

the **TROOP
1128
PARENTS
MANUAL**



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Please complete the forms in Appendices C, D and E and return them to the Advancement Desk.

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INTRODUCTION

Welcome to the Troop 1128 family! We are delighted that you and your son chose to become part of the Troop. Troop 1128 has been in existence for over 55 years. The Troop's adult leaders and committee aim to provide a top-quality Scout program with fun outdoor experiences and opportunities for your son to grow into a young man with character, leadership skills, and self-reliance. We hope that your family's involvement in the Troop will be as meaningful to you as it has been to us.

To ease your transition into our Troop and Boy Scouting, we have assembled in this book a lot of information about the Troop and Scouting. We recognize that there is a lot of material here for new Scout families to absorb, but we hope that it will be helpful for you. If you have any questions about the Troop or Scouting, your son is encouraged to ask his Patrol Leader, or you are welcome to ask any of the adult leaders of the Troop.

Although the Troop is blessed to have many very committed adult leaders, it takes a lot of people to provide a quality Scout program. Becoming involved in the Troop as an adult is a great way for you to share in your son's Scouting experience and make a difference in the lives of other youth in the community. We hope you will consider becoming involved in helping deliver a great Scouting experience for the Scouts of Troop 1128.

TROOP ORGANIZATION

Troop Structure: The Boy Scout program is youth-led. The principal youth leader in the Troop is the Senior Patrol Leader (SPL), who is assisted by the rest of our Patrol Leaders Council (PLC). The PLC consists of the SPL, an Assistant Senior Patrol Leader (ASPL), the Patrol Leaders of our six patrols, and the Troop Guides that mentor new Scouts. With the guidance of the Scoutmaster and Assistant Scoutmasters (ASMs), they plan the program, conduct Troop meetings, and provide leadership among their peers.

Steve Englund is transitioning into the Scoutmaster position effective May 1, 2018, upon the retirement of Bob Leggett. Bob has been the Scoutmaster for over 38 years and built the Troop into what it is today. Steve is committed to maintaining a high-quality program for the Scouts and has been recognized in the district and council for his previous efforts in Scouting. Steve will be assisted by a number of dedicated ASMs who bring a wealth of talent to the Troop.

Troop Committee: The Troop Committee is chaired by the Troop Committee Chairman and is responsible for providing administrative and logistical support for the Troop program. Members of the Troop Committee are registered adult volunteers (collectively with the Scoutmaster and ASMs referred to as **Scouters**). Functions of the Troop Committee include reviewing the Troop program, managing the Troop's finances, maintaining advancement and training records, coordinating the Troop merit badge program, managing event sign-ups, providing transportation, procuring equipment and awards, operating the Troop website, and planning special events. The Committee meets on a monthly basis, generally on the third Tuesday of every month, from 7:45 to 8:45 P.M. at Andrew Chapel. The efforts of the Committee members allow the Troop to carry out its program smoothly.

One of the most important functions of the Troop Committee is to conduct Boards of Review (BoR), which are required for Scouts to advance in rank. The Board of Review provides an excellent opportunity for parents to talk with Scouts about their experience in the Troop and solicit suggestions for improving Troop activities and programs.

All parents not involved as an Assistant Scoutmaster are encouraged to join the committee. Experience has shown that Scouts with parents who are actively involved in the Troop are much more likely to remain active and progress to First Class rank and beyond.

Troop Meetings: Troop meetings are held once a week on Tuesdays, 7:30 — 8:45 P.M. at Andrew Chapel United Methodist Church. Scouts must wear the **complete** designated Boy Scout uniform, generally referred to as the "Class A" uniform to each Troop meeting. Please consult **Appendix B** at the end of this manual for uniform specifications and a list of places where uniforms can be purchased. Also included in **Appendix B** is a list of recommended personal camping gear. The purchase of a Boy Scout Handbook is mandatory. The Handbook should be brought to every meeting since it provides the basic requirements for and serves as a primary record of accomplishments such as merit badges and advancements. The weekly Troop meetings are normally organized around specific themes, providing an opportunity for the Scouts to learn new skills and preparing them for an upcoming camping trip or activity. The Scouts are expected to attend meetings and to participate in the various activities. (See "What Is Expected of the Scout")

