

Troop 9

Parent Information Handbook

St. Gregory the Great
R.C. Church
85 Great Plain Rd.
Danbury, CT.

<http://www.t9danbury.com>

Dear Parents,

It is our pleasure to welcome you to Troop 9 . This packet contains basic information about Troop 9, how it functions, what a scout needs and what you, as a parent, can do to help.

We want to stress to each family that the program at the troop level is still a family program. We need every family to volunteer for one job to help the troop accomplish its goals. The boys have planned their program, will run it themselves and need your help on occasion for driving, administration, etc

The Boy Scout program functions in the outdoors - campouts. This is where the Scout learns and masters the skills worked on in the troop meetings. These are also the skills that the Scout needs for rank advancement. For these reasons, we encourage every Scout in Troop 9 to be a regular camper.

We thank you for your support and we look forward to an exciting year in Troop 9.

Yours in Scouting,

George Murphy
Troop Committee Chair

William Ehli
Scoutmaster

Patrol Method

The Boy Scout program is a boy run, adult guided program. Lord Baden Powell stated:

“The Patrol Method is not *a* way to operate a Boy Scout troop, it is the *only* way. Unless the Patrol Method is in operation, you don’t really have a Boy Scout troop. The object of the Patrol Method is not so much saving the Scoutmaster trouble as to give responsibility to the boy.”

Every Boy Scout troop is made up of patrols, groupings of 6-8 boys who work together as a team. Each patrol elects its own leader. The patrol leaders, with an elected Senior Patrol Leader as their head, form the Patrol Leader’s Council (PLC). It is the PLC’s job to plan and run the troop program.

Each patrol leader represents his patrol on the PLC, and interprets to his patrol the plans and decisions the PLC makes. Patrols have their own meetings, elect their own officers, and plan and carry out their own patrol activities.

Our PLC consists of the following positions: - the web page lists the current scouts in each position

- Senior Patrol Leader -
- Assistant Senior Patrol Leader -
- Patrol Leader -
- Patrol Leader -
- Patrol Leader -
- Patrol Leader -

Balance of Troop youth leadership:

- Troop Scribe -
- Troop Quartermaster -
- Troop Historian -
- Instructors-
- Troop Guides -
- Troop Webmaster

Scoutmaster & Assistant Scoutmasters

It is the responsibility of the Chartering organization to select a Scoutmaster for the troop. This responsibility is charged to the Charter Organization Representative and a selection committee chosen by the representative.

It is the responsibility of the Scoutmaster to select those adults he feels are qualified to hold the position of Assistant Scoutmaster. These recommendations are given to the Charter Organization Representative . The slate of candidates are either approved or disapproved by the Troop Committee.

It is the responsibility of the Charter Organization Representative and the Troop Committee to see that these adult leaders are properly trained in B.S.A. policies, procedures and methods.

Adult Leadership Roster

See Troop Organization for list of current Adult Scouts.

Chartering Organization

The chartering organization is the troop's sponsor to Boy Scouts of America's National headquarters. Our chartering organization is St. Gregory the Great Roman Catholic Church. Our program is part of St. Gregory's overall program of service to the youth of the parish and surrounding community. In

essence, Boy Scouts of America provides the program and services. St. Gregory provides the facilities, adult leadership and uses the program and services.

The chartering organization appoints one adult leader, a registered and trained Scouter, as its representative to our district, Scatacook, and Connecticut Yankee Council.

Chartering Organization Representative: Edmound DeVeaux

Troop Committee

The Troop Committee is a group of adult volunteers who are registered with Boy Scouts of America. The elected head of the committee is the Troop Committee Chairman. The Troop Committee has two responsibilities to the troop.

1. Support the troop program that has been developed and planned by the boys.
2. Handle the administrative aspects of the troop operation.
3. See Troop Organization for list of current parents filing the positions.

Troop Committee Chairman -
Chartered Organization Rep. -
Advancement Chairman -
Troop Treasurer -
Troop Secretary -
Council Relations
Membership/Webelos Transition -
Troop Chaplain -
Outdoor Activities -
Transportation
Fund Raisers -
Publicity Chairperson -
Medical Records -
Hospitality Chairpersons -
Service Project Chairperson-
Special projects and Summer Camp
Adult Advisor QuarterMaser

Uniform Dress

The proper dress for Troop 9 has and will be the official Boy Scout uniform. There will be no substitutes. Each Scout is expected to be in full uniform at every meeting. If uniforms are required for special events, travel and camp outs, the Scout will be notified in advance of the event.

The official B.S.A. uniform consists of the following:

Khaki Shirt - Official B.S.A. khaki Scout shirt with, appropriate rank, including Arrow of Light, Council strip, Unit number, Badge of office and trained strip if appropriate, Red shoulder loops, Quality unit award and Patrol patch sewn on. Check the inside of your son's Boy Scout hand book for correct locations.

Scout Pants - Official green pants with four or six pockets.

