

**Parents Handbook**

**Updated December 2017**

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**Mission Statement of the Boy Scouts of America (BSA):** It is the mission of the Boy Scouts of America to serve others by helping to instill values in young people and, in other ways, to prepare them to make ethical choices during their lifetime in achieving their full potential. The values we strive to instill are based on those found in the Scout Oath and Law.

**Vision Statement of the BSA:** The Boy Scouts of America will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Scout Law.

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

**Scout Law:** A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent

**The Outdoor Code:** As an American, I will do my best to -

* Be clean in my outdoor manners
* Be careful with fire
* Be considerate in the outdoors, and
* Be conservation minded.

**Introduction**

Welcome to Troop 188! As a new member of Troop 188, you are joining a group of boys who share your interests in the outdoors, adventure, and learning. As a Scout you will get the opportunity to learn new skills, and you will be recognized and rewarded for what you have accomplished. You will have the opportunity to learn leadership, organizational and other skills that will help you later in life.

But what should a new (or prospective) Scout and parent know about the Troop, and what should he do first? What is the role of parents in Boy Scouting and how is the Troop run? The “Troop 188 Parents Handbook” is intended to provide answers to these questions. For additional information, talk with the Scoutmaster or any of the adult leaders. Other resources that can be beneficial are;

Troop 188 web site: http://www.troop188ankeny.org/

The Scout shop:   hwww.**midiowacouncil**bsa.org/**Council**/**ScoutShop**.aspx

Merit Badge worksheets (these are the forms/requirements for each badge):
http://meritbadge.org/wiki/index.php/Merit\_Badge\_Worksheets

**Background**

Troop 188 has been in existence for over 50 years in Ankeny. We are in the Hawkeye district, which is part of the Mid-Iowa Council. Our charter organization is the Neveln Center (210 S Ankeny Blvd, Ankeny, IA 50023 – Room 303). Our Troop has no specific religious affiliation. We have a relatively large Troop resulting in a wide variety of activities for almost every Scouting interest, and a substantial amount of adult support. In addition to hikes, service projects, campouts, canoeing and ski trips, the Troop also spends one full week each summer at Camp Mitigwa near Boone, Iowa.

**Current Adult Leaders as of 2016**

Charter Org Rep: Kevin Koester, Troop Committee Chair (**CC**): Dean Hemphill, Scoutmaster (**SM**): Joe Harris; Assistant Scoutmasters: Mark Noll, John Krogh, Steve Bruder, Matt Bruder, Chaplain: Beth Krogh, Treasurer: David Green, Secretary: Shannon Adams, Training Coordinator Bill West, Advancement Coordinator: Sheri Hemphill, Membership Coordinator: Steve Bostwick, Activities Coordinator: Kevin Stuart, Equipment Coordinator: Erik Eggland, Committee Members: Charlie Darnell, Dean Ford, Jeb Lee, Ken McCleary, Jay Ramsey, Steve Smith, Ryan Young.

**Joining and Fees**

Any boy who has completed at least the 5th grade or is at least 11 years old and/or has earned the Arrow of Light Award is eligible to join the Boy Scouts. There is no need to have been in Cub Scouts, but all Cubs are certainly encouraged to continue on into Boy Scouts. Simply fill out the BSA YOUTH APPLICATION form (available at any Troop meeting). Bring the completed, signed application form to a meeting. In December all scout units Recharter. Our fees for Recharter are $24 (Council) and $26 (Troop) for a total of $50. The $26 covers equipment replacement, Badges and campsite reservations throughout the year.

**What Should Scout Parents Do?**

Encourage your Scout. Get a uniform and a handbook and help your Scout sew on badges, as explained below in the Uniforms and Equipment section. At the beginning and sometimes the end of meetings there are important announcements you and your scout will need to hear and know. Get your Scout to meetings on time (6:55PM unless the patrol is on set up/take down duty, then 6:40PM) and pick them up on time - no later than 8:20 for the closing and announcements and distribution activity information. Encourage your scout to look at his Scout handbook to prepare for advancement. Go on some outings, and if at all possible, your son’s first overnight. (A Troop rule is that any parent wishing to attend overnight camping and events, they must complete an Adult Leader BSA application and take the Youth Protection Training.) As time and interest permit, our hope is all parents to attend Troop committee meetings and get into the life of our Troop. Try to go to summer camp. Help is requested and necessary to run trips, bring new ideas for outings, and bring your expertise in offering Merit Badges in a field of interest. All parents have skills, resources or contacts our Troop can benefit from.