Patrol Method: Troop 1128 uses the "Patrol Method," in which small groups of Scouts (Patrols) working together as a team are the focus of troop organization and program delivery. Troop 1128 is made up of six patrols. Each patrol consists of approximately 12-14 Scouts, with an elected Patrol Leader (PL). Patrol members camp together, participate in activities together, learn new

skills together, and share responsibility for the patrol's success. Patrols provide Scouts an opportunity to learn to cooperate and to accept responsibility. Scouts also gain confidence by serving in positions of patrol leadership. Everyone pitches in, and the Scouts quickly learn to take pride in their patrol's accomplishments. Two Assistant Scoutmasters are assigned to each patrol to mentor the patrol leadership. These ASMs are referred to as Patrol Assistant Scoutmasters (PASMs). One of the PASMs is designated as the Senior Patrol Assistant Scoutmaster (SPASM).

In the spring, new Scouts are placed into a new Scout patrol for a few months to learn about Scouting and some of the Scouting skills that they will need. This Patrol is guided by two or three experienced Scouts who function as Troop Guides.

In May, new Scouts will be placed into one of the six permanent patrols, and generally remain in the same patrol for the length of their Scouting career within Troop 1128. In their patrols, new Scouts will continue to learn basic scouting skills and how to work within a group under the guidance of the older scouts in their patrol. Each Scout is encouraged to work with his Patrol Leader and Assistant Patrol Leader (APL) to resolve problems and answer questions. This reinforces the philosophy of a boy-led Troop and provides valuable experience for Patrol Leaders to learn and improve their leadership skills.

New Scouts will participate in summer camp as part of their patrol. However, at camp, we provide a special new Scout program organized by the Troop Guides, who provide skills instruction and work with the Patrol Leaders to guide the new Scouts to hopefully complete the ranks of Scout and Tenderfoot by the end of summer camp.

Chartered Organization: Every Boy Scout troop is sponsored by a chartered organization that receives an annual charter from the Boy Scouts of America to use the Scouting program as a part of its youth program, consistent with the policies of the Boy Scouts of America. Andrew Chapel United Methodist Church has received a charter from the Boy Scouts of America to operate Troop 1128. Andrew Chapel has the important responsibility of approving all adult leaders, and it provides the Troop with a meeting place and storage facilities. It has been a strong supporter of Scouting for many decades. While the Troop is sponsored by Andrew Chapel, the Troop program is completely nonsectarian and welcomes Scouts and Scouters of all faiths. In fact, members of the Troop come from many faith traditions.

The member of Andrew Chapel responsible for its Scouting program is the Chartered Organization Representative (COR). The COR is the liaison between Andrew Chapel and the Troop's Scoutmaster and Troop Committee.

District, Council, and National Organizational Structure: Troop 1128 is a part of the national Boy Scouts of America organization with its headquarters in Texas. The BSA organization is divided into progressively smaller geographic subdivisions. At a local level, Troop 1128 is part of the Chain Bridge District, encompassing the communities of McLean and Arlington, Virginia. The District is part of the National Capital Area Council (NCAC), which includes northern Virginia, the District of Columbia, much of Maryland, and the U.S. Virgin Islands. It is one of the largest Boy Scout councils in the U.S., with about 19,000 volunteer adult leaders serving about 58,000 youth. The NCAC headquarters is located in Bethesda, Maryland, and includes a Scout Shop where uniforms, handbooks, and other Scout merchandise can be purchased.

