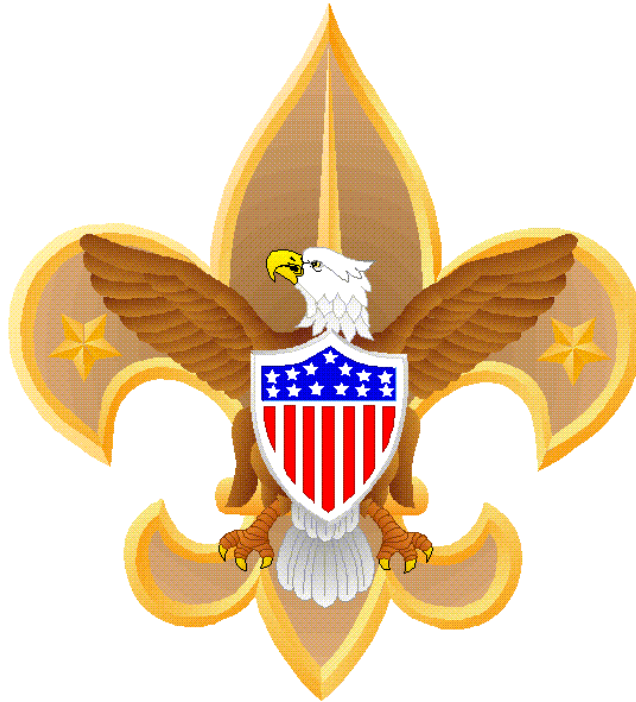


# Troop 24

## [4024B & 4024G]

### Parent Handbook



## Troop 4024

[www.troop24.wiltonscouts.com](http://www.troop24.wiltonscouts.com)

Position	Committee Chair	Scoutmaster 4024B	Scoutmaster 4024G	New Member Coordinator
Name	Linda Baker	Dave Hoffman	Shelley Duell	Jean Tranchina
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Dear Parent,

[Welcome to Troop 4024.](#) We're glad to have you and your family with us. We hope that you and your Scout(s) will find our Scouts BSA troops to be great fun as well as helpful in developing character, citizenship, and fitness. Watching your youth's Scouting fun and progress is an opportunity we know you wouldn't want to miss.

Scouting is very much a family program, but the role of adults in the troop is quite different from the adult role in the Cub Scout pack. In Scouts BSA troops, the adult is "behind the scenes" so that the Scout has the chance to develop the skills and leadership that come only with direct practice. Scouts plan the program, run the meetings, and direct the activities. Sometimes that means that a gathering may not look organized or structured; adults may be watching from the sidelines rather than appearing to be "in charge." We hope you'll accept that as necessary and important (unless, of course, there is a safety issue involved).

A great deal of adult support is needed, however. We hope that you will volunteer to help in your choice of support roles — providing transportation for activities, helping to supervise camping trips, helping with troop recognition events, being part of advancement boards of review, counseling one or more merit badges, helping maintain troop equipment, attending troop committee meetings, etc.

This [Parent Handbook](#) provides a brief overview of Scouts BSA and Troop 4024 and attempts to answer many of the questions you may have about Scouting and the activities of Troop 4024.

***Please note that there are two versions of Troop 4024: Troop 4024G for girls and Troop 4024B for boys. The two troops are "linked" – i.e., they are overseen by the same committee and the same chartering organization. The information in this guide applies to both troops.***

Please feel free to contact us if you have a question, would like to help, volunteer, or would like to talk over your Scout's progress.

***Linda Baker***  
***Committee Chair***

***Dave Hoffman***  
***Scoutmaster (4024B)***

***Shelley Duell***  
***Scoutmaster (4024G)***

***Jean Tranchina***  
***New Member Coordinator***



## Welcome

Welcome to Troop 4024 (“Troop 24”) based in Wilton, New York. This “Quick Start” guide is designed for new Scouts and their parents to provide an overview of our Troop, our history and philosophy, and what to expect as you begin (or continue) your journey in Scouting.

## Who Can Join?

Youth membership in Troop 4024 is open to **all** youth who are at least age 11 (**or** who have completed fifth grade **or** who are at least 10 and a half and have earned the Arrow of Light) and are not yet 18, regardless of race, religion, or country of national origin. All members must be willing to follow the Scout Oath and Law. It is important to note that Scouting is a non-denominational program with respect to religion, and special care is taken to ensure this.

## Scout Oath and Law

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### 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

Loyal

Helpful

Courteous

Kind

Obedient

Cheerful

Thrifty

Brave

Clean

and Reverent

*(and Thankful)*

## About Troop 4024

Troop 24 was founded in 1954. The Troop's charter (sponsoring) organization is the Dorothy Nolan Home School Association (HSA). We are a member of the Turning Point District, which is in the Twin Rivers Council. Troop 4024 was one of the first units to found and establish a troop for girls in March of 2019. The 4024 Troops (4024B and 4024G) are mid-sized Scout Troops with a range of age and experience among their members. They are large enough to provide diversity in activities and programs but small enough to provide a high degree of interaction among all members of our troops.

The objective of both troops is to develop character, leadership skills, citizenship and personal fitness in each of our Scouts as they strive to follow the Scout Law and live by the Scout Oath. Both troops will meet this objective through a fun, exciting, and varying outdoor program, educational weekly meetings, community service opportunities, and the Scouts BSA advancement program.

Troop 4024 has always featured a balanced year-round outdoor program incorporating backpacking, high adventure, hiking, biking, water activities (swimming, canoeing, kayaking), and traditional camping. The aim for both troops is to provide a range of age-appropriate activities for all of our Scouts. Our goal in our outdoor program is to have a minimum of one to two outings per month.

Troop 4024 recognizes that all of our Scouts have differences in their abilities. Youth with physical disabilities and developmental or cognitive challenges are welcome in Scouting BSA, and every effort is made to accommodate their needs.

## Troop 4024 strives to achieve the Aims of Scouting

### *Character Development, Citizenship Training, and Personal Fitness.*

Our tools to achieve these goals are the Methods of Scouting:

- **Ideals** – spelled out in the Scout Oath, Law, Motto, and Slogan
- **Advancement** – enabling Scouts to advance in rank and to earn Merit Badges at their own pace
- **Leadership Development** – providing opportunities for Scouts to participate in leading their unit
- **Association with Adults** – enabling Scouts to learn from positive role models
- **Outdoor Program** – activities that enable Scouts to gain appreciation for their environment
- **Patrols** – formation of Scouts into small groups where they work together as a team to conduct Troop activities
- **Personal Growth** – enabling Scouts to grow by progressing toward their goals and by doing “Good Turns” for others
- **Uniform** – making Scouts visible as a force for good in their community

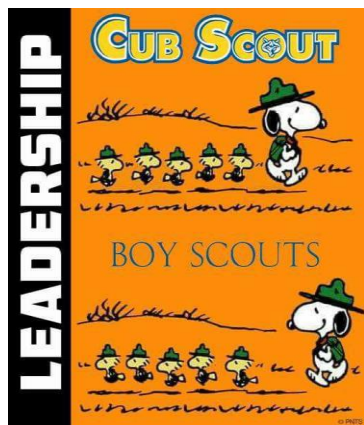
Upon completion of crossing over from Arrow of Light to Scouts BSA and after attending two to three Troop 4024 meetings, you will be provided with a copy of *The Boy Scout Handbook* or *The Scouts BSA Handbook*. This is your guide through your entire career in Scouting. Both Scouts and parents should read the “Introduction” and “Leadership” sections. Scouts must learn the Scout Oath and Scout Law. There are two versions of the handbook, with the same information and requirements but with one showing female participants (*Scouts BSA Handbook*) and the other (*The Boy Scout Handbook*) showing male participants.

## What are the primary differences between Cub Scouts and Scouts BSA?

**Youth Led:** It is pretty simple: Cub Scouting is led by adults; Scouts BSA is led by the Scouts.

**Cub Scouts:** Adults plan and conduct the meetings and promote advancement, teamwork, fun and character-building.

**Scouts BSA:** Scouts develop and execute meeting plans, outdoor activities, and the Troop's annual plan. Adult leaders mentor and develop Scouts in leadership roles, assure safety and help guide the overall program.



Troop 4024 strives to be youth led. In the process, it doesn't always look as organized or successful as if adults were running things, but Scouts learn from their mistakes, understand how to function as a team, and develop valuable leadership skills.

This difference (moving from adult led to youth led) is often one of the most challenging concepts for new Scout parents as their Scout transitions from the pack to the troop. When you see Scouts struggling a bit, or not doing a job as well as you know that YOU could do it, resist the temptation to do it for them. Let the successes be theirs as much as possible, as well as the learning that comes from those temporary setbacks.

**“Train ‘em, Trust ‘em, Let ‘em Lead!” Lord Baden Powell (founder of Boy Scouts of America)**

**Rank Advancement:** In Scouts BSA, advancement is at the pace of the individual Scout versus Cub Scouts where rank advancement is based on age or grade. For example, even if a Cub Scout did not earn the rank for his age, he moves to the next one as his den moves.

In the troop, advancement is individual, not by patrol. The ranks are Scout, Tenderfoot, Second Class, First Class, Star, Life and Eagle. Scouts work at their own pace. For example, a 13-year-old in the Flying Squirrel Patrol might be a Life Scout while a 15-year-old in the Flying Squirrel Patrol is still a Star Scout. A Scout cannot advance to the next level until completing all requirements of the rank.

