



Boy Scout Troop 423

Tigard, Oregon



Welcome to Boy Scout Troop 423!

Troop 423 Quick Facts

Chartered since September 1, 1997

Chartered by American Legion Tigard Oregon since January 1, 2016

Meeting Locations at Tigard Church of God (TCOG) since January 1, 2014

Scoutmaster	Nick Mancuso	503-860-3411
Committee Chairperson	Jennifer Bell, j.johnson.bell@gmail.com	503-997-5509

www.troop423bsa.org

Current Membership (as of 1/1/2017)

49 Youth in Nine Patrols

57 Registered Adults

Troop 423 Goals

- ◆ Operate a strong, boy-led program that reinforces the principles of Scouting (building character, citizenship, and fitness)
- ◆ Conduct a well-planned, year-round program built on the outdoors (18 nights of camping each year; National Quality Unit Award; National Camping Award; community service)
- ◆ Utilize the patrol method to facilitate leadership and involvement (every patrol working toward Honor Patrol Award; active participation)
- ◆ Actively encourage advancement as key to Scout retention (e.g. all scouts to First Class within 18 months)
- ◆ Emphasize training at all levels of the scouting program ... adult Scouters, junior leaders, and new scouts (Junior Leader Training twice per year, active Troop Guide and New Scout program)
- ◆ Have Fun!

Troop 423 New Parent/Scout Orientation (March 6, March 13 and April 3, April 10, 2017)

Week 1 - New Family Orientation/Membership/Personal Information and Safety

Week 2 - Getting Started - ASM Operations/Activities/Annual Program

Week 3 - Finances

Week 4 - Above and Beyond the Basics/Rank Advancement/Merit Badges

Membership/Personal Information and Safety

Troop 423 Registration Process

Once you have decided to join a Troop, each family will need to complete an application for scouting. Upon registering in Troop 423, you should receive your Troop T-shirt, Troop numeral set, Troop cap & beanie, Troop fleece, and temporary Troop neckerchief). Complete the following:

- √ Boy Scout Application Form (please include names of both parents)
- √ Review & Sign Code of Conduct Agreement
- √ Medical History (Parts A & B)
- √ Family Auto Information sheet
- √ Joining fees

We only share your personal information with adult leadership as needed. Your email address and phone number will be included in the troop roster. Your membership information is submitted to both the council and national Boy Scouts of America. Your auto information will be entered into the council tour plan system.

Cascade Pacific Council requires Adults to take and update Youth Protection Training every year. To take the training, go to <https://my.scouting.org> and log in or create a My.Scouting account. This is required for all registered adults.

Medical Form

Medical forms must be updated every 12 months (from the calendar date of last update). For example, if your medical form is dated June 15, 2016, a new form would be required on/by June 16, 2017.

There are 3 parts to the Medical Form: A, B and C. Parts A & B cover basic contact, health and insurance information, and are required for all outings lasting up to 72 hours. Part C requires a physical exam, and is necessary for outings lasting longer than 72 hours (i.e. Summer Camp). Please note - the time span is dependent on the total length of the outing – not how long you or your Scout physically attend the outing.

Your medical information is kept in a secure location, and is not shared with anyone else in the troop. A copy of you/your Scout's medical form is taken on each outing, in case that information is needed during the trip.

Important meetings:

Who	What	When	Where
All scouts and adults	Troop Meetings	Every Monday Night 7:30 PM	Tigard Church of God (TCOG)
All scouts with leadership positions (or helping plan activities)	PLC (Patrol Leaders' Council)	Third Thursday of Each Month 7 PM	TCOG
Adult Committee Members (and adults interested in helping plan activities)	Committee	First Thursday of Each Month 7 PM	TCOG
Adult ASMs (Assistant Scoutmasters) and other adults interested in helping plan activities	ASM Meeting	Second Wednesday of Each Month 6:30 PM	Max's Fanno Creek Brew Pub (on Main St. in downtown Tigard)

Standards of Conduct (e.g. behavior expectations, uniforming, health & safety)

Each scout in Troop 423 is expected to behave according to the Scout Oath and Law. We also place a strong emphasis on proper uniforming, showing pride in our troop as a unit. Health and safety are paramount at all times, and Troop adult leadership will emphasize safety in all we do. Scouting policies are strictly adhered to, including rules for Youth Protection and Outdoor Safety.