TROOP GOALS AND PHILOSOPHY

The goals of Troop 1128 are those of the Boy Scouts of America — to help young boys grow up to become productive citizens, to foster the development of moral strength and character, and to enhance physical, mental, and emotional fitness. As proud as we are of the Scouts who achieve Scouting's highest rank of Eagle Scout, we are equally proud of young Scouts who set goals for themselves and grow in self-reliance, older Scouts who make new Scouts feel a part of the team and teach them new skills, Scouts who lead the worship service on Scout Sunday, Scouts who participate in service projects and help their fellow Scouts to advance in rank, and Scouts who serve as role models in their communities by demonstrating Scout spirit in their daily lives.

Troop 1128 is committed to a “boy-run program” in which the youth leaders in the Troop plan and implement the program. They do that through the Patrol Leaders' Council (PLC), which consists of the Senior Patrol Leader (SPL), his assistant (ASPL) and the Patrol Leaders (PLs). The PLC meets monthly to plan the agenda for the weekly Troop meetings. The PLC is also responsible for recommending and then planning the annual Troop calendar of events (this is done in May and June), which is then submitted to the Troop Committee for review and approval. Although a boy-run program may, at times, exhibit less than optimal organization and execution, the Scouts learn from their mistakes and improve over time.

Parents are an integral part of a successful Scouting program. You can help your son gain the most from his Scouting experience by talking with him about the meetings, finding out what he is learning, and encouraging him to participate in all of the Troop activities. Help him to set age-appropriate goals for advancement and support him in his efforts to complete the requirements. This might mean driving him to his Patrol Leader's house to get something signed-off or reminding him to make a phone call or send an email. The Scouts are responsible for taking the initiative for earning merit badges (e.g., by calling / emailing the counselor and keeping track of appointments). Hopefully, he will keep you informed of special events and bring home the notices, handouts, and permission slips often passed out during Troop meetings.

Communication:

The Troop also keeps parents informed via email and the Troop website (<http://www.troop1128.org/>). The troop uses OneCallNow to send out email communications. This system allows for emails, calls and text messages to be sent out to the entire troop or different subsets. The emails will typically be sent from the following people via a relay from mail@notify.onecallnow.com

Troop 1128 <mail@notify.onecallnow.com>
Jeff Palk <mail@notify.onecallnow.com>
Beth Gearhart <mail@notify.onecallnow.com>
Ruth French <mail@notify.onecallnow.com>
Gus Vazquez <mail@notify.onecallnow.com>

The Patrol Leaders can also use the OneCallNow system, but they typically use direct email, phone/text to communicate with their patrol members, so once your son has been assigned to a patrol please make sure that he communicates his contact information to his patrol leader.

The “Resources” page on the website provides access to current versions of many of the forms and publications referenced in this Parents Manual, as well as links to other useful scouting websites. The ultimate goal of all this information is to promote leadership, independence, responsibility and initiative in each and every Scout.

OVERVIEW OF PROGRAM

Activities: The program for Troop 1128 is published in an annual calendar that is distributed to parents during the summer and is posted on the Troop website (<http://www.troop1128.org/>). When changes occur, parents will be notified by email and the website calendar will be updated.

A glance at the annual calendar reveals that this is a very active Troop with a full schedule of events. A major outdoor activity (e.g., camping, backpacking, canoeing, etc.) is scheduled each month, since these events are a hallmark of Scouting. Campouts are planned at various interesting locations throughout the year, and they require different levels of skill on the part of the Scouts. In planning the Troop calendar each year, care is taken to include activities suitable for both younger and older Scouts (although most activities are designed to be safe and fun for Scouts of all ages). In addition to campouts, there are other special events such as the Troop Fair in the fall, Scout Sunday in February (in which the entire service is conducted by Scouts), and various Courts of Honor at which Scouts are recognized for their achievements.

Each summer, the Troop has a week-long camp at Goshen Scout Reservation. Summer camp is both a lot of fun and a critical part of the annual troop program, because over the course of a week, Scouts bond as a patrol, become proficient at taking care of themselves in the woods, and have significant opportunities to work on advancement. All Scouts in the Troop are strongly encouraged to attend Goshen.

