



**TROOP 266**

**West University  
United Methodist Church**

**TROOP GUIDEBOOK**

**January 2015 Edition**

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## Welcome Scouts and Parents!

Welcome to Boy Scout Troop 266! We are excited to have you join us and become part of Scouting.

This guide is intended as a supplement and not as a replacement to the official Boy Scout Handbook and other official Boy Scouts of America (“BSA”) publications. If there is a conflict between this guide and an official BSA publication or policy, the official BSA publication or policy will control. The information in this guide is meant to provide you with specific information on Troop 266 and will answer basic questions about our policies, uniforms, equipment, camping trips, advancement, merit badges and participation. Please familiarize yourself with this guide.

## Joining Troop 266

Membership in Troop 266 is open to all boys from age 11 through 17. All required forms with the proper signatures must be current and on file with the Troop before a Scout can attend any activity or campout. All of these forms can be found on the Troop 266 web site ([www.troop266.com](http://www.troop266.com)). A complete application for membership to Troop 266 consists of the following forms, which must be completed and returned to the Scoutmaster:

### Scout Forms (required for all Boy Scouts)

1. BSA Youth Application form: This form titled “BOY SCOUTS OF AMERICA YOUTH APPLICATION” is available from either the Scoutmaster, Committee Chair, or New Member Coordinator, and must be completed in full and include a parent’s signature.

2. BSA Annual Health and Medical Record: This form is required for insurance and safety purposes for each Scout **annually**. Parts A & B can be used initially as it does not need a doctor’s signature, but Part C, which includes a pre-participation physical examination and a physician’s signature and certification, is needed for camps that are >72hrs. Other risk forms may be required for high adventure camps.

3. Participant Statement of Understanding and Code of Conduct for BSA Troop 266: This form must be read, understood, and signed by Scout and parent.

4. Fees: The registration fee with a check payable to Troop 266 is paid annually, or may be paid via the PayPal link on the Troop website, when it is available and accessible, usually once in the fall and once in the spring.

## Adult Forms (for those wishing to volunteer and help the Troop)

1. BSA Adult registration form: This form titled “Boy Scouts of America Adult Application” is available from the Scoutmaster, Committee Chair, or New Member Coordinator. Authorization for a standard background check must be provided. Also, a certificate of completion of Youth Protection Training must be included and attached; this can be obtained through a brief 30-min online training course.

2. BSA Annual Health and Medical Record: This form is required **annually** for insurance and safety purposes for each Adult. Parts A & B are needed prior to participation in any activity (including campouts). Part C, which includes a pre-participation physical examination and a physician’s signature and certification, is needed for camps that are >72hrs. Other risk forms may be required for high adventure camps.

3. Participant Statement of Understanding and Code of Conduct for BSA Troop 266: This form must be read and signed by the adult.

4. Troop Resource Survey: Please consider sharing your skills and interests so the best possible program can be developed for the Scouts of our Troop. In making this survey, the committee wants to find ways to best use your talents to help our Scouts.

5. Merit Badge Counselor Application: Please consider making a formal application to become a Merit Badge Counselor solely for Troop 266 in the Golden Arrow District for Merit Badges in which you have an avocation or occupation.

6. Fees: Please pay the annual registration fee with a check payable to Troop 266 or by PayPal at the Troop website, when the link is available.

## Uniforms

The BSA **Field Uniform** or **Class “A” uniform** consists of:

- Boy Scout uniform shirt (short or long-sleeved), with BSA-required patches, insignia, and epaulets
- Boy Scout uniform shorts or pants with belt
- Boy Scout uniform socks
- Troop 266 Neckerchief and slide \*



Uniform Pieces	
<b>UNIFORM SHIRTS</b>	<b>UNIFORM PANTS</b>
<b>Short-Sleeve Micropoly</b>	<b>Micropoly Switchbacks™</b>
Youth 612150-52 <b>39.99</b>	Youth 612119-23 <b>44.99</b>
Men's S-2XL 612178-82 <b>44.99</b>	Men's sizes: 612134-40 <b>49.99</b>
Men's 3XL-4XL 612183-94 <b>47.99</b>	Classic Fit 612142-48 <b>49.99</b>
	Relaxed Fit 612142-48 <b>49.99</b>
<b>Long-Sleeve Micropoly</b>	<b>Canvas Convertible</b>
Youth 612154-56 <b>44.99</b>	Youth 50108-36 <b>34.99</b>
Men's S-2XL 612191-95 <b>49.99</b>	Men's sizes: 50330-56 <b>39.99</b>
Men's 3XL-4XL 612196-97 <b>52.99</b>	Classic Fit 50226-46 <b>39.99</b>
	Relaxed Fit 50226-46 <b>39.99</b>
<b>Short-Sleeve Poplin</b>	<b>UNIFORM SHORTS</b>
Youth 63291-93 <b>29.99</b>	
Men's S-2XL 63291-95 <b>36.99</b>	<b>Supplex™ Nylon</b>
Men's 3XL-4XL 63296-97 <b>39.99</b>	Youth 68990-94 <b>19.99</b>
	Men's XS-2XL 68990-95 <b>21.99</b>
<b>Long-Sleeve Poplin</b>	Men's 3XL 68995 <b>23.99</b>
Youth 63101-93 <b>34.99</b>	
Men's S-2XL 63291-95 <b>39.99</b>	<b>Canvas</b>
Men's 3XL-4XL 63296-97 <b>42.99</b>	Youth 612949-57 <b>27.99</b>
	Men's Size 30-44 612972-79 <b>29.99</b>
	Men's Size 46-54 612980-84 <b>31.99</b>



Being purchased are available at your local Scout Shop or online at [www.BSAstore.org](http://www.BSAstore.org).  
Boy Scouts of America Supply Center. Prices subject to change.

