

Boy Scouts of American
Troop 220
Oregon City, Oregon

Troop Manual



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WELCOME to Oregon City Troop 220 - the oldest Boy Scout Troop in the west!

Attached you will find the Troop manual which includes information regarding the Troop rules; guidelines, policies, and procedures along with forms that must be completed in order to become an active member of this Troop.

The Troop meets weekly on Monday evenings from 7 - 8:30 pm at the Three Rivers VFW Post #1324 located at 104 Tumwater Drive in Oregon City. Additionally, there will be a Troop or Patrol outings as outlined in the Troop calendar available online at <http://troop220.freeservers.com>. The Troop Parent/Committee meetings are held on the third Monday of each month. Parents are welcome and encouraged to attend the committee meetings as well as the weekly meetings.

Forms required for Boy Scouts are:

- BSA Registration form [Online Registration](#)
- [BSA Annual Health and Medical Form](#) - This form is updated annually for all participants and must be returned before participating in any Troop outings.
 - Parts A and B should be completed and signed by the appropriate parent/guardian.
 - Part C requires a pre-participation physical and must be completed and signed by a physician or nurse practitioner.
- Signed Troop 220 Manual Acknowledgment to indicate receipt and review of Troop manual. Form is included in the Troop manual.
- Signed Scout Behavior Agreement. Form is included in the Troop manual.
- Signed parental approval to allow your Scout's picture on the Troop Facebook Page. If this form is not returned, picture will NOT be posted to the website. Form is included in the Troop manual.
- Signed Troop 220 Permission Slip / Waiver of Responsibility

Forms required for adult leadership or Committee are:

- BSA Adult Registration form [Online Registration](#)
- BSA Annual Health and Medical Form [BSA Annual Health and Medical Form](#)- This form is updated annually for all participants and must be returned before participating in any Troop outings.
 - Parts A and B should be completed and signed by participant.
 - Part C requires a pre-participation physical and must be completed and signed by a physician or nurse practitioner.

Your prompt attention to completing and returning the above forms and fees will ensure that your scout will be properly registered as an active member of Troop 220. Once properly registered, your scout will receive the official Troop 220 neckerchief and can get proper credit for their efforts toward rank advancement. Additionally, please go to the Troop website at <http://troop220.freeservers.com/> where you will find information regarding the Troop calendar, and other troop related information.

We hope that the information and forms provided in this packet will assist you in a smooth transition into Troop 220. If you have any questions, please feel free to contact the Troop



Scoutmaster, Committee Chair, or any other adult leader and we will be glad to assist.

COST and EQUIPMENT NEEDED

Membership Dues: Troop 220 may charge dues outside of the BSA annual registration fees and/or operating cost. The registration fees vary from year to year and participation in fundraisers will affect these fees based annually.

- **Membership dues are based annually.** Payments are due at the time the Troop completes recharter with the council.
- Active Eagle Scout are exempt - Troop 220 pays dues
- Adult fees due at the time the Troop completes recharter with the council. Adults that hold a registered position can opt to have the Troop cover their costs IF they have participated in >50% of the activities the year.
- OA dues are \$10. OA dues and renewal forms are due the first Monday in October.

Transfer Membership Dues: If a scout is transferring from a Cub Scout Pack or another Boy Scout Troop is currently registered with BSA, there is a nominal fee for transferring the membership to Troop 220.

Fees required are:

- \$25.00 to transfer your current Cub Scout Pack or Troop registration to Troop 220.
- \$100.00 deposit toward summer camp fees if your Scout wants to attend.

Troop Fundraisers

It is expected that a Scout will participate in all fundraising activities to the best of his ability.

Scout Accounts: Some of our fundraising activities have the opportunity to earn funds as individuals rather than for the whole Troop. These funds are deposited into their scout account and can be utilized to pay for Troop related events such as weekend campouts and summer camp.

Clothing and Materials Needed: At a minimum, your Scout should obtain a Boy Scout Handbook, Troop neckerchief, Troop hat, a Boy Scout of America official uniform shirt and BSA webbed belt.