Summers also feature one or more “High Adventure” trips that provide more challenging outdoor experiences, usually in a wilderness setting. Past High Adventure destinations have included

- Philmont Scout Ranch – 2004, 2007, 2010, 2012, 2014, 2017
- Local High Adventure (Pennsylvania / West Virginia) – 2009, 2011, 2014, 2015, 2016, 2017
- Pamlico Sound Sea Kayaking – 2017
- Alaska – 1999, 2015
- Yellowstone – 2013
- Florida Sea Base – 2009, 2013
- Northern Tier – 2012
- Wind River Mountains of Wyoming – 2006, 2011
- Costa Rica – 2006, 2011
- Salmon River, Idaho (White Water Rafting) and Eagle Cap, Oregon (Backpacking) – 2009
- Canada Canoeing – 2008
- Canadian Rockies (Ice Climbing / Backpacking) – 2007
- Pacific Northwest – 2005

Because High Adventure trips are more challenging than other Troop outings, and there are a limited number of openings for most trips, participation in High Adventure trips is limited to Scouts who have participated actively in the troop program and completed requirements designed to ensure that they are prepared to participate safely and successfully. In recent years, the Troop has offered backpacking (B) and water (Paddles) (P) trips based on the following skill-based framework:

Monthly Outings	Skills Learned	Nights	Age	Prerequisite
New Scout campout	Intro to Patrol camping	1	10-17	Open
Car camping	Basic Patrol camping	1	10-17	Open
Intro to Backpacking	Basic Patrol backpacking	1	10-17	Goshen (or 3 car camping)
Dolly Sods	Enhanced Patrol outdoor skills	2	13-17	Intro to Backpacking
Summer Programs				
Goshen	Patrol camping + rank advancement	7	10-17	Open
HA 101	Rafting, caving, rock climbing	5	12-13	2 nd Class rank + Goshen
HA 201	Enhanced adventure (B or P)	5	13-17	1 st Class rank + Dolly Sods + TAA Basic
HA 301	Advanced adventure at Philmont (B) or Northern Tier (P)	10	15-17	Star rank + HA 201 + TAA Leadership + TAA Service
HA 401	Ultimate adventure (B and/or P)	10+	16-17	Life rank + HA 301 + TAA Outdoor Skills + TAA High Adventure

Specific trips and the requirements for each trip are announced each year.

Service Projects: In the Scout Oath, a Scout promises “to help other people at all times.” Accordingly, service projects are an important part of the Troop program. Every fall, the Troop participates in the council’s annual Scouting for Food program, which is the largest food drive in the Washington metropolitan area. Other service projects are scheduled throughout the year, including Eagle projects led by a Life Scout as one of the requirements for him to earn the rank of Eagle Scout.

Fund Raising: A Scout is thrifty. To learn the value of money, it is important that Scouts participate in raising some of the money required to fund the Troop program. The Troop has two fundraisers each year. In the fall, Troop 1128 participates in the sale of Boy Scout popcorn. This fundraiser generates funds for the Troop and for the NCAC. In the spring, the Troop has an annual mulch sale to raise funds for Troop expenses. The money raised from these fundraisers is used primarily to subsidize the costs of certain expensive monthly outings and High Adventure trips.

Program Costs: All Scouts and Scouters are required to pay a registration fee each fall, during the annual re-registration process that we sometimes refer to as “rechartering” (because the Scouts and Scouters who re-register in the Troop will be identified to the council and national BSA as part of the process of Andrew Chapel receiving its annual charter to operate the Troop). The current registration fee is \$59 for the first Scout in a family, and \$47 for each additional Scout in the same family. Most of this fee is paid to the national BSA as a registration fee and for a subscription to *Boy’s Life* magazine, another part is paid to NCAC to cover insurance costs, and the balance is used to help pay the Troop’s direct program costs such as the costs of badges (rank insignia, patrol patches, leadership position badges, merit badges). Each adult registered with the Troop pays the national and NCAC fees. The annual re-registration process is greatly facilitated by prompt payment of registration fees.

