. In pursuit of these aims we structure our program around a set of specific elements known as the Eight Methods of Scouting: Ideals, Patrols, Outdoors, Advancement, Adult Association, Personal Growth, Leadership Development, and the Uniform. Like all troops, we adapt the methods of Scouting to our particular needs and we cultivate a unique style, leading with our strengths. But the aims and methods are always before us, guiding every element of our program.

Organization. Boy Scouts of America is organized nationally into regional councils. Councils subdivide themselves into local districts which directly serve individual units—the Boy Scout troops and Cub Scout packs. Troop 45, and our sister unit, Cub Scout Pack 45, belong to the Sunapee District of the Daniel Webster Council. Every BSA unit is "owned and operated" by its chartered organization—a local civic, religious, or charitable organization that wishes to make Scouting a part of its youth service program. Our chartered organization is the Hanover Lions Club. The troop itself is operated by the troop committee, a group of interested parents and chartered organization representatives that is constituted by the chartered organization for the purpose of directing the operation of the troop. The troop committee selects the uniformed adult leaders—a Scoutmaster and a corps of assistant Scoutmasters—who supervise troop activities involving the Scouts.

The Troop Committee. The troop committee has the responsibility of providing meeting space, a budget, operational policies, and leadership for the troop. The troop committee selects the Scoutmaster and the assistant Scoutmasters for approval by the chartered organization. In conjunction with the adult leaders, it also provides for numerous other vital leadership functions in the operation of the troop, including merit badge counselors, and subcommittees for advancement, transportation, finance, and equipment. The troop committee meets monthly to conduct all the business necessary to operate the troop.

Troop Structure. The troop itself is organized into small groups of Scouts called patrols. Each patrol elects one member as patrol leader, and another as assistant patrol leader. The entire troop elects a senior patrol leader and an assistant senior patrol leader, who have the responsibility of leading the entire troop. Taken together, this group of Scouts constitutes the patrol leaders council. The PLC also selects other troop officers such as scribe, quartermaster, historian, etc., to help carry out troop plans and to conduct troop operations. Troop officers serve six-month terms of office beginning in March and September.

Patrols. Each patrol comprises a group of five to eight boys of various ages and ranks. This group operates as a unit to help its younger boys gain the basic Scout skills and advance through First Class while giving the older, more experienced boys opportunities for leadership. On troop outings, the patrols will often plan and organize their own equipment, food, and activities.

New Scouts. In order to get new members off to a good start in Scouting, the troop conducts a training program aimed at giving each new Scout the opportunity to advance to First Class during the first eleven months following Webelos Crossover. Initially, the new Scouts are organized into a new-Scout patrol, supervised by the assistant Scoutmaster for new Scouts and the troop guide. Once the new Scouts have completed the Tenderfoot advancement program, they are assigned to their permanent patrols, but still often function as the new-Scout patrol for the purposes of training in basic Scout skills. Nevertheless, since the new Scouts belong to patrols throughout the troop, they will receive plenty of instruction and encouragement from the more experienced boys.

Experienced Scouts. Once a Scout completes First Class, we call him an “experienced Scout.” These are Scouts who have mastered the basic Scout skills and are ready to take positions of responsibility in the troop, and to begin working on merit badges as advancement stepping stones to the higher ranks. The ASM for experienced Scouts supervises the advancement activities of the experienced Scouts, monitoring their progress on merit badges and administering the merit badge program.

Venture. Older boys often want more challenging adventures than typical troop activities provide. Under the supervision of an assistant Scoutmaster, these boys group together into a "Venture patrol" for the purpose of planning and executing a single "ultimate adventure" or other concrete goal. They do not give up membership in their patrols, nor do they cease involvement in troop activities or responsibilities while engaged in Venture. The Venture patrol is represented on the patrol leaders council by an elected Venture patrol leader. All Venture participants must be at least Star Scouts and must expect to be fourteen and a half years old at the time the adventure actually takes place. At least four qualified Scouts are required to form a Venture patrol. Once the planned adventure is completed, the Venture patrol dissolves, but, of course, the same Scouts may wish to form a new patrol for a new adventure. Any number of Venture patrols may form.

