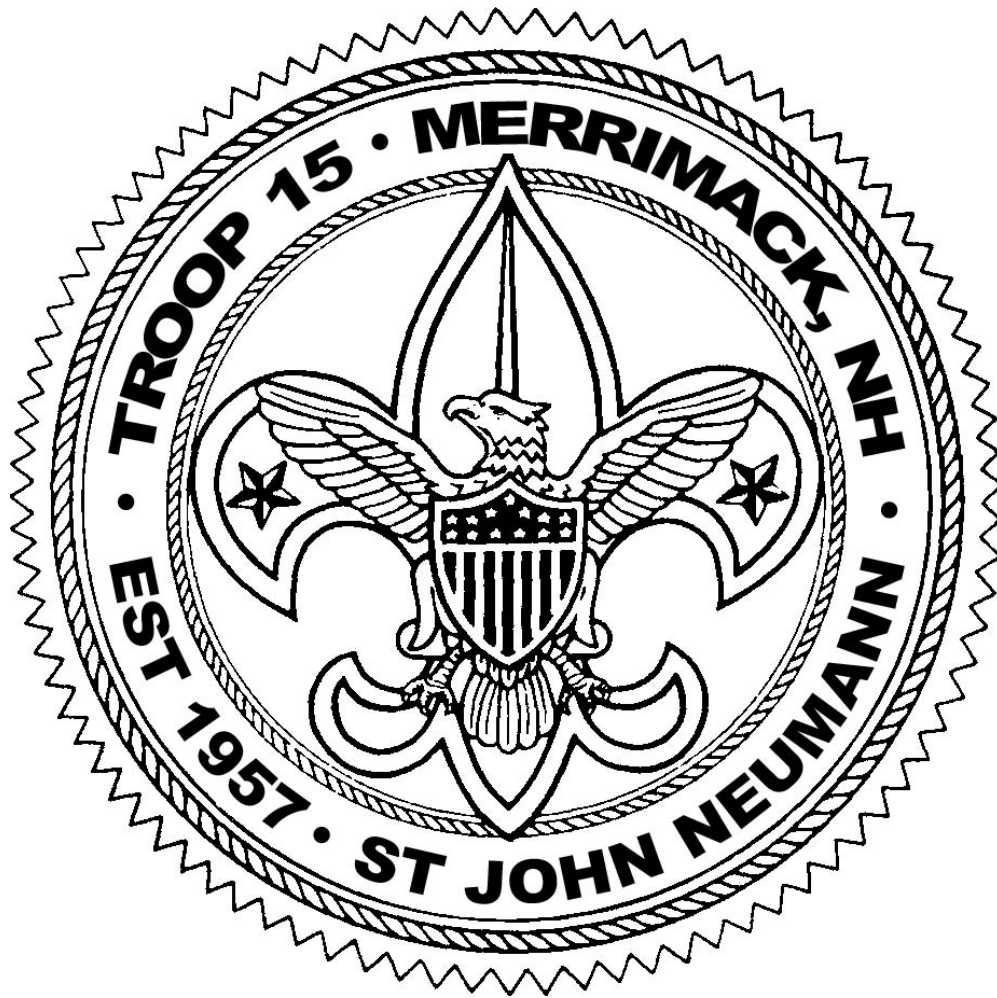


TROOP 15



HANDBOOK

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I. INTRODUCTION

A. OVERVIEW

This is a handbook for Scouts and their parents. It explains the things a Scout and parent should know about Scouting America Troop 15 of Merrimack, New Hampshire. The topics include an overview of the troop organization, description of outings and activities, our summer camping program, what equipment is needed by each Scout, what is provided by the troop, requirements for Scout advancement, and how to prepare for a Board of Review. In addition, Troop 15 policies on uniforms, attendance, conduct, and discipline are included.

Parents should review this handbook with their child. A "Participation Contract" is provided at the end of this manual, which must be signed by each Scout and parent certifying that they have read the manual and agree to abide by the rules and policies contained herein.

It is expected that each family in Troop 15 will support the activities of the troop in some way during each year. Please think about how you can best help.

This manual is dedicated "to all the great Scoutmasters and all the great Scouts" who have made Troop 15 the outstanding organization it is today. Without their spirit and dedication, combined with the assistance and support of numerous parents, friends and St. John Neumann Parish of Merrimack, the many activities, outings and programs summarized in the following pages would not be possible. Troop 15 has always relied on the support of troop families and friends to achieve its goals. We expect this support will continue as part of your commitment to Troop 15 and in return we commit our efforts to continuing the positive methods, aims and traditions of Scouting for our Scouts.

B. MISSION

The Mission of Scouting America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

Scout Oath

On my honor I will do my best
To do my duty to God and my country
and to obey the Scout Law;
To help other people at all times;
To keep myself physically strong,
mentally awake, and morally straight.

Scout Law

A Scout is:

Trustworthy	Obedient
Loyal	Cheerful
Helpful	Thrifty
Friendly	Brave
Courteous	Clean
Kind	Reverent

C. VISION

Scouting America will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Law.

D. GOALS AND OBJECTIVES

- Employ the Scout-led Troop and Patrol-method in all activities
- Go camping every month
- Attend summer camp for one week each summer
- When possible, have a longer adventure trip during the summer
- Hold a snow camping trip every year
- Learn new Scouting skills (or improve skills) on each campout
- Earn the Gold Level for Journey To Excellence each year
- Have many more Scouts than average who earn the rank of Eagle
- Recruit Cub Scouts from the various packs in the Merrimack area
- Have a lot of fun and high adventure

E. THE AIMS AND METHODS OF SCOUTING

The Scouting program has three specific objectives, commonly referred to as the "Aims of Scouting." They are character development, citizenship training, and personal fitness.

The methods by which the aims are achieved are listed below in random order to emphasize the equal importance of each.

Ideals

The ideals of Scouting are spelled out in the Scout Oath, the Scout Law, the Scout motto, and the Scout slogan. Scouts measure themselves against these ideals and continually try to improve. The goals are high, and, as they reach for them, they have some control over what and who they become.

Patrols

The patrol method gives Scouts an experience in group living and participatory citizenship. It places responsibility on young shoulders and teaches youth how to accept it. The patrol method allows Scouts to interact in small groups where they can easily relate to each other. These small groups determine troop activities through their elected representatives.

Outdoor Programs

Scouting is designed to take place outdoors. It is in the outdoor setting that Scouts share responsibilities and learn to live with one another. It is here that the skills and activities practiced at troop meetings come alive with purpose. Being close to nature helps Scouts gain an appreciation for the natural world and humankind's place in it. The outdoors is the laboratory for Scouts to learn ecology and practice conservation of nature's resources.

Advancement

Scouting provides a series of surmountable obstacles and steps in overcoming them through the advancement method. The Scout plans their advancement and progresses at their own pace as they meet each challenge. The Scout is rewarded for each achievement, which helps them gain self-confidence. The steps in the advancement system help a Scout grow in self-reliance and in the ability to help others.

Association with Adults

Boys and girls learn a great deal by watching how adults conduct themselves. Scout leaders can be positive role models for the members of their troops. In many cases a Scoutmaster who is willing to listen to Scouts, encourage them, and take a sincere interest in them can make a profound difference in their lives.

Personal Growth

As Scouts plan their activities and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Scouting. Scouts grow as they participate in community service projects and do Good Turns for others. Probably no device is so successful in developing a basis for personal growth as the daily Good Turn. Frequent personal conferences with the Scoutmaster help each Scout to determine their growth toward Scouting's aims. The Religious Emblems program also is a large part of the personal growth method.