Troop Neckerchief - Each new Scout will have a green neckerchief. The troop patch, designed by a member of the troop and approved by the green bar, is sewn on the neckerchief. Cost of the

neckerchief and patch is \$5.00

Merit Badge Sash - To be worn displaying merit badges earned by the Scout. Worn over the left shoulder or folded in half and draped over the belt with merit badges showing.

Scout Shorts - Official green pants with six pockets. When weather permits, to be worn in conjunction with official B.S.A. green socks with red tops.

Hat - Troop 9 baseball cap in forest green.
(The hat can only be purchased from the troop for \$15.00)

Belt - Official BSA web belt.

If you have difficulty in purchasing uniform, please see us. Troop 9 will not deny any boy the Boy Scout program because of financial constraints!

As with all organizations we do have a re-cycle program for uniforms. Contact a leader or Pamela Murphy with your supplies and or needs.

Equipment

Since the Boy Scout program takes place in the outdoors, it is important that each Scout be properly equipped so he may fully enjoy the great outdoors. Listed below is the necessary equipment each Scout needs. If your son is a graduate of the Webelos program from Pack 9 or any other pack, he probably has many of the items listed.

Camping Equipment List

Hiking Back Pack	eating utensils	First aid kit
Ground cloth	Cup	Watch
Sleeping bag	Plate	Space blanket
Sleeping pad	Water bottles	Matches
Sleeping bag liner	Face cloth	Pencil / paper
Flashlight	Small towel	Toothbrush
Extra batteries	Soap (biodegradable)	Toothpaste
Rain gear	Bug repellent	Toilet paper
Compass	Rubbing alcohol	Bandannas
Pocket knife**	Foot powder	
Toten' Chip	Hiking boots	Hat
50 ft.of 3/ 8th rope	100 ft. twine	Lashing rope

Troop policy for knives – **No sheath or serrated knives longer than 3 1/2"

Warm Weather Clothing

Long sleeve shirt	Long pants	Underwear
T-shirts	Hiking shorts	Wool socks
Sweater / light jacket		Sock liners

Cold Weather Clothing

Long sleeve shirt	Wool shirt / sweater	Thermal underwear
Wool / thermal socks	Long pants	Coat / Parka
Insulated boots	Stocking cap	Mittens / gloves (X2)

Troop Equipment- continued

Sock liners

Optional Camping Equipment:

This short list contains equipment that is not needed but which your son may soon ask for as he sees other Scouts acquire and use certain types of gear. Good birthday / holiday gifts.

Backpacking lantern - that uses white gas Candle lantern

Backpacking stove Fuel bottle for white gas

All Troop equipment is provided to the scout for use on a camp out. It will be signed out by the Patrol Quartermaster who will distribute it amongst the Patrol. The Patrol is responsible for equipment issued to it. **Any damage to Troop equipment from neglect or misuse will be the responsibility of the boys using it.** It is the responsibility of the Troop Quarter Master to monitor and inspect Troop equipment and report all problems in a timely manner.

Troop Fund Raisers

The registration funds cover membership in Boy Scouts. That is the magazine "Boys Life" as well as insurance coverage for the Scout. All other expenses are the Troops responsibility. Thus we have two major fund raisers during the year. You are asked to participate in all fund raising activities. Within Troop Nine the profit from the funds raised by each Scout are split equally between the Troop and a Scouts Account. The scout has the right to use the funds for Scouting events by submitting an application to the Treasurer. The applications are available from the Troop Secretary. Upon termination with the Troop the Scout funds can be transferred directly to another Scout Account at another Troop with written request. All funds left in the Scout Account one year after termination from the Troop will be reviewed by the Treasurer and Committee for proper handling.

Commitments to Troop Nine Outings

When you sign yourself or your scout up for a scheduled Troop event where the Troop will commit and have to pay to another organization for your inclusion in the event you are responsible for the entire amount due not just the deposit if a deposit is collected. You can sell your position in the event to another member of the Troop. Any exception to this will require a written request to the Troop Committee for their review.

Scout Merit Badge Signature Cards

The "blue" card that is provided to the Scout at each Court of Honor with the rank advancement or merit badge is the Scouts record of that event and must be kept for future reference. It is recommended that a simple binder like a photo album be created and each signature card be inserted.

Troop 9 Camping Program

Parents are welcome and encouraged to attend camping trips with the troop and observe how the scout learns in the Boy Scout Program. Our camping trips are structured such that each scout has the opportunity to pursue rank advancement and learn basic and advanced scouting skills. In part of these activities, the scout develops the ability to work and function as part of a team in his patrol and ultimately in the troop. The scout has assigned responsibilities including cooking and meal preparation, cleanup, camp set-up and breakdown. This is a good opportunity for a parent to observe how the Boy Scout program works and helps scouts learn and grow. Part of the scouts responsibilities is to break camp at the end of the camping trip. At this time, the campground is put back in order so that only we know that we

have been camping there. This is a shared responsibility of all the scouts. If a scout must leave prior to the official breakdown of the camp, then arrangements must be made for his responsibilities to be carried out prior to departure. The scoutmaster must know in advance if a scout has to leave before the scheduled camp break down. It is highly recommended and encouraged that each scout remain for the entire camping trip.