**Clothing and Meetings**

All Scouts and leaders will wear the appropriate uniform and be on time for all meetings, outings, Courts of Honor and campouts. Scouts will not wear any item of clothing that does not fit with the Scouting Program. T-Shirts, headwear, etc. that have inappropriate sayings, graphics, logos, etc. may not be worn at any Scouting function when in civilian attire or the activity (Class B) uniform. Only Scouting or plain attire may be worn. Clothing that has spikes, chains, other inappropriate or dangerous adornments, etc. may not be worn. Accessories that pose a safety hazard and/or do not fit with the Scouting Program may not be worn. This to include, but is not limited to inappropriate jewelry and body piercing items. Clothing must be worn properly at all times.

**Class A Uniform =** Troop 188s’ Class “A” uniform includes a scout shirt with all appropriate insignia, the troop scarf and a neckerchief slide, nice jeans or shorts and closed-toe/heel shoes and socks. Scout pants/shorts, socks, hat etc. are optional and encouraged.

**Class B Uniform =** A class “B” uniform is any scouting related T-shirt, or a plain white T-shirt without logos.

**ITEMS for Weekly Meetings - Mondays from 7-8:30PM every week.**

Wear the Class “A” Uniform unless instructed differently.

Book Bag or Backpack can be used to store the following items at all times;

Boy Scout Handbook

Mr. Rope – provided by the Troop when you join

Note Pad & Pen – or fits nicely in your left front uniform pocket

Merit Badge Workbooks and Paperwork

Material for your specific PLC position in the Troop

**Structure** Troop 188 is a Boy-Run Troop lead by the Senior Patrol Leader (**SPL- elected by the scouts every 6 months**), and is divided into several small groups called patrols. The Troop meets as a whole almost every Monday evening, 7:00-8:30. As necessary for activities, projects and camping, Scouts sometimes work in patrols of 6-10 Scouts. A senior Scout acts as a patrol leader and there are one or more patrols composed of only senior Scouts. A Patrol Leader and Troop guide will be provided for the new Scouts for the first 6 months. After the new scouts are acclimated to the Troop they will elect their own patrol leader in the next election.

Troop meetings and much of the administrative work is handled by the Senior Patrol Leader (**SPL**). Scouts also serve as librarian, quartermaster, chaplain aide, scribe, instructor, Troop guide, and historian whom all report to the Assistant Senior Patrol Leader (**ASPL**).

The Troop is guided by our registered Adult Leaders such as the Scoutmaster (**SM**), and his Assistant Scoutmasters (**ASM**). The leaders are coordinated by our Committee Chair (**CC**). Troop 188’s committee (includes all Troop parents, all registered leaders with or without positions in the Troop, and the youth Senior Patrol leaders) meets once each month. The committee is in charge of insuring the safety of all in the Troop, communication with parents, financial discussions, financial planning and many other duties. Troop 188 is a **“Boy lead Troop”.** This means the Troop Committee does not set the program, that’s left up to the Patrol Leaders Council **(PLC-** which is explained in the next paragraph). Within the Troop we follow the Patrol method which is described more in detail in the “Patrols” and “Camping” sections.

The Patrol Leaders Council (**PLC**) meets twice each month (1st and 3rd Thursdays every month) to plan upcoming meetings and activities. The PLC is made up of the youth leadership - consisting of the Senior Patrol Leader, Assistant Senior Patrol Leader, Troop scribe, all Patrol Leaders, and Troop Guides. The Scoutmaster and other adult leaders are advisors to the PLC. Parents are welcome to attend these meetings as well.

**Patrols**

Within Troop 188, your son will be a member of a small team of 6-10 boys called a patrol. There your son will learn to relate to others, discover common goals, make decisions, carry out group plans, grow with peer leadership, and meet Scouting’s aims of fitness, character, and leadership development. The patrol works together as a unit on everything. The patrol has its own equipment for each campout assigned to them when the patrol is formed. The "**Patrol Method**" is used to give real responsibility to as many boys as possible in an environment of fun, learning, and companionship. One or two Assistant Scoutmasters serve as advisors to each new Scout patrol, but intervene only when needed.

