

Troop 52 Handbook – 2010-2011



Web Facts

Check it out! Members of Troop 52 were interviewed on KTVU TV during 2010:

<http://www.ktvu.com/video/22506598/index.html>

Former Scout Master Ken Poulton maintains a vast amount of troop data located at:
<http://poulton.net/troop52> - travel checklists, merit badge info, photos, etc.

Our troop's website is at <http://Troop52BSA.org/>. It has links to our google calendar and other useful info. To see member info you will need the username and password which are....(ask). Our troop uses TROOPMASTER Software to record roster and advancement information.

Stanford District is now on Facebook! <http://www.facebook.com/pages/Stanford-District-Pacific-Skyline-Council/355299805441>;

Pacific Skyline Council info can be found at: www.pacsky.org. Merit Badge Info can be found at: www.meritbadge.com

Information for New Scouts

Forms to be Filled Out:

- New members: BSA registration form;
- New members: roster info form;
- All Scouts Annually: updated class 1 medical permission forms;
- All Scouts Annually: tour permit info-parent's driving info (license and car registration);
- All Scouts Annually: roster info

Annual dues (check made out to "Troop 52"):

- \$100 for annual BSA and Troop 52 dues.
Includes one troop T-shirt, additional shirts \$20;
- Trips are paid for by those who attend.

What new boys need to buy from the scout office (1305 Middlefield Road, PA):

- Scout Handbook;
- Scout shirt, pants (or shorts) and belt;
- Patches: Troop numbers "52", Pacific Skyline Council Patch, tan shoulder loops, purple World Scout Patch;
- See handbook inside cover for where to place these or go to www.boyscouttrail.com/boy-scouts/boy-scoutuniform
- The troop will supply the black uniform neckerchief.

Adult Training

BSA Youth Protection Course: Adults, who plan to attend Troop 52 outings, or do any kind of work with the scouts, should complete this short course available online at www.myscouting.org. As of June 1, 2010, this course is required for all registered adult volunteers. New volunteers must complete the training before submitting their application for registration.

Merit Badge Counselor Training: You can volunteer to teach any of the 120 merit badges but first, you need this general intro to being a counselor. Classes are held at the Middlefield Road Scout Office.

Outdoor training classes: Parents are encouraged to sign up for the many outdoor skills training courses offered free by the Pacific Skyline Council, including: camping, snow camping, rock climbing.

The Pacific Skyline training calendar is posted here: <http://www.pacsky.org/openrosters/Calendar.asp>. (To see the training schedule, select the training tab.)

Registering for Courses: In order to register for courses, you will first need to get a boy scout ID #, which should be assigned to you when you fill out an adult volunteer application form.

The full training schedule is located on the Pacific Skyline Council Website at www.pacsky.org. Contact Elizabeth Thompson at the local Middlefield Road Office for information specifically on Merit Badge Training in Palo Alto: elizabeth.thompson@scouting.org.

Upon completion, please email both Grace Hinton, Advancement Chair and Anna Astronoff, Co-Scout Master, with your course completion date so we can keep a record of our parent training. It can take a while for things to make their way from the e-learning site to the local council and into our Troopmaster software.

Scout Leadership

Senior Patrol Leader (SPL) - Sean Goldie

Asst SPL (ASPL) –Gray Adams

Patrol Leader – Leland Wei

Patrol Leader – Daniel Brouillet

Scribe – Nick Farn

Quartermaster – Nathan Brown

Troop Guide – Joe Suh

Librarian – Khoa Nguyen

Webmaster – Ian Fitzgerald

Den Chief – Ian Henry

Leave No Trace – Harry Hinton



The troop is divided into patrols. We currently have two regular patrols and one senior patrol. The troop elects a Senior Patrol Leader (SPL) who then appoints an Assistant Patrol Leader (ASPL). Each patrol also elects its own patrol leader (PL). The SPL leads the troop, and can call upon the ASPL and PLs to help him with this task or to fill in for him when he must be absent. In larger troops, patrols sometimes have their own meetings and outings. . Since our Troop is small, we generally do things as a troop.

The Patrol Leaders Council (PLC) is the SPL, ASPL and the PLs. The PLC is the core leadership for the Troop.

Quartermaster; Troop Guide

The Quartermaster is responsible for maintaining the Troop equipment (tent, stoves, patrol boxes, etc.). He should have an inventory of the equipment, know where the equipment is, keep the equipment in good working order, and replenish the equipment as needed.