In addition to the annual registration fee, Scouts are expected to pay dues of \$2 per month, paid to (or collected by) the Patrol Scribe and then turned into the Troop Treasurer, which also helps

defray the Troop's direct expenses. It is hoped that the Scouts will learn to remember dues on their own and to use earned money rather than have it given to them. Scouts are not allowed to advance in rank unless their dues are paid in full.

Other expenses that will be incurred by the Scout include the variable cost of patrol food for campouts, meals at a fast food restaurant en-route to activities, and fees for specific outings (e.g., to cover costs of gas, camping permits, park entry fees, and canoeing or skiing trips). If a Scout is found to have lost or damaged Troop equipment, he will be responsible for the cost of replacing those items.

The Troop also participates in NCAC's annual Friends of Scouting (FOS) campaign, which solicits donations to support the Scouting program throughout the Washington metropolitan area. The money raised benefits the Scouts in our Troop through council training programs for leaders, camps, program development, etc. You will hear more about the FOS campaign in January, when the fundraiser has its kick-off.

Permission Slip: For every Troop outing, there is a "permission slip." It provides details about the outing (what, when, cost, etc.) and includes a parental permission form that acknowledges permission for your son to make the trip, grants permission to obtain emergency medical treatment, and describes current health conditions and medications. It is important that medical information be accurate and complete. Please complete and submit a Medical Information and Consent Form (**Appendix D**) so that activity leaders are informed of any special medical issues and/or medications.

Honor Patrol Award: Troop 1128 leadership encourages each patrol to work toward being an Honor Patrol. The Scouts of a patrol who meet certain participation goals in helping their patrol achieve this status receive an Honor Patrol award. This award can be earned every 3 months and encourages each patrol to work together to achieve a goal.

Outdoor Ethics Awareness Award: The BSA and the Troop promote the Scouts' awareness of the BSA Outdoor Code and the Leave No Trace initiatives through the BSA Outdoor Ethics Awareness Award.

Troop Achievement Award: Troop 1128 leadership has developed a unique program to encourage Scouts to build and develop their Scout skills while progressing through the ranks of Scouting. The Troop 1128 Achievement Award is a progression of awards – a Basic patch plus the following segments to go around the patch: the Service Award, the Leadership Award, the Outdoor Skills Award, the High Adventure Award, and the Master Scout Award.

ADVANCEMENT

Advancement through the ranks of Scouting is a process in which your Scout(s) — and you — will become actively involved. Understanding this process and knowing the required steps, therefore, is important to you as the parent of a Scout.

The Boy Scout advancement process is designed to encourage Scouts to accomplish a progressive series of learning experiences in the areas of citizenship, character, personal fitness, and Scouting skills. It provides for both measuring and recognizing these experiences. The advancement process consists of five basic steps:

1. **Learning** — learning by doing in scheduled activities
2. **Testing** — demonstrating his ability to a qualified Patrol Leader, Troop Guide or PASM
3. **Spirit Board** — peer review of the Scout's performance and interactions with other Scouts
4. **Scoutmaster's Conference** — evaluating progress and setting new goals
5. **Reviewing** — attending a Board of Review to determine extent of scouting experience and confirm advancement standards
6. **Recognition** — public recognition at a Court of Honor

Learning: The specific requirements for advancement to each rank are listed in the **Boy Scout Handbook**. Depending on the rank, advancement may require the Scout to learn skills, earn merit badges, participate in service projects and serve in leadership positions. As a Scout advances, he earns recognition by being awarded badges of rank. The first four ranks are Scout, Tenderfoot, Second Class, and First Class. There are no time requirements for these ranks, but they must be earned in the proper order. The next advancements are the Star and Life ranks.