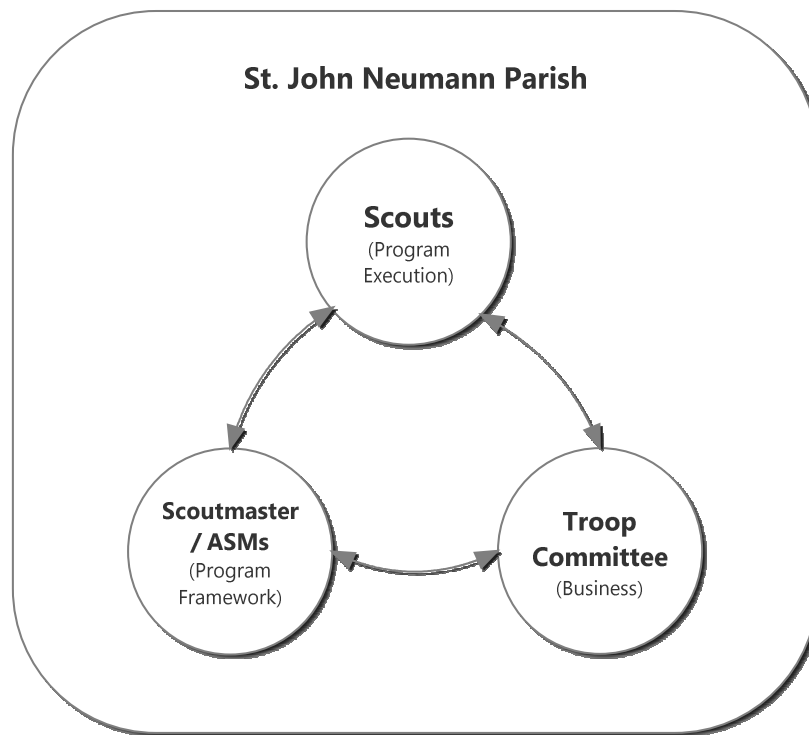
Leadership Development

The Scouting program encourages youth to learn and practice leadership skills. Every Scout can participate in both shared and individual leadership situations. Understanding the concepts of leadership helps a Scout accept the leadership role of others and guides him/her toward the citizenship aim of Scouting.

Uniform

The uniform makes the troop visible as a force for good and creates a positive youth image in the community. Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting. The uniform gives the Scout identity in a world brotherhood of youth who believe in the same ideals. The uniform is practical attire for Scout activities and provides a way for Scouts to wear the badges that show what they have accomplished.

II. UNIT ORGANIZATION



Scouting America Troop 15 is a community outreach program chartered by St. John Neumann Parish of Merrimack, NH, and is a member of Arrowhead District in Daniel Webster Council (<http://www.nhscouting.org>). The unit is a pair of linked units (BT15 and GT15) consists of three parts: the Scouts, the Scoutmaster and Assistant Scoutmasters, and the Troop Committee. Each linked unit has its own Scoutmaster and all ASMs can help supervise activities with each unit.

Saint John Neumann Parish of Merrimack New Hampshire sponsors and charters Troop 15 as the "Chartered Organization". The Chartered Organization provides a place for Troop meetings (the church hall) and provides storage space for troop gear in the outside shed. The Chartered Organization also approves all adult leaders. The parish is located at 708 Milford Rd, Merrimack, NH 03054.

Each unit consists of boys *or* girls from age 11 to 18. Each Troop is a single-sex, Scout-led unit made up of various patrols that are directed by a leadership team called the Patrol Leaders Council (PLC). The PLC is led by the Senior Patrol Leader and membership includes the Assistant Senior Patrol Leader, Quartermaster, Scribe, Patrol Leaders, and other members. Each patrol consists of a Patrol Leader, Assistant Patrol Leader, and patrol members.

The Scoutmaster and Assistant Scoutmasters (Adult Leaders) are responsible for creating a "program framework" for the unit. The Scouts are responsible for planning

and executing the program. The troop will hold meetings, outings, and events during the year to build civic, teamwork, and leadership skills among the Scouts. The Adult Leaders monitor and mentor the activities, provide guidance, and ensure safety.

The Troop Committee is responsible for the business of each unit, including fundraising, treasury, publicity, communication, and advancement record keeping.

A. TROOP MEETINGS

Troop meetings are typically held every Tuesday at the church hall of St. John Neumann Parish from 7:00-8:30pm during the school year. The troop also meets at Camp Creager from time to time based on program needs. Each unit uses one-half of the church hall to maintain separate meetings. The troop does not usually meet during school vacation weeks. During July and August, the troop holds special outdoor activities in lieu of weekly meetings. Also, if school is canceled in Merrimack for any reason (weather or otherwise), there will be no troop meeting.

The Senior Patrol Leader is responsible for planning the meeting and delegates duties to patrols for opening and closing ceremonies, skill contests, troop wide fun games, service duties (set-up and clean-up). Each patrol also meets briefly to schedule a patrol meeting date or plan for upcoming events. Scouts are encouraged to complete advancement requirements during the troop meeting with the assistance of other scouts. Assistant Scoutmasters are available at any meeting to work with a Scout.

B. FUNDS

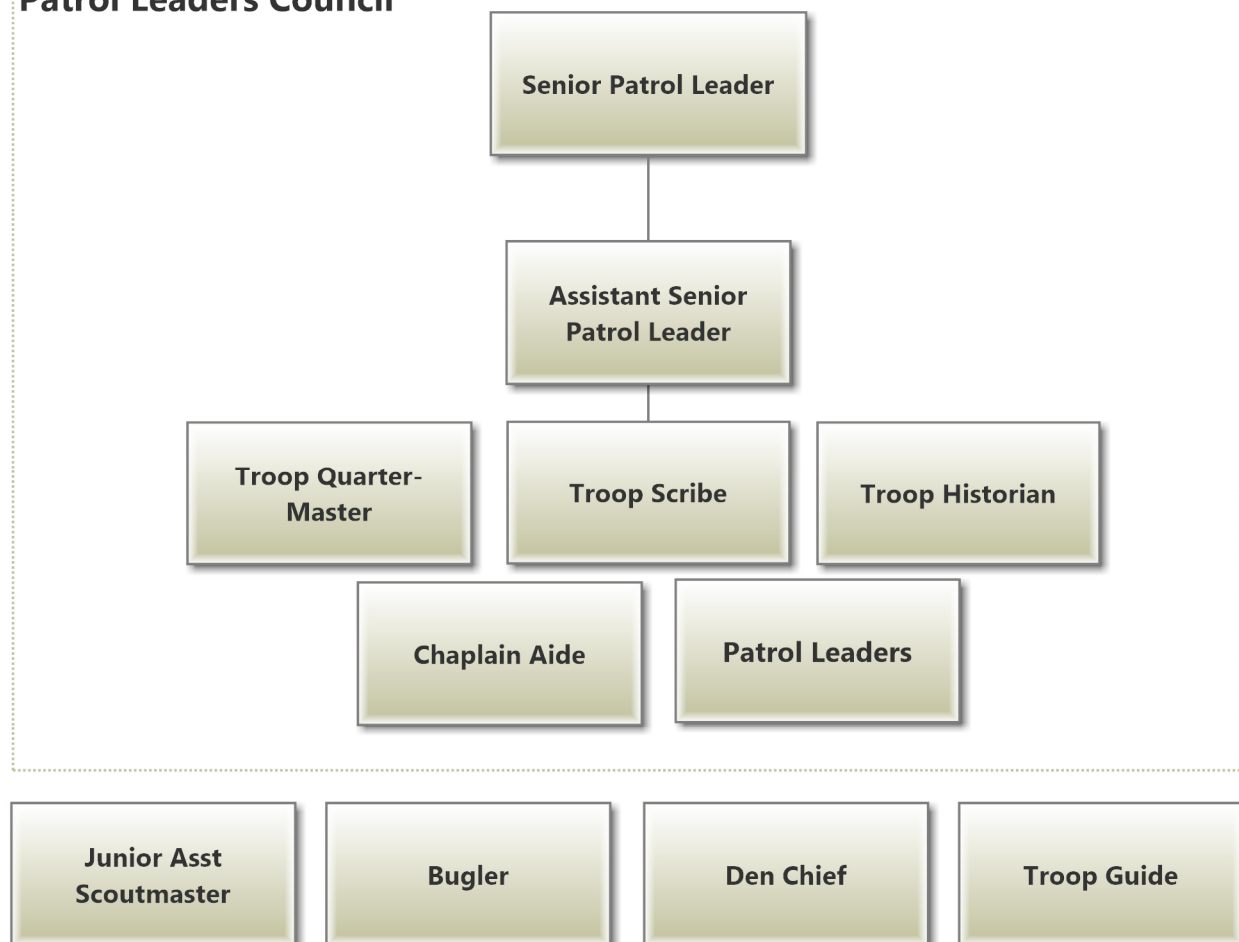
The unit is responsible for raising and maintaining its own funds as well as to contribute to the district, council, and national programs. Various fundraisers are available during the year to assist in all these needs. All scouts and families are expected to participate in fundraising efforts to offset most fees and costs for the scout throughout the year.