**Organization**

The Troop Committee, meets monthly and is headed by the Committee Chair (**CC**). All parents are encouraged to attend and assist. Communications, safety, advancement, and financial matters are several of the many items discussed. The **SPL** also attends, giving the Troop committee an update of what was discussed in the **PLC** meetings. The Scoutmaster and other adult leaders meet with the patrol leaders and Scouts holding offices twice each month to plan meetings and activities. Each Troop outing is coordinated by both adults and Scouts.

**Troop Meetings**

The Troop meets at the Neveln Center (210 S Ankeny Blvd, Ankeny, IA 50023 – Room 303) every Monday evening from 7:00-8:30. All Scouts are expected to attend every Troop meeting and all parents are strongly encouraged to stay. Experience has shown the more involved a parent is, the better their son’s progress. Meetings are led by the Senior Patrol Leader (**SPL**) and start with a flag ceremony, some announcements, and then a program or theme. If your scout is in a leadership position and cannot attend the meeting, it is important they inform their Patrol Leader before the meeting. Communications occur primarily via email. It is vital that the Troop has your most current contact information so you and your scout can receive important Troop information.

All Assistant Scoutmasters (**ASM**) and parents are encouraged to stay through the meeting. If you are unable to stay, plan to hear the beginning announcements and be prompt in picking your scout up (by 8:20PM). Scouts (and parents) abide by the basic social convention that when the “Scout Sign” is raised (3 fingers up); everyone quiets down and raises the sign.

The boys are expected to wear their class “A” uniform to all meetings and events unless otherwise instructed. Troop 188’s class “A” uniform includes a Scout shirt with all appropriate insignia, the Troop neckerchief and slide, nice jeans or shorts, socks and shoes that cover the entire foot. Scout pants/shorts, socks, hat etc. are optional but encouraged. Boys are expected to come prepared and already in uniform to meetings with their Scout handbook, and all other items detailed previously.

Scoutmaster Conferences and Boards of review are held during regular meeting times. Scouts that are ready for advancement in the next level of scouting put their name on a sign-up sheet available during regular meetings. Parents and adult leaders are needed to stay to form Advancement Boards. This is explained below in the “**Advancement**” section.

**Special Event Dress and where to buy Scouting Materials**

Class “A”’s and merit badge sashes are worn to the periodic Courts of Honor. The uniform and required patches are all available at the Mid-Iowa Scout Office 6123 Scout Trail, Des Moines, IA 50321. They’re open Monday -Thursday 9:00-7:00, Friday 9:00-6:00 and Saturday 9:00-4:00. The Troop provides each new Scout with a Troop neckerchief, slide, epaulettes, Troop number, and Mr. Rope. As a Scout advances and gets merit badges, a merit badge sash is used to display them. The Troop provides merit badges and rank advancement patches as Scouts earn them.

Each new Scout needs the current edition of the Boy Scout Handbook. Put your scout’s names on all their belongings. The Boy Scout Handbook is used throughout their entire career in Scouting, to record all advancement, and all Scout activities should be noted in it as well (service, trips, etc). Most Scouts (and parents) buy some of their own camping gear. The Troop has gear as well to loan out or provide to our scouts. Having the correct gear in all outings is required and necessary. A camping gear list can be found on the Troop’s website under forms.

Placement of Patches, Badges, etc: Refer to the Scout Handbook for placement of the council patch and the Troop number (188 of course). An American flag is pre-sewn on the right. Green ”ribbons” are placed on each epaulet. Earned ranks (Scout, tenderfoot, first class, etc.) go on the left pocket body (each replacing the previous rank’s badge). See the Boy Scout handbook for more information.

**Advancement**

**\*NOTE\*** Dues need to be current and their uniform updated before your son will be given a Scoutmaster Conference or Board of Review for rank advancement.

There are seven Boy Scout ranks that are achieved via work effort, service, and length of time; none are tied to grade or age. After completing the requirements for a rank, the Scout should sign up for a Scoutmaster conference and a Board of Review.

