

# Troop 63, Sudbury Parent Reference Manual

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## **I. Troop 63 General Information**

Council: Knox Trail

District: Liberty

Sponsor: Parents of the Troop

Chartered Organization: Parents of the Troop  
Representative: Chris Hammer

Scoutmaster: Dan Vogel

Troop Committee Chair: Brian Dingman

Original Charter: 08/01/67

Meetings: Our Lady of Fatima Church, Concord Road, Sudbury, MA  
Monday Evenings 7:15 - 8:45 (Service Patrol arrives at 7)  
- Scouts wear Class A uniforms at first meeting of each month  
and all Courts of Honor. Class B uniforms at all other  
meetings.

## **II. Parent Participation**

Running a Boy Scout troop is a huge undertaking that requires a tremendous time commitment on the part of the Scoutmasters and Troop Committee members. Parent participation is essential to support the Scoutmasters. Troop 63 needs all parents to contribute to the running and maintenance of the troop. It is understood that all parents have various time commitments in their busy lives and, as such, some parents can contribute more time than others. There are many ways that parents can help the troop. For example, if one parent cannot help out at troop meetings due to other commitments on Monday nights, then the parent might be a good candidate to help organize a weekend event by making phone calls or by coordinating collection of slips. Following is a list of activities where parental help is needed.

### **A. Boards of Review**

Boards of Review are held when a significant number of scouts are ready to advance in rank. Troop 63 needs parents to attend at least one Board of Review per year. The time commitment is one Monday troop meeting.

### **B. Subcommittee Volunteer/Coordinator**

There are many troop subcommittees that need parental support. Some committees are needed only for a short period of time and others are viable for the whole year. Parents are asked to sign up as Committee volunteers each year.

### **C. Weekend Outings**

Parent chaperones are extremely helpful on weekend outings. All parents are invited to attend outings.

### **D. *Christmas Tree Sales***

Trees are sold by the three Sudbury Scout Troops. This is the primary source of income for the Troop. Each parent needs to work both set-up and selling shifts. Scouts are expected to work set-up and selling shifts.

### III. Troop 63 Committee

The Troop Committee consists of parents who are responsible for supporting the Troop's activities, and for the well being of the troop.

#### A. Troop Committee Chairperson

- ◆ Coordinates and presides over approximately 6-8 committee meetings each year
- ◆ Facilitates responsibilities of committee members to provide maximum support to the troop
- ◆ Acts as a resource for the Scoutmasters to enable a successful troop
- ◆ Holds annual parents' meeting for information sharing and development of volunteer list
- ◆ Coordinates with Scoutmaster and Council Contact person, who:
  - Attends monthly "Round Table" meetings at Council and distributes information to Scoutmasters, Committee Chair and Secretary

#### B. Secretary

- ◆ Records minutes of Troop Committee meetings
- ◆ Writes and mails letters to Troop
- ◆ Distributes and collects medical forms (annually)
- ◆ Distributes and collects permission slips (annually)
- ◆ Distributes weekend outing permission slips
- ◆ Creates Troop calendar and Troop roster; updates and reissues as needed
- ◆ Oversees Newsletter Coordinator, who:
  - Edits and produces Troop newsletter
  - Has the troop librarian assign event writers for each outing
  - Collects articles from the librarian
  - Works with Webelos Chair to send copies to all Dens in the Fall

#### C. Treasurer

- ◆ Pays bills upon receipt of invoices and/or statements
- ◆ Provides quarterly financial statement to Troop Committee
- ◆ Collects yearly dues from each scout family
- ◆ Verifies activities receipts and refunds, collects outstanding funds

#### D. Advancement Chairperson

- ◆ Oversees Advancement Records Coordinator, who:
  - Keeps all Troop 63 scout advancement records (IBM-based program)
  - Provides information on a quarterly basis to scouts and to Assistant Scoutmasters
  - Provides information on as "as needed" basis to scout leaders
  - Enters and tracks "Camping Award" information, updating Scoutmaster quarterly
  - Maintains list of Merit Badge counselors
- ◆ Oversees Board of Review Coordinator, who:
  - Sets up and conducts regular Boards of Review for advancing scouts

- ◆ Oversees Courts of Honor Coordinator, who:
  - Coordinates both regular and Eagle Courts of Honor
  - Coordinates agenda and program with Scoutmasters and Eagle Scout
  - Obtain all awards from Council and prepares them for presentation
  - Coordinates event proceedings
  - Provides refreshments and decorations