Upon achieving First Class rank, the Scout should be ready to accept a position of responsibility, such as Patrol Leader, Assistant Patrol Leader, Troop Guide, Den Chief, Patrol Cook, Guia, Medic, Quartermaster or Scribe, any one of which will satisfy the advancement criteria. Patrol Leaders are elected by each patrol every six months. It is a position in which the boys learn leadership skills and gain self-confidence. While serving in this position, they help others to advance in the program. The Scouts in a patrol should be able to go to their Patrol Leader for advice, counsel, and learning and testing of skills. The Senior Patrol Leader (SPL) is also an elected position, while the ASPL is appointed by the SPL with the approval of the Scoutmaster. In addition to serving as leaders, the Scouts at this level are required to participate in service projects within the Troop or in the community in order to advance in rank. A Service Record Form has been developed to help Scouts keep track of credit for their service activities (See **Appendix F**). This form can also be used to report Service Hours worked outside of the Troop.

The highest rank in Scouting is that of Eagle Scout. In addition to the required number of merit badges and leadership positions, the Eagle candidate must plan, develop, and provide leadership for a major service project of his own.

Testing: Testing can be done by any one of several informal and formal methods. For scouting skills, the Scout normally demonstrates his ability to his Patrol leader or PASM in his patrol.

Frequently, the Scout is tested without realizing it, such as in the case of planning a patrol hike. For merit badges, an approved merit badge counselor will normally use the more traditional means of testing, e.g., verbal questions and answers, demonstrations or written reports. Parents do not “sign-off” achievements in the Boy Scouts as they do in the Cub Scout program. However, Assistant Scoutmasters assist the Troop’s youth leaders in verifying and signing off that Scouts have met various advancement requirements.

Be Active: The BSA requires a Scout to be active in his Troop to advance in rank to Star, Life and Eagle, and gives each Troop discretion as to what participation is required to be considered active.

Troop 1128 adopted the following requirements for Scouts to be active:

STAR

In the 4 months preceding the Star Board of Review the Scout has participated in the following:

- 1 Troop campout; and
- 1 Troop or Patrol day event (such as a Troop hike, Troop service project, Troop Fair, Troop fund raiser, Eagle service project, or Patrol event)

LIFE

In the 6 months preceding the Life Board of Review the Scout has participated in the following:

- 2 Troop campouts; and
- 2 Troop or Patrol day events (such as a Troop hike, Troop service project, Troop Fair, Troop fund raiser, Eagle service project, or Patrol event)

EAGLE

In the 6 months preceding the Eagle Scoutmaster Conference the Scout has participated in the following:

- 2 Troop campouts; and
- 2 Troop or Patrol day events (such as a Troop hike, Troop service project, Troop Fair, Troop fund raiser, Eagle service project, or Patrol event)

EAGLE PALM

In the 3 months preceding the Palm Scoutmaster Conference the Scout has participated in the following:

- 1 Troop campout; or
- 1 Troop or Patrol day event (such as a Troop hike, Troop service project, Troop Fair, Troop fund raiser, Eagle service project, or Patrol event)

A Troop campout is defined as any overnight event at the Troop level. Participation in any long-term camp such as Goshen or a High Adventure trip counts as one outing for participation purposes. (To qualify as a campout for Camping Merit Badge the Scout must sleep in a tent or under the stars.)

A Patrol event is defined as any event at the Patrol level that meets the following requirements:

- approved in advance by the Scoutmaster or his designee; and
- having at least 50% of the Patrol attending; and
- lasting at least 3 hours

Spirit Board: The requirement to “demonstrate Scout spirit” is reviewed by a Scout Spirit Board. This Board consists of members of the Patrol Leaders’ Council (PLC) and other Scouts who have demonstrated an outstanding level of Scout spirit. The Board reviews the Scout’s progress in demonstrating Scout spirit and signs the Scout’s Handbook signifying the review. If problems are identified, the Spirit Board provides guidance on changes in attitude or behavior needed to better reflect the ideals of scouting. Once a Scout has completed the requirements for a rank and received an Advancement Checklist and Approval (**Appendix A**, commonly called a **Green Sheet**) from the Advancement Team, he can request the Assistant Senior Patrol Leader to schedule a Spirit Board meeting. Spirit Boards are typically held at 7:00 pm on Tuesday nights before Troop meetings.