For some fundraisers (like the fall popcorn sale), a Scout can also earn money to be saved in their "scout account." This account can be used for any scouting endeavor (like summer camp, buying uniforms, high adventure trips, camping gear, etc.). The scout account is maintained by the Troop Treasurer (adult member of the Troop Committee) and is available to the Scout while he is a member. If the Scout leaves the troop (or ages out of the program), any remaining funds in the account are returned to the troop.

Scouts new to the unit are required to pay a \$50 joining fee (as of Mar 2026). With this fee, the scout will receive a Class B t-shirt, Troop 15 neckerchief, Troop 15 ballcap, green shoulder loops for his/her Class A uniform, and a "15" patch for his/her Class A uniform.

C. ORGANIZATION OF SCOUTS

Patrol Leaders Council



Each troop is a “Scout-led” troop. The troop is led by the Patrol Leaders Council (PLC) under the direction of the Senior Patrol Leader. The troop elects scouts into these positions twice a year and training is provided, Introduction to Leadership for Scout Troops (ILST), by the senior scouts and adult leadership.

Scouts that are elected to Senior Patrol Leader or Assistant Senior Patrol Leader positions are also expected to attend (or have attended) the National Youth Leadership Training (NYLT) at Griswold Scout Reservation, Camp Wanocksett, or Treasure Valley. NYLT helps prepare Scouts for the responsibilities of leading the troop. The troop also helps defray the cost of attending NYLT by offering up to two partial scholarships each year.

The Scoutmaster has the final approval for any Scout elected into a position. If the Scoutmaster feels the Scout is not ready for the elected position, the Scoutmaster may appoint them to a different position or direct the Scout to lead a service project to demonstrate their ability to lead and organize themselves and other scouts. Also,

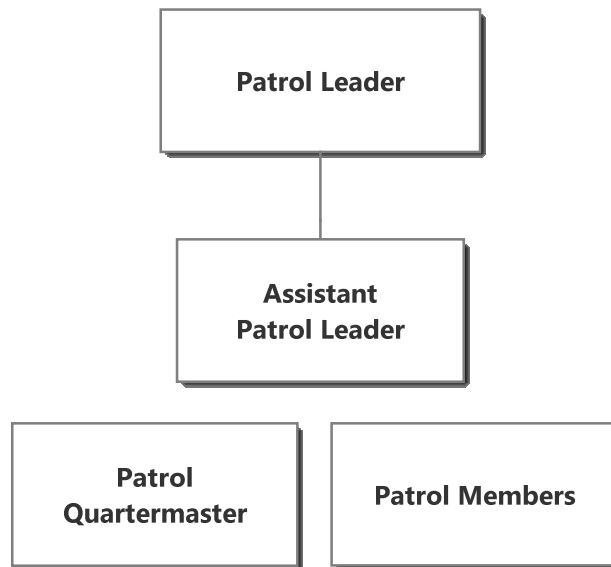
the Scoutmaster has the authority to remove any scout from their elected position if that scout is not fulfilling the duties of the position or is not fulfilling the requirements of an active scout. See the Attendance Policy (section V, page 19) for the definition of an active scout.

A youth leader is expected to:

- **Set a good example**
- **Enthusiastically wear the Class A uniform correctly**
- **Live by the Scout Oath and Law**
- **Attend all Troop functions**
- **Earn advancement**
- **Complete Introduction to Leadership for Scout Troops**

For a complete description of all jobs on the PLC, please see "Appendix D:".

D. PATROL ORGANIZATION



Each patrol in the troop has an elected Patrol Leader and Assistant Patrol Leader. The Patrol Leader appoints a Quartermaster for the patrol to maintain equipment. Other scouts in the patrol are Patrol Members. Each scout in the patrol will have an opportunity to be the Patrol Leader during his/her scouting career.

A patrol member is expected to:

- **Set a good example**
- **Wear the uniform correctly**
- **Live by the Scout Oath and Law**
- **Attend all Troop functions**
- **Earn advancement**
- **Encourage patrol spirit**
- **Complete Introduction to Leadership for Scout Troops**

For details on the job descriptions within the patrol, see “Patrol Job Descriptions” on page 35.

[Policy and Planning for Patrol Outings](#)

Patrols are strongly encouraged to plan their own outings outside of troop activities.

There are three steps to the planning of a Patrol outing:

1. The Patrol Leader must come to the PLC to present the outing idea at a PLC for approval by the Senior Patrol Leader. The Patrol Leader needs to provide the following information:
 - a. Date and time of the outing (at least one week in advance of the activity)
 - b. Location
 - c. Details of the activities
2. Once the SPL approves the patrol outing, the Patrol Leader will then
 - a. arrange for on-site adults (a minimum of two YPT-trained leaders, 21+ years-old). For outings where advancement is expected, one of these leaders must be an ASM. **Note: For a GT15 Patrol, one leader must be a YPT-trained female over the age of 21**
 - b. Inform the Scoutmaster who the on-site adults will be, and
 - c. Review any safety issues and logistics with the Scoutmaster
3. Lastly, the Scoutmaster will provide the adult leaders the appropriate health forms which will be returned after the Patrol outing.

E. TROOP ADULT LEADERSHIP

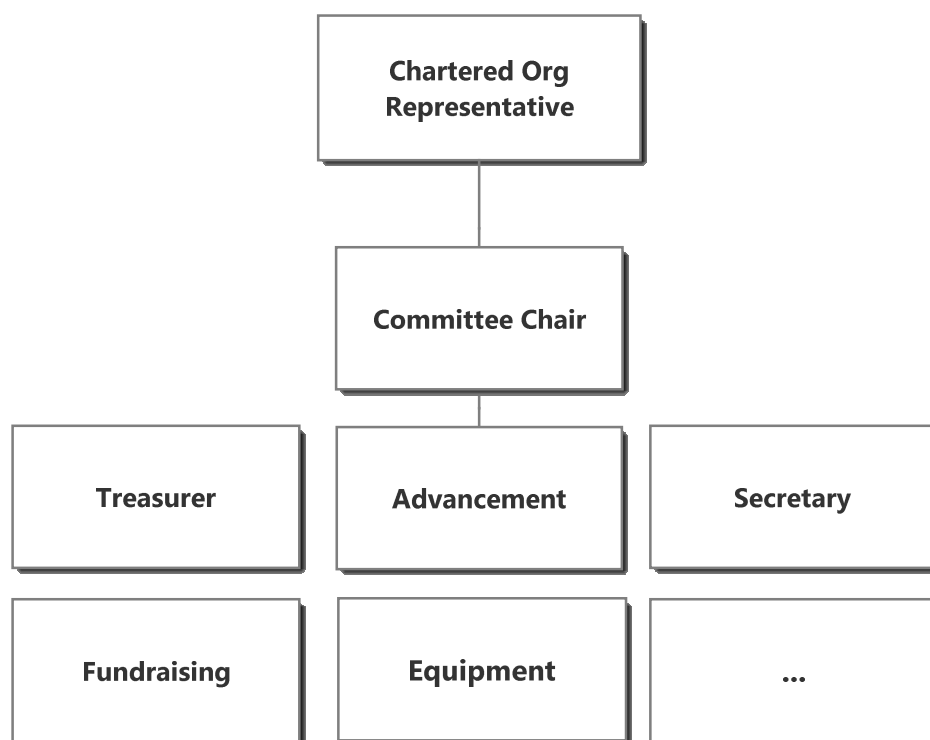
All adult leaders in the troop will be trained for their respective position. This includes Scouting America Youth Protection training, “Together We Can” training from the Catholic Church, Introduction to Outdoor Leader Skills for Scoutmasters and ASMs (IOLS), and Scoutmaster/ASM classroom training. Adults that assist or attend camping events must complete BSA Youth Protection training and the Catholic Church “Together We Can” training before the event.

