



**History:** Troop 198 was established in 1961 and is chartered by Church of the Cross in Hoffman Estates. Troop 198 is part of Pathfinder District Northwest Suburban Council. For more information check out our website at <http://web.me.com/rjem>

**Registration & Dues:** The yearly registration fee of \$50 is paid each January. This covers the Registration fees with Council, Boys Life subscription, Leader Training, Merit Badges, etc. For those registered Scouts who join in a month other than January, there is a prorated amount, which includes transfer from another Troop.

**Age Requirements:** A boy must be eleven years old. Or he can be 10 years old and have completed the 5<sup>th</sup> grade, or have earned the Arrow of Light as a Cub Scout.

**New Scout Patrol:** When possible, new groups of Scouts that start at a similar time of year will be placed into their own patrol. They will be trained and supervised by a dedicated Assistant Scoutmaster for New Scouts. An older and high-ranking Scout will be assigned to be the Patrol Guide and act as a “big brother” while these new Scouts gets acclimated to Troop activities.

**Scout Rank:** The initial ranks in Scouting starting with Scout, Tenderfoot, Second Class, and First Class are progressively difficult accomplishments that are the basis of the Scout Handbook. Personal fitness, first aid, camping, & outdoor skills, citizenship, and team spirit are the basic abilities Scouts learn in completion of these ranks. Scouts who regularly attend Troop Meetings and camp outs will finish their 1<sup>st</sup> Class in 1 to 2 years.



Scout    Tenderfoot    2<sup>nd</sup> class    1<sup>st</sup> class    Star    Life    Eagle

**Court of Honor:** This awards Ceremony is held twice a year to recognize and present awards and advancements to the Scouts. Parents and family members should plan to attend.

**Merit Badges:** There are approximately 120 different Merit Badges covering subjects or areas of interest that any Scout of any rank can earn. It is through the completion of Merit Badge experience and Troop leadership that Scouts progress to the ranks of Star, Life, and finally Eagle.

1. The Scout decides on a specific Merit Badge, requests a form with signature from the Scoutmaster, and receives the card with the name of a local adult Merit Badge Counselor.
2. The Scout then contacts the Counselor by phone to introduce himself and find out any particulars that will be required.
3. Upon completion of all requirements the Scout contacts the Counselor again for an appointment to present what he did.
4. The Scout in complete uniform, along with a friend or parent, visits the counselor to complete the badge and get the card signed off.
5. This merit badge card is then turned into the Scoutmaster who removes his portion of the form for advancement records.
6. The Scout keeps the remaining portion as proof of completion.
7. The Scout is awarded the Merit Badge and recognized at the next Court of Honor for having done so.

(Parents should keep all Merit Badge and Scout Rank Cards in a safe place in case records are lost, or misplaced by Council or Troop. This will also help when putting together their Eagle Packet)



**Camping:** Our troop goes camping each month of the year except December and August. These are weekend camping experiences at a variety of camps around the state of Illinois, Wisconsin, Indiana, or Michigan. November through March camping trips are usually cabin camping and other types of indoor outings.

**Summer Camp:** Camp Napowan is located in Wild Rose, WI. There has always been a high level of participation due to the many opportunities and activities that summer camp offers. The boys learn swimming, boating, water skiing, shooting, woodcarving, leatherwork, and so much more. The camp has challenges for all boys and especially suited for New Scouts. Two Adults must be in attendance at all times, but more are needed on the travel days of Sunday and Saturday for transportation.

**Monthly Newsletters:** The newsletter comes out after the monthly Parent's Meeting, which is on the second Tuesday of each month.

**Committee Meeting:** This is the best way for you to have all the information of what is going on in YOUR Troop. All parents are welcome and are encouraged to participate with ideas, concerns or suggestions. The meeting is held on the second Tuesday of each Month, beginning at 7:30.

**Parental Responsibilities:** We would like parents to become involved at the level they feel comfortable. We encourage parents to help on a committee, go as a driver/chaperone for weekend camping, Summer Camp parent, or even to become an Assistant Scoutmaster or Member of the Committee. We encourage all parents to attend the Court of Honors, and any Eagle Ceremony that comes up.

**Fundraising:** We have four fundraisers per year. The proceeds of two of these help fund the Main Troop Fund. The proceeds of the other two goes toward the boys own Troop account to help pay for scouting activities.

## **ADULT TROOP LEADERSHIP**

### **SCOUTMASTER**

(SM) The Adult leader responsible for the image and program of the Troop. The Scoutmaster and the Assistant Scoutmaster work directly with the Scouts. He is there to train and guide the boy leaders, work with other adults to bring Scouting to boys and use the methods of Scouting to achieve the aims of Scouting. At Troop 198 a Scoutmaster must be trained prior to his becoming Scoutmaster.



### **ASSISTANT SCOUTMASTER**

(ASM) Recruited adults to help operate the Troop. Each is assigned specific program duties and reports to the Scoutmaster. They also provide the two-deep leadership required by BSA rules.



### **JUNIOR ASSISTANT SCOUTMASTER**

(JASM) Functions as an Assistant Scoutmaster and is 16 years old but not yet 18. Reports to the Scoutmaster

## **TROOP AND PATROL ORGANIZATION**

The Boy Scout Troop is made up of Patrols. A patrol is a group of 5 to 10 boys who work together and elect their own Patrol leader and Assistant Patrol Leader. Ideally, when organizing Patrols, it is good to ask the Scouts and form Patrols using the best natural “mix” possible while allowing for movement into and out of the Patrols as they advance if need be.