At the Scoutmaster conference, the Scout meets with the **SM** or **ASM** to discuss his progress in the Troop. In order to conduct a Board of Review, parents may be asked to attend specific meetings. At the Board of Review, the Board is typically made up of 2-3 adults/parents from the Troop. The **SM** or **ASM**, and the parent of the Scout taking part in the Review are not permitted to be part of this Board. The Board will question the Scout on achievements required for this and prior advancements. A convenient list of questions will be provided to the adults conducting the Review in order for them to better understand what the Scout should know for the rank they are being reviewed for. The Scout is asked to be in a class “A” uniform and have his Scout handbook with him.

Requirements for each rank involve completing tasks listed in the handbook or merit badge books. Through First Class, all the requirements are in the handbook. Scouts do the required activities on their own, on a campout, at the beginning or end of meetings, or during advancement meetings or outings. They are signed off on by a registered adult leader. **You cannot sign off on your own son’s requirements.** If a Scout has already started a merit badge with a counselor, the Scout can complete requirements on a family outing such as a requirement for a hike. The Scout just needs to document exactly what they did and be prepared to explain what they did to fulfill the requirement. Merit Badges are directed by adults certified for that badge and Scouts work with them on the requirements.

If a Scout would like to do a merit badge, he needs 2 additional Scouts to join him. The Scout then needs to find a merit badge counselor (adult leaders can help with this), and contact a merit badge counselor to teach the merit badge and sign off on the requirements. This may seem scary to a Scout having to contact an adult but it is all part of developing leadership, and taking responsibility. **Scouts cannot start and work on a merit badge by themselves**, but they can work independently on a merit badge they may have started with a counselor at summer camp or elsewhere.

**Courts of Honor**

Courts of Honor are held 4-5 times each year to formalize rank advancements and publicly recognize Scouts for their achievements. All parents and Scouts are encouraged to attend Courts of Honor and share in the boys’ accomplishments. Even if your Scout is not receiving a rank advancement or any merit badges, you should still attend in support of your fellow Scouts. All family members are welcome to attend these meetings.

Eagle Scout Courts of Honor are the highest recognition given to Scouts. A separate Eagle Court of Honor is held for each Scout who achieves this esteemed level of Scouting. All Scouts are encouraged to attend these special meetings, along with their families. Attendance at an Eagle Court of Honor is one of the best ways to understand and appreciate the significance of this rank, and is a real encouragement for Scouts to "stick with it" until they reach Eagle rank.

**Merit Badges**

Scouts at the higher levels (First Class, Star and Life) need to earn merit badges in order to advance. Accomplishments toward earning each merit badge are recorded on a "**blue card**". Scouts and their parents should be aware of the importance of keeping blue cards up to date. When authorized adult leaders ("merit badge counselors") have signed-off on each requirement for a merit badge, it is the Scout’s responsibility to turn the blue card in to the Troop’s Advancement Chairman so that it can be recorded. It is important to keep the blue card once it is recorded. This is your scout’s proof that the requirements were met in case the merit badge is lost. The blue card is entered into the data at the regional BSA headquarters and becomes part of each Scout’s permanent file.

Many parents, teachers and other qualified adult leaders have volunteered to serve the Troop as a Merit Badge Counselor for one or more merit badges. The Troop maintains a list of these counselors. Scouts should contact a merit badge counselor before beginning work on a badge. Merit badge Counselors can advise the Scout on the best way to proceed on each merit badge and advise them throughout the process. Ultimately, this merit badge counselor will have to sign off on all work toward the badge. The Advancement Chair/Merit Badge Coordinators or Scoutmaster can also sign off requirements in the event the Merit Badge Counselor is not available.

In Boy Scouts, we use Merit Badge Counselors to formally teach our badges. While parts of a badge may be required to be worked on outside the Troop setting, the badge (as a whole) is required to be worked on as a group. Even though a Merit Badge Counselor might be a parent, they need to teach badge work as a class, not just 1 on 1 situation and they need to be registered with the Council as a counselor and a registered adult leader. These requirements are in place in order to ensure Youth Protection for our Scouts.

Summer camp and Merit Badge Conclaves provide great opportunities to earn merit badges. Merit Badge Conclaves are one or two-day sessions held to help Scouts to earn several merit badges in a concentrated time period. Scouts are advised of upcoming Merit Badge Conclaves at Troop meetings. Especially for younger Scouts, it is encouraged that parents review with your Scout, the merit badges that he is interested in taking at these events as some may be preferred in order to meet the prerequisites for rank advancement and other merit badges, for instance: First Aid and Swimming. Please ask the assistant Scoutmaster assigned to your son’s patrol if there are any questions.