It is recognized that all of our Scouts have differences in their abilities. Youth with physical disabilities and developmental or cognitive challenges are welcome in Scouting BSA. Scouting allows modifications to rank advancement requirements where appropriate for a Scout's abilities. A Scout in a wheelchair, for example, may meet the Second Class requirement for hiking by “wheeling” to a place of interest. Allowing more time and permitting special aids are also ways leaders can help Scouts with disabilities make progress. Modifications, however, must provide a very similar challenge and learning experience for the Scout.

## We Utilize the Patrol Method and hold Troop Elections

Troop 4024 follows the “Patrol Method” for organizing and training our Scouts. Patrols are the building blocks of a Scout Troop. A patrol is a small group of Scouts who work together as a team, learn and develop skills as a group, and jointly share the responsibility for the patrol's success. They gain confidence

by serving in positions of patrol leadership. All patrol members enjoy the friendship, sense of belonging, and achievements of the patrol and of each of its members.

Scouts are placed into patrols, each patrol consisting of typically 4 to 8 Scouts with a mix of ages. New Scouts bridging over to our Troop in the spring are placed in one or more “New Scout Patrol(s)” with senior Scouts serving as guides also known as “Troop Guides”. Patrols elect their Patrol Leader (PL), choose their unique patrol name and patch, and design and make their patrol flag. The Troop is led by a Senior Patrol Leader (SPL) and guided by the Scoutmaster. The SPL is typically a more senior and experienced Scout.

Scouts may choose to run for leadership positions within their Patrol or within the overall Troop. Elections for leadership positions are held every six months. The term for most positions is six months, but the term for SPL may be extended to a year to provide greater continuity in leadership. The troop for girls and the troop for boys will elect separate leadership.

As a youth led troop, the Scouts plan their upcoming meetings, as well as their outings/activities. This planning takes place in a Patrol Leaders Council (PLC) meeting. This meeting is held monthly and is led by the SPL. The primary participants are the SPL, the assistant SPL, and the Patrol Leaders or their representative. The result of the PLC meeting is a draft troop meeting plan for the next four to five Troop meetings and the near-term activity calendar.

The Troop leadership structure is illustrated in Appendix A of this guide.

## The Uniform

The Scout uniform is a key part of Scouting. It helps to create a sense of belonging, identification, and commitment. In addition, the uniform shows the wearer's activity, responsibility, and achievement. The accomplishments of every youth and adult member can be recognized by the insignia worn on the uniform.



Troop 4024 Scouts wear the official BSA uniform shirt (known as a Class A), which is available in sizes for boys/men and girls/women.

Uniforms should include:

- Tan uniform shirt - short-sleeve preferred
- US Flag emblem - right sleeve
- Council insignia - left sleeve
- World Crest Emblem - above the left pocket
- Troop number patch – left sleeve
- Current rank – left pocket

At a new Scouts Crossover Ceremony from Cub Scouts to Scouts BSA, Troop 4024 provides:

- Shoulder epaulets
- Neckerchief
- Neckerchief slide

Optionally, Scouts who have earned Arrow of Light and/or the BSA Religious Emblem may wear those patches on their Scouts BSA uniform. No other Cub Scout insignia is appropriate on a Scout uniform.



BSA uniform pants/shorts and socks are not required but are recommended. Scouts should wear dark or neutral colored pants/shorts with their Class A uniform. Camouflage pants/shorts/jackets are not permitted. Uniforms and patches are available at the Scout Shop located at 253 Washington Extension, ¼ mile west of the CrossGates mall in Albany. ([www.trcscouting.org/scoutshop](http://www.trcscouting.org/scoutshop)) The Scout Shop has Scouts BSA uniforms for boys/men and uniforms designed to fit girls/women.

On certain occasions, the troop will wear a more casual “Class B” uniform that consists of a T-shirt or polo/golf shirt that is associated with Scouting and appropriate pants/shorts. Troop 4024 has its own unique Class B shirts (\$10). These are available at most meetings for purchase. (See the Key Contacts Section at the end of this guide).

## When and Where Do We Meet?

The 4024 troops meet weekly from 6:30 to 8:15, traditionally at Dorothy Nolan School, 221 Jones Road, Saratoga Springs, whenever school is in session. The boys’ troop usually meets in the Cafeteria, and the girls’ troop meets in the Art Room across the hall. Scouts should plan on arriving at approximately 6:20 pm.

During 2021 and early 2022, in-person meetings have been held on Tuesday evenings at our Plan B alternate site, the Trinity Methodist Church, 155 Ballard Rd, Gansevoort, NY 12831. Another alternate site that the troops sometimes use is the Wilton Fire Department, 270 Ballard Road.

In the event of circumstances that prohibit in-person meeting, such as an epidemic or pandemic, the Troops will conduct online virtual meetings utilizing web-based tools (such as Zoom). In this condition, the Scoutmasters will provide instructions associated with accessing the on-line meetings.

## What to Bring to Meetings

Wear your Class A uniform (Tan shirt/neckerchief) unless otherwise instructed by your Patrol Leader or Senior Patrol Leader. For in person meetings, bring your Scout Book and your weekly Patrol Dues (\$0.50 per meeting).

## Meeting Plan

A typical meeting consists of the following:

Troop 4024 Meeting Plan	
6:20 pm	Set-up
6:30	Opening & Announcements
6:45	Patrol Meetings
7:00	Program Activity
7:50	Games or Sports
8:10	Announcements, Scoutmaster’s Minute
8:15	Closing/Dismissal and Cleanup

As “linked” troops, the troop for girls and the troop for boys may share some of the meeting elements (for example, having a joint opening or closing or teaming together for an instructional program activity). However, each troop will meet separately (but nearby) for much of the meeting time.

Adults are welcomed to stay for the meeting, but not required. It is a great opportunity to interact with other parents and adult leaders and become engaged in supporting our Scouts and the Troop. If possible, adults are encouraged to be present for the opening/closing announcements to stay current on upcoming activities.

Program activities are typically for Scout skill development rather than focused on merit badge completion. Merit badges are usually an individual Scout activity and typically begin once the Scout has reached the rank of first class.

## How does the Troop Communicate?

Troop 4024 utilizes the following methods to communicate:

- Troop Meetings: Announcements and Handouts
- Troop Committee Meetings: Policy and Administration
- Web Site: [www.troop24.wiltonscouts.com](http://www.troop24.wiltonscouts.com)
- Facebook Page: BSA Troop 4024, Wilton NY
- Troop Online Tools: Contact database, interactive activity registration and attendance tracking, rank advancement tracking, troop calendars and email tools
  - Troopmaster Web (Troop 4024B)
  - ScoutBook (Troop 4024G)
- Troop Calendar

**Troop Meetings:** Troop 4024 distributes program information via verbal announcements and material handouts at Troop meetings. The announcements are done at the opening of the meeting and at the closing of the meeting. Troop Meetings are held in a virtual online format (utilizing meeting tools such as Zoom) when in person meetings cannot be held.

**Troop Committee meetings:** Meetings are held monthly, typically on the second Monday of the month at 7pm. Committee members conduct the business of the Troop, review upcoming events, set policy, and help the Scoutmaster and Scouts with the outdoor program and other planned activities. All adults are invited to attend the meetings. Troop committee meetings are currently held in a virtual online format utilizing Zoom.

**Facebook:** News and frequent updates are provided in between meetings via Troop 4024’s Facebook page. This is a great way to stay up to date, share Scouting information and communicate to the troops (4024B and G) as a whole. It is a private group on Facebook. In order to become a member of the Troop 4024 Facebook page, one must first have a Facebook account. If you don’t have one, simply link to [www.facebook.com](http://www.facebook.com) and follow the instructions to create a new account (it is free). Once you have an account, search for the administrator of the group (See Key Contacts Section at the end of this guide) and send a “friend request”. The administrator will then add you to the private group.

**Website:** Our web site contains information on upcoming events, a live troop calendar, and other useful resources and materials. The site is public and does not require password access. In order to add material, make suggestions for improvement, please contact the Troop 4024 Webmaster. (See Key Contacts Section at the end of this guide)



**TroopMasterWeb:** Troop 4024B utilizes a commercial web-based tool for a contact database, interactive activity registration and attendance tracking, rank advancement tracking, Troop calendar and an email tool. This is a useful tool for both Parents and our Scouts, with significant capability. One can access TroopMaster Web via a pc with an internet connection at (<https://tmweb.troopmaster.com/mysite/troop4024>)

In addition, there is an app (TroopMaster Mobile) for mobile phones (Apple and Android versions) that is available for free at the App Store on your smart device. All Scouts will be provided login credentials consisting of a **user id** and **password** to TroopMaster Web for their use. Parents will utilize the same account. Registered adult leaders may have separate accounts in order to approve rank requirements, and to access information associated with their leadership position as required. For help with getting set up on your login credentials, app on your phone, please contact the TroopMaster Web administrator(s) in the Key Contacts Section at the end of this Guide and they will assist you in set up and with questions.