Of course, parents must be as prepared as the boys when participating in campouts. Knowledge of what equipment and clothing are required for each season, is essential for enjoyment and personal safety. As the boys learn to function using the patrol method, the adults also follow the same structure. Each adult shares in carrying out responsibilities, including food purchasing, cooking, cleaning and camp break down at the end of the camping trip. Typical cost for food per adult during a weekend camping trip is \$10.00. It is Boy Scout policy that the boys tenting arrangements be separate from the adults tenting arrangements. **We strictly adhere to this policy.**

One final item. We also encourage parents to participate on these camping trips as we have need for transporting the scouts to and from the camping trips. If you cannot participate for the weekend, We encourage each family to consider providing transportation.

Purpose:

This document is to assist the Troop 9 leadership, boy and adult, in maintaining and adapting a quality camping program that will meet the needs of scouts at all skill levels.

The camping program, as any other troop program, relies on detailed planning, organization and coordination to insure maximum success. This document is intended as a basic outline and guide for these three functions.

The final planning, organization and coordination is the task of the "PLC. It is the PLC's task to tailor the program to the needs of the unit and the skill levels of the individuals.

Assumptions:

Each Patrol develops its own personality, skill sets and resource pool. It is understood that a troop is a dynamic body and conditions within a Troop can change. It is expected, therefore, that modifications to a program will be required throughout the year. Since there is no set structure or resource group for a Troop, the following assumptions are made for the purpose of this document:

1. There exists a basic core of adult leadership within the unit consisting of at least a scoutmaster, an assistant scoutmaster, a four member committee, and several active parents.
2. All responsible adults have completed a basic level of training in the Scouting program, Scoutmaster Fundamentals, or have equivalent experience in the field.
3. A minimum of two adults who participate on camping trips are fully trained in current Red Cross first aid and CPR techniques.
4. A minimum of three adults will participate on every outing and no greater than a 6 to 1 adult to scout ratio will be maintained at all times.
5. The adult leadership and the "PLC" are sufficiently organized to address the level of the detail required to plan and maintain an effective outdoor program.
6. Parental support is both positive and pro-active.

Approach:

The outdoor program in Scouting presents the greatest opportunity for learning and personal growth, and All Scouts are highly urged to participate in all campouts. Not all scouts joining a unit have had camping experience and not all scouts with several years of active service are well equipped to survive

comfortably and safely in the field. A three tiered program is written here to ensure the new scouts ample time and instruction to become efficient campers, to hone the skills of the members with several years behind them, and to afford the older scouts, who have proven their ability, a more challenging and stimulating program. The tiers are broken down as follows:

1. **Beginners** - 10.5 to 12 years of age. These are the first year scouts who are members of the “new scout” patrols. It is assumed these scouts have little or no experience in the field. The objective is to train them in basic skills required to be a proficient camper.
2. **Campers** - 12 to 14 years of age. This group is in their second and third years of the program. These scouts have completed “basic training” and should learn to be more creative and self-reliant in a wilderness environment. The object is to hone the basic skills and to rely on the environment for tools, equipment and support. It must be stressed that this is not a “survival” program.
3. **High Adventure** - 14 years of age and up. This portion of the program entails added risks to the scouts, therefore, the requirements to participate should not be age alone. Each scout should have a minimum of three years camping experience on the troop level. Camping at the Cub Scout level or family camping will not be included in the three years experience. The scouts should also have demonstrated a reasonable ability in the field and a positive attitude and team spirit. A working knowledge of standard Red Cross first aid and CPR is a must. Other requirements may and should be imposed which relate to specific activities. The objective of this segment of the program is to allow each scout to test their abilities and to promote their self confidence.

The following is a list of steps which may be useful in organizing the patrol for a camping trip:

1. Develop a menu and duty roster two weeks prior to the trip.

- Round robin duty assignments
- Waterproof roster and menu
- Post both menu and roster at campsite for patrol reference

2. Supply and food costs.

- Estimate food costs
- Estimate cost of supplies - cleaning equipment, rope, matches etc.
- Collect contributions well in advance of the trip.

3. Draw equipment from Quarter Mastery.

- List all equipment needed for outing
- Submit list to quartermaster
- Distribute equipment to patrol members

4. Distribution of food and equipment.

- Distribute materials by size and weight of scout
- Minimize weight and bulk where possible
- Hand carried items, where allowed, can be handled by two scouts.

5. Paperwork

- Insure each patrol member has a permission slip at least two weeks prior to departure and turns it in on time.
- Insure each patrol member knows the departure time and place and arrival time and place.
- Insure each patrol member knows the name and location of the camp site and , if possible, a means to contact the unit.

ADVANCEMENT PROGRAM

Preamble to Advancement Program

The Boy Scout advancement program places a series of challenges to a Scout that are both educational and FUN. As a Scout advances, he grows in knowledge and skill to achieve the aims of Scouting.