Troop Meetings. Troop meetings take place every Wednesday evening, starting at 7:00. During the summer (the calendar months of June, July, and August), we meet outdoors at Area 5 at Storrs Pond; in the winter we meet at the Richard Black Community Center in Hanover. Although the opening ceremony for the meeting takes place at 7:15, the meeting begins at 7:00 with a segment called the "preopening." During the preopening we provide advancement counseling, skill instruction, and recreation. Primarily, however, we conduct meeting preparation activities. The meeting closes at 8:45, with a few more minutes required for cleanup and post-meeting business. Most boys will be ready to depart at 8:45. Everything is over by 9:00. The only times we do not meet are during our summer camp expedition or if a major holiday falls on a Wednesday.

In order for your boy to get the most from the troop meeting, he should appear on time, in uniform, and with any special materials or equipment that may be required for a planned activity. We issue every new Scout a *Boy Scout Handbook*, a pocket notebook, and a pen. The notebook and pen are required equipment for all members. New Scouts (those who have not yet reached First Class) will need the *Handbook* at every meeting.

Uniforms. The minimum uniform consists of the official trousers, official shirt (with council patch, troop numerals, world crest, patrol emblem, and badge of rank), green shoulder loops, neckerchief (our troop has a distinctive green and white neckerchief), and neckerchief slide. Scout supplies are available at the Manchester

Scout Shop in Manchester. You can also order directly from BSA using their website at www.scoutstuff.org.

New Scouts will receive a troop neckerchief as part of their induction ceremony at the June parents night.

Scouts are expected to wear the “Class A” uniform described above at every troop meeting, whenever the troop is traveling, and whenever the Scout appears in public as a Scout. For Scouting activities where the Class A uniform would be inappropriate, the troop also has a green tee shirt we call the “Class B” uniform. Each Scout is issued one Class B shirt; others are available for purchase. *Scouts are expected to wear the full, correct uniform for all Scouting activities. We are 100% in uniform 100% of the time.*

Advancement. Advancement plays a central role in the Scouting program, but it is not an end in itself. Rather it is one of the eight methods—the means by which the program builds character and encourages boys to grow in healthy ways. Scouting presents boys with challenges at which they can succeed, gives them the help, supervision, and encouragement they need to meet those challenges, and then—through the advancement method—recognizes them for their achievements. Advancement requires acquisition of skills, service to the community, and participation in troop activities. In general we strive to make advancement a natural consequence of the troop program, not the motivation for it.

When a boy first joins, he is called simply a Scout. He then embarks on a program intended to teach him the basic Scout skills and to insure that he is a functioning member of his patrol and of the larger troop community. Tenderfoot aims at the very basics; Second Class at hiking and basic citizenship skills; First Class at camping, backcountry travel, and more advanced first aid skills. The troop program aims to get all new Scouts through First Class during their first eleven months with the troop. After First Class, the program requires more individual initiative and revolves around participation, service, leadership, and earning merit badges. Star requires six hours of service projects, four months of leadership service, and six merit badges. Life requires six more hours of service, six months of leadership, and another five merit badges. The last rank is Eagle Scout, which requires ten more merit badges (21 total), six months of leadership, and a major service project approved by the council.

For each advancement in rank, the Scout must also pass a board of review, consisting of adult leaders and troop committee members. The board of review sits on the first Wednesday of each month. Scouts are expected to schedule a review at least a week in advance.

In order to reinforce a Scout’s sense of achievement, we present his advancement award at a troop court of honor as soon as possible after he has earned it (often the same evening). In addition, we present all awards formally at a court of honor during Parents Night, a special troop meeting held three times a year. Parents night and the formal court of honor are very important events. Please make every effort to attend—even if your Scout is not expecting an award.

The Outdoor Program. Outdoor activities lie at the very heart of the Scouting experience. The outdoors provides a wonderful setting for teaching a boy self-reliance and teamwork, respect for nature and respect for himself, joy in living, and reverence before creation. The adventurous challenge of living, working, and traveling in the outdoors appeals to boys, and rewards them with memorable experiences, meaningful friendships, and a body of skills and knowledge that can keep growing and keep providing new experiences for a lifetime. We aim to provide a variety of outdoor experiences, and we aim to prepare for them with appropriate training and planning so that they will be both safe and enjoyable. Most of the basic Scout skills required for First Class and below revolve around basic skills for hiking and camping, and the troop strives

to offer at least one camping experience each month to provide plenty of opportunities to learn and use those skills.