**Scoutbook:** Troop 4024G utilizes a commercial web-based tool called Scoutbook for a contact database, interactive activity registration and attendance tracking, rank advancement tracking, Troop calendar and an email tool. This is an extremely useful tool for both Parents and our Scouts, with significant capability. One can access Scoutbook via <https://scoutbook.scouting.org>

**Troop Calendar: Troop 4024B** has a common Troop calendar that is maintained in TroopmasterWeb and is available in that application, on the Troopmaster Mobile app, and on the Troop web site. For ease of use, you can subscribe to the calendar feed by utilizing the link below:

[http://tmweb.troopmaster.com/activitymanagement/icalendar/?id=rLsNOP~Q&timezone=Eastern\\_Standard\\_Time](http://tmweb.troopmaster.com/activitymanagement/icalendar/?id=rLsNOP~Q&timezone=Eastern_Standard_Time)

This link allows you to have the Troop calendar presented in your standard calendar on your mobile phone, tablet or pc.

Troop 4024G has a common Troop calendar that is in Scoutbook and on the Troop website. Copy and paste the calendar link below into your favorite calendar program that supports iCal (ics) format:

<https://scoutbook.scouting.org/ics/127929.F96BB.ics>

If you need additional assistance in setting up the Scoutbook calendar feed, detailed instructions are available at (<https://help.scoutbook.scouting.org/knowledge-base/using-scoutbook-calendars/>).

## What is our Typical Annual Program/Activity Plan?

Troop 4024 Scouts, with the support of our adult leaders, develop the activity plan. A typical activity plan is shown below.

Typical Troop 4024 Activity Plan	
September	Campout, Backpacking Trip
October	Council Camporee, Campout/Backpacking Trip
November	Backpacking, Shelter Camping
December	Y-LockIn, Backpacking Trip
January	Cabin Camping
February	Klondike Derby, Cabin Camping
March	Cabin Camping, Backpacking Trip
April	Family Trip, Backpacking Trip
May	Camporee, Backpacking Trip
June	Campout, Backpacking Trip
July	Summer Camp, High Adventure 50 miler Backpacking Trip (Northville – Lake Placid Trail)
August	August Canoe/Kayak trip, Backpacking Trip

The troops (4024B and 4024G) plan and develop their own separate calendar. The two troops sometimes choose to participate in the same events and sometimes plan different outings or events.

**Summer Camp:** Ask several Scouts about their favorite Scouting experiences, and almost all will talk about summer camp. Summer camp is fun! Experienced Scouters and Scout leaders will tell you that new Scouts that go to summer camp tend to stay in the program. Camp provides Scouts with the opportunity to learn and put into practice the Scout skills they learn throughout the year. Summer camp is a week-long activity and is typically held the first week of July (inclusive of July 4<sup>th</sup>) from Sunday to Saturday. All Scouts are eligible. The program provides an excellent opportunity to earn several merit badges, advance in rank and learn independence and responsibility. A separate fee will be charged for this activity and the cost varies based on the Scouts' selection of the desired summer camp location each year.

**Family Trip:** Once a year, typically during April Spring Break, Troop 4024 usually plans a family camping trip. The entire family is invited to participate, and the destinations typically have both an educational as well as an entertainment focus. As an example, a recent trip to Philadelphia included the historic sites as well as a major league baseball game.

## How does a typical camping trip work?

**Sign Up:** The outing is announced and placed on the troop activity calendar. The expectation is that all participants sign up for the activity two weeks prior to the activity date so that the participation is known, and planning can take place. If you missed it, contact the Scoutmaster and we will “do our best” to accommodate. Our goal is always to try to make sure Scouts have the opportunity to participate.

**Activity Fee per Outing:** Typically, \$10. The activity fee offsets the food cost for a trip. When Scouts are not cooking as patrols and food is an individual Scout responsibility (such as backpacking trips), the activity fee does not apply.

**Timing/Transportation:** For a typical weekend outing, the troop meets at Dorothy Nolan Elementary School Friday evening around 6 pm, loads gear into the Troop trailer or the vehicles of the participating adults, and assigns Scouts to adult drivers. The Troop then leaves for the destination, returning to Dorothy Nolan at approximately 11 am Sunday morning. The adult driver will ask the Scouts to contact their parents on the drive home (adult will provide mobile phone) with the expected arrival time. Parents will arrive prior to the expected arrival time and pick up their Scouts at Dorothy Nolan.

**Camp as Patrols:** On camping trips, our Scouts camp as patrols. The patrols are responsible for planning their own menus, purchasing their patrols' food, creating a duty roster of common tasks, cooking and cleanup. **Menus are to be reviewed and approved by the Troop Grubmaster or the Assistant Senior Patrol Leader or Senior Patrol Leader and the Scoutmaster.** The adults follow the same process and have an adult patrol.

**Grubmaster, what is that?:** If your Scout is the Patrol's Grubmaster for the trip, that means that your Scout is responsible for shopping and purchasing the food for the trip per the Patrol's menu. It is important to know that this is the Scout's responsibility and not the parents. The expectation is that the parent supports the Scout in executing the task (transportation to the store, reviewing the shopping list versus the menu for obvious omissions and appropriate amounts, trying to stay within the budget of \$10 per Scout, and payment at the store) but does not perform the task for the Scout. The parent should present the receipt to the Scoutmaster at the next meeting to receive a Troop check to refund the cost of the groceries. In addition, the troop has coolers that can be checked out for the items that require refrigeration during the trip. Your Scout can arrange that through the Troop Quartermaster (the Quartermaster is responsible for the Troop's gear).

**My Scout brought home a tent and/or ground cloth (why?):** Each Scout will be 'assigned' a tent at their first campout with the Troop. The Scout's tent has a Troop serial number, and it will be the Scout's responsibility to take care of the tent for their time in Scouts. It is their responsibility to unpack and open up/spread out the tents so that they can dry thoroughly. It is important that this occurs the same day, right after returning home and not a few days later. If it does not occur, mold can grow and render the tent unusable. Once the tent is completely dry, the Scout will then repack the tent, with all the accessories (poles, stakes, rain fly, etc.) and store it until needed for the next campout. The Scout will be responsible for bringing their tent to each future campout, as well making sure all its components (rain fly, poles, stakes, ground cloth) are in working order. Things do wear out over time, and it is important for each Scout to "Do their best" to take care of their tent. When things do get lost, broken or worn out over time, it is important to make sure the Quartermaster and Scoutmaster are made aware, so the Scout's tent can be used for future campouts without any issues. A copy of the Troop's Tent Policy, and Blank Agreement are in the appendixes of this guide. ([Troop Policy](#) and [Troop Agreement](#))

**Backpacking vs. Traditional Camping:** The troop engages in a mix of backpacking trips and traditional camping. For backpacking trips, the Scouts carry all their gear (lightweight and small is good) in a backpack and are responsible for their own food. The troop tent should be used for backpacking trips. The troop has backpacking stoves and water filters for the Scouts' use. The troop will try to plan trips that are appropriate for the physical capabilities and experience of the participating Scouts. If you have any questions of with respect to a trip vs. the capabilities of your Scout, please ask the Scoutmaster directly.

Scouts are responsible for packing their own pack including clothing. **However, we ask that parents review young Scouts' gear and clothing prior to a camping trip to ensure that it is seasonally appropriate, especially for cold weather outdoor camping.** If you have any question about appropriateness of the gear, please contact the Scoutmaster (See the Key Contacts Section of this Guide).

Personal electronics (mobile phones, gaming devices) **are not recommended** for campouts.

## Health Forms

We require all Scouts and adult leaders to have on file a current completed hard copy (no electronic copies) BSA medical form. Please keep the original and provide a copy to the troop. Medical forms are kept by the Medical Records Chair (See the Key Contacts Section of this guide) of the Troop Committee and are kept confidential. The Annual Health and Medical Record Form is available here: [Health & Safety Forms | Boy Scouts of America \(scouting.org\)](https://www.scouting.org/health-safety/forms/bsa-medical-form/).

**Allergies:** Parents must document allergies on the BSA Medical Form. Parents should also notify the Scoutmaster of the Scout's allergies. The review with the Scoutmaster should include specific allergies, symptoms, typical reaction, and treatment. Including the Scout in this discussion may be beneficial.

## Do parents have to go to the meetings/outings/activities?

We encourage every parent to be involved in Scouting as there are roles in which we can all participate. Part of the success of Troop 4024 has been the realization that today's parents lead very demanding lives and cannot be active 100% of the time. We recognize these demands and ask that you give whatever time you can make available regardless of how small because none of us can be as good as all of us, working together. If we all help out in one way or another, we collectively provide a program for the Scouts that is interesting to them and keeps them involved. There is always a need to supplement and "refresh" the adult leadership and volunteers.

Parent participation in outdoor activities such as camping, hiking, canoeing, etc. is welcomed but not required (beyond required number of trained adults needed to provide transportation, safe Scouting and supervision). On camping activities, the adult participants practice the patrol method and participate as an adult patrol. This allows us to both demonstrate the patrol method and serve as good example to our Scout patrols.

## How much does it cost to participate in Scouting?

**Registration:** Existing Scouts that were active, defined as attending a minimum of 50% or more of the weekly meetings in the prior Scouting year (September through August), will have annual registration fees paid by the Troop (currently \$111.00 for a continuing Scout). New Scouts crossing over to Troop 4024 from a Cub Scout Pack pay no membership or registration dues. A transfer is done from the Cub Scout Pack to Troop 4024. Registrations include a subscription to Scouting Life monthly magazine.