Staying Informed (Website, Newsletters, Information Sheets, Permission Slips)

Troop 423 is committed to keeping families informed concerning troop activities. We encourage our families to regularly check the Troop website - www.troop423bsa.org. We maintain an annual calendar, have monthly ASM (Assistant Scoutmaster) and PLC (Patrol Leader Council) meetings, distribute an information sheet for upcoming outings at "T-minus-4," and have regular announcements at the end of weekly Troop meetings. Parents are encouraged to routinely ask their scouts what they learned at Troop meetings, since **it is the responsibility of the scout to bring the information home to parents.**

Patrol leaders play an important part of keeping scouts informed. They should be communicating regularly with each scout in their patrol, typically once a week prior to a troop meeting. They also pass on information learned from the "Patrol Leaders' Council" meeting (a meeting of the troop junior leaders where troop meetings and other activities are planned by the scouts each month).

Scouts should use their patrol leader if they have any questions about upcoming meetings or outings. If the patrol leader is unable to answer their question, that leader would then call the troop's Senior Patrol Leader (SPL). If the SPL is unable to answer the question, he would then check with the Scoutmaster and pass the information back to the patrol leaders.

If a scout misses a Troop meeting, he should always check with his patrol leader to learn what he missed. Also, patrol leaders should be informed in advance if a scout is not planning on attending a meeting (e.g. getting any information that might be needed in advance of the meeting).

Parents are also more than welcome to contact the Scoutmaster if they have any concerns or questions!

Who to ask when you need help:

- . **New Scout Troop Guides Mr. Engen (503-313-3996)**
- . **Scoutmaster - Mr. Mancuso (503-860-3411)**
- . **ASM of Programs/Activities – Mr. Anderson (503-332-6618)**
- . **Troop roster for other adult contacts**

Getting Started – Advancement and Program

Parent tips:

- Don't drop and dash – parents are encouraged to attend troop meetings
- Volunteer! Many hands make light work and training is provided.
- Support the process – this is a leadership program disguised as a camping program:
 - Don't baby your son. Let him fail and learn.
 - Don't do the work for him. Teach, show examples, guide, provide tools, ask questions, but make him follow the process and do the tasks himself.
 - Help your son find balance with other activities. Scouting and sports can go together, but work for balance so your son doesn't miss ALL of scouting during a sports season.
 - Ask your scout about what he wants to do, what he enjoys, and what he can achieve if he works hard.
 - Point out the older scout leaders and encourage your son to mimic them.
 - We are building strong young men. It takes years and lots of successes and failures.
- Get to know the other families – have fun!

Patrols

New patrols are formed after the New Scout Camp out in April and before Summer Camp. This is a group of 6-8 boys of the same age that will choose a patrol leader, patrol name, and work together in scouts. An adult ASM (assistant scoutmaster) will be assigned to each patrol. They go on troop outings and often cook as a patrol. They can have patrol outings and patrol nights as a patrol. They will be in charge of leading troop meetings (eventually and with lots of notice).

Scout Advancement

The first step is of course getting a Boy Scout Handbook, which provides all the information a scout needs to advance in scouting. Families should complete the "joining requirements" in the front as soon as possible after joining the troop.

In Scouting, a scout progresses along the Trail to Eagle at his own pace. Our goal in Troop 423 is that all scouts earn the first four ranks (Scout, Tenderfoot, Second Class, and First Class) within eighteen months of joining the Troop. A scout should take time to review the requirements for the "Trail to First Class" and begin working on the activities as soon as possible after completing the "Scout" rank.

Rank requirements can be worked on in parallel. It is up to the scout to work with any Assistant Scoutmaster to sign-off a requirement as he learns the skill or completes the task.

Once a scout has completed all the requirements for a specific rank, he is responsible for scheduling time for a Scoutmasters Conference (with Mr. Mancuso or his designee) followed by a Board of Review (arranged by contacting our Advancement Chair, Mrs. Hancock). Rank advancements are recognized upon completion of a rank, as well at the next quarterly Troop Court of Honor.

Scouts can also work on merit badges at any time. The first step after deciding to work on a particular merit badge is to fill out an "Application for Merit Badge" card and present it to the Scoutmaster for approval. The scout will then be assigned a Merit Badge Counselor who will work with the scout to complete the requirements.

Troop 423 "T-Minus" Planning Process

Our Troop uses a formal planning process to prepare for an outing. It is known as the "T-Minus" process (similar to a countdown for launching a rocket) and defines planning activities during the four weeks leading up to an event. At "T-Minus-4", the patrol leader hands out a permission slip and information sheet to each scout. These permission slips are due back with parents' signature at "T-Minus-3", signifying which scouts in each patrol will be participating in an upcoming outing.