The new Scout Patrol is composed of new members who haven't entered 7<sup>th</sup> grade or earned their First Class Rank. In addition to several regular Patrols, there may be a Patrol composed of older Scouts who have earned their Life or eagle Ranks. Ideally, new Scout Patrols need to be led by a dedicated Assistant Scoutmaster to guide them through the Ranks of New Scout and Tenderfoot.

## THE TROOP'S YOUTH LEADERS

The Troop is actually run by its boy leaders. With the guidance of the Scoutmaster and his assistants, they plan the program, conduct troop meetings, and provide leadership among their peers.

**Senior Patrol Leader-** Top junior leader in the Troop. He leads the Patrol Leader's Council and in consultation with the Scoutmaster, appoints other junior leaders and assigns specific responsibilities as needed.



**Assistant Senior Patrol Leader-** Fills in for the Senior Patrol Leader in his absence. He is also responsible for training and giving direction to the quartermaster, scribe, troop historian, librarian, and instructor.



**Troop Historian-** Collects and maintains Troop memorabilia and information on former Troop meetings.

**Troop Guide** – Advisor and guide to the New Scout Patrol



**Patrol Leader-** Gives leadership to members of his patrol and represents them on the PLC.



**Assistant Patrol Leader-** Fills in for the Patrol leader in his absence.

**Quartermaster** – Responsible for Troop supplies and equipment.

**Scribe** – Troop Secretary.



**Den Chief** – Works with a Cub Scout Den as a guide... ( Training required)



**Junior Assistant Scoutmaster**- A Scout of 16 or older who supervises and supports other boy leaders as assigned.



**Instructor**- Teaches on or more advancement skills to Troop



**Librarian**- Keeps Troop's books, pamphlets, magazines, audio visuals and merit badge counselor list available for use by Troop members

All Scouts are expected to know and adhere to the Scout Law. Any conduct infraction will be addressed by the Scoutmaster, or in his absence, the Assistant Scoutmaster. Repeated offenses may necessitate calling the Scout's parents to pick him up. Remember that meeting in the church is a privilege, not our right.

All Scouts should also remember that respect for others is an important part of Scouting. Respect for all adults, fellow scouts, for one's self, as well as the property of others. Leadership is gained through respect, trust and partnership.

### **DRUG, ALCOHOL, AND TOBACCO USE AND ABUSE**

Troop 198 and the Boy Scouts of America prohibit the use of alcoholic beverages and controlled substances at encampments or activities on property owned and /or operated by the Boy Scouts of America, or at any activity involving participation of youth members, including meetings.

Troop 198 further prohibits any use of tobacco and tobacco products by any youth while under the supervision of Troop leadership. This includes all activities the Troop may be currently engaged in. BSA rules also discourage adults from smoking while in view of scouts.

# TRANSPORTATION

## AUTOMOBILES

It is essential that adequate, safe and responsible transportation be used for all Scouting activities. Because most accidents occur within a short distance from home, safety precautions are necessary, even on short trips.

General guidelines are as follows:

1. Seatbelts are required for ALL occupants.
2. All drivers must be licensed. If the vehicle to be used is designed to carry 15 or more persons (including the driver), the driver must have a commercial Driver's License.
3. An adult leader (at least 21 years of age) must be in charge and accompany the group.
4. The driver must currently be licensed and at least 18 years of age.
5. Drivers at outings must be listed on filed tour permits.
6. Adequate property damage and public liability insurance must be carried.

## **THE ADULT ROLE AT TROOP 198**

**Troop Committee-** Our Troop Committee now refers to its monthly meetings as Parent Meetings and urges all parents to attend. They normally meet the **2<sup>nd</sup> Tuesday of each Month.** They begin at 7:30 p.m. and meet at the Church of the Cross. The Troop Committee includes:

1. **Committee Chairperson** – Organizes the committee so all functions are delegated, coordinated, and completed.
2. **Parents** – Any parent who is interested in being involved with what is going on in the Troop and not having any specific or current responsibility.
3. **Scoutmaster** – responsible for the leadership of the Troop's registered boys and adults.
4. **Secretary** – Keeps minutes of meetings and works with the Newsletter Committee on the monthly newsletter.
5. **Treasurer**- Handles all Troop funds and pays the bills, which the committee authorizes.
6. **Outing/Activites (camping)** – Involves reservations, information, permission slips, tour permits, costs, transportation, etc. for Troop activities. This may be done by more than one parent or **Assistant Scoutmaster.**
7. **Advancement** – Maintains all scout advancement records, arranges Board of Reviews, Courts of Honor, and Merit Badge councilor lists.
8. **ScoutParent** – This person takes responsibility for recruiting either the parents already in the unit or possibly someone in the extended family to help with a task. This way we get more parental involvement and this strengthens our unit. We need everyone to help with some task.
9. **Hospitality**- Arranges refreshments for major Troop events such as Courts of Honor and Scout Sunday.
10. **Membership** – Person to coordinate with Packs for visits, becoming member of the Troop, special Troop/Webelo activities. Collect registration fees.
11. **Misc. Positions.** -These positions are added as needed and usually done on a small term basis. Parents would be recruited to work as a member of the following committees as needed.

\*Fundraisers – Gather information on dates of sale, prices, talk up boys and parents, prepare sales incentives for Scouts, apply for solicitation license from Village, distribute materials to boys, collect orders/money, arrange pick-up and distribution of items.

\*Board of Review – To serve on Board of Review. They would become a registered member of the Parent Committee. The Board of Review occurs on demand when a boy has achieved all requirements for his new Rank. Any parent of committee chair may sit in on a Board of Review, which is coordinated by the advancement chair.