Adult leaders complete an application form and pay an annual registration fee established by the BSA and Twin Rivers Council. (currently \$72.00) annually.

**Scout Handbook:** A Scout handbook is required for all Scouts. For new Scouts, after attending approximately 2 to 3 weekly Troop 4024 meetings, they will be presented with a Scout handbook from Troop 4024. This handbook will be utilized by the Scout throughout for their Scouting career. It is recommended that parents purchase the protective book cover for the handbook at the Scout Shop.

**Uniform:** A Scout will require a tan "Class A" uniform shirt. The cost of a uniform shirt and the required patches is approximately \$60.

At the crossing over ceremony, a new Scout will receive the green uniform shoulder epaulets, a neckerchief and a neckerchief slide from Troop 4024 to signify the transition from Cub Scouts to Scouts.

**“Class B” uniforms.** Troop 4024 has its own unique Class B shirts (\$13). These are available at most meetings for purchase. See the Key Contacts Section at the end of this guide.

**Dues:** At in-person Troop meetings, Scouts pay weekly patrol dues of \$0.50. These are Scout responsibilities and are not expected to be paid by parents. The money from Scout “Dues” helps to purchase merit badges, rank awards, and other troop supplies and equipment.

**Activity Fees:** Typical outing (camping) fees are \$10. This fee is to pay for the food on an outing. Some specialty outings may have an additional activity fee unique to the outing. For example, a Troop ski trip would have an additional fee to cover the lift ticket/ski rental/lesson costs.

These activity fees **do not** cover the cost of the annual program. Troop 4024 utilizes bottle collection as the primary fundraiser to provide the majority of the funds required to operate the Troop. As the primary source of income, we **require** that each family actively participate in the bottle collection process.

**Summer Camp:** Typical cost for the week-long summer camp is \$400-\$500 dollars. This cost goes directly to the selected camp and the troop receives no revenue from it. The adult leadership supervising your Scout at camp are volunteering their time.

**A Scout is Thrifty:** There are multiple opportunities to help fund and offset the cost of a Scout’s personal Scouting activities. They are:

**Fund Raising and Scout Accounts:** Troop 4024 has 2 primary categories of fundraisers:

**Bottle Collection Process:** Primary fundraising activity for the Troop. The funds are utilized to fund the troop activities and annual budget. All Scouts and families are required to participate and help in maintaining and servicing the troop bottle collection boxes. Currently Troop 4024 has two "Bottle Boxes" and each week two Scouts will be assigned "Bottle Box Duty". The two Scouts should work together to make sure each box is emptied multiple times during their week, that the area around the boxes is kept clean and free from snow and ice, and that the bottles and cans are brought to Nickelback redemption center in South Glens Falls. Additional Details are included in the Appendix. ([Bottle Box Info](#))

**Other Fundraisers:** Selling Wreaths, Nuts for Scouting, Popcorn, Beef Jerky (meat sticks), etc. are additional ways that Scouts can fund their Scouting activities and defray the cost of summer camp. In these fundraisers, the majority of the funds are allocated to the Scouts based upon their individual participation and sales. In addition, Scouts may utilize the funds for Scout related goods and gear. For these types of purchases, the Scout first obtains Scoutmaster approval and then submits proof of purchase to the Troop Treasurer with the request for funds. (See Key Contacts Section at the End of this Guide)

Each Scout has a **“Scout Account”** that is set up and maintained by the Troop Treasurer. The proceeds earned by Scouts from the fundraising activities are deposited into the Troop’s general account and reserved for use by the individual Scouts for Scout-related activities and expenses. Statements for the Scout Accounts are typically provided semiannually. Balance inquiries can be made via the Treasurer (See the Key Contacts Section at the end of this guide).

All Troop fundraisers are approved and managed by the Troop Committee. As a parent or adult leader, if you have ideas for new fundraisers or would like to participate in the planning of the fundraising activities, please contact the Fundraising Committee Coordinator (See the Key Contacts section at the end of this guide).

**Clothing and Gear Exchange:** The Troop currently maintains a gear/clothing exchange. With the rapid growth of youth, they will often outgrow their uniforms and other camping/hiking clothes and gear very quickly. Troop 4024 has a gear exchange program that works the following way. There is a “gear locker” storage bin for exchange items that is brought to most weekly Troop 4024 meetings. If there are clothing, uniforms, or gear items that would be useful for your Scout, please take them. If you have items to donate, please bring them to the meeting and place them in the bin.

**Troop Scholarships:** The goal of Troop 4024 is to ensure that all potential Scouts have the opportunity to fully participate in the Scouting experience. To help achieve that goal, the troop has limited scholarship funds available to assist with costs where appropriate and needed. If this is something that would further enable the participation of your Scout, please contact the Scoutmaster or Committee Chair (See the Key Contacts Section at the end of this guide.)

## How do we sign up for activities and where do we pay any fees?

**Activity Sign-up:** The expectation is that Scouts and participating adults sign up 2 weeks prior to any planned event. One can sign up at a meeting by utilizing the sign-up sheets in the “Green Book” or by utilizing Troopmasterweb for Troop 4024B and Scoutbook for Troop 4024G.

**Green Book:** This is a green 3 ring binder that is present at all Troop meetings, typically open and placed on a table in the rear of the meeting room: In the “Green Book” are sign-up sheets for both Scouts and adults for near term activities. One simply needs to place a check mark next to their name on the appropriate activity sheet.

**Fee Collection/Payment:** The Troop has an adult volunteer that is responsible for collecting fees at each troop meeting. Receipts are provided for recordkeeping and the fees are given to the Troop treasurer for deposit into the Troop accounts. (See the Key Contacts Section at the end of this guide.)



## Scout Recognition, Achievement and Rank – How does it work?

Scouts achieve recognition for their efforts through two primary means:

- Rank advancement
- Merit badges

**Rank Advancement:** The ranks are Scout, Tenderfoot, Second Class, First Class, Star, Life, and Eagle. Rank advancements are recorded in your Scout handbook. The process for rank advancement is:

- Scout completes rank requirements as noted in the Scout handbook.
- Designated adult or youth leaders sign and date the Scout's handbook to verify that the Scout has completed each requirement for rank advancement.
- Once a Scout has completed all the requirements for a specific rank, the Scout contacts the Scoutmaster to schedule a Scoutmaster Conference.
- After completion of the Scoutmaster Conference, a Board of Review (not required for Scout Rank) will be scheduled.
- Boards of Review are comprised of Committee Members, Charter Organization representatives, and parents (not the Scout's) who will discuss the Scout's achievement, his view of the Scout program and his future Scouting goals. After Board of Review approval of the rank advancement, the Scout is considered to have achieved the rank. The Scout will receive his rank patch as soon as possible, and his achievement will be recognized at the next Troop Court of Honor.

**Court of Honor:** A Court of Honor is a Troop family event, typically held three times a year, where the Scouts are recognized for their achievements.

**Merit Badges:** Once a Scout has achieved the rank of First Class, further advancement requires earning merit badges. There are over 130 available merit badges in areas ranging from First Aid, to Cooking, to Digital Technology, to Wilderness Survival. To achieve the rank of Eagle, Scouts must earn a minimum of 21 merit badges, 13 of which are specified/Eagle required with the rest being personal choice (note: beginning in July 2022, there will be 14 specified/Eagle required merit badges). Scouts have opportunities to earn merit badges throughout the year, as well as at summer camp. Merit badges are typically an individual activity, and not a group activity. We strongly encourage parents to register as merit badge counselors. Although the Scout needs 21 merit badges for Eagle they are also not limited to that amount and encouraged to take as many as they desire.

The requirements for merit badges can be found in merit badge books or a useful on-line source is at ([www.meritbadge.org](http://www.meritbadge.org)). Merit Badge books are available for loan through the Troop Librarian or can be purchased at the Scout Shop. The Troop Librarian is responsible for maintaining and bringing the Troop Library to each meeting.

To earn a merit badge, a Scout will follow this process:

# APPLICATION FOR MERIT BADGE

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

is a registered  
☐ Boy Scout    ☐ Varsity Scout    ☐ Venturer

of \_\_\_\_\_ No. \_\_\_\_\_  
Troop, team, crew, ship


District \_\_\_\_\_

Council \_\_\_\_\_

I have discussed this merit badge with  
 this Scout and recommended at least one  
 merit badge counselor.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of unit leader



**BOY SCOUTS OF AMERICA**

34124

- ✓ Scout asks the Scoutmaster for a “blue card” and discusses the Merit Badge that the Scout is going pursue.
- ✓ The blue card is the official merit badge record. The Scoutmaster signs the blue card and gives it to the Scout. The Scoutmaster helps the Scout select a Merit Badge Counselor.
- ✓ Scout contacts the Merit Badge Counselor and sets an appointment to discuss the merit badge and the requirements.
- ✓ Scout completes the requirements and reviews the requirements with the Merit Badge Counselor.
- ✓ When the merit badge counselor is satisfied the Scout has met all the requirements, the counselor signs the blue card and returns it to the Scout.
- ✓ The Scout then meets with the Scoutmaster to discuss his experience. The Scoutmaster signs the Applicant’s Record portion of the Blue Card and returns it to the Scout, who should retain it in his/her personal permanent records. We recommend that the Scout saves all blue cards in a binder using baseball

card plastic sleeve insert pages.