The role of the adult in the Scout-led program is to assist and mentor, not run the outing or program. The Scouts are expected to execute the program and run the events. Adults ensure safety and monitor the outing or event accordingly.

Each troop has one Scoutmaster (SM) and one or more Assistant Scoutmasters (ASM). The ASM’s can also take on an additional role for the committee as necessary. It is also important to note that the SM and ASMs are NOT part of the Troop Committee and do not vote on committee business. The job of the SM/ASM is to set up a program framework for the troop and coach/mentor the Scouts in planning and executing the program. It is the job of the Troop Committee to handle all business for the troop accordingly. ASMs that are serving a committee role are not allowed to vote on committee business.

Specific duties for the Scoutmaster and Assistant Scoutmaster(s) are listed in “Adult Leader Job Descriptions” on page 36.

F. TROOP COMMITTEE



The Troop Committee is responsible for the business of the troop, including advancement, event coordination/logistics, equipment, and finances. The Troop Committee meets monthly and is comprised of many parents and friends of the Troop as well as the Chartered Organization Representative. While the Committee Chair is in charge of the committee itself, the Chartered Org Rep represents the best interests of the Chartered Organization (in our case, St John Neumann Parish) and the Committee Chair reports to him/her accordingly.

The Scoutmaster and Assistant Scoutmasters report to the Troop Committee and are NOT voting members of the committee. To that extent, the “Key 3” of each unit are the Chartered Org Representative, the Troop Committee Chair, and the Scoutmaster.

A Unit Commissioner is also a resource to this committee. This person represents the District and ensures the troop has the resources it needs to maintain its charter.

III. HEALTH AND SAFETY

Troop 15 follows safe Scouting guidelines by utilizing two-deep leadership for **all** activities, constantly focusing on youth protection. Troop policies for health and safety follow the BSA “Guide to Safe Scouting,” available online at <https://www.scouting.org/health-and-safety/gss/toc/>. The guide includes information on adult leadership, water safety, camping, substance abuse, emergency preparedness, first aid, fuels and fire prevention, guns and firearms, hazardous sports and activities, inspections, medical information, special precautions, transportation, winter activities, youth protection and child abuse.

All registered leaders in the troop must complete BSA Youth Protection Training and “Together We Can” training for the Catholic Church. Any non-registered adults who attend a troop outing must also complete these two training courses as well.

A. MEDICAL FORMS

Each Scout, leader, and adult attending a troop event or outing must complete a BSA Health Form. The form is an editable PDF available online at <https://www.scouting.org/health-and-safety/ahmr/>. To participate in any activities, Parts A and B (medical history) must be completed and turned in to the troop. For extended overnight outings (such as summer camp or other 3+ day/night camping activities), Part C (physical exam, signed by physician) must also be completed and turned in to the troop. These forms are kept by the Troop Committee and provided to the event leader for the specific event.

When filling in this form, please keep your original copy and turn in a photocopy to the troop, along with a copy (front and back) of your insurance card.

B. PERMISSION SLIPS

For outings, the troop may require parents to fill out a permission slip with contact information. For local trips, it is the responsibility of the parent/guardian to transport the Scout to/from the trip. If other arrangements need to be made, it is the responsibility of the parent to make those arrangements and note them on the permission slip for the event leader. A Scout cannot be sent home from an event with an unannounced adult.

Scouts may not be allowed on an outing if they did not RSVP or fill out a permission slip where applicable.

C. SPECIAL NEEDS

The Scoutmaster and Troop Committee Chair must be notified in writing if a Scout has special medical needs, allergies, or medicines. The unit leadership will work with the

parent(s) of the Scout to ensure appropriate accommodations can be made for the outing or event.

D. DRIVERS OF SCOUTS

For non-local trips, parents are expected to take turns car-pooling scouts to/from events. Typically, the Scoutmaster and ASMs will car-pool as many scouts as possible, but occasionally additional drivers are needed. Any driver of scouts needs to provide automobile insurance information and fill out a form that confirms that they have automobile insurance. All vehicles **MUST** be covered by a liability and property damage insurance policy. It is recommended that coverage limits are at least \$100,000 combined single limit.

More details on BSA and Daniel Webster Council insurance requirements can be found at

http://www.scouting.org/filestore/doc/GUIDE_TO_TOUR_PLANNING_PRINCIPLES.pdf.

E. MEDICATIONS

If a Scout needs to take medications, then those medications must be provided to the Scoutmaster at the start of the outing by the parent/guardian. Medications need to be in the original prescription container with the prescription amounts clearly stated. Over the counter medications require a doctor's note. The Scoutmaster and ASMs cannot dispense medications without either the original prescription container or for over the counter medications, a doctor's note. For the Scout who needs an EPI pen, the Scout needs to bring two EPI pens. One pen will be given to the Scoutmaster/ASM and one will remain with the Scout. There needs to be a clear understanding if the scout can self-administer the EPI pen or if the Scoutmaster/ASM must administer. The EPI pens must also have a doctor's prescription.

IV. DISCIPLINE

From time to time, problems will arise. The best way to handle a problem is to deal with it immediately. Troop 15 requires that Scouts and adults alike follow the Scout Law and the rules of BSA Youth Protection.

Unacceptable Language and Behavior

Any violations of the following will be handled as described in the Conflict Resolution section below.

Profanity

Profanity in any form including cursing, sexual references, inappropriate hand gestures, racial or religious slurs and any inappropriate materials is unacceptable at any troop function. If any of this occurs in any form it shall be brought to the attention of the relevant present leader and/or the PLC.

Physical Punishment

Physical punishment of any type is not part of the Scouting program and is not tolerated, including corporal punishment, hazing, and bullying. This does not extend to a reasonable level of exertion that can be expected during activities like hiking, biking, calisthenics, and other BSA approved physical activities. "Keep your hands to yourself" are words to live by. Violations of any form it shall be brought to the attention of the relevant present leader and/or the PLC.

Conflict Resolution

The following steps will be used to resolve conflict. Note that it is preferred that Scouts try to resolve issues themselves first. In the case of a problem that needs immediate attention by an adult, Scoutmasters and Committee Members are always available.

SCOUT TO SCOUT	The Troop is Scout-led, so the Scouts must also learn to handle difficult situations and should try to resolve their problems.
GO THROUGH THE RANKS	The Scout should go through the ranks: Assistant Patrol Leader, Patrol Leader, Assistant Senior Patrol Leader, then Senior Patrol Leader.
SCOUTMASTER	Go to an Assistant Scoutmaster or the Scoutmaster.

SCOUTMASTER TO PARENT	If the Scoutmaster feels the problem needs the parents and committee to be notified, s/he will do so.
SCOUTMASTER TO COMMITTEE WITH PARENT	If a problem is severe enough, the Scout and their parents shall be required to meet with the Scoutmaster and the committee.
UNRESOLVED PROBLEMS	Where a problem cannot be resolved, the Scoutmaster and the committee reserve the right to ask any Scout to leave the Troop.