The **Activity uniform** or **Class “B” uniform** consists of:

- Troop 266 T-shirt, Scouting-related T-shirt, or plain T-shirt with no commercial logos
- Boy Scout uniform shorts or pants with belt
- Boy Scout uniform socks

Class “A” uniforms will be worn at each meeting from Labor Day through Memorial Day. Class “B” uniforms will be worn at each meeting from Memorial Day through Labor Day. Class “A” is required at all Courts of Honor and Boards of Review during the year. A complete uniform should be worn to all Troop meetings and must be worn when traveling to and from all Scout functions. Scouts who do not wear a correct or complete uniform will not be counted as "present." The Senior Patrol Leader will conduct periodic uniform inspections.

### Items Provided by Troop 266

The following items are provided to Scouts by Troop 266 after registration with the Troop or at a crossing over ceremony, when a Webelos Scout commits to joining Troop 266.

- Troop 266 neckerchief & slide\*
- Boy Scout epaulets
- Boy Scout rank badge
- Patrol emblem
- Boy Scout Handbook

Only one Troop 266 neckerchief and one custom made slide (also called a woggle) will be given to each Scout so it is strongly encouraged that extra care be taken with these items, which are difficult to replace.

### Uniform Items Provided by Scouts

The following items should be provided by the Scout upon joining the Troop.

- Boy Scout uniform shirt (khaki)
- Boy Scout uniform belt
- Boy Scout uniform pants or shorts (green/olive)
- Boy Scout uniform socks (green/olive)
- Sam Houston Area Council patch
- Troop number patches (266)
- World Crest emblem
- Arrow of Light patch (if earned in Cub Scouts)
- Merit badge sash
- Religious knot patch (if earned in Cub Scouts)

Correct placement of uniform insignia is shown on the inside cover of the BSA Handbook and in the BSA Insignia Guide.

### Scout Handbooks & Cover

The Troop provides each new Scout with a Boy Scout Handbook and protective cover. Handbooks are only given once and will not be replaced if the book is lost or damaged. As the Scout Handbook contains the record of a Scout's advancement, a replacement **MUST** be purchased at the Scout's expense. Scouts should safeguard his Handbook by marking his name on the outside edge.

### Troop Communication

Troop 266 makes information available to Scouts and adults primarily through email and the Troop website ([www.troop266.com](http://www.troop266.com)). Patrol leaders may also call members of their patrols to relay information.

Email: Please provide your email address to the Troop 266 webmaster and notify him of any changes. The Troop has a group email at Yahoo Groups. You can become a member by using the link on [www.troop266.com](http://www.troop266.com). It is very important that you check your email the day of Troop activities, as there may be last minute updates.

Adults Announcements at the Troop Meeting: Adult announcements are at the beginning of every Troop meeting. Come in for a few minutes with your Scout and hear them.

### Troop Meetings

Troop meetings are generally held each Tuesday from 7:30 p.m. to 8:30p.m. at West University United Methodist Church in the gym (High Court) on the west end of the building complex. Each Scout must bring his Scout Handbook and wear the appropriate uniform to each meeting.

### Behavior & Discipline Policy

Any Scout who behaves in a way that has the potential to cause harm to himself or others, or which reflects negatively upon Troop 266 and the BSA, will be disciplined appropriately. Minor disciplinary issues, such as disruptive behavior during meetings or Scout activities, will be addressed by the Scout's Patrol Leader or the Senior Patrol Leader.

For misconduct of a more serious nature, which is not resolved by the Scout's Patrol Leader or Senior Patrol Leader, the Scoutmaster or adult leader in charge will address misconduct with the Scout and determine the appropriate disciplinary action to be taken. Disciplinary action may range from a verbal warning, assignment to extra duties, a counseling session attended by the Scout and at least two adult leaders, or being sent home from the campout or other activity. In the event a Scout is to be sent home, the Scout's parents will be notified, and his parents will be expected to immediately make the necessary

arrangements to bring their Scout home as soon as possible. If the Scout's parents cannot be contacted, or while the Scout is waiting to be taken home, the Scout will remain under appropriate supervision and will not participate in any further activities on that campout or outing.

At the occurrence of a first violation of the Code of Conduct, the Scoutmaster and at least one Assistant Scoutmaster will meet and discuss the details of the violation and the disciplinary action to be taken. Following this discussion, the Scoutmaster, in his discretion, will determine the disciplinary action to be taken. The Scoutmaster or his designee will then notify the Scout and Scout's parents or guardian of the violation and disciplinary action taken.