- ✓ The Scout provides the record to the advancement chair (See the Key Contacts Section at the end of this guide), and the merit badge is awarded to the Scout as soon as possible. The Scout is then recognized at the next Troop Court of Honor for the achievement.

The cost of merit badges, rank badges, and other awards is funded by the Troop.

**Year Rounder Award:** A Scout who attends Troop planned and organized Scouting camp-outs at least one night a month for twelve consecutive months will earn a Year-Round Camper Award. If the Troop cancels a camp-out for emergency reasons, year-round camper candidates will not lose their eligibility but will still need to complete the required twelve months of camping (although it may be over a thirteen-month period). However, a Scout who fails to attend a monthly campout will lose current eligibility and will have to begin the year-round cycle anew unless the Scout makes up the missed camp-out within fifteen days in a scout camping situation approved in advance by the Scoutmaster or Committee Chair.

## Adult Leadership – How can I help?

Troop 4024 has an active group of trained adult leaders and welcomes adult participation at all levels. There are so many ways that adults can assist the Troop. Please reach out to the Scoutmaster or Committee Chair and inform them of your desire to volunteer. The adult organization is presented in Appendix B of this guide.

All registered adults that participate must complete the BSA on-line Youth Protection Training (YPT) and provide the training certificate to the Committee Training Chair. Troop 4024 requires that adults that participate as Scoutmaster, Assistant Scoutmaster, and Committee members must complete BSA position specific training. Information on Training Courses and the online YPT course is available at [www.my.scouting.org](http://www.my.scouting.org). Opportunities include:

**Uniformed Adult Leadership:** Consists of the Scoutmaster, and several Assistant Scoutmasters. These adults attend troop functions and provide guidance, assistance, and support to allow the Scouts to implement the youth-led concepts and program.

**Troop Committee:** The committee functions as the troop’s “Board of Directors” and its primary responsibilities are supporting the Scoutmaster in delivering quality troop program, managing the troop finances, and handling troop administration. Any parent or adult may become a member of the committee by submitting an adult application to the Troop Committee Chair (see the Key Contacts Section at the end of this guide). Committee meetings are held monthly, and all adults are invited to participate. In person meetings typically take place at the Committee Chair’s house (Linda Baker, 1 Putnam Lane, Saratoga Springs). When in-person meetings are not possible, virtual online meetings are held (utilizing web-based tools such as Zoom). The Committee Chair or Scoutmaster will provide email instructions for online meetings.

**Merit Badge Counselor:** There are numerous opportunities to participate as a Merit Badge Counselor. The merit badge counselor is a key player in the Scout advancement program. Whatever your area of expertise or interest—whether it is a special craft or hobby (basketry, leatherwork, coin collecting), a profession (veterinary medicine, aviation, engineering), or perhaps a life skill (cooking, personal management, communications)—as a merit badge counselor, you can play a vital role in stirring curiosity about that particular topic. By serving as a merit badge counselor, you offer your time, knowledge, and other resources so that Scouts can explore a topic of interest. If you are not yet a merit badge counselor, it is easy to become a volunteer. Contact the Scoutmaster for assistance and guidance on which areas the troop is in greatest need for counselors, then you will need to register with the Scouting BSA through your local council. The application is available at: [www.scouting.org/filestore/pdf/34405.pdf](http://www.scouting.org/filestore/pdf/34405.pdf)

***Help is always needed.*** Other volunteer activities include participating on outings, providing transportation for Scouting events, Court of Honor assistance, and many more. Please do not hesitate to ask where you may be able to assist.

## Youth Protection Training and Supervision:

### We practice two-deep leadership - what is it?

Troop 4024 follows the BSA “two-deep” leadership policy for the safety and well-being of its members and requires all registered adults to complete Youth Protection Training; non-registered adults are also strongly advised to complete Youth Protection Training. These policies are designed to protect youth members. A brief summary of the policy:

**Two-deep leadership on all outings:** A minimum of two registered adult leaders, or one registered leader and a participating Scout’s parent or another adult is required for all trips and outings. One of these adults must be 21 years of age or older.

**One-on-one contact between adults and youth members is prohibited at all times.** In situations requiring a personal conference, such as a Scoutmaster conference, the meeting is to be conducted with the knowledge and in view of other adults and/or youth.

**Two-deep leadership and no one-on-one contact between adults and youth members including digital communication.** Leaders may not have one-on-one private online communications or engage one-on-one in other digital activities (games, social media, etc.) with youth members. Leaders should copy a parent and/or another leader in digital and online communication, ensuring no one-on-one contact exists in text, social media, or other forms of online or digital communication.

**Adult Guidelines:** Two registered adult leaders 21 years of age or over are required at all Scouting activities, including meetings. There must be a registered female adult leader over 21 in every unit serving females and a registered male adult leader over 21 in every unit serving males. A registered female adult leader over 21 must be present for any activity involving female youth, and a registered male adult leader over 21 must be present for any activity involving male youth. Notwithstanding the minimum leader requirements, age- and program-appropriate supervision must always be provided.

**Youth Protection Training:** The online Youth Protection Training course is available at [www.my.scouting.org](http://www.my.scouting.org).

### What type of gear does my new Scout need?

Troop 4024 has a multitude of camping gear. We provide the majority of the gear required for outings such as tents, cooking gear, lanterns, etc. In addition, we have extra sleeping bags and backpacks that can be borrowed/checked out.

Being prepared for your first campouts as a new Scout is fairly simple. Most of what you need you will probably already have, can readily borrow from family or friends, or can be acquired inexpensively. DON’T make a big investment in camping gear when you are just getting started. The new Scout should attend several campouts and see what more experienced Scouts have purchased and why. They will learn a lot and it will save you money in the long run. Parents can talk to other parents for their experiences, understand what others have and like, and then make choices.

Focus on the following principles when buying gear:

- 1) Light
- 2) Small size
- 3) No Cotton (Synthetics perform much better)

4) Reasonably priced (Scouts outgrow gear quickly and have a tendency to lose things)

Good solid gear is worthwhile; the greatest high-tech gear is not necessary. Remember, we are not planning on summiting Everest but simply camping for typically 2-3 days. When possible, think light and small; that makes it easier for your Scout and helps the Scout select gear that will be useful for backpacking trips as well as traditional trailer/car type camping.

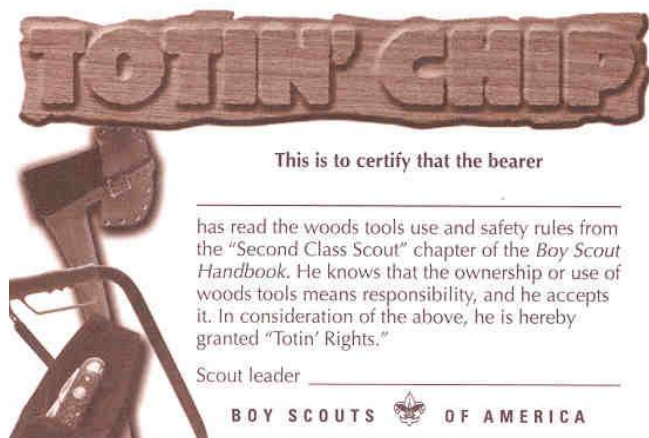
Backpacks are not required for trailer/traditional camping (a duffle bag will do).

As a start, we recommend the following:

Water Bottle (1 liter)	Sleeping Pad
Trail Shoes/Hiking Shoes	Bowl/plate, cup, eating utensils
Headlamp (much more useful than a flashlight)	Layered clothing, season appropriate
Rain Gear	Small personal first aid kit
Sleeping Bag (3 season, 20* degree rating)	Bug repellant/Sunscreen (season appropriate)

\*Parents should be aware that sleeping bag ratings are a survival temperature, not a comfort temperature. A Scout in a 20-degree sleeping bag will be cold in 20-degree weather.

### What about knives, axes (hatchets) and saws?



A Scout is required to earn the Totin' Chip certificate in order to use these woods tools. The Totin' Chip certificate certifies that a Scout understands and has demonstrated the safe use of a knife, ax (hatchet), and saw. The certificate can be revoked if the Scout does not demonstrate safety in the use of these tools.

Axes and sheath knives are not allowed for use in Troop 4024. Troop owned saws/hatchets are part of the Troop gear and stored in the Troop trailer.

A pocket knife is a useful part of a Scout's camping gear and ***may be brought on camping outings after***

***the Scout has earned their Totin' Chip certificate.*** New Scouts are often anxious to acquire a knife for camping. Although Scouts BSA does not have a restriction on blade length, Troop 4024 recommends as a guideline that the blade length not exceed the width of the Scout's palm. Remember, we are whittling, cutting rope, making shavings for fire starting, and eating. We are not slashing through the jungle with a machete. Please help your Scout choose an appropriate pocket knife, consistent with the above guideline. Knives are not allowed at any meetings held on school grounds.



## The NOVA Program: What is it and how can my Scout participate?



The NOVA awards program incorporates learning with cool activities and exposure to science, technology, engineering and mathematics (STEM) for Scouts BSA members. The goal is that the requirements and activities for earning these awards stimulates interest in STEM-related fields and shows how science, technology, engineering and mathematics apply to everyday living and the world around them. Counselors and mentors help bring this engaging, contemporary, and fun program to life for youth members.