It becomes the task of the adult leadership to provide the proper environment for advancement. This environment must achieve the following goals:

FOUR STEPS OF ADVANCEMENT

The Scout learns. A Scout learns by doing. Learning helps the Scout grow in his abilities to do his best as a member of his patrol. As a Scout's skills develop further, he is asked to teach others and begin to develop his leadership skills. Remember, never do anything for a Scout that he can do for himself.

The Scout is tested. A Scout is tested on his requirements by selected adult leaders. The Scout is made aware in advance of the testing, what the proficiency levels for each skill are so he is able to properly prepare himself for the test.

A Scout is reviewed. After completing all the requirements for rank advancement, a Scout receives a Board of Review. Tenderfoot, Second Class, First Class, Star, Life and Eagle Palms are conducted by qualified members of the troop committee. The Eagle Board of Review is conducted in accordance with local council procedures.

A Scout is recognized. When a Scout has passed his board of review, he receives recognition as soon as reasonably possible. Formal recognition can be done at a troop Court of Honor. The recognition of Eagle Scout will be held at an Eagle Court of Honor which will be a separate event.

THREE LEVELS OF CONFIDENCE

Self - confidence is developed by measuring up to a challenge or standard.

Peer - confidence is developed when the same measuring system is used for everyone. Everyone must meet the same standard or challenge to receive equal recognition.

Confidence in leaders develop when there is consistency in measurements. Leaders use a single standard of fairness.

We of the advancement committee believe this program meets the above mentioned goals and will deliver to the Scouts of Troop 9 a quality advancement program.

TENDERFOOT TO FIRST CLASS

Each Scout is required to master skills in several areas to advance rank from Tenderfoot to First Class. These skills fall into the following categories:

Outdoor Skills

Physical Fitness

Citizenship

Patrol and Troop Participation

Personal Development

Within each of these broad categories there are several specific skills each Scout must master. These specific skills are spread out over all three ranks, Tenderfoot, Second Class and First Class.

It is the purpose of an advancement program to make sure that the opportunity to learn and master these skills is available to every Scout. Some of these skills can be learned at troop meetings, and many can be learned on campouts and some can be learned by the Scout independent of a troop or patrol function.

It becomes important for each Scout to be a regular camper. Being a regular camper will insure that the Scout will advance rank on a regular basis. The adult leadership of Troop 9 encourages every Scout to be a regular camper as well as a regular at troop meetings.

All requirements are listed in the Boy Scout Handbook. Each Scout is to be his own recordkeeper. It is the Scout's responsibility to have his handbook at meetings and troop and patrol functions. It is the Scout's responsibility to seek out the knowledge, master the skill and have an authorized adult leader sign off the requirement in his book.

It is the adult's responsibility, along with the Green Bar, to provide the program, the opportunity and the encouragement to advance.

FIRST CLASS - STAR - LIFE - EAGLE

In order to properly track each Scout in Troop 9, a comprehensive advancement plan from First Class rank to Eagle rank must be in place. The following plan will be used to cover these ranks:

By utilizing the Scoutmaster Conference in an expanded format, each Scout obtaining the rank of First Class will do the following:

1. Plan a course of action for earning the necessary merit badges for Star, Life and Eagle.

Each Scout will write out a plan for merit badges to be earned at each rank level. Each Scout will go over his plan with the Scoutmaster or his appointed designee for final approval. A copy of this will be kept with the Advancement Chairman of the Troop Committee and the Scoutmaster for future conferences and Boards of Review.

2. Plan a course of action for obtaining the necessary leadership for Star, Life, and Eagle.

Each Scout will write out a plan for the leadership role(s) that he desires. Each Scout will go over this plan with the Scoutmaster. This will allow a realistic appraisal of the Scout's leadership potential. This will also allow each Scout to understand the various leadership roles and how scouts are selected to fill these roles. This plan will be kept on file with the Advancement Chairman and the Scoutmaster for further reference during conferences and Boards of Review.

3. Plan a course of action for obtaining the necessary service hours for the ranks of Star, and Life.

Each Scout will write out a plan to complete the required number of service hours for each rank. Each Scout will be directed to the Community Service chair of the Troop Committee as to available tasks. Each service project must be approved by the Scoutmaster or his designee before the service can begin. A copy of the plan will be kept on file with the Advancement Chairman and the Scoutmaster for further reference during conferences and Boards of Review.

Rank Advancement

Leadership Worksheet

The following leadership positions exist in Troop 9. Listed with the positions are the requirements for these positions as set forth by the Green Bar.

Elected Leadership Positions

Patrol Leader -elected position by Troop 9 membership with the following qualifications:

- First Class rank - minimum
- Den Chief service - one year
- 2 years of active membership in Troop 9 - minimum
- Experienced camper and proficient in basic Scout camping skills
- Regular camper
- Exhibit the following leadership skills:
 - Maturity level
 - Good listening skills
 - Good organizational skills
 - Ability to communicate with other Scouts
 - Have the respect of his peers
- Demonstrate Scout Spirit by living the Scout Oath and Law in your everyday life.