- Used shirts may be available from the Troop, please check with an adult leader for availability.
- The Boy Scout Handbook book jacket (strongly suggested but not required - prolongs the life of the book), and webbed belt and official shirt can be obtained at the following locations:
 - Oregon City Sporting Goods, 1010 Main Street in Oregon City
 - Nor'west Scout Shop, 2145 SW Naito Parkway, Portland, OR
<https://cpcbsa.org/about/scout-shop/>
 - Online at www.scoutstuff.org
- The Troop neckerchief and Troop hat are purchased from the Troop itself.
- The Troop also has other Troop 220 clothing items available for purchase.



Other Equipment Needed: Your Scout will want to join us on outings very soon. Included in the BSA handbook is a list of "Things to Pack" that your Scout will need for an outing. At a minimum, you should purchase a sleeping bag, tent, and mess kit for your Scout to get started on the overnight outing. The Troop may have some of these items that can be loaned out. Additionally, your Scout should assemble a Day Pack with the 10 essentials: a first aid kit, flashlight, trail food, matches & fire starters, sun protection, whistle, rain gear, water, maps & compass, and a pocket knife.

Backpacking is also a part of our Troop's optional experience. All boys should participate in our "tailgate" outings (campouts) but should only go on backpacking outings if they are ready, willing, and prepared. You may also benefit from talking to an experienced leader about the type of equipment needed for backpacking.

Patrol cooking equipment is provided by the Troop. Personal eating utensils (we recommend mess kits) are to be provided by the boy. Unless otherwise noted, food on an outing is also supplied by the Troop.

SCOUT BEHAVIORS and EXPECTATIONS

Each scout is expected to adhere to the following rules:

At Meetings and Outings:

- All Scouts will respect leadership in the troop, including the Senior Patrol Leader, Patrol Leader, Scoutmaster, and Assistant Scoutmaster.
- All Scouts agree to allow two adults and one Patrol Leader to always review their belongings courteously.
- A Scout is not permitted to touch another Scout's belongings without the permission of the owner.
- Requests from the Patrol Leaders will be followed without question or hesitation if the request does not put the Scout in danger. The Scout should speak to an Adult Leader immediately if a request is deemed unsafe.
- If a Scout feels a request is unreasonable, it should be brought to the attention of the Senior Patrol Leader. The Scoutmaster will only be involved if the SPL cannot resolve the issue, or the Scout wishes to question the decision of the SPL.
- Adult leaders are to be addressed as "Mr." or "Mrs."
- All Scouts are expected to be quiet and pay attention when the Scout sign is up. They will signify they have seen the Sign by holding up the Sign until the leader lowers the sign.
- Scouts will treat one another with respect and courtesy. This includes refraining from calling names and unwanted physical contact.
- Profane language will not be tolerated.
- Use of tobacco, alcohol, or illegal drugs are cause for suspension or expulsion from the Troop based on the Troop Committee's decision.
- Any behavior that is detrimental to another Scout's safety (such as lighting fires outside of a designated safe fire area) will not be tolerated. This includes throwing objects, knives, axes, etc.
- In the event of a behavior problem, it is the discretion of the Adult Leaders whether the Scout will be allowed to stay with the Scouts or be asked to return home.



- Troop conduct is primarily the responsibility of the Troop Leadership Council. If the Scout is having trouble meeting the expectations outlined here, the Scout Master may request a meeting with the Scout and their parent/guardian to take further action.

Facility Use Expectations:

- Stay inside the VFW or building where the meeting is being held unless otherwise instructed.
- Treat the VFW building, VFW property, and Troop property with respect and care, leave rooms cleaner than when you arrived.
- The equipment storage room is off limits to all Scouts unless permission is given to enter by the Troop Quartermaster, Senior Patrol Leader, or Scoutmaster. This assists in orderly storage and security.

Remember: We use the meeting facilities on an honor system representing the Boy Scouts of America. If the building is misused, we will lose the privilege to meet there.