Scoutmaster’s Conference: For Scout, Tenderfoot, Second Class and First Class ranks, the Scoutmaster’s conference can be conducted by either the Scoutmaster or one of the Assistant Scoutmasters, as explained under “Advancement Procedures” below. The Scoutmaster personally conducts conferences for the ranks of Star and above. This conference provides the opportunity for a one-on-one relationship in which the Scout’s progress can be evaluated. This can be accomplished at a Troop meeting or camping trip. The objective is to help the Scout to set goals for himself by encouraging him to use his strengths and helping him to recognize and overcome his weaknesses. It is the Scout’s responsibility to schedule his Scoutmaster conferences.

Board of Review (BOR): When a Scout has completed all requirements for advancement, he must appear before a board of three Troop Committee members to have his records reviewed. **A Scout is required to bring his completed Green Sheet (Appendix A) and Scout Handbook to the Board of Review.** The board members are primarily interested in verifying that the Scout has completed all requirements for advancement, and having the Scout discuss his experiences and goals as a Scout both within and outside the Troop. The meeting also provides an excellent opportunity for the Troop Committee to learn of problems perceived by the Scout and gather suggestions to improve Troop programs. A Board of Review is scheduled approximately once a month but may be held more frequently when needed. Scouts should contact the Advancement Team to request and schedule a BOR.

Recognition: After successful completion of the review process, the Scout receives his new badge of rank right after the Board of Review, at the end of the Troop meeting. But the official record card and recognition of advancement are given to the Scout at a Court of Honor. A Court of Honor is a very important event to acknowledge the accomplishments of the Scouts of the Troop and is scheduled once every four months. A Special Eagle Court of Honor is scheduled when a Scout attains the rank of Eagle Scout.

MERIT BADGE PROCEDURES

Merit badges may be earned in any order at any time. However, the number of required badges increases for each higher rank. It may be more fun to work on badges with another Scout. Scouts should plan which badges they intend to pursue at summer camp and should pay particular attention to badges needed for rank advancement. It is recommended that Scouts earn the merit badges required for Eagle as soon as possible. Some badges require keeping records over a period of time or making prior arrangements with patrols, other Scouts or ASMs. In addition, if left to the last minute, they can conflict with other activities, especially during the later years of high school. The steps to earn merit badges are as follows:

1. The Scout studies the merit badge list in the Boy Scout Handbook and chooses one based upon interests and advancement requirements.
2. The Scout contacts the Advancement Team for a blue application card. If he does not already have a merit badge counselor, the Scout asks the Advancement Team for a list of approved merit badge counselors, within the District, teaching the badge he is interested in. **Cooking and Camping Merit Badges are the two Merit Badges that MUST be completed with a Troop 1128 Merit Badge counselor unless prior approval has been granted by the Scoutmaster.**
3. The Advancement Team will provide a blue card, pre-signed by the Scoutmaster as progress toward a merit badge is recorded on the "blue card."
4. The Scout contacts his counselor and makes an appointment for an initial planning session.
5. The Scout meets with the counselor and works out a realistic plan to satisfy all badge requirements within a reasonable time frame. A few badges can be signed-off in one session while others require several sessions. Remember, it is a BSA rule that another Scout or adult be present whenever a Scout meets with his counselor.
6. When all badge requirements have been completed, the counselor signs and dates the blue card. The counselor retains one part of the blue card. The other two parts should be returned to the Advancement Team at the next Troop meeting.
7. When the badge is issued, the Advancement Team returns the applicant's portion of the blue card to the Scout. It is suggested that Scouts keep these cards in a safe place to provide evidence of completion in the event of a loss of Troop records.

The troop handles blue cards for merit badges offered at Goshen and at troop-sponsored merit badge classes.