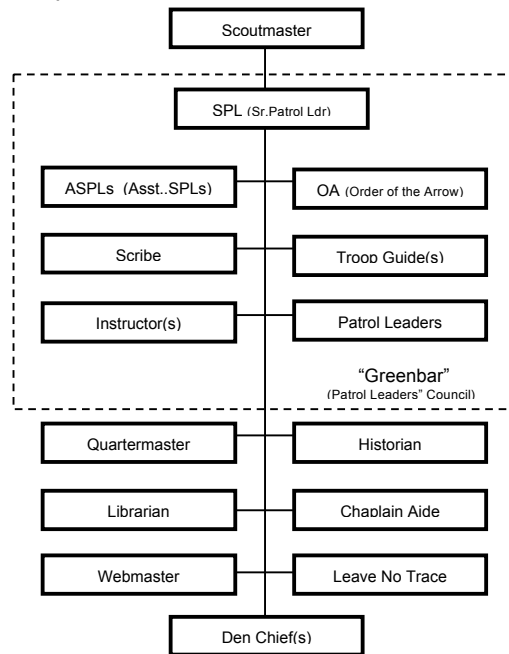
On the occurrence of a second violation of the Code of Conduct within a 6-month period, or if the Scoutmaster determines that the severity of the violation merits it, the Scoutmaster, all available Assistant Scoutmasters, and at least one member of the Troop Committee will meet and discuss details of the violation and the disciplinary action to be taken. Following the discussion, the Scoutmaster, in his discretion, will determine the disciplinary action to be taken. The Scoutmaster or his designee will then notify the Scout and Scout's parents or guardian of the violation, request that they meet with the Scoutmaster and the Troop Committee to discuss the violation, the disciplinary action taken, and to discuss what corrective measures the Scout's parents could take to help the Troop resolve the Scout's disciplinary problem.

Following the third violation of the Code of Conduct occurring within a 6-month period, or for severe violations (i.e., those which present a significant threat to the health or safety of the Scout or others or which may tend to dishonor the reputation of the Troop within the community), the parents or guardians will be notified of the violation and the Troop Committee Chair will schedule a hearing, with written notice given to the Scout and his parents at least 10 days prior to the hearing. If the Scout and/or his parents or guardian are properly notified of the hearing but fail to attend, the hearing may be held in their absence at the discretion of the Troop Committee. At least three voting members of the Troop Committee must be present for the hearing. At the hearing, the Troop Committee will determine, by majority vote of the voting members present, whether the Scout violated the Code of Conduct. If the Troop Committee determines that the Scout violated the Code of Conduct, the Troop Committee will determine, by majority vote of the voting members present, the disciplinary action to be taken, up to and including expulsion of the Scout from the Troop.

Scouts are greatly influenced by the behavior that takes place around them. All adults are expected to comply with the Code of Conduct and to conduct themselves in a courteous and professional manner. The Troop committee will take appropriate action to address adult behavioral problems as soon as possible.

## Troop 266 Patrol Method

Troop 266 is a boy-led Troop, which uses the Patrol Method. This means that the Scouts are responsible for planning and executing most activities, with Adult Advisors guiding but not doing for the scouts. Troop meetings are planned and carried out by the Patrol Leaders' Council (the "Greenbar"). The chart below shows the Troop organization. Leadership is one of the methods of Scouting, and every boy will have an opportunity to participate in both shared and total leadership.



## Patrols

A Patrol is a group of 6-10 Scouts led by a Patrol Leader, Assistant Patrol Leader, Quartermaster, and Scribe. Patrols partition the Troop into smaller, more personal and manageable parts. A boy usually remains in the same Patrol throughout his scouting years. Patrols have their own name, emblem, yell, and flag. In addition to the Troop meetings, a Patrol typically meets 1-3 times a month on its own to promote bonding and camaraderie. Patrols have Adult Advisors to guide them.

## Patrol Leader's Council (Greenbar)

A Patrol Leader's Council or "Greenbar" meeting is usually held monthly on the last Tuesday of the month. The Senior Patrol Leader leads all Troop meetings. The "Greenbar" is used to plan the following months' activities and provide leadership skills to the Patrol Leaders and Troop Staff. Scouts will not need to attend until elected or appointed to a leadership position. These meetings are informal, and uniforms are not required but are recommended.

## Youth Leadership

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The Senior Patrol Leader (SPL) conducts the Troop meetings. The SPL is not “picked” by the Scoutmaster or the Troop committee; twice a year the Boy Scouts elect an SPL to serve a half-year term. Adults monitor the elections, but do not vote. The SPL appoints his assistants and directs their activities in running the Troop.

The boys within each Patrol elect their Patrol Leader. The Patrol Leader appoints his assistants, and together they conduct the Patrol meetings under the supervision of an Assistant Scoutmaster or Adult Patrol Advisor. The Patrol Leader leads his Patrol in planning for campouts, helping with advancement, and ensures good communication with other members of the Patrol and Troop.

The Scoutmaster appoints Troop Guides and Instructors.

The following is an outline of the duties of the key leaders within the Troop:

Senior Patrol Leader (SPL): The senior Patrol leader is the elected head Boy Scout leader in the Troop. He leads the Patrol Leaders' Council (Greenbar) and, in consultation with the Scoutmaster, appoints other junior leaders and assigns specific responsibilities as needed. Completion of National Youth Leadership Training (NYLT) is a prerequisite for this position. The SPL is elected to and serves a half-year term.

Assistant Senior Patrol Leader (ASPL)\*: The assistant senior Patrol leader fills in for the SPL in his absence. He is also responsible for training and giving direction to the quartermaster, scribe, historian, librarian and instructors. Completion of NYLT is recommended for this position.

Patrol Leader (PL): The Patrol leaders are responsible for giving leadership to the members of their patrols. They represent their Patrol at Greenbar, the leaders' council. The PL is also responsible for holding regular Patrol meetings outside of the Troop meetings to help the Patrol plan campouts, organize Patrol activities and responsibilities, and help work on advancement with the Patrol members, as well as building Patrol camaraderie. Completion of NYLT is recommended for this position.

Quartermaster (QM)\*: Manages and maintains Troop equipment, particularly with regard to the Patrol boxes used for cooking at campouts.