Program Planning. The troop's activities are guided by the annual program plan, a document generated by the PLC at the annual program planning conference, held each January. The program year runs from March through February, a period determined by the occurrence of crossover each March. The annual program plan specifies a program theme for each month, provides for training of new Scouts, and indicates when the major troop outings and events will take place.

Specific events are planned by the PLC consistent with the annual program plan. Although each outing plan is approved by the Scoutmaster, the PLC is responsible for planning and executing each event. Typically, the PLC assigns an event to a committee of Scouts to plan. The committee generates a plan according to a standard procedure, secures approval from the Scoutmaster, and then posts the plan on the troop web site. After the event, the Scoutmaster-in-charge will also post an event report so that future repetitions of the event will have the benefit of any lessons learned.

No outing goes forward without an approved plan posted to the troop website.

Troop meetings are planned by the PLC in accordance with the themes of the annual program plan. The first Wednesday of each month is reserved for individual advancement, the remainder being devoted to skill development and preparation for major outings.

Parent Volunteers. The troop has a continuing need for parents to volunteer to assist with a myriad of operational functions. You may volunteer to help with transportation, project planning, committee operations, advancement management, advancement counseling (especially merit badge counseling), finance, logistics, boards of review. There's plenty to do. Be sure to fill out a Troop Resource Survey Form—and if you know of something you'd like to help out with, contact the Scoutmaster or troop committee Chairman to volunteer.

Communications. The secretary of the troop committee publishes a monthly email newsletter to inform Scout families of troop events, news, and issues. The latest information about events and activities is announced at troop meetings, and each boy records critical information in his notebook. Please check the notebook every Wednesday night after the meeting to get the latest news. The troop also maintains a web site at troop45bsa.org. Check here for the latest announcements, current outing plans, outing reports, general information, and lots of other fun stuff.

Youth Protection. BSA provides a very well developed Youth Protection program to insure that the Scouting experience is safe and healthy for all Scouts. This program, and your role in it, are described in the insert in the Boy Scout Handbook. Please remove the insert and read it. We conduct all Troop 45 outings and regular meetings using "two-deep leadership": at least two adult leaders are present for all outings and regularly scheduled meetings. Small meetings, such as those with merit badge counselors, or for specialized planning and training may involve only one adult leader, but *a boy may not attend such a meeting alone*. When going to meet a merit badge counselor, for example, the Scout must take a buddy. All adult leaders who make contact with Scouts are required to complete BSA youth protection training, available online at myscouting.org. We encourage all parents to take this course and be familiar with the youth protection standards we adhere to. You do not need a registration number to take the course.

Parents and Advancement. Troop 45 wishes to encourage interaction between Scouts and their parents, and the advancement program will provide you with numerous opportunities. We encourage parents to work with their sons on advancement both at home and as a part of organized troop activities. But unlike Cub Scout advancements—which often focus on parent-supervised experiences and accomplishments—the Boy Scout advancement program requires demonstrated mastery of specific skills and knowledge. Consequently, all advancement signoffs must be made by an authorized person. For new Scouts working on Tenderfoot through First Class, this means a Scoutmaster, assistant Scoutmaster, or an experienced Scout specifically authorized and supervised by the assistant Scoutmaster for new Scouts.

For experienced Scouts (those working on Star, Life, and Eagle), all advancement signoffs must be made by a Scoutmaster or assistant Scoutmaster. Merit badge requirements may only be signed off by a registered merit badge counselor. You may teach your own son material for a particular badge, of course, even as the merit badge counselor for a group of Scouts pursuing a particular badge, but another counselor must initial each requirement and sign your son's Merit Badge Application (the infamous "blue card"). (The issue here is the possibility of the validity of the badge being called into question by an Eagle board of review.) The troop has access to non-parent merit badge counselors for most badges. Please be patient if we have difficulty finding one for an esoteric subjects.