The Troop Guide or Instructor usually works with younger scouts to teach them scout skills up to First Class.

Scout Leader Training

We have not provided any formal training in the past. If we want to provide formal training, we could run junior leadership training for the PLC and future PLC members.

Troop 52 Adult Volunteers

Scoutmasters – Stuart Kim, Anna Astromoff

- Head adult(s) at meetings and on campouts, and who regularly meets with the PLC to plans meetings
- Provide enthusiasm. Make scouting fun. Spend time with the scouts
- Main adult(s) mentoring the PLC, SPL and ASPL in the planning and execution of Troop activities and meetings. Attend all PLC meetings
- Attend all Troop meetings. Provide adult guidance for scouts
- Participate in monthly trips
- Conduct Scoutmaster Conferences
- Ensure safety. Follow the *Guide to Safe Scouting*
- Make effective use of ASMs
- Support recruiting and orientation process
- Integrate new adults into the Troop (e.g., introduce them to other scouts)
- Work with other adult leaders as necessary

Assistant Scoutmasters – Jean-Luc Brouillet, Amy Ladd, Mike Farn and Travis Walker

- Support the Scoutmaster. Substitute for Scoutmaster when he/she is absent.
- ASMs may rotate through attending PLC meetings and regular Troop meetings.
- Spend time with the scouts.
- Participate in monthly trips.
- Conduct Scoutmaster Conferences.
- Ensure safety. Follow the *Guide to Safe Scouting*.
- May specialize in areas such as: Scoutmaster-in-Training, New Scout Coordinator, Young Scout Advancement, later scout advancement, Life to Eagle advisor, Trips Chair.

Committee Chairperson – Christine Mathews

- Liaison between the Troop and the Scout Council, in charge of Committee Meetings and Planning;

- Ensure all parent positions are filled, and that everyone understands their responsibilities.
- Run Troop Committee meetings to ensure coordination of parent volunteers to support Scoutmasters and scouts.
- Make sure Troop Committee members are doing their jobs. Assist as needed.
- Conduct annual review and planning process for Troop.
- Maintain relations with Stanford District and PacSky Council.

Advancement Chairperson – Grace Hinton

- Maintain all scout advancement records, including with district and council.
- Plan, arrange, and help conduct Boards of Review and Courts of Honor. Obtain awards for Courts of Honor.
- Work with PLC, ASMs to include merit badge work in Troop meetings. Staff merit badge counselors.
- Announce Merit Badge Midway and other advancement opportunities.
- Work with PLC, Troop Guide, ASMs to complete scout skills to First Class for young scouts.
- Work with Service Chair to determine service requirements needed for advancement.
- Track long-term advancement requirements on Troopmaster (e.g., days of camping).
- Track leadership positions on Troopmaster.

Treasurer – Grace Wei

- Manages budget, collection of fees and dues, and receipt and payment of money for Troop outings;
- Supervise and oversee sound Troop budget and financial plan.
- Responsible for bank account and reconciliation.
- Collect annual Troop dues.
- Settle accounts for each trip.
- Run Fair Share Program.
- Conduct annual Friends of Scouting campaign (serve as official Coordinator for this process).

Secretary – Nancy Bowker

- Maintain up-to-date roster
- Handle parent and new scout registrations
- Maintain up-to-date calendar

Service Chairperson – Jan Adams

- Work with PLC to plan, schedule, and oversee all service events.
- Organize all logistics and communication for all service events.
- Coordinate adult volunteers and participating scouts.
- Track scout service hours. Report to Advancement Chair.

Training Chair – Grace Hinton

Informs members of adult training events and tracks required training of our volunteers;

Recruiting Chairperson – Andy Ferguson

- Coordinate year round recruitment, and retention.
- Maintain relations with Cub Scout packs and be Pack 52 Liaison. Do formal outreach and partner with Cub Scout dens.

- Work with Scouts to organize recruiting plan and events.
- Ensure that every new Scout has a smooth transition into the Troop.