It is crucial that permission slips be turned in on time in order to facilitate proper planning for an outing. During the three weeks leading up to the campout, the patrol will be planning meals and tenting arrangements, handing out assignments for securing needed food, and making certain they have all the necessary equipment for the outing. The permission slip ensures the parents are informed of our outing plans, and provides an opportunity to update any emergency/medical information that may have changed for a scout. The permission slip also represents the scout's commitment to participate in an outing.

Patrol members who commit to an outing are responsible for bringing assigned food and equipment to the outing. If a scout fails to do so, the patrol may be missing a critical element to a successful campout!

▪ T-Minus-4	Permission slip and Information sheet distributed. Patrol Grubmaster and Quartermaster assigned.
▪ T-Minus-3	Permission slips returned. Grubmaster presents proposed menu ideas for approval. Quartermaster presents equipment requirements.
▪ T-Minus-2	Menus and equipment lists finalized and approved. Food shopping lists handed out. Troop equipment list submitted to Troop Quartermaster.
▪ T-Minus-1	Review final plans for outing.

Annual Calendar and Planning Process

Our Troop conducts annual planning at least once per year where the Troop junior leadership discusses goals and objectives for the Troop's annual program. Based on these plans, we publish a revolving annual calendar quarterly to help families plan for our events.

Refer to the Troop 423 Annual Calendar included in this packet for more information.

Adult Leadership

Key 3: Scoutmaster, Committee Chair, Charter Organization Representative

Scoutmaster is in charge of program. He runs the monthly ASM meetings and supports Assistant Scoutmasters (ASMs) and youth leadership (Senior Patrol Leader – SPL, Assistant

SPLs, and Patrol Leaders). The Scoutmaster has a conference with each scout as he completes rank requirements.

Committee Chair runs committee meetings and supports adult volunteers with the financial and logistical aspects of the troop. Committee members sit on scout Boards of Review as the scout completes each rank.

Charter Organization Representative is a liaison with the charter organization and approves adult leadership positions.

ASMs

Assistant Scoutmasters support youth leadership in their patrol. They help their scouts plan outings and troop meetings.

Finances

Our troop is chartered through the Tigard American Legion. Our finances fall under their non-profit status and tax ID number.

Troop Fundraising

Troop 423's primary fundraising activity each year is Christmas Tree recycling in January. Monies raised help cover our annual operating expenses -- e.g. purchase of new troop camping equipment, awards and recognition, help with training costs, offsetting the cost of certain activities, etc. Every scout and family is needed to help out during this crucial fundraising event.

Families are also asked each year to participate in the "Friends of Scouting" program, an important voluntary fundraiser which supports Boy Scouting at the council level. If we achieve a certain level of participation, the cost of our campsites is discounted.

Some local companies make donations to the non-profit organization at which their employees volunteer. We collect some donations in this way. Check to see if your employer offers this.

Expenses in addition to Uniform Costs

Other expenses include occasional usage fees for campouts (e.g. Butte Creek Scout Ranch, Winter Snow Lodge) and Summer Camp fees. Patrols do their own meal planning for campouts, and food costs are expected to be shared equitably among the patrol members participating in a campout (see "T-minus" planning process).

Boys will need some camping gear too – a good pair of hiking boots, a sleeping bag, raingear (e.g., a poncho), and a backpack (you may want to consider renting or borrowing a backpack for the first outing or two). Each scout will also need a pocket knife, compass, small flashlight, water bottle (1 quart plastic), and personal first aid kit (part of his "Ten Essentials"). Every two scouts will also need to have access to a backpacking tent. The Troop provides cooking equipment for each outing. Some camping gear is available to borrow.

Dues: \$0.50 per week (\$25 per year) are collected each week from each scout. Scouts must be "paid up" on dues by summer camp. This cost is meant for boys to earn and contribute to their

scouting experience. Each patrol can be reimbursed this cost per scout for their August patrol outing. This contribution emphasizes the commitment from the scouts, not just their families.

Scholarships are available by request. Requests must be made in writing to the troop Committee Chair. Refer to the Troop 423 Activity Scholarships flyer for the details.