Advancement Procedures. As a general rule, advancement takes place at the initiative of each individual Scout. The troop provides opportunities for every Scout to learn, practice, and demonstrate the requirements for each rank, but it is up to the Scout to take advantage of those opportunities. As a parent, your encouragement and active assistance may well be critical to your son's advancement. The adult leaders in the troop also strive to track each Scout's progress and provide appropriate guidance and encouragement, but ultimately, advancement progress is up to the individual Scout. Although the troop offers a fairly coherent advancement program to advance new Scouts to First Class during their first year, we do not have an expectation that the boys will move through the requirements or the ranks together. A highly motivated Scout may well advance to First Class within a few months of joining while a less well motivated Scout, or one who is distracted by events outside Scouting, may not advance even to Tenderfoot.

Scouts working on Tenderfoot, Second Class, and First Class must complete the requirements shown in *The Boy Scout Handbook* on pages 432-437. The *Handbook* itself is designed as a comprehensive guide to the required skills and knowledge, and each requirement is treated in detail in the chapters devoted to each rank. The Scout may complete each requirement individually or as part of a group training session or outing. When the Scout has completed a requirement, he must secure a signoff from a Scoutmaster or an authorized Scout. The Scout may work on requirements from any rank in any order, but he must complete one rank before advancing to the next.

When all the requirements for a particular rank are complete and signed off, the Scout then requests a Scoutmaster conference from the Scoutmaster. In the Scoutmaster conference, the Scoutmaster discusses the boy's Scouting career, tries to get some feedback about how the boy feels about Scouting and the troop program, and explores any issues that may come up, or that the Scoutmaster knows are relevant to the particular Scout. The Scoutmaster may also discuss particular requirements both as a monitor on the integrity of the advancement process, and as a means of reinforcing in the Scout's mind both the material the Scout has learned and its importance. Significant defects in the Scout's knowledge or attitude may well result in a request for a review of some material. Completion of the Scoutmaster conference marks the Scoutmaster's certification of the Scout's readiness to advance in rank.

The final step in rank advancement is an appearance before the board of review. The board of review is a panel of adults who meet with an applicant for advancement to review his fitness for advancement. The board does not retest the applicant on his skills; rather it challenges the applicant to examine his life as a Scout and to find deeper meaning in his advancement. The board strives to avoid intimidating the applicant, but still conducts a dignified, serious, inquiry. Can a boy fail a review? It is a rare occurrence to be sure; but a board of review is not a *pro forma* exercise, and an applicant with a flippant or cavalier attitude towards the process may well be asked to return when he can be more serious. The applicant should find the board to be friendly and welcoming, full of appreciation for his accomplishment and encouragement for his continued progress.

Merit Badges. Merit badges constitute the skill and knowledge components of the requirements for the higher ranks. When a Scout wishes to earn a merit badge, he first secures an application (a "blue card") from the assistant Scoutmaster for experienced Scouts, fills it out properly, and gets it signed by the Scoutmaster certifying that he is eligible to work on the badge. The ASM will also direct the Scout to an appropriate merit badge counselor. *There is no other appropriate way to secure a blue card and authorization to begin work on a merit badge.* The Scout must then secure a merit badge pamphlet (the textbook for the merit badge), contact the counselor, and begin working towards meeting the requirements. Merit badge pamphlets are available for loan or purchase (at cost) from the troop library.

While working on the merit badge, the Scout may call on the counselor for assistance and guidance, but the initiative to master the material should come from the Scout. In order to help Scouts complete the badges specifically required for Eagle, the troop conducts a program in which MB counselors for all twelve of those badges are introduced to the Scouts at troop meetings. Many of those counselors make themselves available at subsequent meetings in order to encourage the boys and help them along, sometimes (although rarely) even organizing classes to allow several boys to work together. In general, however, the responsibility for contacting the counselor rests with the Scout. When all the requirements for the badge have been completed to the satisfaction of the counselor, he or she signs the blue card certifying completion. The counselor then tears off one of the three panels of the card to keep as a record. The Scout then submits the remainder of the blue card to the Scoutmaster, who verifies completion and signs the application. Finally, the blue card then goes to the advancement chairman for processing. He returns the Applicant Record portion to the Scout and secures the merit badge emblem which will be awarded at a court of honor.

Merit badges must be completed following the most current requirements. You will find them in the current edition of the book *Boy Scout Requirements*—a very useful thing to own.