Troop Guide\*\*: Assists in guiding new Scouts through the First Class Rank, particularly focusing on helping the Scouts who crossed over from Cub Scouts, who are referred to as Mustangs, during their first 6-months.

Historian\*: Collects and maintains a history of activities and chronicles Troop activities in slideshows shown at Courts of Honor and the Baden-Powell dinner.

Scribe\*: Records minutes at Green Bar meetings and handles other secretarial duties for the Troop.

Chaplain's Aid\*: Provides prayer at various Troop functions, and works together with the Adult Troop Chaplain to help provide spiritual guidance as needed.

Librarian\*: Maintains the Troop library of Merit Badge booklets, including keeping record of what books are borrowed by whom.

Den Chief\*\*: Provides assistance to Cub Scout Adult Den Leaders at the Cub Scout level.

Instructors\*\*: Teaches one or more advancement skills to troop members.

Order of the Arrow Representative: Represents the Troop to the Order of the Arrow Lodge, which is a special group of scouts who have met certain requirements and achievements and are elected by secret ballot by a majority percentage of the Scouts within the Troop. OA members may participate in certain ceremonial duties or special service projects.

Webmaster\*\*: Responsible for maintaining the troop website in concert with the Adult Committee Webmaster.

Leave No Trace Trainer\*\*: Specializes in teaching Leave No Trace Principles and ensuring that the troop follows the principles on outings.

\* appointed by SPL

\*\* appointed by Scoutmaster

## SPL Election

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SPL elections are held twice a year, in December and June. All registered Scouts are eligible and encouraged to participate in voting in the elections. The Scoutmaster, with the assistance of the Advancement Chair and current SPL, will determine the eligibility of the Scouts interested in serving as SPL. A Scout must have completed NYLT to be eligible for SPL. In general, higher ranked, more experienced, trained Scouts are better suited for the rigors of the SPL leadership role. SPL Candidates will be presented to the Troop for election by popular vote. A Scout must be in attendance on election night to be elected SPL.

Each SPL candidate is required to give a brief speech to the Troop to:

- Describe why he is running for office
- Describe how his leadership will improve the Troop
- Outline his qualifications for the position

Upon the closing of nominations for office, a secret ballot will be cast by all Scouts present who are currently registered members of Troop 266. The secret vote will be tabulated by two adults who are not the Scoutmaster or Assistant Scoutmasters. The results will be announced during the Scoutmaster's Minute or the end of the meeting.

Candidates for all other positions will be submitted to the newly appointed SPL for selection. The SPL will prepare a draft organization chart for approval by the Scoutmaster. Following approval by the Scoutmaster, the new Greenbar will convene at the next regularly scheduled Greenbar meeting.

The Scoutmaster has the authority to remove any Scout elected or appointed to office for failure to perform his duties or meet the responsibilities of his position.

## Camping Opportunities

Monthly Campouts: A Troop's outdoor program is a main attraction for most boys. Troop 266 strives to provide a variety of outdoor camping experiences, about once a month, which are often coordinated with the advancement and merit badge programs. At campouts, a Scout learns responsibility for himself, his gear and the Troop equipment.

New Scout Campout: A New Scout Campout is scheduled every year to introduce new Scouts and their parents to the program and to help them master skills needed for Patrol-method camping. Topics include: camp selection and setup, sanitation and personal hygiene, fire building and safety, knife and axe yard safety, first aid, poisonous plants, cooking and cleanup, Patrol Boxes, duty rosters, flag ceremonies, safe hiking, the buddy system, knots and rope use.

Summer & Winter Camp: Summer and Winter camps are held at Boy Scout Camps in Texas and other states. These camps provide great opportunities for Scouts to advance, learn new skills, practice leadership, grow as Scouts, and just have fun. Dates for camps are reserved well in advance. Scouts who attend Summer and Winter camps usually earn more Merit Badges and progress in rank more quickly than boys who do not attend, and these camps provide all the fun and excitement that boys look for in their camping experiences.

High Adventure: Troop 266 provides at least one High Adventure activity per year consisting of challenges like mountain backpacking, canoeing or sailing. Requirements will vary depending on the activity, but participation is usually limited to Scouts who have reached the rank of First Class, are 14+ years, completed 8th grade, and are capable to participate. Adult leaders will set a training schedule, and Scouts must do these preparation assignments to be permitted to go on the trip.

## Other Activities

### Service Projects

Participating in service projects helps a Scout understand his responsibility as a citizen in his community. Special Community, Council, District, and Troop projects and Good Turns are held at least quarterly. Attendance at and participation in Troop service projects are expected as part of showing Scout spirit and required for advancement. Examples are Elves & More, community service, Scout Sunday, & Eagle projects.

### Fundraisers:

During the year the Troop will conduct various fundraising projects. Annual dues cover only a small part of our total expenses. Parents are expected to help with these fundraisers. Attendance at and participation in Fundraising events are also expected of all scouts. Prior to any fundraising activity the Troop Committee must approve any fundraising. Historically, Troop 266 sell Briskets during the Holiday season after Thanksgiving.

### Religious Awards

Troop 266 participates in the various religious awards offered by BSA and supported by the Troop. Each Scout is encouraged to complete the religious award offered by his denomination.

### Crew 266

Venturing is a youth development program of the Boy Scouts of America for young men and women who are 14 (and have completed the eighth grade) through 20 years of age. Venturing's purpose is to provide positive experiences to help young people mature and to prepare them to become responsible and caring adults.