Information on Costs of Scouting (prices are approximate)

- ◆ BSA Registration Fee (12 months; pro-rated at \$2 per month thru Dec. 31st) \$ 24.00*
*(*for transferring scouts, registration fee is \$1.00 /included in troop joining fee)*
- ◆ Boys Life (\$12.00 annually, also pro-rated at \$1 per month thru Dec. 31st) \$ 12.00
- ◆ Troop 423 Initial Joining Fee \$60.00
(Joining fee pays for a troop Activity T-shirt as well as initial items shown below as “provided by troop” and other program expenses)
- ◆ Patrol Dues \$ 0.50 per week
(patrol dues are applied toward registration & Boys Life fees for following year)
- ◆ Boy Scout Uniform (“Class-A”)*
 - ___ Boy Scout Shirt (Short Sleeve cotton/nylon) 24.99 - 39.99
 - ___ Green Shoulder Loops (Troop Cost \$2.49) *provided by Troop*
 - ___ Boy Scout Canvas or Microfiber Switchback Pants (incl.belt) 34.99-39.99
 - ___ Belt (if purchasing canvas pants) 10.99
 - ___ Scout Socks (crew/low cut) 5.99
 - ___ Neckerchief (Troop Cost \$7.50) *provided by Troop*
 - ___ Neckerchief Slide (Troop Cost \$2.50) *provided by Troop*
 - ___ Merit Badge Sash 6.99
 - ___ Troop 423 personalize fleece jacket (Troop Cost \$45.00) *provided by Troop*
 - ___ Troop 423 Summer Cap (Troop Cost \$10.00) *provided by Troop*
 - ___ Troop 423 Winter beanie Cap (Troop Cost \$10.00) *provided by Troop*
 - ___ Troop 423 Class B T-Shirt (Troop Cost \$10.00) *provided by Troop*
- *“Class-B” uniform substitutes Troop Activity T-Shirt for regular uniform shirt.
- ◆ Uniform Patches (estimated costs)
 - ___ Troop 423 Numeral (Troop Cost \$5.80) *provided by Troop*
 - ___ Council Shoulder Patch \$ 2.80
 - ___ World Brotherhood Patch 1.49
 - ___ Skyloo District Patch 2.25
 - ___ Patrol Medallion *(Scouts in Patrol to purchase once Patrol Name is elected)*
- ◆ Boy Scout Handbook (12th Edition) \$ 9.99-\$14.99
 - Book Cover (recommended if using softbound or spiral handbook) 6.99
 - Pocketbook Version of Handbook (handy, but not required -- can be used for trips, hiking, etc) 3.99

(*Uniform prices from www.scoutstuff.org Web Catalog - price may vary slightly).

Uniforms can be purchased at the NorWest Scout Shop, 2145 SW Naito Pkwy., Portland, 503.243.5022. Hours: M-F 9am-7pm, Sat 10am-4pm, Closed Sunday

www.cpcbsa.org/about-us/scout-shop

The troop also maintains a uniform exchange, so don't be afraid to ask.

Getting Started – Advancement and Program

Advancement Tips

Attend Weekly Troop Meetings - Advancement opportunities are scheduled regularly during Troop meetings. Always bring the Scout handbook to Troop meetings until First Class rank is earned. Scouts need to have their earned requirements verified and signed off by an Assistant Scoutmaster. Parents do not sign off requirements. This differs from Cub Scouts where parents sign the book.

Participate in Troop Outings and Service Projects - A good way to meet the service project requirement is to take part in any Eagle project. These are announced during Troop meetings. The Life Scouts who are leading these projects circulate a sign-up sheet at the Troop meetings. Troop outings in particular offer advancement opportunities such as water safety, cooking skills, plant and animal identification, and map and compass use which are difficult to obtain during regular Troop meetings. Parents are always welcome to attend these outings.

Track Service Hours and Troop Outings – Keep a log of participation in service projects (number of hours), overnight camping (number of nights camping), and hiking (miles hiked). Write these in a specific place in your Scout handbook. Service projects and outings are required for advancement.

Attend Trail to First Class Workshops - Usually held on Saturday mornings, these workshops offer specific advancement opportunities for Scouts working toward First Class rank. Typically these are held 2-3 times during spring.

Attend Summer Camp - Summer Camp is the best opportunity for advancement. Trail to First Class opportunities are offered daily and earning merit badges is a large portion of the program.

Ask For Assistance - Often times a boy is reluctant to ask a leader for help or to identify a specific rank advancement need. Monitor your Scout's progress and motivate him to ask for assistance in obtaining a requirement. Talk with your patrol's Assistant Scoutmaster if there is a concern in this area.