### **E. Outdoor Activities Chairperson**

- ◆ Coordinates outdoor events planning with Senior Patrol Leader and Scoutmasters
- ◆ Maintains master “checklist” as guide for each trip coordinator
- ◆ Oversees Event Coordinator, who:
  - Ensures necessary site & council permission slips have been obtained
  - Obtains trip-specific information for Scoutmasters
  - Coordinates Merit Badge opportunities & preparation if appropriate for this trip
  - Coordinates transportation for each outing; secures drivers and backups
  - Calls parents and verifies seat belt & gear storage capacity
- ◆ Oversees Summer Camp Coordinator, who:
  - Distributes camp forms to parents
  - Collects camp fees in advance, including those for photographs and barbecues, etc.
  - If appropriate, arrives early at camp start to coordinate outstanding finances
- ◆ Monitors National Camping Award - records and files, suggesting actions to Scoutmasters
- ◆ Plans and coordinates bi-annual Philmont or Sea Base trip

### **F. Service and Good Turns Chairperson**

- ◆ Assists Scoutmasters with merit badge counselor recruitment
- ◆ Arranges for parents to coordinate special events, such as:
  1. Camp Sewataro Spring Cleanup Fund-raiser
  2. Town cleanup
  3. Thanksgiving Baskets
  4. Food Drive
  5. Food Pantry Apple Picking
  6. Elderly Leaf Cleanup
  7. Soup kitchens

### **G. New Scout/Webelos Chairperson**

- ◆ Contacts Webelos II den leaders in September
- ◆ Send campout invitation to all den leaders for Webelos; include Troop newsletter
- ◆ Coordinates campout with Troop and dens
- ◆ Arranges and coordinates meetings between Troop 63 and dens/packs
  - Troop scouts visit Pack meeting (typically “skills” night, or cub inspection night)
  - Den visits to Troop meeting/s

- Attend crossover at Blue & Gold dinner
- ◆ In spring, work with Webelos' parents to kick start camp attendance and advancement
- ◆ In spring, attend annual council Webelos planning meeting
- ◆ Coordinate Den Chief training with young scouts; check with Dens for needs

#### **H. Tree Committee Chairperson**

- ◆ Attends & participates in Town Tree Committee representing Troop 63 (all 3 troops participate)
- ◆ Oversees and informs Troop 63 Tree Committee Volunteers, who:
  - Schedule of scouts & parents for work shifts
  - Hold training session for scouts & parents at a troop meeting
  - Coordinate special responsibilities (such as revenue envelope pickup) assigned to Troop 63

#### **I. Troop Charter Organization Representative**

- ◆ Represents the Troop 63 Charter Organization (which is comprised of the parents of the scouts)

#### **J. Troop Committee Members at Large**

- ◆ Special assignments as needed

#### **K. Scoutmaster/Assistant Scoutmasters**

- ◆ Meeting & agenda advisor
  - Works with Senior Patrol Leader (SPL) on Troop meeting execution
- ◆ Weekend activities advisor
  - Works with SPL, Outdoor Activities Chair, and Service Chair
  - Coordinates trip plans with scouts, trip food
  - Provides adult leadership at outings
- ◆ Merit Badge training
  - Works with Service Chair, Merit Badge Coordinator, and Troop Records Coordinator
  - Coordinates Troop meeting dates for MB Counselors
- ◆ Neckerchief supply kept at locker; new requests coordinated with Neckerchief Maker/s
- ◆ Coordinates scout advancement
  - Has quarterly meetings with scout and parents, reviewing scout advancement and planning
  - Coordinates needs with other Scoutmasters

## **IV. Troop Leaders**

### **A. Scoutmaster**

The Scoutmaster is the adult leader of the troop. He is responsible for guiding the scouts through the basic scout requirements. He runs the troop and coordinates/attends the weekend outings. The Scoutmaster relies on the troop committee to organize events, coordinate ceremonies and boards of review, keep track of scout records, and maintain a budget.

### **B. Assistant Scoutmasters**

Assistant Scoutmasters help and assist the Scoutmaster. These adults have attended training sessions to qualify and be certified as Assistant Scoutmasters. He/she is responsible for helping out at weekly meetings and participating in the weekend outings. Like the Scoutmaster, these adults have volunteered their time to work on a weekly basis with the scouts. Troop 63 is fortunate to have a select group of Assistant Scoutmasters that are crucial to the success of the troop.

### **C. Junior Assistant Scoutmasters**

Junior Assistant Scoutmasters are Eagle scouts who have not yet turned 18 years old.