General Troop Problems

If there is a recurring problem with a Scout or Scouts, there will be a roundtable discussion with the Scoutmaster and the Troop. Parents will be involved as necessary.

Parental Concerns.

Parental concerns can be directed to the Scoutmaster, who will take proper steps to resolve the concern. If the Scoutmaster is unavailable or unable to assist, the parents can also contact an Assistant Scoutmaster or the Committee Chair.

Uniform Policy

Scouting is an active program, and wearing the uniform shows the Scout's commitment to the aims and methods of Scouting. The uniform gives the Scout identity in a world brotherhood of youth that believe in the same ideals. The uniform is also practical attire for troop activities and provides a way for a Scout to display the badges that show what they have accomplished.

Class A Uniforms

A guide to the Class A uniform is available online at:

[https://filestore.scouting.org/filestore/pdf/510784\(19\)_Scouts_Uniform_Inspection_Sheet_WEB.pdf](https://filestore.scouting.org/filestore/pdf/510784(19)_Scouts_Uniform_Inspection_Sheet_WEB.pdf)

The Class A uniform is a tan short or long sleeve Scouting America shirt with:

- Olive green shoulder loops affixed to epaulets
- American flag on right shoulder
- Patrol medallion on right shoulder
- Quality Unit Award on right shoulder (when earned)
- Daniel Webster Council patch on left shoulder snug to seam
- Troop 15 numeral on left shoulder snug to council patch
- Troop badge of office on left shoulder snug to troop numeral
- Den Chief Cord (if earned) is worn over the left shoulder and under epaulet
- Scout rank ("Scout" badge for new Scouts) on left pocket
- Arrow of Light Award (if earned) below rank badge
- World Crest (round purple and white patch) above left pocket
- Troop 15 Black/Red neckerchief
- Neckerchief slide
- Optional activity patch on right pocket
- Scouting America Handbook (considered part of this uniform)

Scouts of First Class rank and above are also required to wear:

- Uniform pants or shorts

- Scout belt

Optionally, for a formal ceremony, a Scout may also wear:

- Merit badge sash
- Troop 15 cap or winter hat (other caps are not allowed)
- Uniform pants or shorts
- Scout belt
- Uniform socks
- Non-white sneakers or hiking boots

Uniforms can be purchased at the Scout Store at Camp Carpenter in Manchester, NH or online at <http://www.scoutshop.org/>.

Class B uniform

The Class B uniform is a red t-shirt with the Troop 15 logo:



The troop buys these t-shirts in bulk and they are available for purchase through the Scoutmaster.

When to Wear the Uniform

The complete Class A uniform is required at all troop meetings, outings, and events, unless otherwise directed by the Scoutmaster.

The Scout must also be in complete Class A uniform at the following activities:

- Board of Review
- Court of Honor
- Scout Sunday
- District Camporee
- Flag Ceremonies
- Interfaith Service
- Merit Badge meetings (unless otherwise specified by the Merit Badge Counselor)
- Other activities as specified by Scoutmaster

After a Scout has been given reasonable time to acquire a uniform and fails to do so, the patrol leader will bring the matter up to the Senior Patrol Leader. A Scout is expected to wear their uniform during scout meetings and events.

The Class B uniform is worn only when directed by the Scoutmaster and is NOT a substitute for the Class A uniform.

Typically, the Class B uniform is allowed when performing physical labor as part of a service project or during a troop sporting activity. The Class B uniform is also the every-day uniform for summer camp, except during flag ceremonies and meal time. When attending summer camp, a scout usually needs several Class B t-shirts for the entire week.

If uniform cost is an issue, please inform the Troop Committee Chair.

V. ATTENDANCE POLICY

The quality of the troop's program is directly related to the active participation of its members. It is the expectation of the troop that Scouts attend Troop outings and activities. Attendance will be taken and tracked at each troop meeting and event.

Definition of an Active Scout

An Active Scout is defined by the rank the scout is trying to earn. Ranks through First Class require many basic skills and requirements, so the scout needs to attend those meetings and events to fulfill those requirements and learn those skills. Ranks from Star through Eagle rely more on leadership, merit badges, and service time, so the scout needs to attend those meetings and events to learn and earn the leadership skills and requirements.

Parents and scouts are encouraged to look in the Scout Handbook for rank requirements on being an active scout. Typically, a Scout needs to attend at least one troop meeting per month, attend patrol meetings, attend half of the troop and patrol outings/campouts, and attend summer camp in order to be considered an active member of the troop and patrol.

Further clarification on what a scout needs to complete to be considered “active” is at the discretion and direction of the Scoutmaster.

Attendance Requirements for Leadership Positions

Scouts that have leadership positions in the troop are expected to be active scouts. When a scout in a leadership position cannot attend a troop meeting, event, or activity, it is the responsibility of that scout to notify his/her patrol and provide leadership coverage (e.g., use the Assistant Patrol Leader or assign someone in the patrol to be the Patrol Leader for that event).

The Scoutmaster has the right to remove a scout from their leadership position if they are not an active member of the troop.

VI. ADVANCEMENT PROGRAM

The purpose of the Advancement Program in Scouting is to encourage a Scout to learn, to achieve and to mature. Advancement is the means by which a Scout's progress is a natural outcome of regular Scouting activities.

A. RANK ADVANCEMENT

There are five steps to Advancement and they apply to all ranks.

Step 1 – The Scout Learns

The Scout learns skills by taking an active, hands-on role in troop and patrol meetings and outdoor programs. The Troop Guide, senior scouts (at least First Class rank), and Assistant Scoutmasters can teach skills for the first three ranks. Scouts who are First Class or higher will be working on merit badges with merit badge counselors and outside experts.

Step 2 – The Scout is Tested

When a Scout has mastered a given skill or met a given requirement, they demonstrate that skill and have their Scouts handbook signed by a senior scout, Scoutmaster, or ASM.

It is the responsibility of the Scout to bring their book to troop meetings, events, and activities and seek out signatures.

Step 3 – The Scout is Reviewed by the Scoutmaster (Scoutmaster Conference)

When a Scout completes all requirements for a given rank, they request a Scoutmaster Conference with the Scoutmaster. The Scoutmaster will sit down and talk with the Scout after the completion of requirements for each Scout rank. This is an opportunity for the Scout to review their progress and to provide feedback on the troop and their patrol.

Step 4 – The Scout is Reviewed by the Committee (Board of Review)

When a Scout completes all requirements for a given rank and has completed the Scoutmaster Conference, they must contact the Advancement Chair from the Troop Committee and request a Board of Review. The Scout will appear before a board of review composed of members of the troop committee. The purpose of this review is not to re-test the Scout, but to make sure all of the requirements have been met and to chat with them about Scouting, and of course to encourage them to keep advancing. The session gives the Scout a chance to bring up any questions or problems and a chance for the board to talk about important matters as goals, Scout spirit, and personal growth, as well as to congratulate them on their progress and urge the Scout to keep going.

Step 5 – The Scout is Recognized

When the Board of Review has certified the Scout, they are awarded a new badge of rank as soon as possible, typically at the next troop meeting. The Scout is also recognized again at the next Court of Honor.

B. MERIT BADGES

Troop 15 maintains a list of Merit Badge Counselors available to the troop. Arrowhead District maintains a list of counselors across the entire district in Scoutbook. Scouts need to contact the Scoutmaster for assistance in locating a counselor.

When a Scout has decided to pursue a merit badge, they must contact a Merit Badge Counselor and obtain a signed “blue card” from the Scoutmaster. Blue Cards are then held by the Merit Badge Counselor. Thereafter, the Scout then contacts the Merit Badge Counselor to review the requirements and establish an approach for that specific merit badge. After this first meeting, the Scout follows the program that has been determined for that badge and meets as appropriate with the counselor. The Scout and Merit Badge Counselor never meet one-on-one—as per Youth Protection guidelines, there must always be another adult and/or scout present.