Advancement Timeline - Encourage your Scout to obtain his First Class rank within eighteen months of joining the Troop. The first rank of Scout is accomplished in the first 4 weeks after joining. Tenderfoot can be achieved in the first 4 months, followed by Second Class during the next 6 months, and First class 6 months later. A Scout may work on higher rank requirements at the same time as he is earning his next rank. For instance, Second and First Class requirements may be earned while still at Scout or Tenderfoot rank.

Sew the rank badges on your son's uniform (or teach him to) as soon as possible. This shows the importance of his accomplishment.

Rank advancement and merit badge completion are key aspects of the Scouting program. A boy who is not advancing will lose interest in Boy Scouts. Help your son get the most out of scouting.

Other Scouting Activities

Boy Scouting offers many opportunities to boys to help build character, promote citizenship, develop personal fitness, and provide for leadership growth. It's also a lot of fun!

Some of the other programs within scouting include the New Scout Program and Order of the Arrow.

New Scout Program – this program is designed specifically for the new scout, and typically covers his first six months in scouting. An older scout, known as a Troop Guide, will be assigned to each new patrol to help teach them about scouting. New scouts learn all about how to prepare for a campout, menu planning and cooking skills, outdoor skills like knife and ax safety, and how to advance in rank.

Order of the Arrow – a recognition of Honor Campers, boys can be elected by their fellow Troop members to join the Order of the Arrow. To be eligible for election, a scout must have attained the rank of First Class and participated in at least 15 nights of camping. Elections are in January of each year. The Order of the Arrow (OA) offers many exciting opportunities for older scouts.

Staffing Camporee and Summer Camp – staffing at camp is a character building and fun experience. Each spring our district holds a multi-troop camporee. Scouts are invited to serve as staffers. This is a great opportunity to gain experience before applying to staff summer camp.

NYLT – National Youth Leadership Training – Our council offers this training at Camp Cooper each summer. We encourage our older scouts to attend and gain leadership skills to help our troop.

National Jamboree – This occurs every four years and scouts have the opportunity to join a district or council patrol and attend. Scouts must be at least 13 years old and have achieved the First Class rank.

Merit Badge Counseling

Merit Badge Counseling is a great way to get involved with very little time commitment. Adults register as Merit Badge Counselors at <http://scoutingcommunity.org> and complete an additional adult application. You don't have to be an expert, just willing to learn and review a scout's work.

Service Hours

Some rank requirements include service hours. Make sure your son signs in at Eagle Projects and other service opportunities. This information goes to the Advancement Chair to be recorded.

Eagle Scout Age Requirement

The detailed rank requirements for the highest rank in Boy Scouting are in the scout handbook. One detail to note now – all of these requirements must be completed by a scout's 18th birthday. Plan ahead for all of the paperwork and encouragement your son will need.

TROOP 423 ANNUAL GOALS – 2017

Membership

- Add at least two new patrols of at least 8 scouts per patrol this year
- Continue the Webelos-to-Scout transition plan (Our “New Scout” Program) with emphasis on recruitment and training

Advancement

- All members to be First Class or above within 18 months of joining
- 50% of scouts achieve First Class-to-Star or Star-to-Life within 12 months of previous rank; provide quarterly reports to ASM of Advancement
- Provide four structured merit badge classes during year as part of the Program
- Develop a “T12 Programs” that encourages all active Life scouts to achieve Eagle within 12 months of achieving the rank of Life Scout

Program

- Plan at least 18 nights of camping, to include Summer Camp (6 nights), and at least 2 high adventure outings
- Continue requiring all patrols be represented at PLC meetings throughout year
- Conduct at least 6 troop-wide community service projects this year (e.g. Flag Ceremonies, American Legion landscape maintenance, etc.)
- Dedicate service hours to both the American Legion and TCOG throughout the course of the calendar year.
- Expand the OA presence in Troop 423 by inviting OA representatives to speak at no less than 2 troop meetings during the year

Participation

- At least 40 percent of currently active scouts participating in each campout
- 2/3rds of scouts have an identified youth leadership position during the year

Training

- Conduct two Junior Leader Training sessions shortly after Troop Elections
- Conduct New Adult training concurrent with New Scout program
- Conduct New ASM training session shortly after New Scout Program completes and new ASMs are identified
- At least two scouts attend NYLT training this year