## **V. Advancement**

Advancement in rank is an important step in Scouting. There are a series of steps to advance:

- Fulfill the BSA and Troop requirements for the rank (scout skills, troop participation, etc.)
- Complete a Scoutmaster conference
- Attend a Board of Review
- Attend a Court of Honor

### **Scouting Requirements**

BSA requirements for each rank are listed in the Boy Scout Handbook. Also, each scout is periodically given an individual progress report that lists the requirements that have been completed and the requirements still needed. All scouts are encouraged to ask the Scoutmaster for a progress report at any time to check on their progress.

#### **A. Scoutmaster Conference**

A Scoutmaster conference is held once a scout has completed the scouting requirements for a rank. The Scoutmaster sits down with the individual scout and discusses the progress made for the rank. This meeting allows the Scoutmaster to get to know the individual scout in a more personal manner. It also provides the opportunity for the scout to ask questions of the Scoutmaster and to set goals for the next rank. These conferences are held during a regular scout meeting.

#### **B. Board of Review**

A Board of Review is held once a scout has completed his Scoutmaster conference. The Troop parents conduct the Board of Review. Usually three parents (not the parents of the specific scout) meet for 15 minutes with the scout in a discussion format. They will ask about the scout's progress and check to be sure that all requirements have been completed for the rank. The Board of Review is not used to test the scout on the required skills - that has already been done by the Scoutmaster, or Merit Badge Councilor. The Board of Review provides a scout the opportunity to speak with a group of adults and practice public speaking skills. It affords the scout the chance to become comfortable speaking with adults. Once the board members are satisfied that the scout has completed the rank requirements, the Scoutmaster is notified and an advancement report is sent to the local scout council for approval. These reviews are scheduled when a group of scouts are ready to advance. The reviews are held during regular scout meetings or at Troop Committee meetings, usually prior to a Court of Honor.

### **C. Courts of Honor**

Courts of Honor are ceremonies where scouts are recognized and honored for their scouting progress. Family, friends, community officials, and troop leaders are invited to attend. Each Court of Honor follows a detailed program which includes the Scout Oath, the lighting of the Trail to Eagle candles, advancement awards, announcements from the troop committee, and a special statement from the Scoutmaster.

#### *Regular Court of Honor*

The standard Court of Honor is a ceremony where scouts are recognized for their achievements. These achievements include rank advancement and awarding of merit badges. A Court of Honor is usually held every two to three months during the school year. A special Court of Honor is held at the end of camp every summer.

#### *Eagle Court of Honor*

The Eagle Court of Honor is a ceremony to honor the new Eagle Scout. The ceremony follows the same program as a regular Court of Honor but turns the spotlight on the new Eagle Scout. The scout is recognized for his achievements and honored with special awards. Special guests - family and friends of the Eagle Scout, local dignitaries, and scouting representatives - are invited. Eagle Courts of Honor are held after the local scouting council has officially approved a scout.

## **VI. Misc.**

### **A. Dues**

Scouting is a non-profit enterprise. Troop expenses include troop camping equipment, mailings, badges and awards. Troop 63 earns its revenue in two ways - fundraising and dues. The annual fundraiser held each year is the Christmas tree sale, which is a joint fundraising event for all three of the town's Boy Scout troops. Troop dues are also collected each fall from every scout. New scouts pay a joining fee when they join the troop and then pay the dues in the fall. The joining fee covers: Scout Handbook, Troop scarf, BSA slide, Council registration, Patrol patch, and misc. expenses.

### **B. Scout Uniform**

Troop 63 requires each scout to have an official scout shirt and a troop scarf.

Left sleeve:

- Council Patch
- Troop Numeral
- Responsibility Badge (i.e. Patrol Leader)

Right sleeve:

- U.S. Flag
- Patrol Emblem
- Quality Unit Emblem

Left pocket:

- Rank Badge → centered
- Tote N' Chip → on the flap
- Arrow of Light (if earned) → under the rank badge

Right pocket:

- Camp or other temporary Patch

Service Stars are placed above the left pocket.

Religious emblems are placed above the left pocket.

Merit Badges are sewn on a merit badge sash.

Only five medals may be worn at a time (over the left pocket) pinned in a single row immediately above the seam of the left pocket. Knots are worn above the left pocket in rows of three. The order of wearing of medals and knots is at the discretion of the wearer. It is suggested that the medal or knot deemed most important by the wearer be worn on his right. Embroidered knots are representative of pin-on medals or around-the-neck awards. Knots are worn right side up – the loop of the embroidered square knot that comes in front of the standing part is always to the wearer's right. Examples of knots include the Religious emblem square knot for completing the "God and Country – God and Life" program. (See the BSA Insignia Guide)

### **C. Rules of Conduct**

Troop 63 expects each scout to abide by the Scout Oath and Law throughout his life.

### **D. Camp Resolute**

Troop 63 spends a week at summer camp at Camp Resolute.