Senior Patrol Leader - elected position by Troop 9 Scouts with the following qualifications:

- Star rank - minimum
- Den Chief service - one year
- Patrol Leader service - one year
- 3 years active membership in Troop 9 - minimum
- Attend at least one Troop 9 Junior Leader Training Conference
- Experienced camper and proficient in basic and advanced scouting skills
- Regular camper
- Proven record of leadership within Troop 9
- Demonstrate Scout Spirit by living the Scout Oath and Law in your everyday life.
- Was not the Senior Patrol Leader the prior year

Appointed Leadership Positions

Assistant Senior Patrol Leader - appointed position by the Senior Patrol Leader with the consent of the Scoutmaster. Qualifications are the same as Senior Patrol leader.

Den Chief - appointed position by the Scoutmaster and Assistant Scoutmasters
First Class rank - minimum

Scribe - appointed position by the Senior Patrol Leader with consultation of the Scoutmaster. First Class rank - minimum

Quartermaster -appointed position by the Senior Patrol Leader with consultation of the Scoutmaster.

Historian - First Class rank - minimum
appointed position by the Senior Patrol Leader with consultation of the Scoutmaster.

Librarian - appointed position by the Senior Patrol Leader with consultation of the Scoutmaster.

Bugler - appointed position with audition by the Scoutmaster with consultation of the Senior Patrol Leader.

Chaplain Aide-appointed position by the Senior Patrol Leader with consultation of the Scoutmaster.

Instructor - appointed position by the Scoutmaster with consultation of the Senior Patrol Leader.
First Class rank – minimum Proven proficiency in several Scouting skills.

Troop Guide - appointed position by the Scoutmaster with consultation of the Senior Patrol Leader with

the following qualifications:

- Star rank - minimum
- Den Chief service - one year
- Patrol Leader service - one year
- 3 years active membership in Troop 9 - minimum
- Attended at least one Troop 9 Junior Leader Training Conference
- Experienced camper and proficient in basic and advanced scouting skills
- Regular camper
- Proven record of leadership skills
- Demonstrates Scout Spirit by living the Scout Oath and Law in your everyday life.

Junior Assistant Scoutmaster -appointed position by the Scoutmaster and Assistant Scoutmasters.

- Star rank - minimum
- Age - 16 years to 18 years
- 3 years active membership in Troop 9 - minimum
- Attended at least two Troop 9 Junior Leader Training Conferences
- Den Chief service - one year
- Senior Leadership service - one year minimum
- Proven record of leadership
- Experienced camper in basic and advanced scouting skills
- Regular camper
- Demonstrates Scout Spirit by living the Scout Oath and Law in your everyday life.

Star Rank Leadership

The first level of leadership in Troop 9 will be the Den Chief position. You will be assigned to a den in Pack 9 or other surrounding Pack's. You will attend Den Chief training as offered by Connecticut Yankee Council. You will be expected to serve one full year as a Den Chief even though Star rank only requires four months of leadership. The balance of your leadership as den chief will be credited to your Life rank advancement.

Life Rank Leadership

You may desire to serve in any one of the above mentioned leadership positions. Your ability to demonstrate to your peers your leadership ability will determine whether you obtain your leadership goals. Eligibility for patrol leader and senior patrol leader will be determined by the Scoutmaster, Assistant Scoutmasters and the Green Bar. These positions of leadership will be determined by an election at least once per year. The vote of Troop 9 membership will be final.

You will need six months of leadership for the rank of Life.

Eagle Rank Leadership

You may serve in any one of the above mentioned leadership positions. Your term of leadership service will be six months after obtaining the rank of Life. Be advised that Patrol Leader and Senior Patrol Leader are elected positions with specific qualifications. Your eligibility will be determined by the Scoutmaster, Assistant Scoutmasters and the Green Bar. Elections will be held at least once per year. The vote of Troop 9 will be final.

All other leadership positions will be appointed by the person or persons listed in the job descriptions.

Each Scout in a leadership position is expected to obtain the appropriate training as offered by Troop 9, Connecticut Yankee Council or Boy Scouts of America.

Eagle Rank

Procedure with Regard to Contacting the District Advancement Chairperson

Scouts and leaders may call my home phone 203-797-1871 which has an answering machine on 24 hours a day. I can retrieve messages and get back to the caller as soon as possible. Soon I will have a fax machine installed and will advise you when it is active. I number to call you back, try to use this in a rush situation only. Pager 1-860-820-6342.

Procedures for Eagle projects will change in that our Council office is requesting that **ALL** District Advancement Chairpeople will review the **Final** package and then send the Eagle Application **ONLY** to the Council office. Neither the Scout nor the Scoutmaster is to bring the package to the council office. The council office will check the application and then send it back to the advancement committee with approval for a board of review. This, will, we hope expedite the process.