Additional Outing Expectations:

- A Scout must request permission to enter another patrol's or troop's campsite.
- "Lights out" - Scouts will be in their tents and quiet once "lights out" has been announced.
- Any electronic devices of any kind are not permitted on campouts. If equipment is found, it will be confiscated and returned to the parents.
- An adult leader will confiscate excessive candy. It will be returned to the parents upon return from the outing.
- If a Scout is engaging in activity that is disrespectful, dangerous, or otherwise detrimental to others or the environment, the Adult Leaders may call the Scout's parents and request that they be picked up from the outing and taken home.

Special Considerations for Safety

Knives: Fixed, sheath, butterfly and switchblade knives are NOT allowed.

- Pocket knives cannot be longer than 5 inches. This rule applies to Scouts as well as adults.
- To carry a knife or use a saw or axe, the Scout must have a Totin' Chip card on his person.
- Disallowed knives will be confiscated and returned to the parents. The Scout will also lose his Totin' Chip card and will be required to re-earn it.

Axes and Saws: Use of axes and saws must be inside the axe yard only under adult supervision. The Scout should not be using these tools unless they have earned the Paul Bunyan card.

Fire: Fires must never be built larger than the circumstances require. Once material is put in the fire, it must remain in the fire. Only Scouts with the Firem'n Chit may start fires.

Fire starters: Only approved fire starters listed in the Boy Scout handbook are permissible. Scout must earn the Firem'n Chit before they are allowed to carry Scout Firestarter approved material and start fires.



Fireworks: No fireworks of any kind are allowed.

Stoves & Lanterns: Use of liquid fuel stoves and lanterns must follow approved BSA guidelines. If unapproved utensils or stoves are brought, they will be confiscated. The Fireman's Chit will also be revoked, and the Scout will be required to re-earn it.

Candles: Candles or other burning materials are not allowed in tents. Abuse of this rule will result in suspension from campouts until the Scout and his parents meet with the Scoutmaster.

Swimming and Boating: Scouts must always follow safe swim and safety afloat boating procedures. These procedures are listed in the Boy Scout handbook.

Guns, Ammunition and Archery Equipment: Guns, ammunition and archery equipment are not allowed at any time unless being used under direct supervision of a trained leader for merit badge purposes. Any weapons will be confiscated immediately and will result in a Scoutmaster conference with the parents and the Scout. This rule applies to adults and Scouts.

Adult Leadership: The chartered organization representative, or in their absence the executive officer of the chartered organization, must approve the registration of the unit's adult leaders. Registration includes:

- Completion of application including criminal background check and mandatory Youth Protection training
- Volunteer Screening Database check

Current Youth Protection training is required for leaders when renewing their registration or at unit charter renewal. Adult program participants must register as adults and follow Youth Protection policies.

Two registered adult leaders 21 years of age or over are required at all Scouting activities, including all meetings. A registered female adult leader 21 years of age or over must be present for any activity involving female youth or female adult program participants. Notwithstanding the minimum leader requirements, age and program-appropriate supervision must always be provided.

All adults staying overnight in connection with a Scouting activity must be currently registered as an adult volunteer or an adult program participant. Adult volunteers must register in the position(s) they are serving in. **Registration as a merit badge counselor position does not meet this requirement.**

See the [Youth Protection and Adult Leadership website](#) for updates to requirements for Adult leaders and participation.

ATTENDANCE:

An active Scout, as required for advancement, is defined as:

- Attends a minimum of 75% Scout meetings each month, unless pre-excused
- Attends 60% of outings, unless pre-excused



- Wears full Class A uniform to all meetings attended (see "Appearance Rules") unless other dress code has been announced
- Must be at the meeting at 7 pm to be counted as "present" unless other arrangements are made
- Have all dues and fees currently paid or payment arrangement set up and kept.

APPEARANCE AND UNIFORM:

Uniforms are to be worn at all Scout functions unless other arrangements are made. They are to be clean and always worn properly and with respect and in good repair with current badges attached.