Any adult or leader can register as a Merit Badge Counselor. To register, adult needs to contact the troop Advancement Chairman and then fill in an adult leader application and Merit Badge Counselor form. Merit Badge Counselors must also complete Youth Protection Training and the Catholic Church’s “Together We Can” youth protection training. The prerequisite is to have an expertise or qualified interest in the subject matter from either your vocation or hobby. Merit Badge Counselors must also follow Youth Protection guidelines, preventing one-on-one contact or meetings with the Scout.

C. LEADERSHIP PROJECT

A Leadership Project is an alternative to the leadership position requirement for the Scout earning the Star or Life rank. The Scout can lead a project that is assigned by the Scoutmaster to help the unit.

The purpose of this alternative is to provide an opportunity to learn and practice leadership skills for a Scout who is active at Troop meetings and outings but does not have a standard leadership position. **The purpose of this provision is not to take the place of attendance at Troop meetings and outings.** The project must be meaningful and be the equivalent in time, energy, planning, organization and leading of Scouts to that required in the standard leadership roles. The project must be approved by the Scoutmaster.

D. SERVICE PROJECTS

The Scout shall participate in service projects during his Scouting career for the community (school, neighborhood, church, or chartered org). The Scout may do the work alone, or work with other Scouts, his/her patrol or troop. For example, each year, the troop participates in the Scouting for Food service project in November.

E. COURT OF HONOR

A Court of Honor is a **formal ceremony** to recognize Scouts for rank advancement and other Scouting achievements (merit badges, special awards and recognition, etc.) This event is held with an audience of family, friends, leaders, and chartered organization officials.

Troop 15 holds a Court of Honor (COH) three times per year. Dates for the COH are on each troop calendar. They are typically held in October, February, and June.

VII. OUTINGS AND CAMPING

A. OUTINGS

Each troop schedules approximately ten weekend outings during the year. Additionally, each troop schedules a one-week session at summer camp—such as Hidden Valley Scout Reservation, Camp Bell, or an out-of-council camp such as June Norcross Webster Scout Reservation or Camp Wanocksett. Each Troop also attempts to schedule one major expedition every other year, such as a white-water rafting event, or a week-long canoeing trip. Advancement skills are reviewed on most campouts. The troop typically camps within an hour of Merrimack, in places such as Camp Carpenter, Beaver Brook, Camp Wanocksett, TL Storer Scout Reservation or similar areas. Scouts are required to provide their own tents. The winter campouts (February-March) usually have a heated-cabin available. Scouts that have learned winter camping skills and have proper clothing are encouraged to build snow shelters or camp in tents.

Parents are expected to transport scouts to/from campouts.

A few important things to remember for Scouts regarding transportation to and from events:

- Permission slips may be required for outings. When used, they must be signed and returned by the date indicated on the form. This is necessary to ensure proper patrol menu planning and to secure transportation.
- Scouts should be sure to carry on their person sufficient money for a meal or snack on the trip if this has been specified on the permission slip. It is not expected for drivers to pay for lunch or snacks.
- Scouts should be careful in the cars—they are guests of the driver. A Scout is Courteous!
- Scouts are discouraged from driving themselves on outings. If a Scout does drive, it is Scouting America policy that other Scouts may not ride with him.
- Scouts that need to arrive late or leave early on an outing must coordinate this with the event leader.
- Candy and electronic devices are prohibited. Scouts do not need cell-phones on outings!

B. OUTING COSTS

The fees for most outings are covered by the troop, but this can vary from year to year depending on the budget and state of finances in the troop. It also depends on the activity itself. High-adventure activities (such as white-water rafting) will most likely have some costs covered by the troop and some covered by the attendee.

For District and Council events, such as the Fall/Spring Camporees, State Jamborees, and Klondike Derby, the troop covers the “early-bird” registration fee for the event. Scouts and leaders are expected to sign-up early for the event to help keep event costs down. If a scout or leader commits to going after the early-bird deadline has passed, that scout or leader is responsible for any remaining registration fee. If a scout or leader pulls out of an event after registration fees have been paid, then the scout or leader is responsible for repaying the troop for that event.

C. SUMMER CAMP PROGRAM

Summer Camp is the major annual activity of the troop. Typically, about ninety percent of the Scouts in the troop attend each year. The camp program runs for 6 days -- starting on Sunday mid-day and finishing on Friday evening or Saturday morning. Please refer to the troop calendar for the date of summer camp.

Griswold Scout Reservation is our Council summer camp. It is located about 60 miles northeast of Merrimack in the town of Gilmanton Iron Works. With over 3500 acres, the camp has developed into one of the finest Scout camps in the Northeast. An outstanding camp staff, quality program, and upgraded facilities have given our troop a super week every year. Camperships are available from Daniel Webster Council and from Troop 15 for Scouts who could not otherwise attend for financial reasons. See the Troop Committee Chairman for details on applying for a campership.

Scouts vote on their summer camp destination each year. In 2025 and 2026, scouts elected to attend June Norcross Webster Scout Reservation in Ashford, Connecticut.

The high adventure trip is for older and more experienced Scouts. These trips take a lot of energy, strength and stamina; (the Scout should be First Class rank or higher and be at least fourteen years old). A one-week trip will typically cover 50 to 60 miles in the mountains or on a river. These trips represent one of the hardest weeks physically that participants may have ever encountered. It is a tremendous boost to a young person’s self-confidence to discover s/he can accomplish it and have fun.

D. GUIDELINES FOR ADULTS ON OUTINGS

- Scouting is for Scouts—let them do the work, plan the trip, cook the meals, etc. Adults attend the outings for safety and guidance.
- Allow the youth leadership to direct the troop or patrol.
- Allow them to make mistakes and learn from them.
- Lead by example: share the preparation, cooking and clean-up, share the work with members of your adult patrol. Model the “perfect” patrol and the Scouts will learn from your example.
- Do not smoke in the presence of Scouts. If you must smoke on an outing, work with the event leader to identify a smoking area away from the Scouts.
- **Alcohol is never allowed at a Scouting event.**
- An adult may not sleep in a tent with any Scout except their own child.
- Be aware of the one-on-one situations that may happen accidentally at an event or outing and do your best to avoid them.
- Enforce the buddy system with the Scouts.
- Enforce the Leave No Trace program with the Scouts.
- On joint outings between the linked units, patrols will tent together in separate areas and maintain single-sex areas. Boys are never allowed in girls tents and vice-versa. The adult leaders will maintain strict area control at all times.

APPENDIX A: CAMPING HINTS FOR THE SCOUT

- Keep your pack and tent organized. Flashlight and rain gear should be the last items packed to be within quick reach without a lot of searching. Always store your gear back in your pack when you are done using it.
- Your tent should be the first and last thing to unpack and pack at campsite. Put it up immediately while you are still fresh and the sun is out. Store your gear inside. Unroll your sleeping bag or bedroll right away too. Take the tent down just as you leave--it will dry while standing and give you and your gear shelter if the weather changes.
- Take care of your tent. It is your home and you are responsible for its upkeep. When entering and leaving the tent the zippers must be opened all the way. Squeezing through only jams zippers and tears fabric. Its best to take your shoes off outside the tent to keep the tent clean. The tent floor will not last if pack frames and gear are dragged along it.
- Set up your tent at home first to be sure you have all your parts.
- After the camp out, set up your tent to air it out before putting it away. This helps to prevent mold from growing within the tent. The same rule applies for your sleeping bag.
- Put your gear in the same place all the time. Same spot in the tent or same place in your pack. Put all your ditty bags and stuff sacks in one sack in your tent. You will easily find them when you repack.
- Put your name on **ALL** gear.
- Use a ground cloth or tarp under your tent, but be sure you tuck all edges under the tent. Otherwise, the tarp will collect all the rain from the tent and funnel it under you. Also make sure there is drainage around your tent--do not put in a depression where water will collect. Make sure the tent is properly staked out to prevent rain from settling on the sidewalls.
- "Ditching" around a tent is not allowed.
- Clean up and put away your gear at night. Most importantly do not leave food out. Never have food/snacks or wrappers within your tent. Animals will chew right through the tent to get to the food.
- If it is raining or snowing—think ahead. Keep all wet things in one corner of your tent.
- Customize your gear—bright cord on zippers to find and grab. Use mini-carabineers to hang and hold gear on tent and pack.
- Carry out your trash—do NOT burn it up in the campfire.