When the Scout brings the final package to us for approval, we are requesting an extra copy of the application, report, and the requirement 6 letter. **DO NOT PHOTOCOPY PICTURES, INVOICES, OR LETTERS OF THANKS.**

Eagle Rank Procedures

Upon confirmation of obtaining the rank of Life, the Scout will be sent a "Life to Eagle" packet from council. This packet must be read by the Scout and his parents thoroughly. Each Scout obtaining the rank of Life will be assigned an Eagle advisor by the Advancement Chairman and the Scoutmaster. Each Scout will meet with the Scoutmaster and his Eagle advisor the review the requirements and procedures for obtaining the rank of Eagle.

The three main areas of concentration are:

Merit Badges

Leadership

Eagle Project

The areas of merit badges and leadership have been covered previously. Reference to the worksheets may be in order.

Eagle project

The Eagle Project is the most difficult and complex area of the three areas of concentration. A complete understanding of the policies and procedures by the Scout and his parents are essential. Any misunderstanding can lead to major delays or denial in the Scout obtaining his Eagle Board of Review and ultimately his Eagle rank.

The Eagle Project is a boy developed program!!!!!!!!!!

The purpose of the project is for the Scout to **"plan, develop, and give leadership to others in a service project helpful to your religious institution, school or community."** Adult leaders and parents are not to do the project for the Scout. Parents who try to assist by doing various aspects of the Eagle Project for their son are committing a grievous error. This type of help will come out during the Eagle write up or the Board of Review and could cause the denial of the rank of Eagle.

Eagle Project Proposal

Each Life Scout will complete the following action plan to receive project approval:

1. Develop at least two (2) Eagle project concepts. The Scoutmaster and the Troop Advancement Chairman are sources of potential projects. Projects should be directed towards helping the community, sponsor organization, church or school. It may not be a "for profit" organization. **Write all ideas in a marble notebook or similar record book. Use this book throughout the project so that all information is recorded and preserved in a single source. Use the terminology: "I instructed..., I told..., Joe arrived at 8:30 on March 23 and I instructed him to..."**
2. Discuss the two concepts with the Scoutmaster and receive his verbal approval to proceed with one.

It may be necessary for the Scoutmaster to discuss the concepts with the District Advancement Chairman before granting approval to the Scout.

3. After the Scoutmaster's approval, the Scout will be assigned to and meet with his Eagle advisor and begin to research and write a complete Eagle Project proposal. The project proposal will include:
 - a) Project concept
 - b) Beneficiary of the project
 - c) Reasons for benefit
 - d) Signature of person in charge of group benefiting from project
 - e) Planning details which must include:
 - 1) present condition
 - 2) method
 - 3) materials used
 - 4) project helpers
 - 5) time schedule for completion
 - e) Letter (s) of those people or businesses donating materials for the project.

The total format is included in the project worksheet. Please refer to this worksheet. **Please note that the Scout, Troop and parents may not purchase any materials to be used on the project. It is the Scout's job to have all materials donated. If a fundraiser is needed, then the District Advancement Chairperson must approve the event. It is recommended that the scout uses terms that are approximate and be a little vague. There is no criteria for time limits (e.g., 80-120 hours). Safety is important!**
4. After the proposal is ready, by agreement of the Scout and his advisor, it comes to the Scoutmaster for his approval and signature. This step must include the signature of the beneficiary.
5. After receiving the Scoutmaster's approval, the proposal is taken to the Troop Committee by the Scoutmaster for the committee's approval. The signature of the Troop Committee Chairman is required.
6. After the Troop Committee approves the proposal, the Scoutmaster will hand deliver the proposal to the District Advancement Chairman for his/her approval. Upon receiving the District's approval, the Scout may proceed with the actual project. Part of the purpose of the review process is to insure that the project is not taking a job away from someone.

At any time during steps 4,5 and 6, the Scout may be required to re-write part or all of his proposal. This is not an uncommon occurrence. Re-writes are caused by insufficient information, poor grammar, poor sentence structure, poor spelling or improper format. These three levels of approval provide a system of checks that ensure a quality project worthy of the title "Eagle Project".

Actual Project Implementation

Upon approval of the District Advancement Chairman, the Scout may proceed with his actual project. the Scout must keep an accurate log of the project's progress. An accurate record of each scout's participation must be kept (Scout, Date, time started, time ended). The Scout must communicate with his Eagle advisor during the project's progress. This communication is very important. Each Eagle advisor has been trained in the proper procedures for Eagle. Any questions the Scout has will be answered by his Eagle advisor.

If during the course of the project, a change needs to be made, project work must stop. Any and all changes must be approved in writing by the District Advancement Chairman. Failure to submit the written changes and receive approval could cause the entire Eagle project to be rejected by both the District and Council levels. This has happened in the past and right in our own troop !!!!

Upon successful completion of the project, the Scout must secure a letter of completion from the organization the project benefits. There must also be a signature on the Eagle application document.