Reference from BSA [Scout Uniform](#)

Class A Uniform

The Class A uniform consists of the following:

- Scout shirt
- Troop 220 neckerchief with a slide
- Troop 220 hat (optional)
- Jeans, solid color pants, shorts, or official Scout pants or shorts (if wearing shorts, official Scout socks must be worn.
- Shoes - any tennis shoe, oxford, or hiking boot
- Scout web belt with brass buckle or Scout related leather belt and buckle
- "Full Class A" or "Dress Class A" uniform is worn with the shirt collar turned under and includes a merit badge sash and an "Order of the Arrow" sash if the Scout has earned one

Class B Uniform

The Class B uniform consists of the following:

- Any Scout related t-shirt or sweatshirt, including a BSA Sumer Camp t-shirt, or a solid color t-shirt
- Troop 220 hat, or any other Scout related hat (optional)
- Jean, solid color pants, shorts, or official Scout pants or shorts. If wearing shorts, official Scout socks must be worn
- Shoes - any tennis shoe, oxford, or hiking boot
- Scout web belt with brass buckle or Scout related leather belt and buckle
- It is appropriate to wear Class B uniform to Troop meetings during the summer break from school
- The Scoutmaster will announce when this is to happen; Class A uniforms should be worn all other time.

General Rule

- Sandals or open toed shoes are not permitted at any Scout event unless being used as footwear in a shower
- Scouts must wear Class A uniforms any time they are traveling with the Troop. Upon arrival at an outing, it may be appropriate to change to Class B uniform at that time.



Grooming

- All Scouts are clean in his body and mind. To be clean means to take care of your personal hygiene.

Adult Expectations and Involvement:

As with any other Boy Scout Troop, volunteers run Troop 220. These volunteers are primarily parents of Troop members. We set forth the following expectations for our parents:

- Assist your scout in arriving and departing from meetings and outings at the beginning and ending times outlined by the leaders.
- Assist your scout in paying any fees or costs in a timely manner.
- Support the adult leadership by assisting in planning, chaperone outings, and any other assistance as requested.
- Consider volunteering for an adult position in the Troop.
- Play an active role in encouraging your scout to advance in the Troop and earn merit badges. Attend Court of Honor to recognize their achievements.
- Actively support Troop fundraisers and Camp4All.
- In the event of a discipline problem, a parent may be asked to pick up their scout from an outing or meeting. It is expected that you will arrive promptly to pick up your scout. We will also request your participation in a Scoutmaster conference to address the problem.
- Always complete and updated your Scout's permission slip for every event.

The following are ways for current and new parents to be involved with Troop 220:

- **Observe the weekly troop meetings.** These meetings are run by the scouts with assistance from the Scoutmaster and Assistant Scoutmasters. Check out the sign-up table for upcoming events. Check out our website for upcoming event information.
- **Attend monthly committee/parent meetings.** Meetings are open to all parents and includes a recap of upcoming events, information and Q&A. Usually held the third Monday of each month at 7 pm at the VFW. Please refer to the Troop calendar for specific dates each month.
- **Attend annual Troop planning meetings.** Meeting is usually held in September of every year (please refer to the Troop calendar for specific date).
- **Become an Assistant Scoutmaster.** Work with the Scoutmaster and other leaders to coordinate outings, merit badges, assist the scouts, etc., attend the monthly PLC (Patrol Leader Council) meetings.
- **Become a Committee Member.** Committee is responsible for policies, procedures, budgets, etc. for the troop. There are specific positions available or be a member at large where you work on projects. Committee Members attend the monthly Parent and Committee meetings.

All adults must follow BSA [Adult Training](#) guidelines and expectations. YPT is **required for ALL adults** who would like to attend outings and be an active participant in Scouting.



BSA PROGRAM DETAILS:

Troop Offices

Serving in any of the Troop or Patrol positions below for a minimum of 6 months, satisfies the requirements of Star, Life, or Eagle Scout ranks except Assistant Patrol Leader. Troop elections are held every six months usually in May (term is June-November) and November (term is December-May).