**Fund Raising**

The major fund raising event for the Troop is the popcorn sale in October-November and the Merit Badge University. Additional fund raisers can also be scheduled throughout the year. Scouts can earn money towards summer camp during the popcorn fundraiser and certain other designated fundraisers throughout the year. A percentage of the money raised goes only to the Scouts that work the fundraiser and the money can only be used towards scouting costs (such as summer camp). This money is in their "Scout account" and can be used toward any Scouting activity, campout, summer camp, or to purchase scouting related items at the Scout shop. Financial assistance is available and the Chairman of the Troop committee can be contacted confidentially if the scout is in need of financial assistance to attend an event or activity.

**Service**

Service to the community, to the Troop, and to others is an important part of Scouting. Scouts are expected to participate in such activities as helping other Scouts with Eagle projects, and on cleanup projects to thank the Church for use of their facility. Service hours are a requirement for promotion in most ranks and the key part of earning the Eagle rank. Service hours are recorded by the Advancement Chair, but it is the responsibility of the Scout to ensure the accuracy of this information as this information is needed for certain rank advancements. There is an area in the hand book to track outings the Scout attends. This information is required for certain rank advancement and is the responsibility of the Scout to keep accurate.

**Campouts**

The PLC plans a Troop outing in almost every month. In Troop 188 we require at least 4 adult leaders to go on any campout. If we do not have enough adults, the campout or outing will have to be canceled. One of the adult leaders must be “Trained”. This means they have Complete the SM Fast Start, Youth Protection, and Basic Indoor/Outdoor leader training at the council level. Fees include, $15 each “normal” campout to help with gasoline and trailer costs and food. If your scout is receiving a ride from another parent – $5-$10 is requested to give to your scout’s driver to help with gasoline costs of the trip. Some Troop activities and campouts have additional costs associated with them for such things as facilities or equipment rental. Those costs are communicated at the time of the event so all members of the Troop are aware of the additional cost.

Campouts are an important part of the Scouting experience. Campouts are usually announced far in advance at the Scout meetings and are listed on monthly calendar on the Troop website. If a Scout is interested in a campout, he should be sure to attend meetings or contact his Patrol Leader so that he does not miss the sign-up dates and the planning of activities.

Information about specific campouts will be given to the Scouts at the meetings before the campout. Meals on camping trips are planned (with approval of an adult leader), purchased and cooked by patrols. Each Scout is expected to participate with meal planning and preparation; this also meets several rank advancement requirements particularly for newer Scouts. An adult leader will assist (particularly with the younger Scouts) in the planning and preparation, but this is designed to be a Scout-run process with minimal supervision. Scouts will not eat with adults- even though they will be supervised throughout the outing. Adult leaders plan, prepare, cook, and eat as a separate patrol.

Each patrol assigns a Grubmaster (the Scout that, with the assistance of a parent and possibly an experienced Scout) who purchases the food specified by the menu for the patrol. The Grubmaster is responsible for ensuring that the food is brought to the campout and is stored in safe and appropriate containers (cold food in coolers with ice, soft or easily damaged food in boxes/totes to protect it). The Grubmaster is encouraged to compare prices when shopping to help keep the cost of food reasonable. The Grubmaster is reimbursed by the Troop for the cost of the food. In order to receive reimbursement, the Grubmaster must bring a receipt to the Scoutmaster or Treasurer. If your son has any special dietary needs, discuss them with the Assistant Scoutmaster who is assigned to your son's patrol.

The Scout Handbook and the Troop website contain equipment lists. A **“Personal camping gear checklist**” is included in this packet. These will be useful as the Scout prepares for a trip. Clothing for special types of outings, for example Summer Camp (warm/wet weather, weeklong stay) and Klondike Derby (cold weather, 2-night stay), is often discussed and demonstrated at Troop meetings. In addition to bringing personal supplies, each Scout is responsible for a share of the patrol effort. **All electronics such as cell phones, digital music players, radios, games, etc. should be left at home.** If there is a question about what may or may not be brought, please feel free to ask for guidance. The adult leaders carry cell phones on all outings in case of emergencies.