Camp Coordinator – Anna Astromoff

Organizes annual summer camp: fees, bus schedule, parent leaders, health forms, equipment and food;

Trip Planners – Jan Adams, Anna Astromoff, Travis Walker, Grace Wei, Brian Brown, Amy Ladd, Hai Nguyen, Mike Farn

Volunteers who each organize one of the planned trips for the year;

- Make reservations for trip (sometimes far in advance). Work with Treasurer to collect advance deposits (if any).
- Advertise trip. Finalize headcount.
- Ensure sufficient adult attendance. Coordinate transportation.
- Guide head chef and assistant chef to plan meals, purchase food, and organize scouts to set up, cook and clean up.
- Work with Quartermaster to ensure proper Troop equipment for trip (tents, stoves, etc.).
- Attend trip

Trip Coordinator – Anna Astromoff

- Files tour permits, makes sure trip planning is on track.
- Track and maintain all health forms and ensure the right forms go on each trip.

Merit Badge Counselors – Jean-Luc Brouillet, Travis Walker, Anna Astromoff, Andy Ferguson, Keith Henry

Adults trained and authorized to work with the Scouts to teach, complete and sign off on merit badge requirements;

Board of Review Members –Appointed by Advancement Chair

Adult board that interview Scouts seeking rank advancement and review their progress on a quarterly basis

Recharter Coordinator – Christine Mathews

Works with the Council to complete annual planning and update all records for the Troop;

Adult Quartermaster – Brian Brown (supports efforts of Scout Quartermaster)

- Responsible for supporting the Scout Quartermaster to maintain the Troop equipment (tent, stoves, patrol boxes, etc.).
- Maintain an inventory of the equipment
- Store the equipment and keep it in good working order
- Work with Treasurer and Troop Committee to get approval to replenish the equipment as needed.

Eagle Coordinator - Andy Ferguson

Organizes the Eagle Ceremony and all associated planning and certificate requests;

Fundraising Chair – Jan Adams

Organizes and oversees fund raising efforts for the Troop.

Webmaster – Keith Henry (work closely with Scout Webmaster)

Supports the efforts of the Scout Webmaster to maintain and enhance the functionality of the Troop website.



A Scout's Equipment

Try to get your scout a complete set of equipment and keep it in his backpack. Stores: REI, Redwood Trading Post.

- backpack with external or internal frame
- ground cloth
- sleeping pad
- sleeping bag
- change of clothes
- hiking boots or sturdy shoes
- coat or sweater appropriate for the trip
- rain gear - poncho or waterproof coat
- hat or hood for rain
- hat for sun
- sunscreen
- bug repellent
- plate, cup and utensils
- pocketknife
- flashlight
- spare batteries
- minor first-aid kit (band aids, cloth tape, antibiotic, wet towels)
- toilet kit (toothbrush, toothpaste, soap, small towel)
- matches in waterproof container
- compass
- 50' light rope
- water - at least 2 quarts per hundred pounds of body weight
- snack food for hiking
- scout handbook (unless we're backpacking)
- paper and pen/pencil
- day pack if not backpacking
- tent, however, the troop has some tents available

Individual gear--- Gear that each camper needs on *every* camping trip:

Go to: <http://poulton.net/troop52> to view checklists for:

Hiking, Camp Oljato, Patrol Box, River Trip, Ski Trip, Snow Camping Trip.

Troop 52 2010-2011 Trips

Trips and Trip Planners

| | | |
|-------------|---------------|----------------|
| Sep 25-26 | Beach Camping | Jan Adams |
| Oct 16-17 | Mountain Man | Anna Astromoff |
| Nov 6-7 | Yosemite | Travis Walker |
| Dec 11-12 | Pinnacles | Grace Wei |
| Jan 21-23 | Ski Trip | Brian Brown |
| Feb 12-13 | Snow Camping | Travis Walker |
| March 12-13 | Spelunking | Amy Ladd |
| April 2-3 | Backpacking | Travis Walker |
| May 21-22 | Lake Tahoe | Hai Nguyen |
| June 11-12 | Canoeing | Mike Farn |

2010-1011 Social Service Projects

Quakeville Drill, Barron Park Association

Sean Goldie Eagle Project

Daniel Brouillet Eagle Project

Scouting for Food

Barron Park Holiday Parade

Barron Park May Fete

Troop 52 Merit Badge Facts

There are a total of 120 different merit badges available, from Stamp Collecting to Rock Climbing to Aviation. The Scoutmaster has a list of local counselors for every merit badge. Meritbadge.com has the requirements for all the badges. There is a booklet for each merit badge, available at the scout office/shop on Middlefield Road. The librarian is in charge of the troop library, which may have the booklet you need, however, BSA often updates the booklets.