Eagle Application

When the Scout has completed all 21 merit badges and his Eagle project, the process of completing the Eagle Scout application begins. There will be no signatures or dates placed on the application prior to completion of the above mentioned items.

A meeting with the Scout, the Scoutmaster, the Eagle Advisor and the Troop Advancement Chairman will take place at the earliest convenience of all. During this meeting, a rough copy of the Eagle application will be filled in. All dates for Boards of Review and merit badges must be verified. The leadership positions the Scout has held since obtaining the rank of Life must also be verified.

When all dates, ranks, merit badges, and leadership positions have been verified, the Scout will fill out the formal Eagle application. It will be in the best interests of the Scout if this document is typed. Handwritten documents at this level of Scouting present a poor and hurried impression. That is not the impression an Eagle candidate wants to make.

It is the Scout's responsibility to see that all the correct signatures have been obtained.

Filing the Application

It is the Scout's responsibility to file his Eagle application with The District Advancement Chairman. The

application will be checked for accuracy, form, spelling, grammar, syntax, and proper chronological order. It is possible that the application will be returned to the Scout to re-write some aspect of the application. When the application has passed the inspection, the District Advancement Chairman will schedule an Eagle Board of Review as soon as possible. Both the Scout and the Scoutmaster will receive a call notifying them of the date, time and place of the Eagle Board.

Eagle Board of Review

The Eagle Board of Review is the final step in the Eagle Trail. The Scoutmaster or his designee will introduce the Eagle candidate to the Board. The introduction will include highlights of the Scout's career in Troop 9 and any Scouting experience from a previous troop.

After the introduction, the Scoutmaster will leave the board and it will be the Eagle Scout candidate and the board members. A typical Eagle board takes approximately 90 minutes. The candidate will be asked many questions about his project; his various leadership positions, his outlook on life, career goals, current local, state, national and international events as they pertain to Scouting. These questions are asked to have the candidate think about what he believes in, what Scouting means to him and how it has helped shape his life.

When the board is finished, it will caucus and come forth with a vote. The Board must vote unanimously for the Scout to be an Eagle. If one member votes nay, the Scout will be denied Eagle. If this occurs, the board must tell the Scout why he is being denied. An appeal process is available if needed or desired.

Upon a successful board of review, the Eagle application will be sent to BSA National in Irving, Texas for validation. From Texas will come the Eagle regalia and application and all other pertinent papers. This entire process takes about eight (8) weeks. Council office will notify the Scoutmaster or Troop Advancement chairman when all materials arrive. These materials must be picked up by the Scoutmaster or the Troop Advancement Chairman and **no one else**.

Eagle Court of Honor

When the Scout has passed his Eagle Board of Review, planning can begin for the Eagle Court of Honor. The Scoutmaster will meet with the Scout and his family to plan the Court.

The following steps will take place at the meeting:

1. The Eagle Court date must be planned no sooner than eight (8) weeks after the Eagle Board. This will allow National the appropriate time to mail all materials.
2. Troop 9 will convene and run the Court. Our Eagle ceremony has several traditions that are maintained from Eagle Court to Eagle Court. The Eagle Court usually takes place at St. Gregory's Church. If another site is desired by the Scout and his family, Troop 9 will make every effort to accommodate the request.
3. The reception after the Court is the responsibility of the Scout and his family. The reception can be scheduled for the gym at St. Greg's. Troop 9 will assist in the scheduling. Eagle plates, cups, napkins and table cloths are available at the Council office. Families are urged to call Council in advance to make sure these items are in stock. If not, they must be ordered through the Council office.
4. Invitations to the Eagle Court are the responsibility of the Scout and his family. Invitations may be purchased at the Council office. Families are urged to call the Council office in advance to make sure Eagle invitations are in stock.
5. All elected officials from our local Danbury government to the President of the United States will be contacted by the troop committee for appropriate letters and citations.
6. Programs for the Eagle Court will be the responsibility of the parents. Program covers are available from Council. As with all Eagle material, Council must be contacted in advance. Items may have to be ordered from National supply. The appropriate program order of events and honored guests will be given to the parents by the troop.

Board of Review

There shall be a board of review briefing or overview for all members of the troop committee before the institution of any new advancement procedures. This applies to all aspects, but with particular regard to boards of review. New committee members will subsequently be advised to the procedures by the Advancement Chairman prior to sitting on a board of review.

The members of the troop shall be advised of the board of review procedures prior to any implementation of new procedures. Thereafter, new Scouts will be advised of board of review procedures upon entering the troop.

Boards of review must be scheduled in advance through the Advancement Chairman. The proper procedure will be for the Scout to advise the Assistant Scoutmaster for Advancement that he is ready for his Scoutmaster Conference. The Scout, upon review of his handbook, will ask the Scoutmaster for a conference. Upon completion of the Scoutmaster conference, the Scout will request a board of review through the Troop Committee Advancement Chair. Boards of Review will only be scheduled with advanced notification, so that proper board representation can be assured. Exceptions may be allowed on rare occasions so as not to adversely effect a Scout's enthusiasm for advancement.