Camp Resolute is a fully outfitted Nationally Accredited Boy Scout Camp. In addition to the 250 plus acres surrounding "Little Pond", Scouts will find facilities which include; 11 Troop Campsites, modern kitchen facilities, a dining hall which can seat 280 people, an Administration Building, two youth shower houses, an adult/handicapped accessible shower house, COPE Course, Handicraft Area, a Scoutcraft area, an Ecology/Conservation area, a fully outfitted waterfront with rowboats, sailboats as well as canoes, a Rifle and Archery range, a Health Lodge and a Trading Post.

Camp Resolute is a part of the E. Paul Robsham, Jr. Scout Reservation. It is located off Rt. 495 at Exit 27 (route 117 exit) on Route 85 at 75 Hudson Road, Bolton, Massachusetts. The Reservation is owned and operated by the Knox Trail Council, Boy Scouts of America. Also on the Reservation on the other side of Little Pond is the Cub Adventure Day Camp. Reservations for summer camp as well as off-season use at both camps may be directed to the Council Office. The Office is located at 490 Union Ave. Framingham, Massachusetts. Their telephone number is 508-872-6551.

### **E. High Adventure**

High Adventure Camps are bases operated by the BSA councils that are designed to give the scout a specific camp experience. Each base offers the training, equipment, and support needed to set out on a challenging trek. Troop 63 currently participates in two of the high adventure camps - Philmont and Sea Base.

Philmont Scout Ranch is located in New Mexico. Scouts who participate in the Philmont experience spend two weeks hiking in the high country of the west. Sea Base has two locations, the Bahamas and the Florida keys. Scouts explore the area by spending a week crewing a sailboat and snorkeling in the warm waters.

High adventure trips are planned a year in advance. There are age limits and requirements that must be met before scouts can participate but it is worth the wait!

### **F. Transportation**

The Troop keeps an updated list of all parent vehicles. Anytime a vehicle is used for a scout outing, the Boy Scout Council and National BSA provides additional coverage. Only those vehicles that are on the troop list are covered. It is therefore imperative that parents notify the troop secretary when they have a change in vehicles.

## **G. Fundraising**

Fund-raising is an important part of keeping Troop 63 fiscally responsible. The dues that are charged each year only cover a small percentage of what it costs to run the troop. Costs include badges, courts of honor ceremonies, defraying costs of outings, and troop equipment. Troop 63 holds two fund-raisers a year.

The annual fund-raiser is the Christmas Tree Sale. All three Boy Scout troops participate in the sale. A joint parent tree committee purchases the trees, advertises the sale, sets up and dismantles the tree corral, and organizes the number of slots that each troop will man for the sale. It is the responsibility of each troop to then allocate their boy scouts to the assigned slots. The sale runs from Thanksgiving until Christmas Eve, or until the trees are all sold.

## Sudbury Troop 63 BSA Key Volunteers 2008

**Chartered Organization Representative** Chris Hammer

### **Troop Committee Members**

<b>Committee Chairperson</b>	Brian Dingman
<b>Treasurer</b>	Nancy Swan
<b>Recording Secretary</b>	<b>Open</b>
<b>Corr. Secretary</b>	Brian Dingman
<b>Newsletter Editor</b>	Peggy Bardjis
<b>Web Page</b>	Colin Warwick
<b>Publicity</b>	Colin Warwick
<b>Advancement Chair</b>	Toni Benhaim
<b>Advancement Assist.</b>	Cindy Beckham
<b>Eagle Assistant</b>	Veronica Cove
<b>COH and BOR Coord.</b>	Cindy Beckham
<b>COH Assistants</b>	Nancy Swan/Cathy Boothby
<b>Refreshment Coord.</b>	Cathy Boothby
<b>Summer Camp Coord.</b>	Cindy Beckham
<b>New Scout/Webelos Chairs</b>	Marcie Wilkins and Katie Walker
<b>Xmas Tree Committee</b>	Michelle Watkins Jeff Rimpas Erik Skramstad
<b>Service &amp; Good Turns Activities Chair</b>	Paul Greenspan
<b>Assistants</b>	Simone and Lewis Pringle
<b>Outdoor Activities Chair</b>	Ann-Marie Hultin

## **Troop Leaders**

### **Scoutmaster**

Dan Vogel

### **Assistant Scoutmasters**

Peter Abend  
Michael Brodie  
Kenyon Chin  
Gary Falk  
Ian Feldberg  
Carmine Gentile  
Scott Healy  
Mike Procopio  
Fred Rust  
Mark Watkins  
Greg Wilkins  
Matt Reed  
Don Ziter