There are multiple Nova awards for \Scouts. Each award covers one component of STEM—science, technology, engineering, or mathematics.

### Nova Awards:



Science:

**Shoot!**

**Let It Grow!**

**Splash!**

**Mendel's Minions**



Technology:

**Start Your Engines!**

**Hello World**



Engineering:

**Whoosh!**

**Up and Away**

**Next Big Thing**



Math:

**Designed to  
Crunch**

For their first Nova award, Scouts earn the distinctive Nova award patch. After that, a Scout can earn more Nova awards, each one recognized with a separate pi ( $\pi$ ) pin-on device that attaches to the patch. The patch and the devices represent each of the four STEM topics—science, technology, engineering, and mathematics.

**Supernova Awards:** Dr. Bernard Harris, Thomas Edison.



There are also two Supernova awards for Scouts. Each award covers in detail the specific the achievements of Dr. Bernard Harris and Thomas Edison. They are awarded in succession. The Dr. Bernard Harris award requires 3 each of the Nova awards to be previously earned as well as other requirements. The Thomas Edison award starts by first earning the Dr. Bernard Harris award and then other requirements.

These Supernova awards have more rigorous requirements than the Nova awards. The requirements and activities were designed to motivate youth and recognize more in-depth, advanced achievement in STEM-related activities.

For earning the Supernova award, Scouts receive a medal and certificate.

All requirements may be found in the Scouts BSA Nova awards guidebook, available for review in the Troop 24 library or for purchase at the Scout shops. Information can also be found at:

<https://www.scouting.org/stem-nova-awards/awards/Boy-Scouts/>

For more information, see the Key Contacts Section of this guide for Troop 4024's Nova Program Leader.

## The Order of the Arrow (What is that?)



The Order of the Arrow (OA) is Scouting's National Honor Society. The OA is a BSA group that is run separately from the troop that recognizes Scouts and Scouters who best exemplify the Scout Oath and Law in their daily lives. Members are known for maintaining camping traditions and spirit, promoting year-round and long-term resident camping, developing leaders, and providing cheerful service to others.

To qualify as candidate for membership in the OA, a Scout must have:

- Scoutmaster approval
- achieved First Class rank
- a minimum of 15 days and nights of Scout camping in the prior 2 years. The 15 nights must include one, but no more than one, long-term camp consisting of at least five consecutive nights.
- been elected by the Scout's peers during the Troop's annual OA election

OA membership provides a Scout with additional activities and service opportunities to participate in.

## I have attended my first few meetings and I have questions. I feel as if I don't really understand what is going on. Who should I talk to?

As Scout parents, most of us remember our first Scout meetings. The program is different from Cub Scouts and the meetings are run by the Scouts. The transition from a Cub Scout pack (where parents are in charge) to a youth-led Scout troop can be abrupt. Many of us remember our first meetings being a bit overwhelmed and feeling somewhat lost. We were in the back of the meeting room wondering what was really going on, realizing that we don't really know the other parents, didn't know who did what, or know who to ask for help. ***Please ask questions; it is the easiest way to learn and figure it out.***

Who should I ask? ***The simple answer is just ask another parent or adult leader.*** We have all been in the same position and enjoy sharing our knowledge and experience. We will be able to answer your questions or introduce you to the adult in the organization that can. Ask a few questions and not only will your questions be answered, but you will have met many parents and leaders in the process.

In addition, the Troop has a **New Member Coordinator** (see the Key Contacts Section at the end of this quick start guide) that serves as a Welcoming Ambassador for the Troop. The New Member Coordinator role is designed to:

- Welcome, connect and form relationships with Scouting families
- Engage and guide new families as they begin their Scouting journey

You probably were introduced at the crossover ceremony from Cub Scouts or at a new parent orientation meeting. The **New Member Coordinator** is an excellent resource to assist you.

## Sometimes it seems that people are speaking a different language. What do all these terms and acronyms mean?

### **Common Acronyms & Definitions:**

**Annual Planning Meeting** – PLC meeting to plan the Troop's goals and activities for the year.

**ASPL** – Assistant Senior Patrol Leader

**BSA** – Boy Scouts of America

**Board of Review (BOR)** – Review & approval by committee members for rank advancement.

**Camporee** – Semiannual program (typically Spring and Fall) sponsored by the Council or District that brings together all Troops in a District for friendly competition and/or exhibition

**Charter Organization** – Every Scout Troop belongs to an organization with interests similar to those of the BSA. This organization, which might be a church, school, community organization, or group of interested citizens, receives a charter from the BSA to use the Scouting program. This chartered organization provides a suitable meeting place and oversees adult leadership, supervision, and opportunities for a healthy Scouting life for the Scouts under its care.

**Chartered Organization Representative (COR)** - The Chartered Organization selects a Chartered Organization Representative to be the direct contact between the unit (Troop) and the Chartered Organization. The Chartered Organization Representative is a voting member of the local Council.

**Council** –BSA programs are administered by the National Council through 272 local councils which serve a distinct geographic area. Troop 4024 is a member of the Twin Rivers Council.

**Court of Honor (COH)** – Ceremony to recognize Scout achievements, held three to four times per year.

**Crossover Ceremony** – The Webelos bridge crossing ceremony is to publicly show the transition, or crossing over, from a Cub Scout Pack to a Scout Troop. At one side of the bridge is the Pack the Scout is leaving. On the other side are the representatives of the Troop the Scout has chosen to join. The new bond is sealed with the Scout handshake and a new adventure has begun!

**Cyber Chip** - Certification on the proper use of electronic devices such as cell phones

**District**- A local council is comprised of Districts which are a grouping of Scouting Units (such as Troops). Troop 4024 is a member of the Turning Point District.

**Eagle Court of Honor** – Special Court of Honor for Scouts who obtain the rank of Eagle.

**Firem’n Chit** – Certification on the building of a campfire.

**Grubmaster** - Scout that is responsible for purchasing, organizing, storing, and providing his patrol’s grub (food) for a campout or outing. He is responsible for thrifty use of the grub fees collected prior to an event.

**High Adventure** - Sea Base, Philmont, the Summit, and Boundary Waters as well as other Troop planned adventures for Scouts 14 or older and at least First Class.

**Jamboree or “Jambo”** – National or Worldwide Scouting Event

**Klondike** – Annual program sponsored by the District with an outdoor winter theme

**Merit Badge University (MBU)** – Planned council/district programs to work on merit badges, usually held in Winter/Spring. Typically classroom type sessions.

**NYLT** – National Youth Leader Training

**OA** - Order of Arrow, an honor society within Scouting which emphasizes cheerful service to others.

**OkPik** - (OOk’ pick) is a cold weather adventure training program for adult leaders and experienced Scouts.

**PLC** – Patrol Leaders Council. Scout group consisting of youth leadership that leads the youth led planning for the Troop. Typically meets monthly.

**Roundtable** – District meeting for adults held each month to share ideas, programs, and discuss upcoming events with other Troop leaders in the district.

**Scouter(s)** – Term which generally refers to active adult participants in the Scouting program

**Scoutmaster’s Conference** – A meeting between Scout and Scoutmaster prior to completing a rank.

**Season**- (saaaaa - zahnnnne) Spoken with gusto and volume, this is a mysterious, ancient (far beyond sell-by date) jar of seasoning used by the adult patrol to make camp food more palatable.

**Service Projects** – An activity that provides service to the community. It may be headed by a Scout of the Troop. Typically, these are open for participation to all Scouts, siblings, and adults.

**SPL** – Senior Patrol Leader

**Totin' Chip** – Certification on the safe use of a knife, ax and saw.

**Unit** – The unit in Scouting is the Troop. Our Troop's unit number is 4024.

**Venture Crew** – A separate, coed Scout unit for older youth (up to age 21).

**Wood Badge** - Highest level of adult Scout leader training available. As the core leadership skills training course for the BSA, Wood Badge teaches participants the basics of listening, communicating, valuing people, team development, situational leadership, problem solving, and managing conflict.