Venturing is based on a unique and dynamic relationship between youth, adult leaders, and organizations in their communities. Local community organizations establish a Venturing crew by matching people and program resources to the interests of the people in the community.

Troop 266 has had an affiliate relationship with Crew 266. While both organizations are chartered by West University United Methodist Church and operate under the umbrella of the Boy Scouts of America, they are two distinct organizations. Scouts who have achieved the rank of Eagle Scout and are interested in Crew activities may choose to have "primary" registration with the Crew and "multiple" registration with the Troop or vice versa. Scouts who have not achieved the rank of Eagle Scout MUST have their primary registration with Troop 266 and may have a "multiple" registration with the Crew. This policy exists to insure that Scouts pursuing the rank Eagle Scout maintain their focus and are supported by a proven Troop infrastructure.

## Advancement

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The Scout advancement program includes a progression of steps in rank achievement, ultimately leading to the rank of Eagle Scout. Rank advancement is only earned after all rank required skills, as listed in the Scout Handbook, are learned and demonstrated to a Scoutmaster, Assistant Scoutmaster, or designated Scout. As each requirement is completed, the Scout will be tested and signed off in the **back section of the handbook** by the Scoutmaster or by someone he designates, such as an Assistant Scoutmaster, a Troop Committee Member, or another Scout (Star rank or higher). **Parents may not sign off their own Scout's advancement.** Scouts need to take advantage of the advancement opportunities made available during campouts or Troop meetings and to take initiative to ask for someone to test them when ready. A Scout is responsible for keeping his own personal advancement record in his own Handbook, including service hours, campouts, Troop activities, and leadership positions. In all cases, it is the Scout's responsibility to get his advancement recorded and signed in his Handbook. The Troop will provide ample opportunities for advancement, but it is ultimately the Scout's own responsibility to participate in and take initiative to utilize the opportunities; it is NOT the Troop's responsibility to advance Scouts or make special accommodations for Scouts who do not participate in or take advantage of rank advancement opportunities.

### Advancement to Tenderfoot, 2<sup>nd</sup> Class, & 1<sup>st</sup> Class Scout

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Scouts new to Boy Scouting may participate in a program called "Trail to Eagle." This program is designed to meet the specific needs of first-year Scouts by providing structure, supervision and specialized skill instruction. These new, first-year Scouts are referred to as the Mustang Patrol, which is often comprised of Scouts who have just crossed over to Boy Scouts from Cub Scouts. The Mustang Patrol typically meets weekly before a Troop meeting for approximately six months during the Spring semester to work on their Tenderfoot rank requirements.

One or more Assistant Scoutmasters are appointed to supervise the Trail to Eagle program. At least one Spring Campout is devoted to the Trail to Eagle program. During the Spring, each Patrol is assigned specific responsibilities to teach one or more achievements using the Scout-led, EDGE method. The Trail to Eagle program is intended to provide:

- adequate opportunities for first-year Scouts to learn the Scouting skills required for Tenderfoot, Second Class, and First Class
- counseling and guidance through the early challenges of Scouting
- motivation and assistance for Scouts to attain First Class within one year of joining.

## Merit Badges

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Scouts must earn Merit Badges (MB) to achieve ranks above First Class; certain ones are required to become an Eagle Scout. BSA offers over 110 different merit badges to challenge a Scout and introduce new areas of interest. To earn a MB, certain steps must be followed in a specific order. The Troop provides MB opportunities during monthly campouts, and Scouts are encouraged to earn them at Summer/Winter Camps, or MB Fairs.

### Advancement to Eagle Scout

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Merit Badges are required to become an Eagle Scout; 13 specific MBs plus 8 others are the minimum required to become an Eagle Scout. Other requirements for advancement include time in rank, leadership experience, service hours, Scoutmaster conferences, and Boards of Review. A Scout progresses through these ranks on his own, but with the guidance from his fellow Scouts and adult leaders. The ranks to becoming an Eagle Scout are as follows: Tenderfoot, Second Class, First Class, Star and Life.

After reaching the rank of Life Scout, a Scout meets with the Life-to-Eagle Coordinator. At this meeting he will receive his Life-to-Eagle packet and discuss the Eagle Scout service project. This project must conform to BSA guidelines. The Scoutmaster, Troop Advancement Chair, District Advancement Committee representative, and the benefiting organization must approve the project before the Scout begins work on the project.

### Completing a Rank

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The following steps should be performed after a Scout completes each rank requirement listed in the Scout Handbook, with the exception of the last two items, which are the Scoutmaster Conference and Board of Review.

1. Ensure all advancement requirements for that rank in the Handbook are properly signed, except for the Scout Spirit (where required), Scoutmaster conference, and Board of Review.
2. The Scout must formally asks the Scoutmaster for a Scoutmaster conference.
3. After the Scout participates in a Scoutmaster Conference and the Scoutmaster signs off in the Scout's Handbook, the Scout then formally asks the Advancement Committee chairman to schedule a Board of Review.
4. Participate in a Board of Review, which is comprised of the Advancement Committee Chairman or his designee and two other adult volunteers, who are not Scoutmasters or Assistant Scoutmasters. The Scout must be sure to bring Scout Handbook, proof of his previous rank, proof of completed merit badges, and dress in his full Class A uniform. The 3 adults will review the Scout's rank advancement experience and discuss the Scout's participation and experience in the Troop.