- **Senior Patrol Leader:** The Senior Patrol Leader (SPL) is elected by the scouts in the Troop via majority vote and serves a six-month term. The elections are normally held in May and November.
- **Assistant SPL:** The Assistant Senior Patrol Leader (ASPL) is appointed by the SPL. They serve a six-month term. The ASPL is responsible for assisting the SPL and serves as the SPL if the SPL is not present.
- **Scribe:** The Scribe handles paperwork and is responsible for getting the patrol attendance from the Assistant Patrol Leaders.
- **Quartermaster:** The Quartermaster is responsible for all Troop equipment and the storeroom. The Quartermaster works closely with the adult leader, the Equipment coordinator, to maintain the Troop equipment and acquire new equipment when needed.
- **Historian:** The Historian keeps record of events and maintains a library of Troop stories, pictures, and other information pertinent to the history of the Troop.
- **Other Troop Leader Positions:** Bugler, Junior Assistant Scoutmaster, Librarian, Den Chief, Chaplain Aide, or Patrol Guide or Instructor.

Patrol Offices

- **Patrol Leader:** Is responsible for the patrol. They are elected by majority vote of the patrol.
- **Assistant Patrol Leader:** Assists the Patrol Leader and is responsible for the patrol in the absence of the Patrol leader.

BSA Guidelines of Position Responsibilities: [Position Responsibilities](#)

RANK ADVANCEMENT

To advance, a Scout must be active in the Troop as described in the Active Scout Requirements in this manual. Other advancement requirements are as follows:

- Scouts should maintain their own advancement records. The Advancement Chair is there only to assist and turn in records to the Council office.
- Scouts are responsible for following up with their merit badge counselors. A merit badge counselor is not responsible for checking up on a Scout or make sure that a merit badge is completed.
- All awards are to be completed and approved at least two weeks before Court of Honor in order to be recognized at that Court of Honor. The completion deadlines for each Court of Honor are listed on the Troop 220 calendar and will be communicated at the weekly meeting before an upcoming Court of Honor.
- Awards are given out at weekly meetings, as soon as possible after they are earned.
- Official recognition is given at the Court of Honor.
- Three members of the Troop Committee must sit on each Board of Review. At least one



of the approving members must be the Advancement Chair or Committee Chair.

Scheduling a Board of Review

The Board of Review for rank advancement should be scheduled after all other requirements of the rank advancement, including the Scoutmaster Conference are completed.

Each Scout is responsible for requesting his own review boards and can do this if all requirements for rank have been satisfied. To do this, the Scout must schedule the review with a minimum of three registered Committee Members. One of the participants must be the Advancement Chair or Committee Chair. Refer to the Adult Roster for Troop 220 to obtain the names of currently registered adults, Committee Chair or Advancement Chair and their current telephone numbers.

Court of Honor

Troop 220 holds official recognition of Scout achievements, rank and service projects during Court of Honor which are held three times per year in January, June, and September. These ceremonies are on a scheduled Monday evening generally during the same time as a weekly meeting would be held. See the Troop Calendar for these events.

The Troop's Court of Honors are typically a themed potluck dinner (or dessert event) where each family provides a hot dish and a cold dish or a dessert and supply their own tableware and drinks. The Scoutmaster will communicate at the weekly meetings prior to Court of Honor the type of event (dinner/dessert/theme) for the upcoming Court of Honor.

Merit Badges [Merit Badge Information](#)

Rank Advancement [Rank Information](#)



Troop 220 Manual Acknowledgment

This is to acknowledge that I have received and reviewed with my scout and the Troop 220 manual and policies and will do my best to adhere to the guidelines and policies of the Troop.

Scout Signature

Date: _____

Parent/Guardian Signature

Date: _____

Troop 220 Internet Picture Approval

This is to acknowledge that I grant my approval to allow my Scout's picture to be posted on the Troop 220 website and/or Facebook page. If no form is on file, your Scout's picture will not be posted online.

I grant my approval for (Scout's name) _____ picture to be posted on the Troop 220 website and/or Facebook page.

(Parent/Guardian Signate)

Date: _____

Scout Behavior Agreement

This is to acknowledge that I (Scout's name) _____ have read and understand the Scout Behaviors and Expectations outlined in this manual and agree to uphold these standards during all Scout activities and outings.

(Scout Signature)

Date: _____