Boards of Review for the ranks of Star and Life may be scheduled on nights other than troop meeting nights, at the desecration of the Advancement Chairman. This optional scheduling will allow the troop program to continue without interruption, as Scouts pursuing these ranks are often members of the PLC and are needed to run parts of the troop meeting. Optional scheduling also allows the board to be properly organized and will allow a more relaxed format. While the convenience of the members of the board shall be taken into account when scheduling, it should never be done at the inconvenience of the Scout. The forgoing notwithstanding, boards of review may still be scheduled on troop meeting nights if practical.

There shall be specific minimum representation on each board of review and suggested representation, according to the rank being reviewed. Representation is as follows:

Rank	Minimum	Suggested
Tenderfoot Second Class	2 members	3 members
First Class Star Life	3 members	4 members

All Scouts going into a board of review must be in **full** Class A uniform, which includes, belt, socks, hat, merit badge sash etc. The Scout will be turned away without his review if he isn't in complete full uniform. A rescheduling of his board of review will be required if turned away.

Each board of review, by rank, should have specific time frames. While every board is different, based upon the Scout and the board, each board of review should be similar in the amount of time spent on a given rank. The suggested time frames are as follows:

Rank	Time
Tenderfoot	10 - 15 minutes
Second Class	15 - 20 minutes
First Class	25 - 30 minutes
Star	40 -45 minutes
Life	45- 60 minutes

Boards of review shall be consistent in their style from one Scout to another and one board to another. Towards that end, the advancement chairman in his briefings of new board members will instruct them as to observe certain guidelines in reviewing Scouts. Some key points are as follows:

1. First and foremost is to understand that the board is not a retesting of the Scout on specific skills learned.
2. The board should ask questions that attempt to determine the Scout's perspective on Scouting. There should be less concern with minor details and more concern with the broad or big picture.
3. 40% or more of the questions should be aimed at determining the Scout's view of the troop, his patrol, and Scouting as a whole. Questions that relate Scouting to life in general are particularly appropriate.
4. 40% or fewer of the questions should deal with skill or task related areas. Such questions should not be "right from the book" but more practical in nature, challenging the Scout to think rather than recite. This is only a cross check on our own skills development program, not a validation of the individual Scout's skills.
5. At least 20% of the questions asked should be aimed at making the Scout think about living the Scout Oath and Law. Duty to God should not be overlooked in this process, as it continues to present problems to Scouts at the Eagle Board of Review time when they have not previously been challenged in the lower rank boards of review.

Training Scouts

The training of boy leaders should never be overlooked or taken for granted. A systematic training program must be in place to constantly address the ever changing leadership needed of a troop. The following leadership positions exist in Troop 9:

Den Chief
 Patrol Leader
 Instructor
 Troop Guide
 Troop Quartermaster
 Troop Scribe
 Assistant Senior Patrol Leader
 Senior Patrol Leader
 Junior Assistant Scoutmaster

Training

Den Chief - to be trained by the Connecticut Yankee Council training staff when offering Den Chief training on a council-wide level. If council training is unavailable, one on one coaching by a member of the troop training staff will be offered.

Senior Patrol Leader - to be trained by the Scoutmaster of Troop 9. Scout will attend the troop Junior Leader training conference offered each year. It is imperative that the SPL attend the training.

Patrol Leader - to be trained by the Scoutmaster and Assistant Scoutmasters of Troop 9. Scout will attend the troop Junior Leader training conference offered each year. It is imperative that the patrol leaders attend the training.

Head Instructor - to be trained by the Advancement Chair and Assistant Scoutmaster for Advancement of Troop 9. Scout will attend the troop Junior Leader training conference offered each year. .

Troop Guides - to be trained by the Scoutmaster and Assistant Scoutmaster in charge of new Scout patrols. Scout will attend the troop Junior Leader training conference offered each year.

Troop Scribe - to be trained by the Assistant Scoutmasters in charge of the camping program. Scout will attend the troop Junior Leader training conference offered each year.

Troop Quartermaster - to be trained by the Assistant Scoutmaster in charge of the camping program. Scout will attend the troop Junior Leader training conference offered each year.

Training Concentration

1. Patrol method - learn what the patrol method is and how to use it.
2. Communications - learn how to exchange ideas and opinions with peers.
3. Team work - learn that each person must contribute for the whole to succeed.
4. Leadership styles - learn the six styles of leadership and when to use them.
5. Chain of command - understand the structure of the troop from scout to scoutmaster.
6. Problem solving - learn how to deal with difficult situations in a positive manner.
7. Planning - learn how to properly prepare for meetings, events and special situations.
8. Teaching - understand how to pass on the knowledge gained to those who need to know.

A manual has been developed to train each Scout in his leadership position. This manual has been developed specifically for Troop 9 by the adult leadership of the troop. Many of the areas and styles covered have been tailored to suit the troop's method of operation and standard of excellence. This manual is used in conjunction with the BSA Junior Leader Training manual.