5. Upon satisfactory completion of the Board of Review, the Advancement Committee chairman will notify the Scoutmaster.

6. The Troop may choose to acknowledge advancement at the next meeting and the new rank may be worn from that point forward; however, a formal presentation and acknowledgement of the rank advancement will be made at the next Court of Honor.

7. At the Court of Honor, a formal presentation will be made of the mother's pin and the rank card. It is essential to keep this card in a safe place, because it will be needed for the Eagle Scout application.

Scouts must earn the ranks in order, but may complete any requirement for Tenderfoot through First Class at any time. For example, a Scout may complete a First Class requirement before finishing Tenderfoot requirements, but must earn Tenderfoot rank before being awarded Second Class and First Class ranks.

### Scoutmaster Conferences

Each of the six ranks in Scouting contains the requirement "Participate in a Scoutmaster Conference." The Scoutmaster conference allows the Scoutmaster to review:

- The Scout's growth in his understanding of Scouting's ideals
- How the Scout applies these ideals in his daily life and in the Troop
- The requirements of the Scout's next rank so that he can be properly encouraged

Why does the Scoutmaster engage in this one-on-one review? The relationship between a Scout and his Scoutmaster is important for the Troop's health and for the Scout's success. The Scoutmaster needs to have first-hand knowledge of who is showing leadership, who is holding back, who is shy, who is working with the younger boys, and who is skilled in outdoor activities. The Scoutmaster must know each Scout and how he is advancing, whether he is having fun, and whether he seems eager or uneasy. Each Scoutmaster Conference is an opportunity for the Scout to learn more about the Scoutmaster and his expectations, bring up any concerns, and discuss anything not understood about the Scouting program. The Scoutmaster and Scout will also talk about goal setting and achievement. The Scoutmaster may delegate authority to conduct a Scoutmaster Conference to an Assistant Scoutmaster. However, Star, Life, and Eagle Scoutmaster Conferences should not be delegated under normal circumstances.

Scouts do not have to wait until they have completed the requirements for a rank in order to ask for a Scoutmaster conference. However, for a Scoutmaster conference to count toward rank advancement, it must take place after all other requirements are complete and before the Board of Review. A Scout should formally request a

Scoutmaster Conference with the Scoutmaster upon completion of all the requirements for a rank and sign-off in the Scout Handbook. The Scout should be prepared, wear his complete Class A uniform, and bring his Scout Handbook as well as being prepared to demonstrate any skills or achievements acquired for the rank.

Another issue to be discussed at Tenderfoot through First Class Scoutmaster conferences is Scout Spirit, which is required for advancement to those ranks. To show Scout Spirit, each Scout seeking to advance to Tenderfoot, Second Class, or First Class should be prepared to discuss four specific examples of how he has lived the points of the Scout Law in his daily life since his last rank advancement.

### Boards of Review

After completing the Scoutmaster Conference, the Scout must personally advise the Advancement Chair that he is ready for a Board of Review and formally request for a Board of Review to be scheduled. Boards of Review can typically be scheduled during a regular Troop meeting. Scouts will work their schedules around the Board of Review schedule. The Scout should be neat and clean in his appearance and in full uniform with badges properly worn. The Scout must bring his Boy Scout Handbook to the Review.

The purposes of a Board of Review are:

- To ensure the Scout has completed the requirements for the rank
- To determine the quality of experience the Scout is having in his Patrol and in the Troop
- To encourage the Scout to progress further
- To review the Scout's attitude, spirit and his acceptance of Scouting's ideals
- To assess how the Troop is doing

Additionally, the Board of Review provides "quality control" on advancement within the unit, provides an opportunity for the Scout to develop and practice skills needed for an interview, and is an opportunity for the Scout to review his accomplishments.

The Board of Review is NOT a retest; the Scout has already been tested on the skills and activities required for the rank. However, the chairman of the Board of Review should ensure that all the requirements have been "signed off" in the Scout's handbook. Additionally, the chairman should ensure that leadership and merit badge records are consistent with the requirements for the rank.

The Board of Review is composed of at least three members with one member serving as the chairman. A Scoutmaster or Assistant Scoutmaster may not serve as members of a Board of Review. The Board of Review can be staffed with members of the Troop Committee, current and former Eagle Scouts, and parents of Scouts not being reviewed.

In general, during the Board of Review, the Scout will introduce himself and tell the rank for which he is to be reviewed. The Board members will ask questions about his experiences in the Troop and knowledge of certain information, and may ask the Scout to demonstrate something from the requirements for rank. At the end of the Review, the Scout will be asked to leave the room while the Board discusses his qualifications and reaches a unanimous decision. If there are issues which prevent the Scout from advancing to the next rank, the board must detail the precise nature of the deficiencies. The Scout must be told specifically what must be done in order to be successful at the next Board of Review. Typically, an agreement is reached as to when the Scout may return for his subsequent Board of Review. The Chair must send a written follow up, to both the Scout and the Scoutmaster, regarding the deficiencies and the course of action needed to correct them.

Eagle Scout Boards of Review are conducted separately from other rank advancement reviews and, in accordance with Sam Houston Council policy; at least one member of the Eagle Scout Board will be a district or council advancement representative. All requirements for the Eagle Scout rank, except the Board of Review, must be completed before a candidate's 18th birthday. The BSA makes no exceptions to this rule. If a Scout is found to be deficient in any of the requirements after his 18<sup>th</sup> birthday, he has no recourse for correction and will not be approved for the Eagle Scout rank.