Merit Badges needed to earn:

Star Rank: 4 Eagle Required, 2 other MB's;

Life Rank: 7 Eagle Required, 4 other MB's;

Eagle: 12 Eagle Required, 9 other MB's.

The following is the list of badges required for earning Eagle. Scouts need to earn merit badges for each rank after attaining 1st class. To start a badge, the scout finds another scout or family member partner to join him. They speak to the merit badge counselor to learn what is required and then approach the Scoutmaster and ask him to sign their blue card. Some badge requirements are earned in troop meetings. Most badges are actually earned outside at summer camp, Merit Badge Midway-a program sponsored by the PacSky Council in February, in meetings set up by the merit badge counselor, or within the family under the continual guidance of the merit badge counselor.

Eagle required badges and how to start earning them in Troop 52 this year:

Camping: *Anna Astromoff* is the Merit Badge Counselor for Camping. Scouts may start fulfilling requirements on troop campouts. They should be proactive and ask for events and instruction to help complete requirements. They should keep a personal tally of camping nights in their handbook. They need a total of 20 for the badge. Anna Astromoff will be at most meetings during the year and will serve as the merit badge counselor. Even if Anna is not on a camping trip, the Scout may do the requirement on a trip and show his leader. When he returns from the trip, he can explain to the Counselor, while at a scout meeting, how he completed the requirement

Citizenship in the Community, Nation and World:

Andy Ferguson is the Merit Badge Counselor and will present the scouts a list of activities for 2010-2011 to start earning these badges. Look the requirements over. If you are aware of a meeting or event, interesting speaker or film that would apply to

these badges, send a Group message to the Troop. Camp and Merit badge Midway also offer chances to work on these badges.

Communications:

Keith Henry is the Merit Badge Counselor. Several requirements can be earned at scout meetings throughout the year. A list of requirements will be given to the boys at the next meeting. They include volunteering to plan a Court of Honor or Campfire, writing a letter on behalf of the Troop, etc. The rest can be covered by meetings set up with the counselor. As an example, Life Scout, Galen Poulton presented an excellent letter of welcome tonight to all the new Scouts, which listed the names of the older Scouts the new boys could talk to learn more about Troop 52.

Environmental Science: Scouts should plan to earn this badge at Camp Oljato.

Family Life: *Andy Ferguson* is the Counselor. Boys should directly work with Andy and in their families.

First Aid: *Dr. Amy Ladd* is the Counselor. Amy will teach CPR during the year. Scouts who wish to complete the badge should speak to Amy.

Personal Fitness and Management:

Andy Ferguson is the counselor. Boys should work directly with Andy and most requirements are completed at home or in a class with Andy.

Emergency Preparedness: Scouts should plan to earn this badge at Camp Oljato.

Lifesaving: No one has earned this badge in our current troop. Boys can choose between Emergency Preparedness or Lifesaving.

Swimming, Hiking, Cycling:

Scouts need to choose one of these to fulfill Eagle req. Cycling opportunities are more widely available to our troop. There is a 50 mile ride sponsored by the Santa Clara Scout Assoc. in October, which fulfills the hardest requirement. Grace Hinton and Keith Henry have organized additional bike outings in prior years.

Scout Buddy System:

Scouts must have another person with them at each meeting with the merit badge counselor. This person can be another Scout, parents or guardian, a brother or sister, a relative, or a friend.

Badges can be started and finished in a later year. There is NO DEADLINE for earning Merit Badges, except the Scout's 18th Birthday.

If the requirements change while a Scout is working on the badge, he may continue to use the OLD requirements until he completes the work, or he may use the new requirements if he wishes. It is HIS choice, and his alone.

Badge requirements are also found at www.boyscouttrail.com

You can help our Troop by serving as a Merit Badge Counselor. We will be sending out notice of the next few training sessions, which are held at the Scout Office on Middle Field Road. The session lasts about two hours or less. Also, before taking the session, please fill out an Adult Volunteer Application. This is submitted to the Scout Office in order to get you a membership number for taking the required youth protection training online. This sounds like a lot of work but it's easy.

New Merit badge Counselors will be announced to the Troop!

FACTS:

1. Once you are a MB Counselor, you can actually sign blue cards for any badge.
2. The Troop tries to always assign a few folks to the Eagle Req. badges to help the boys know someone to call on.
3. The Middlefield Scout Office and the Advancement Coordinator have a list of Merit Badge Counselors outside our Troop –adults in the community or parents from other troops- who our boys can call on as well.