**Year Rounder Award** – A Scout or Scouter who attends approved Scouting camp-outs at least one night a month for twelve consecutive months is eligible to earn a Year-Round Camper Award

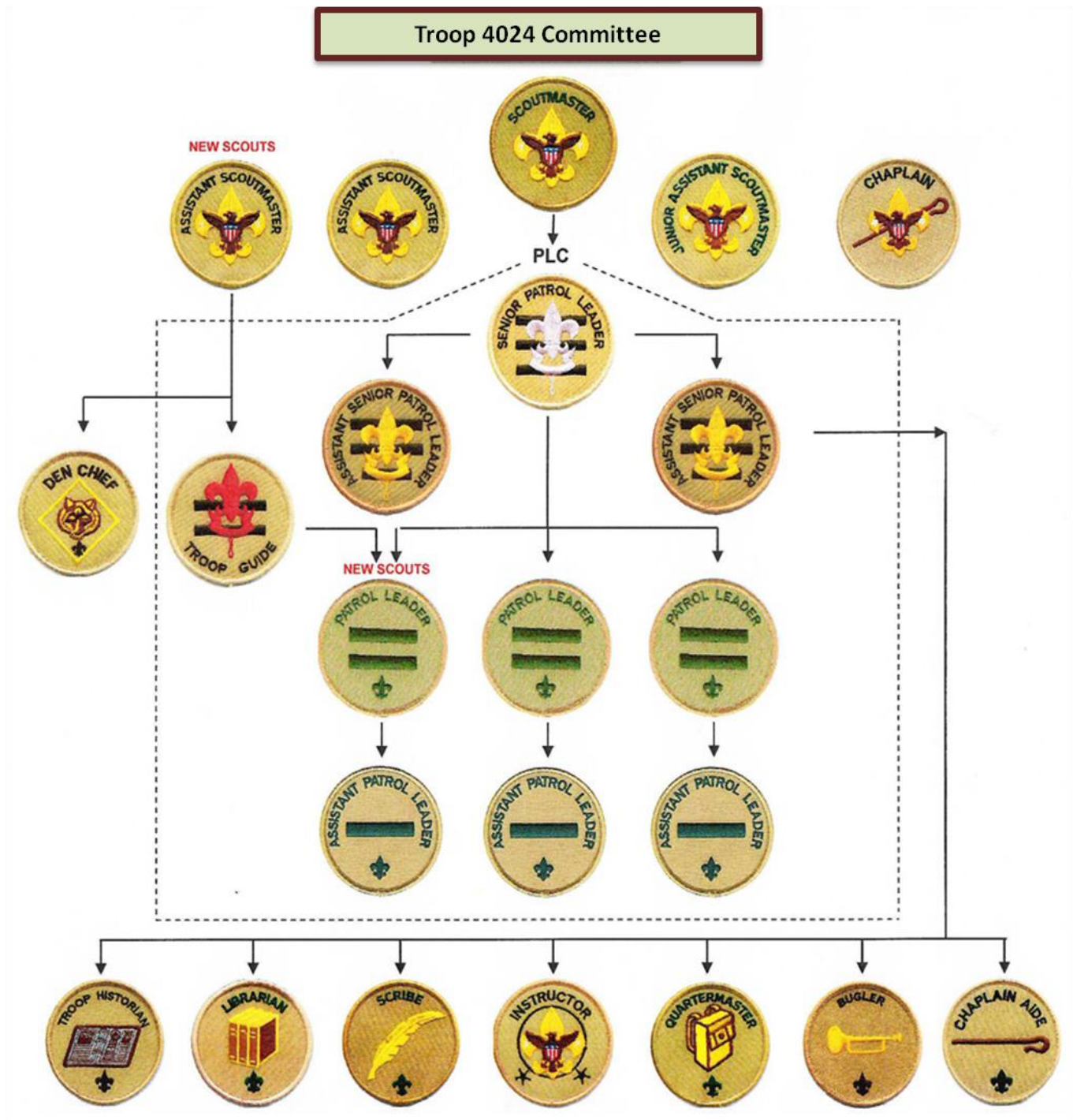
## Key Contacts:

Troop 4024 Key Contacts – Shared by Both Troops			
Position	Name	Phone	Email
Committee Chair	Linda Baker	(518) 577-2092	<a href="mailto:labaker@aol.com">labaker@aol.com</a>
New Member Coordinator	Jean Tranchina	(631)766-2367	<a href="mailto:jeanols21@gmail.com">jeanols21@gmail.com</a>
Medical Records Chair	Eric Borden	(260) 350-1216	<a href="mailto:borden_eric@msn.com">borden_eric@msn.com</a>
Advancement Chair	Zuzana Slater	(518) 879-7068	<a href="mailto:z.slater@hotmail.com">z.slater@hotmail.com</a>
Treasurer	Karen Hoffman	(518) 366-9532	<a href="mailto:ratsfans1@aol.com">ratsfans1@aol.com</a>
Fund Raising Chair	Keith Schmid	(518) 728-5262	<a href="mailto:home@bogschmi.com">home@bogschmi.com</a>
Class B Shirts/Hats			
Fee Collection	Greg Tranchina	(518)450-1333	<a href="mailto:gregory.tranchina@gmail.com">gregory.tranchina@gmail.com</a>
Facebook Page Administrator	Dave Hoffman	(518) 424-3679	<a href="mailto:scoutmastertroop4024@gmail.com">scoutmastertroop4024@gmail.com</a>
TroopMaster Web Administrator			
Scoutbook Administrator	Shelley Duell	(518) 466-2913	<a href="mailto:Onthescoutingtrail@gmail.com">Onthescoutingtrail@gmail.com</a>
Webmaster	Ang Woon Eak	(518) 306-6636	<a href="mailto:angwel@yahoo.com">angwel@yahoo.com</a>
Nova Program Coordinator	Jeff Bruno	(518) 796-9923	<a href="mailto:paracorvette@gmail.com">paracorvette@gmail.com</a>
New Scout Advancement Mentor			
Chartered Organization Representative	Stacey Wells	(518) 424-3326	<a href="mailto:finsaw@hotmail.com">finsaw@hotmail.com</a>

Troop 4024B – Key Adult Leaders			
Position	Name	Phone	Email
Scoutmaster	Dave Hoffman	(518) 424-3679	<a href="mailto:scoutmastertroop4224@gmail.com">scoutmastertroop4224@gmail.com</a>
Assistant Scoutmaster	Jeff Bruno	(518) 796-9923	<a href="mailto:paracorvette@gmail.com">paracorvette@gmail.com</a>

Troop 4024G – Key Adult Leaders			
Position	Name	Phone	Email
Scoutmaster	Shelley Duell	(518) 466-2913	<a href="mailto:Onthescoutingtrail@gmail.com">Onthescoutingtrail@gmail.com</a>

**APPENDIX A:** Troop 4024 Organizational Structure (The Youth Organization)

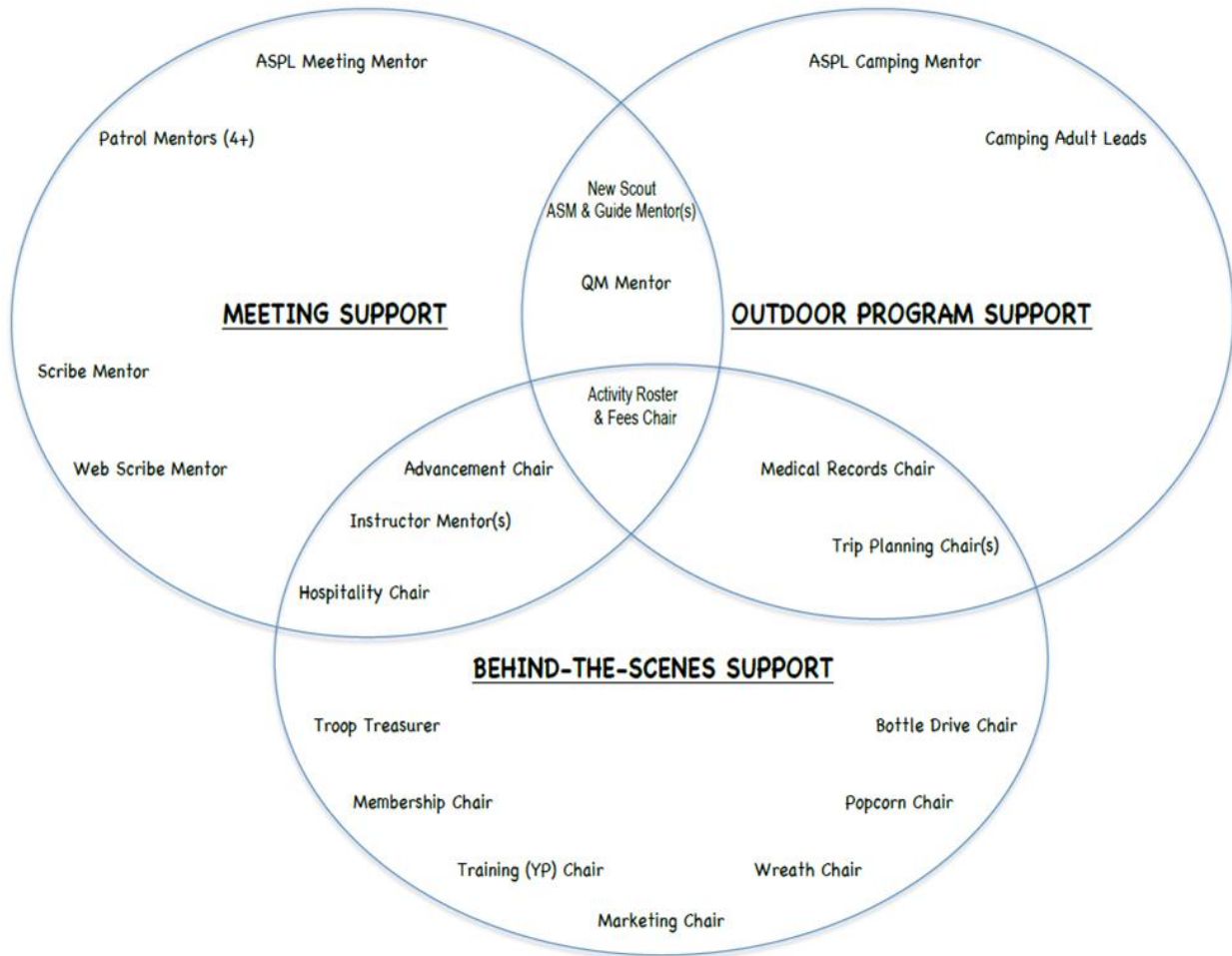




## **APPENDIX B:** Troop 4024 Adult Organization

### **Wilton Troop 4024 Adult Leadership and Support**

Overseeing: SCOUTMASTER – COMMITTEE CHAIR – FIRST ASSISTANT SCOUTMASTER



## **APPENDIX C:** Troop Tent Policy

### **Troop 4024/4024G Tent Provisioning Policy**

The following document outlines the Troop 4024/4024G policies for Tenting provisioning for Scouts and Scouters.