- Zip lock bags are great. You can see what is inside and it keeps things dry. They are also good ditty bags.
- Bring a garbage bag to cover pack and put your gear in. Also, keep wet boots in your tent away from other gear.
- Keep everything pre-packed in your pack between outings. Take out inventories, old food and extra clothing.
- Soap the bottom of cooking pans used over an open fire. It will make the soot easier to remove.

APPENDIX B: PERSONAL CAMPING CHECKLIST

Refer to the Scouts Handbook for further information on camping gear. The activity permission slip usually includes a detailed packing list based on the specific activity.

All personal equipment should be labeled with a Scout's name and "Troop 15."

- | | |
|--|---|
| ☐ Tent with ground cloth | ☐ Compass and Whistle |
| ☐ Sleeping bag with stuff sack | ☐ Personal First Aid Kit |
| ☐ Sleeping pad | ☐ Matches, Firestarters |
| ☐ Plastic trash bag to line sleeping bag and stuff sack | ☐ Pocketknife (with Totin' Chip) |
| ☐ Class A Uniform | ☐ Snacks or Trail food |
| ☐ Complete change of clothes for season and area: Refer to the Scouts Handbook and the permission slip for additional information | ☐ Large backpack or frame pack |

Optional items may include:

- | | |
|---|---|
| ☐ Raincoat or Poncho | ☐ Camera |
| ☐ Warm jacket | ☐ Insect repellent |
| ☐ Hiking boots / water proof boots | ☐ Sunscreen |
| ☐ Wool hat for cool weather | ☐ Ten feet of cord or rope |
| ☐ Extra plastic bags to keep clothing dry or for dirty laundry | ☐ Day pack |
| ☐ Water bottle (filled) | ☐ Camp chair |
| ☐ Headlamp or Flashlight (with extra batteries) | ☐ Watch |

PROHIBITED ITEMS

- Candy, soda, "energy" drinks
- Firearms
- Mobile phone, music players, other electronic devices
- Sheath Knife (or any blade greater than 4 inches)
- Flammable Materials (except matches & fire-starters)
- Butane Lighters
- Alcohol and Tobacco products (Adults: please note)
- Fireworks (any type)

APPENDIX C: PATROL EQUIPMENT

Patrol equipment is packed in a patrol box and normally includes the following:

- | | |
|--|---|
| ☐ Two-burner propane stove | ☐ Cutting board |
| ☐ Propane Tee | ☐ Set of work gloves |
| ☐ Propane Hose | ☐ Set of heat-resistant gloves |
| ☐ Aluminum 3-pot set with lids | ☐ Plastic wash bins (3) |
| ☐ Cast Iron fry pans (2) | ☐ Disposable Drying towels (2)* |
| ☐ Cast Iron griddle | ☐ Matches & lighter* |
| ☐ Large Chef's knife with sheath | ☐ Aluminum Foil* |
| ☐ Cook kit (<i>peeler, big spoon or ladle, fork, 3" knife, 5" knife, can-opener, whisk, tongs, spatula</i>) | ☐ Cleanup Kit* (<i>dish soap, scrub sponge, copper scrub pad, hand-sanitizer, Steramine tablets</i>) |

**These items are consumables that should be checked periodically by the patrol quartermaster.*

Other items used by patrols on campouts:

- ☐ 10-pound Propane tank
- ☐ Lantern
- ☐ Table
- ☐ Pop-up

Patrols are issued camping equipment in Patrol Boxes for the use of the Patrol. The Patrol will appoint a Patrol Quartermaster to oversee the condition and content of the patrol box. The Patrol QM will work with the Troop QM to keep the patrol box stocked for trips. If items are broken or lost, the patrol is responsible for their pro-rata share of their replacement cost.

After each camping trip, the Patrol QM is responsible for a final and thorough cleaning of the patrol box and re-stocking of contents. Patrol QM's should work with the other members of the patrol to clean the various items of the patrol box.

A few instructions on proper care

- Cook pots should be manually scrubbed with hot water and soap to remove excess grease and campfire soot. A dishwasher will not do a thorough wash but can be used once they have been scrubbed.
- Cast iron equipment (griddles and dutch ovens) are to be wiped clean with disposable towels and then wiped with vegetable oil inside and out while warm. If for some reason the oven or griddle is sticky or has food build up, wash it out with mild soap and warm water, rinse, and then dry. Warm the cast iron in the oven or grill, then wipe it with oil as previously described. For normal care, never scrub with harsh detergents or abrasive soap-pads. A very mild scouring pad (i.e., copper pad) should be used to remove rust or baked on food only when necessary.

- Camp stoves need to be cleaned with de-greaser or with hot water and dish soap.
- Patrol boxes must be stored with the lids off to remove moisture.
- No food should be stored in the patrol box. When cleaning the patrol box, take all materials out and make sure there is no food or scraps at the bottom of the box.
- All items in the patrol box **MUST** be completely dry before storing in the box.

APPENDIX D: PLC JOB DESCRIPTIONS

Senior Patrol Leader

- Presides at all troop meetings, events, activities, and annual program planning conference
- Maintains the spirit of the troop and encourages Scout enthusiasm and active participation for all activities
- Chairs the Patrol Leaders Council
- Coaches Patrol Leaders on their duties
- Assigns duties and responsibilities to other leaders
- Assists the Scoutmaster in training new leaders
- Must have been a Patrol Leader or Assistant Senior Patrol Leader
- Must have reached the rank of First Class



Assistant Senior Patrol Leader

- Responsible for training and leading the following junior leaders: Troop Scribe, Troop Historian, Quartermaster, and Chaplain Aide.
- Helps with leading meetings and activities as called upon by the Senior Patrol Leader.
- Takes over troop leadership in the absence of the Senior Patrol Leader
- Performs tasks assigned by the Senior Patrol Leader
- Functions as a member of the Patrol Leaders Council



Troop Scribe

- Gathers information from Patrol Scribes for the troop blog
- Records attendance at each troop meeting, outing and activity
- Publishes minutes of Patrol Leaders Council meetings
- Coordinates with the Troop Committee Secretary on troop website content
- Functions as a member of the Patrol Leaders Council



Troop Quartermaster

- Keeps records of patrol and troop equipment
- Keeps equipment in good repair
- Issues equipment and see that it is returned in good order
- Suggests new or replacement items
- Coordinates with the ASM/Quartermaster on equipment
- Functions as a member of the Patrol Leaders Council



Troop Historian

- Gathers pictures and facts about past activities of the troop and keep them in scrapbooks, wall displays, or information files
- Takes care of troop trophies, awards, and keepsakes
- Keeps information about troop alumni
- Photographs trips and meeting activities
- Assists with troop public relations
- Functions as a member of the Patrol Leaders Council



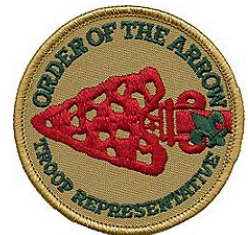
Troop Librarian

- Establishes and maintain a troop library
- Maintains library of merit badge books
- Maintains list of Merit Badge Counselors
- Functions as a member of the Patrol Leaders Council



OA Troop Representative

- Must be an active member of the Order of the Arrow chapter and lodge
- Represents the troop at OA meetings and events
- Reports upcoming OA events to the PLC and troop
- Promotes the OA to the troop, organizes annual OA elections
- Organizes summer camp promotions
- Functions as a member of the Patrol Leaders Council