Other items that are prohibited to be in a Scouts possession include: sheath knives, any type of gun (including paint-ball, BB, Airsoft or any likeness thereof), or anything considered a weapon. Some Scouting events will offer the proper training in the use of firearms and archery equipment in a safe environment for the enjoyment of the Scout and to meet requirements. **No Scout should carry a knife until they have been trained and have earned and are carrying their “Totin’ Chip”.** This certification grants a Scout the right to carry and use woods tools. This training is provided soon after the Scout joins the Troop on a campout or at summer camp.

Patrols arrange for their camping equipment such as tents and cooking equipment for each trip. The Troop owns a supply of tents and cooking equipment. Troop equipment is available for checkout by a patrol for any Troop-sponsored event. Troop equipment is stored in the Troop trailer and storage room at the Neveln Center. Any equipment must be checked in and out through the Troop’s Quartermaster.

All parents are expected to share in the responsibility of providing transportation. The Scout arranging the outing generally arranges transportation at the Troop level. Parents have a standing invitation to come along for the fun.

In some instances, depending on where the activity/campout is, there may be a fuel charge for each Scout. We will always try to fill all seats in a vehicle to minimize the cost. If you choose to drive by yourself and you do not have a full vehicle, you cannot expect to be reimbursed for your fuel. The amount reimbursed is dependent on how far we travel, and is decided upon by the PLC and Troop committee. Any parent volunteering to pull the Troop trailer will be compensated accordingly.

We go to Camp Mitigwa, near Boone, IA, each year for a week of summer camp. We highly encourage your son to go to camp his first year. Scouts have to opportunity to earn merit badges, participate in camp wide activities, and just have plain fun.

**Activities**

As noted, Scouts can participate in a wide range of activities including day hikes, service projects, campouts, canoeing and skiing. Scouts (and their parents) choose which activities to participate in – no Scout is expected to, or even could, participate in all. Parental participation ranges from extensive to only occasional depending on the age, tastes, and other factors.

**High Adventure**. Scouts and parents have the opportunity to enjoy a week of rustic camping in early summer. Some past trips include canoeing in the Boundary Waters in Northern Minnesota, hiking in the mountains in Colorado or the Black Hills of South Dakota. This is a low-cost, fun way for Scouts to advance rapidly, and have a memorable lifelong experience. It’s also a great way for a parent to share in their son’s experience. All high adventure trips are reserved for boys 14 and older and who have achieved the First Class rank or higher. Additional merit badge requirements and training may apply.

**Youth Protection**

The Youth Protection program is a set of standards, guidelines and training developed by the Boy Scouts of America to eliminate opportunities for the abuse of youth members. When properly implemented, the program also helps to protect adult leaders from any accusations of impropriety. First there is a section in the front of the Scout Handbook, which you should read over and discuss with your Scout. Shortly after joining our Troop, our youth protection chair will conduct the youth protection program. You will be asked to attend this meeting with your Scout(s). During this meeting there will be a video shown, and some discussions by our youth protection chair. This is a requirement established by the Boy Scouts of America. There is a separate youth protection program strictly for adults that can be done online, or conducted by a district official. Please visit myScouting.Scouting.org to take the adult online youth protection training. Troop 188 requires any adult leader or parent that will be interacting directly with Scouts, or going on any outing, complete the Adult Youth protection program. When finished you can print out your certificate and please present this to the Scoutmaster/Committee Chair. Training is good for 2 years.

BSA adopted the following policies to provide additional barriers to child abuse within Scouting. These policies are primarily for the protection of its youth members; however, they also serve to protect its adult leaders from false accusations of abuse.