### Courts of Honor

After passing the Board of Review, the Scout will be recognized in front of the Troop as soon as possible. He may receive his new rank patch shortly after, but most likely at the next Troop Court of Honor meeting. He will be formally recognized for rank advancements and merit badges in front of family and friends during a ceremony at the Court of Honor. These events are held three times per year. Scouts must be in Class A uniform. The Court of Honor takes place during the regular meeting time, but in the church sanctuary with attendance by families and friends.

When a Scout achieves the Eagle Scout rank, a special ceremony is held just for him. It is held by invitation only and focuses on his advancements, achievements, character, and years in Scouting. It is also his opportunity to thank those who have helped him achieve his goals. This event is organized by the Eagle Scout's family, and the Troop will provide any requested assistance. The Troop has prepared a Court of Honor Guidebook to help the Eagle Scout organize his ceremony. This event is the Eagle Scout's responsibility.

### More about Merit Badges

Currently BSA offers a variety of different Merit Badges (MB) to challenge a Scout and introduce new areas of interest. To receive a MB, certain steps must be followed in specific order. A Merit Badge counselor must be registered with BSA as an adult volunteer and approved to conduct the desired badge.

Currently, there are over 110 different Merit Badges approved by the BSA for Scouts to earn. All MB conferences are to be conducted in a group of two or more Scouts and in the presence of two or more adults. The Troop provides MB opportunities through its monthly campout programs. In addition, Scouts are encouraged to attend Summer and Winter Camps, as well as Merit Badge Fairs. These are ideal opportunities to earn many exciting merit badges. **Scouts should not try to complete too many badges at one time. We ask that scouts actively work on no more than two at one time until they reach the rank of first class, and no more than five at one time thereafter.**

The steps involved in receiving a Merit Badge are described below. Failure to follow these steps may result in the requirements having to be repeated.

The following is the procedure for Scouts wishing to earn merit badges on their own (other than at camps):

- Pick a badge of interest.
- Ask the Scoutmaster or Advancement Chair for a MB card.
- Read the particular MB Book (available through the Troop library or Scout Shop).
- Ask the Advancement Chair for the name of a qualified MB counselor.
- Contact the counselor and ask if he/she is willing to help. Make an appointment before fulfilling any of the merit badge requirements. Counselors may be associated with Troop 266 or other Troops. Use the Buddy System to insure that there is two deep leadership available,
- As each badge requirement is met, the Scout should have the counselor sign and date the appropriate place on the card.
- When all requirements are met, the completed card must be returned to the Advancement Chair. The Scout will receive his badge at the next Court of Honor.

In general, the Troop asks Scouts to abide by the following rules with respect to MB Counselors: Scouts should not earn (i) more than three Eagle-required MBs with any one counselor, nor (ii) more than five total MBs with the same counselor, nor (iii) any MB with the Scout's parent unless the Scout is part of a MB class of five or more Scouts being counseled by the parent.

Completed MB blue cards with all required signatures should be turned in to the Advancement Coordinator Chair so it can be entered and recorded by the Troop.

## Record Keeping

Each Scout is responsible for maintaining a record of all merit badges, rank advancements, participation in Scouting events, leadership roles, and all service hours. This is particularly important when applying for the Eagle Scout rank. The Troop will maintain records as well, but all original proof of advancement and merit badges are provided to the Scout, and **it is the Scout's responsibility to keep these records. In particular, the Scout must save all Merit Badge Cards and Rank Advancement Cards – these are the proof that the Scout earned these awards in the event the awards or Troop records are lost.** A notebook with plastic protector pages designed for sports cards is an excellent way to save and organize these cards. It is also advisable to keep copies of the signed pages of the Scout Handbook for all completed ranks in this notebook. Scouts will need this detailed advancement information for the Eagle Scout rank application. If there is a discrepancy or missing records, the Scout's original cards and copies of the signed Handbook pages are the best evidence to prove what was completed.

## Chartered Organization

The BSA was incorporated on February 8, 1910, and chartered by Congress on June 15, 1916, with the express purpose "...to promote, through organization and cooperation with other agencies, the ability of boys to do things for themselves and others, to train them in scout craft, and to teach them patriotism, courage, self-reliance, and kindred virtues". Troop 266 has a long history, beginning in 1943, and over 200 Eagle Scouts on its Honor Roll of Eagle Scouts.

The Charter for Troop 266 is held by West University United Methodist. Troop 266 is in the Twin Bayou (formerly Golden Arrow) District of the Sam Houston Area Council (SHAC). The church provides meeting rooms and storage space for Troop equipment. Troop 266 funds its own activities, including all transportation. Church membership is not required to join the Troop.

## Troop Adult Leadership

**Scoutmaster (SM):** The Scoutmaster is the adult leader responsible for the image and program of the Troop. The Scoutmaster and the Assistant Scoutmasters work directly with the Scouts and report to the Troop Committee. The general responsibilities of the Scoutmaster include:

- Train and guide boy leaders.
- Work with other adult leaders to bring Scouting to boys.
- Use the methods of Scouting to achieve the aims of Scouting.

**Assistant Scoutmasters (ASM):** Assistant Scoutmasters are recruited by the Scoutmaster and approved by the Troop Committee to assist the Scoutmaster in the operation of the Troop and guide the patrols. Assistant Scoutmasters are assigned program tasks by the Scoutmaster and provide guidance to the boy leadership. He or she also provides the required two-deep leadership (two adult leaders present at every Boy Scout activity).