Chaplain Aide

- Assists Chaplain or religious coordinator in meeting the religious needs of troop members while on activities
- Tells members of the religious emblems
- Functions as a member of the Patrol Leaders Council



Sergeant-At-Arms

- Cares for the Troop and US Flag
- Leads the Color Guard at Troop Meetings and Courts of Honor
- Teaches Color Guard procedure and flag etiquette
- Is responsible for the care and transport of the flags on troop campouts and outings



Bugler

- Keeps track of event schedules at troop meetings and outings and signal the troop with the appropriate bugle call
- Plays bugle calls for flag ceremonies at Court of Honor and troop meeting



Troop Guide

- Helps new Scouts meet advancement requirements through First Class
- Advises patrol leader on their duties and responsibilities
- Attends Patrol Leaders Council meetings with the new Patrol Leader
- Helps Assistant Scoutmaster train new patrol leader when he takes office
- Guides new Scouts through early troop experiences to help them become comfortable in the troop and the outdoors



Den Chief

- Serves as the junior assistant at Cub Scout den meetings
- Meets regularly with the Cub Scout Den Leader to review the den meeting plans
- Prepares the Cub Scouts to join Scouting
- Projects a positive image of Scouting



Junior Assistant Scoutmaster

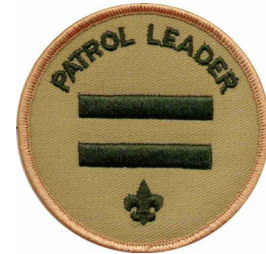
- Functions as an Assistant Scoutmaster
- Performs duties as assigned by the Scoutmaster
- Sets a good example
- Must be at least 16 years old
- CANNOT be responsible for an outing as adult event leader



APPENDIX E: PATROL JOB DESCRIPTIONS

Patrol Leader

- Plans and leads patrol meetings or patrol activities
- Keeps patrol members informed
- Assigns each patrol member a job and helps them succeed
- Displays patrol flag at meetings and activities
- Represents the patrol at the Patrol Leaders Council
- Prepares the patrol to take part in all troop activities
- Supports advancement for the patrol



Assistant Patrol Leader

- Assists the Patrol Leader in:
 - Planning and leading patrol meetings and activities
 - Keeping patrol members informed
 - Preparing the patrol to take part in all troop activities
- Takes charge of the patrol in the absence of the Patrol Leader
- Represents the patrol at the Patrol Leader Council in the absence of the Patrol Leader



Patrol Quartermaster

- Maintains inventory of patrol equipment
- Keeps equipment in good repair
- Suggests new or replacement items to Troop Quartermaster
- Maintains patrol flag

APPENDIX F: ADULT LEADER JOB DESCRIPTIONS

Scoutmaster

- Conducts all activities under qualified leadership, safe conditions, and the policies of the chartered organization and Scouting America
- Trains and guides youth leaders to run their troop
- Guides Scouts in planning the troop program
- Assists with the troop's participation in council and district activities
- Provides guidance and leadership for troop and patrol activities
- Helps the troop committee recruit Assistant Scoutmasters
- Serves as advisor to the Senior Patrol Leader and Assistant Senior Patrol Leader
- Conducts Scoutmaster conferences
- Holds responsibility for all Scout advancement (not advancement record keeping)
- Attends monthly Troop Committee meetings to represent the interests of the program.
- Meets periodically with Eagle candidates to review requirements and monitor progress
- Reports progress of Life Scouts to troop committee
- Attends monthly District roundtable meetings
- Must be at least 21 years old



Assistant Scoutmaster

- Works with the youth leaders in administering troop operations
- Serves as an advisor/mentor to a specific patrol
- Coordinates troop events as requested by the Scoutmaster
- Attends monthly District roundtable meetings
- Must be at least 18 years old



The Assistant Scoutmaster can also take on an additional role as listed below:

ASM – Webelos Recruitment

- Serves as point-of-contact with Webelos Den Leaders of local packs
- Coordinates joint Webelos Den-Troop activities
- Assists in training and coaching of Den Chiefs

ASM – First Year Program

- Supervises the program for First Year Scouts
- Supervises the activities of the Troop Guides
- Works with PLC in scheduling advancement activities for First Year Scouts

ASM – Logistics

- Works with Troop Quartermaster in maintaining troop equipment
- Replenished stock of troop perishables as needed

APPENDIX G: TROOP COMMITTEE JOB DESCRIPTIONS

Committee Chairman

- Presides at monthly committee meeting
- Prepares agenda for troop committee meeting
- Delegates tasks to members of the committee
- Maintains a close relationship with the Chartered Org Representative and Scoutmaster
- Coordinates committee representation at monthly roundtable
- Arranges for charter review with the Unit Commissioner and re-charter the troop annually
- Recruits parents and other adults to serve on the troop committee
- Assists the Troop with properly staffing fundraisers and other special Troop events



Chartered Organization Representative

- Serves as liaison between Troop 15 and the Chartered Organization
- Cultivates resources from the Chartered Organization to support Troop 15
- Encourages troop goodwill and service projects for the Chartered Organization
- Helps recruit troop adult leadership
- Assists with unit re-chartering
- Ensures adult leaders are properly trained and registered



Treasurer

- Establishes and supervise the operation of the troop budget
- Keeps financial records
- Maintains troop funds and pay all approved bills
- Presents the financial report at the committee meetings
- Maintains scout account records



Advancement

- Maintains troop advancement records
- Maintains camping nights for each Scout
- Maintains service project hours for each Scout and reports to District website
- Assists with unit re-chartering

- Purchases patches, awards, and other recognition items at the Scout Store
- Assists Life Scouts with applications for Eagle rank
- Manages the Merit Badge Counselor list, and obtains / renews MB Counselor forms to be submitted at Troop re-chartering

Secretary

- Sends out committee meeting notices
- Keeps minutes of meetings
- Submits articles to the local newspapers on troop news
- Documents special events such as Eagle Courts of Honor
- Organizes and collects thank-you notes to outside individuals, businesses, or organizations that donate to the troop.



Training Coordinator

- Maintains records of training completed by leaders
- Determines the training needs for the troop
- Tracks upcoming training and coordinates with the leaders

Fundraising Subcommittee

- Coordinates fundraising events as needed by the troop budget (e.g., the annual yard sale and annual popcorn fundraisers)

Health & Membership Coordinator

- Collects, reviews, and maintains applications for troop membership (scouts, leaders, merit badge counselors) and enters them into TroopMaster
- Helps Scoutmaster to coordinate recruitment with local Cub Scout Packs
- Collects and maintains Troop Handbook Participation Contracts
- Assists Parents & Scouts to identify and/or understand the Troops support staff and Merit Badge Counselors available to them
- Coordinates and maintains BSA Health Forms for the Troop
- Provides Scoutmaster up-to-date health forms for troop events

Outdoor Events Coordinator

- Maintains Troop Calendar
- Books facilities for troop events
- Arranges car pools for troop events
- Organizes rosters, forms, permission slips, health forms, etc. for major Troop events (i.e. Summer Camp, District Camporee)

Board of Review Coordinator

- Schedules troop Boards of Review as needed
- Recruits committee members to participate on Boards of Review
- Chairs and conducts the Board of Review
- Arranges “mock” Eagle Boards of Review as needed

APPENDIX H: TROOP 15 PARTICIPATION CONTRACT**For The Scout**

My signature indicates that I, _____,
(printed name)

- have read the Troop 15 Handbook,
- will comply with the policies contained within,
- will abide by the Scout Oath, Scout Law, and Outdoor Code, and
- will support the Scout-led, Patrol-Method program of Troop 15.

(Signature and date)

For the Parent

My signature indicates that I, _____,
(printed name)

- have read the Troop 15 Handbook,
- will comply with the policies contained within,
- will abide by the Scout Oath, Scout Law, and Outdoor Code, and
- will support the Scout-led, Patrol-Method program of Troop 15.

(Signature and date)