**Youth Protection Guidelines**

* **Two-deep leadership**. Two registered adult leaders or one registered leader and a parent of a participant, one of whom must be 21 years of age or older, are required on all trips and outings. (Troop 188 requires at least four adult leaders, one of which must be trained). The "two-deep" policy requires that a minimum of two adults be present during all activities to minimize the potential for clandestine abuse. The chartered organization is responsible for ensuring that sufficient leadership is provided for all activities.
* **No one-on-one contact**. One-on-one contact between adults and youth members is not permitted. In situations that require personal conferences, such as a Scoutmaster's conference, the meeting is to be conducted in view of other adults and youths.
* **Respect of privacy**. Adult leaders must respect the privacy of youth members in situations such as changing clothes and taking showers at camp, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.
* **Separate accommodations**. When camping, no youth is permitted to sleep in the tent of an adult other than his own parent or guardian. Councils are strongly encouraged to have separate shower and latrine facilities for females. When separate facilities are not available, separate times for male and female use should be scheduled and posted for showers.
* **Proper preparation for high-adventure activities**. Activities with elements of risk should never be undertaken without proper preparation, equipment, clothing, supervision, and safety measures.
* **No secret organizations**. The Boy Scouts of America does not recognize any secret organizations as part of its program. All aspects of the Scouting program are open to observation by parents and leaders.
* **Appropriate attire**. Proper clothing for activities is required. For example, skinny-dipping, or not wearing a shirt is not appropriate as part of Scouting.
* **Constructive discipline**. Discipline used in Scouting should be constructive and reflect Scouting's values. Corporal punishment is never permitted.
* **Hazing prohibited**. Physical hazing and initiations are prohibited and may not be included as part of any Scouting activity.
* **Youth leadership training and supervision**. Adult leaders must monitor and guide the leadership techniques used by youth leaders and ensure that BSA policies are followed.

**Information Resources**

Other resources available to you are on the Troop website. You will find forms, schedules, Troop calendar, information on upcoming campouts and events, as well as links to the council website and other Scouting websites.

Troop 188 web site: http://www.troop188ankeny.org/

The Scout shop:   hwww.**midiowacouncil**bsa.org/**Council**/**ScoutShop**.aspx

Merit Badge worksheets (these are the forms/requirements for each badge):
<http://meritbadge.org/wiki/index.php/Merit_Badge_Worksheets>

**Terminology / [Acronyms]**

**APL –** Assistant Patrol Leader – fills in for Patrol Leader in the event they are unable to attend the PLC

**ASPL –** Assistant Senior Patrol Leader – fills in for SPL when absent. Manages the Troop officers and ensures they are doing their jobs. The positions include Historian, Librarian, Scribe, Troop Guides, Chaplain Aide, Webmaster, and Quartermaster.

**ASM –** Assistant Scoutmaster – helps the SM guide the Troop

**Blue Card –** This is the only official record of completed merit badge requirements. Scouts receive one for each merit badge that is started from their counselor. It is an actual blue card. There is a sample blue card in your packet.

**CC –** Committee Chair – Leads the adults that sit on the Troop committee, Troop Committee is made up of interested parents, and all are welcome.

**Council –** The council is a group of districts that provide leadership, training, programs and resources to districts. Hawkeye District is one of seven within the Mid-Iowa Council.

**District –** The district is a group of towns/cities in an area (typically 1 or more counties) that work together to provide leadership, training and programs for Scouts and Scouters. Ankeny falls within the Hawkeye District.

**Grubmaster –** A Scout(s) within a patrol, that is responsible for purchasing and bringing food for the entire patrol on a campout. Menus are planned during a regular meeting at least 2 weeks in advance of a campout. Menus must be approved by an adult leader.

**Merit Badge Counselor –** An adult that is registered with the council that has a particular interest or expertise in the merit badge subject matter. Anyone can be a merit badge counselor, they just have to have sufficient knowledge of the subject matter and be registered.

**OA –** Order of the Arrow – An honor camper’s society for Boy Scouts, new OA members are elected by OA members and non-members. This is reserved for Scouts 1st Class and above.

**PL –** Patrol Leader – Leads the patrol

**PLC –** Patrol Leaders Council – made up of PL’s, SPL, and other Troop office holders; plan and run Troop activities, usually meets twice a month

**Quartermaster –** in charge of all Troop gear

**Roundtable –** Monthly meetings held by the council with information about upcoming council / district activities. The CC sets a monthly schedule, and rotates parents through it. More information is on the Troop website.

**Scribe –** Serves as secretary at all PLC’s and also collects dues and tracks attendance

**SM -** Scoutmaster – Guides the Troop SPL –

**SPL (Senior Patrol Leader)** – leads the PLC and Troop meetings; does not lead a specific patrol

**Totin’ Chip -** This certification grants a Scout the right to carry and use woods tools. At completion of the Scouts training, they will be issued a “Totin’ Chip” wallet card. This must be in their position at all times to use any wood tools, including pocket knives.