## Troop Committee

The Troop Committee functions as an administration and support organization for the Troop. The Troop Committee takes care of the non-program issues surrounding the Troop, such as website/newsletter, Troop funds, fundraising activities, membership drives and Pack coordination, activity permits and coordination, health/medical records, advancement records, and procurement and maintenance of Troop equipment. The key adult leader positions include:

**Chartered Organization Representative** - The charter organization shall designate a person to serve in this capacity. This person is the liaison between the Troop Committee and the Chartered Organization, providing help in areas such as rechartering, leadership recruiting, planning service projects and representation at the district and council level.

**Troop Committee Chair** - The primary responsibility of this position is to obtain and retain adult volunteers, assist with the operation of the Troop, and conduct Troop Courts of Honor.

The Committee meets monthly to discuss Troop direction, vision and activities. The meetings are open and attendance is encouraged for all parents and other interested adults. A separate document covers the organization activities of the Troop Committee and is available at [www.troop266.com](http://www.troop266.com).

**Troop Committee Meetings:** Troop Committee Meetings are held on the first Wednesday of each month at 7:30 p.m. at the church. Led by the Troop Committee Chair, these adults establish and approve the policies and procedures under which the Scoutmaster and other adult leaders operate and provide a framework for the management of Troop fundraising, advancement, recognition and program development. Eagle Scout project approvals are also given here. Parents are welcome to attend these meetings.

**Annual Planning Meeting:** Scouting is considered to be a family affair. For a boy to get the most from his time in Boy Scouts, he needs encouragement from his parents, both in words and actions. One major way that parents can help is by planning the family calendar so that it does not conflict with Troop activities. This allows the

Scout maximum opportunity to participate in Troop events. Troop 266 has a very active camping program and schedules many events throughout the month. Each June great care is taken to prepare the calendar and list of outings for the upcoming year. These events are chosen based on survey feedback from the Scouts on the activities conducted in prior years and interests for the upcoming year. At this meeting, all outings, service projects and merit badge workshops are scheduled. The current calendar is available at [www.troop266.com](http://www.troop266.com).

## Adult Training

The adult leaders are NOT responsible for running the Troop. Adult leaders are mentors, supervisors, advisors and merit badge counselors. All adults working with the Troop are volunteers and must be registered with Boy Scouts of America.

### Position Specific Required Training

Scoutmaster & Assistant Scoutmaster	<ul style="list-style-type: none"> <li>- Youth Protection Training</li> <li>- Fast Start Training</li> <li>- This is Scouting (formerly known as New Leader Essentials)</li> <li>- Introduction to Outdoor Leader Skills</li> <li>- Scoutmaster Leader Specific Training</li> </ul> See notes re: adult training
Troop committee member	<ul style="list-style-type: none"> <li>- Youth Protection Training</li> <li>- Fast Start Training</li> <li>- This is Scouting (formerly known as New Leader Essentials)</li> <li>- Troop Committee Specific Training (The online course is called Troop Committee Challenge)</li> </ul> See notes re: adult training
Merit badge counselor	<ul style="list-style-type: none"> <li>- Youth Protection Training</li> <li>- Fast Start Training</li> <li>- This is Scouting (formerly known as New Leader Essentials)</li> </ul> Merit Badge Counselor Specific See notes re: adult training

### Course Descriptions

**Youth Protection Training (YPT):** This is the first step to registering and required for all adults. It MUST be retaken every two years. Although available online, some activities require live/in-person YPT certification.

**Fast Start Training:** The Boy Scout Fast Start video includes segments on how to run a Troop meeting; how to plan, organize, and execute outdoor activities; and Troop organization. Available online.

**This is Scouting:** This initial session is for all new leaders and is approximately 1.5 hours in length. Available online.  
**Introduction to Outdoor Leader Skills:** This course provides training in the basic outdoor skills required to be an effective Scout leader. The course has an initial orientation session and then an overnight campout held at a camp near Houston. This is required for any parent wanting to attend campouts and/or be an ASM.

**Scoutmaster Specific:** For Scoutmasters, assistant Scoutmasters and others interested. Training time is in three sessions of approximately 2.5 hours each. This may be held together with IOLS over the course of a weekend. This is required to be an ASM.

**Troop Committee Specific:** For Committee chairs and members and parents. It is also known as Troop Committee Challenge. Available online.

**University of Scouting:** A major one-day training fair held for Boy Scout and Venturing leaders from all over the Sam Houston Area Council. University of Scouting is usually held in early February.

**Wood Badge:** Wood Badge is the most advanced training available for adult BSA leaders.

#### Other Skills Requiring Trained Adults

The Troop also needs as many adults as possible to be trained in the following skills to support our outdoor program:

- Safe Swim Defense / Safety Afloat
- Flatwater/Whitewater Canoe Certifications
- BSA Lifeguard / Red Cross Lifesaving
- CPR / AED Training
- Red Cross First Aid
- Climb On Safely (available online)
- Trek Safely (available online)
- Hazardous Weather (available online)

In order for an adult to participate on more than one campout or the winter or summer camps, an adult leader must complete the training listed in the Scoutmaster and Assistant Scoutmaster section. Exceptions can be approved by a vote of the troop committee on a case-by-case basis. Several of the training courses in the table can be completed online.

The online training can be completed at <https://myscouting.org>. Users must create an account and register in order to print a certificate of completion for each course. There are several training tabs; the courses should be under "Boy Scouts" and "General."

The following courses are currently offered online:

Youth Protection Training	Fast Start Training
This is Scouting	Safe Swim Defense
Troop Committee Challenge	Safety Afloat
Climb on Safely	Weather Hazards
Trek Safely	