Advancement Recognition. Once a Scout passes the board of review, he is fully qualified at the higher rank. The troop will award his badge of rank as soon as possible at a troop meeting. Then, at the next parents night, the troop will conduct a court of honor where the Scout's advancement will be recognized with suitable ceremony before a large audience of families and friends. The court of honor is an important event. Please attend, even if your boy is not expecting to receive an award.

Outing Procedures. In conducting outings and activities, the troop follows established practices and procedures aimed at insuring both safety and success. Every outing has a specific transportation plan, a Scoutmaster-in-charge conducting the outing, at least one other adult leader, a local contact person, and plans for reasonable contingencies. Typically an outing will originate at a specific dropoff point at a specific dropoff time, and terminate at a specific pickup point with a specific pickup time, although frequently the transportation plan may be more complex. (For example, drivers often deliver boys directly home).

Plans for an outing (or any activity) begin as far in advance as possible—three weeks is the minimum for a typical hike or campout. Each outing has an "owner" responsible for general planning and execution, and a Scoutmaster-in-charge responsible for leading the group in the field. We publish outing dates in the Troop Newsletter, but the details often change before the actual outing. The latest information, including the official plan, is available on the troop web site. Please try to understand the plan so you can work with it. In particular, be sure to understand the dropoff and pickup plans. We can often arrange to accommodate special scheduling and transportation needs, but please don't drop your son off or pick him up without checking with the Scoutmaster-in-charge, so he's properly accounted for. The transportation coordinator arranges appropriate transportation—usually parents driving private cars. Your cooperation with the transportation coordinator will contribute to a successful program.

Summer Camp. Each summer, Troop 45, along with other troops from around the council spend a week at summer camp. Our camp is Camp Bell, part of Griswold Scout Reservation, near Gilmanton Iron Works, NH. (Some years we go to Camp Hidden Valley, also at Griswold Reservation.) Camp Bell has a unique, patrol-oriented program.

In many ways, camp is the quintessential Scouting experience—and an incomparable opportunity for fun, fellowship, adventure, and advancement. Basic Scout skills for Tenderfoot through First Class, merit badges, high adventure activities, the waterfront, campfires—it's all at camp. The troop committee makes final plans for summer camp in mid-winter, so you can plan your summer to fit it in. The cost of summer camp is approximately \$360.

Personal Equipment. Camping and other outdoor activities inevitably require special equipment, and inevitably your Scout is going to want it. In order to dispel certain equipment myths, and to get new Scouts onto the right track early, we teach new Scouts about how to pack for outings very soon after joining. Before going out and spending a lot of money on equipment, look over the checklist we issue to each Scout (and which is posted on the troop website), and feel free to ask questions of the Scoutmasters. Fancy, expensive, state-of-the-art outdoor gear is nice, but generally it isn't necessary. Many items may be had from local low-cost sources like The Listen Center and various used equipment sales. Scouts can make many items themselves. The troop has some personal equipment available for loan, and many items (like stoves and tents) may be shared with other boys. If your boy is not fully equipped for an outing, please don't just back out—ask a Scoutmaster for sources of equipment to borrow.

Meeting Schedule

What	When	Where	Resp. Person
Troop Meeting	Every Wednesday 7:00-8:45	Community Center or Storrs Pond	Senior Patrol Leader Scoutmaster
Patrol Leaders Council	First Monday 7:00 pm	Community Center	Senior Patrol Leader
Troop Committee	Fourth Monday 7:00 pm	Community Center	Troop Committee Chairman
Parents' Night	Third Wed. of Mar, Jun, Oct	Varies	Scoutmaster SPL

All meetings are open to guests.

Key People

Chartered Organization Representative	Nick Collins	643-1870
Unit Commissioner	Mike Campbell	643-0527
Troop Committee		
Chairman	Ned Dwyer	643-2811
Secretary		
Treasurer	Norma Young	802-295-3839
Advancement Chairman	Roger Thompson	802-457-3898
Volunteer Coordinator		
Transportation Coordinator		
Communications Coordinator		
Summer Camp Coordinator	Christian Passow	643-3245
Committee Member	George Desaulniers	643-5510
Adult Leaders		
Scoutmaster	Yorke Brown	643-0518
ASM for New Scouts		
ASM for Experienced Scouts	Yorke Brown	643-0518
ASM for Venture		
Assistant Scoutmaster	Tim Smith	643-6851
Assistant Scoutmaster	Byron Young	802-295-3839