**Background:** Troops 4024 and 4024G strive to make sure our Scouts are prepared for life as well for all our Troop outings. One of our largest expenses our Troops have are the Troops' tenting equipment. Over the past number of years, the Troop has purchased numerous tents, as well as strived to maintain them so that they can continue to be used and enjoyed by our Scouts and Scouters.

In our current environment we have an increased need for tents, so that all our Scouts can safely enjoy our campouts.

Historically Troop tents have been used on campouts and gone home with Scouts and not returned, returned missing parts, gotten damaged and unreported, as well as been used on campouts and put away wet and never dried out. None of situations are desirable and all have led us to the need to develop a tent provisioning policy, as well as require all our Scouts and Scouters to follow and sign the agreement regarding the use of the Troops' equipment.

We also wish to have similar tents across the Troop. We feel that this gives us a sense of unity when attending District and Council events, as well as provides our veteran Scouts the opportunity to guide our younger Scouts on how to set up camp and care for the tents.

Our intention moving forward is to assign each Scout a tent (either at the beginning of a Scouting year, or prior to their first overnight) or have the Scout purchase their own matching tent (at a discounted rate).

#### **Definitions:**

1. **Troop:** The registered BSA Troop for the Scout, either Troop 4024 or Troop 4024G, Wilton NY
2. **Scout:** A registered youth member in good standing in one of one of our Wilton, NY Troops, Troop 4024 or Troop 4024G.
3. **Scouter:** A registered adult member in good standing in one of one of our Wilton, NY Troops, Troop 4024 or Troop 4024G.
4. **Assigned Tent:** A tent assigned by the Troop to a Scout for all outings for the duration of the Scout's time in BSA.
5. **Scout Tent:** A tent that the Scout, or Scouter, purchases through the Troop at a discounted rate for their use on all outings.

#### **Policy:**

Each Scout and Scouter will require a tent at various times throughout the year, our Troops will strive to meet these demands by providing a Scout either an **Assigned Tent** or a **Scout Tent** as outlined below:

- **Assigned Tents:** These will be tents that the Troop has purchased to meet our camping needs. Each Scout that has not purchased a **Scout Tent** will be provided an **Assigned Tent**. The tent will be marked with an individual identifier and recorded in the Troops' records with the Scouts name, identifier and date assigned. The Scout, and parent or guardian, will sign the **Assigned Tent** Agreement acknowledging receipt of the tent, the Scout's intention to use it on all future outings, as well as properly clean, dry and maintain the tent. If the tent is lost, or damaged by misuse, abuse or the failure to properly maintain, clean and dry the tent then the Scout will be responsible for the cost to replace it. Once the Scout's time with the Troop ends the Scout will be responsible for returning the tent to the Troop or the costs to replace the tent.

**Scout Tent:** Scouts will be given the opportunity to purchase the same tents as the **Assigned Tent** at a reduced price. A **Scout Tent** will be expected to be used on all Scout outings, and when the Scout ends their Scouting career it will be theirs to continue to enjoy. The Scout will be responsible for the tent's maintenance and upkeep. A Scout may purchase one tent as a **Scout Tent**, unless given permission by the Troop to purchase an additional tent for any extenuating circumstances. If the Troop has enough inventory Scouters may also be given the opportunity to purchase a **Scout Tent**.

## APPENDIX D: Troop Tent Agreement

### Troop 4024 / 4024G Assigned Tent Agreement

As a Trustworthy Scout or Scouter, I have read and been informed of the **Troop 4024/4024G Tent Provisioning Policy**. I understand the obligations and expectations of me as stated in the policy and acknowledge these expectations and obligations by my signature below.

My signature represents my acknowledgement of:

- Receipt of the **Assigned Tent** as identified by the Tent Unique Identifier, and
- that this tent is to be used by me on all future outings when a tent is required, and
- it is my responsibility to bring the **Assigned Tent** to each outing in proper working condition, to thoroughly clean and dry the tent between outings, and to report any damage to my Troop's leadership in a timely manner, and
- if I fail to follow good use and care practices for the tent, and the tent is damaged I will be responsible for the cost to replace or repair it, and
- if I fail to bring the **Assigned Tent** to an outing and I may not be able to join the outing, and
- once my Scouting career as a Scout has ended, I will return my **Assigned Tent** to the Troop or be responsible for the costs to replace the **Assigned Tent**.

<b>Scout Name:</b>	
<b>Scout Signature:</b>	
<b>Parent or Guardian Name:</b>	
<b>Parent or Guardian Signature:</b>	
<b>Date Signed:</b>	
<b>Troop Representative:</b>	
<b>Troop Representative Signature:</b>	
<b>Assigned Tent Unique Identifier:</b>	

**Assigned Tent Information** (one copy for Scout, one copy for Troop)

<b>Scout Name and Initials:</b>	
<b>Parent or Guardian Name and Initials:</b>	
<b>Street Address:</b>	
<b>City, State Zip:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	
<b>Date Tent Assigned:</b>	
<b>Tent Unique Identifier:</b>	
<b>Scout Master Name:</b>	
<b>Scout Master Signature:</b>	
<b>Quartermaster Name:</b>	
<b>Quartermaster Signature:</b>	
<b>Senior Patrol Leader Name:</b>	
<b>Senior Patrol Leader Signature:</b>	
<b>Date Tent returned to Troop:</b>	
<b>Signature of Scout Master (when returned):</b>	

## APPENDIX E: Bottle Box Info

### **Bottle Box Info**

Q: Why do we have the bottle box?

A: The cans and bottles from the box fund our Troops. They provide us money for our activities, gear, and most of our Troops', and Scouts' expenses. These are our main source of income, without them it would be difficult to operate as a Troop, and we would have to pay for a lot more of our Troops' expenses individually. Everyone in our collective Troops should help to make sure the boxes are taken care of, not just during their assigned weeks. If you are passing by and notice cans or bottles outside the box feel free to pick them up, even if it is not your week. At a minimum please contact the Scout who is assigned for the week so they are aware.

Q: What do I have to do?

A:

- 1) Work out a schedule with the other Scout on Bottle Box Duty on who is doing what and when:
  - a. Each week there are two Scouts assigned to bottle box duty. You and the other Scout should work out a schedule to cover both bottle boxes for your week. If something comes up work with the other Scout to make sure the bottle box is emptied in a timely manner.
  - b. Typically, the Hewitt's box fills slower than the Christmas Gift Shop, but both should be visited several times during your week. Scouts should work out whether they are going to either do a specific location (Hewitt's or Christmas Gift Shop) and/or certain days (weekdays, vs. weekends, M,W,F,Su vs T, Th, Sa, etc.)
- 2) Pick up any bags outside the box
- 3) Clean out the inside of the bottle box
  - a. Collect all the bags and put loose items into a bag. The snow shovel can be used to help collect the loose items and put them in a bag.
  - b. Remove any trash from the box and dispose of it.
- 4) Clean snow from around the bottle box and off the roof.
- 5) Take all bottles and cans to Nickleback Bottle and Can Retrieval: 131 Saratoga Avenue, South Glens Falls. It's at the back of the building. **Make sure to tell them the bottles are for Troop 24 (aka 4024).**

Q: Where are the bottle boxes?

A:

1. Christmas Gift Shop, 4029 NY-50, Saratoga Springs, NY 12866
2. Hewitt's Garden Center, 621 Maple Ave, Saratoga Springs, NY 12866 (***Please check Hewitt's hours to make sure they are open when you want to visit the Bottle Box***)

Q: What should I bring to the bottle boxes?

A: Each bottle box should have a snow shovel to gather loose cans, but bringing your own shovel may be helpful especially if it has snowed. You should also bring large garbage bags (there may be some in the box but a Scout is prepared!) to put loose cans into, rubber gloves, and salt or snow melt if it has recently snowed.

Q: What is the passcode?

A: 2424 for all locks

Q: What if I'm unavailable to pick them up?

A: The easiest thing to do is to work with your patrol to make sure that someone is able to cover for you. The Bottle Boxes are the responsibility of the Troop, not the Scoutmaster or Senior Patrol Leaders, each Patrol should make sure they are able to do their duty or find someone who can fill in for them.

Q: What do I do if it snows?

A: Often Hewitt's and the Christmas Gift Shop aren't plowed out immediately, so you may want to call them to see if they are open first. Shovel around the box, the roof and behind the doors and spread ice melt in areas where people will be unloading their vehicles. Please don't attempt to clean out the boxes if the parking lots are unplowed. If there is snow expected please spread, ice melt around while at the box (10 feet in front.) Each bottle box has a 5-gallon bucket of ice melt inside of it and a snow shovel. If the ice melt is running low please purchase additional ice melt and provide receipt to Scout Master for reimbursement.