WHAT IS EXPECTED OF THE SCOUT

A successful Boy Scout troop involves many key ingredients — a supportive chartered organization, a challenging program, opportunities for personal growth, dedicated and knowledgeable adult leaders, a team environment, adequate resources, supportive parents, but, most important, interested and motivated Boy Scouts. When a young boy joins the Boy Scouts, he may not understand that membership involves real obligations and responsibilities that must be fulfilled in order to gain the most from his Scouting experience. Your assistance in reinforcing these expectations is of critical importance to their being understood and accepted by your Scout.

A Scout in Troop 1128 is expected to:

1. Attend weekly Troop meetings.
2. Participate in Troop activities.
3. Attend an annual summer camping activity.
4. Wear the complete Class A uniform at Scout meetings and designated activities.
5. Keep his Boy Scout Handbook up-to-date and bring it to all Troop meetings.
6. Pay monthly dues.
7. Fulfill his commitments, such as by performing the duties of his position of responsibility and participating in the Troop activities for which he signs up (or notifying his Patrol Leader or the designated adult leader if he becomes unable to participate).

Always remember that our Scouts are recognized as being among the best of the best. Don't let the Troop or your Patrol down.

Your support of these standards can make the difference between engagement or drift in the Scout program. Scouts have lots of schoolwork and pursue many extra-curricular activities. Choices must be made and you can help your son make good decisions that strike the right balance based on what he wants to accomplish. Planning is the key. Don't wait to find out about a Troop activity at the last possible moment. Be proactive and print out the activities planned each month from the calendar on the Troop website: <http://www.troop1128.org/>.

Advancement Procedures: Some Scouts are independent and self-reliant when it comes to advancement. They know what they have to do and never miss an opportunity to get a requirement signed off by their Patrol Leader. Other boys don't do paper work and find the advancement process a total mystery. Please keep in mind where your son stands in this continuum and how much help and encouragement he will need. For all Scouts, the following steps are required for rank advancement:

Scout: The first rank in Boy Scouting is that of Scout.

1. To achieve the rank of Scout after joining the Troop a Scout must,
 - 1a Repeat from memory the Scout Oath, Scout Law, Scout motto, and Scout slogan. In his own words, explain their meaning.
 - 1b. Explain what Scout spirit is. Describe some ways he has shown Scout spirit by practicing the Scout Oath, Scout Law, Scout motto, and Scout slogan.

- 1c. Demonstrate the Boy Scout sign, salute, and handshake. Explain when they should be used.
- 1d. Describe the First Class Scout badge and tell what each part stands for. Explain the significance of the First Class Scout badge.
- 1e. Repeat from memory the Outdoor Code. In his own words, explain what the Outdoor Code means to him.
- 1f. Repeat from memory the Pledge of Allegiance. In his own words, explain its meaning.
2. After attending at least one Boy Scout troop meeting, do the following:
 - 2a. Describe how the Scouts in the troop provide its leadership.
 - 2b. Describe the four steps of Boy Scout advancement.
 - 2c. Describe the Boy Scout ranks and how they are earned.
 - 2d. Describe what merit badges are and how they are earned.
3. Patrol
 - 3a. Explain the Patrol method. Describe the types of Patrols that are used in your troop.
 - 3b. Become familiar with your Patrol name, emblem, flag, and yell. Explain how these items create Patrol spirit.
4. Knots & ropes
 - 4a. Show how to tie a square knot, two half-hitches, and a taut-line hitch. Explain how each knot is used.
 - 4b. Show the proper care of a rope by learning how to whip and fuse the ends of different kinds of rope.
5. Demonstrate your knowledge of pocketknife safety.
6. With your parent or guardian, complete the exercises in the pamphlet How to Protect Your Children from Child Abuse: A Parent's Guide and earn the Cyber Chip Award for your grade
7. Since joining the troop and while working on Scout rank, participate in a Scoutmaster / Assistant Scoutmaster conference. A Board of Review is not required.

All Other Ranks: The specific requirements for each rank are listed in the Boy Scout Handbook. The ranks of Tenderfoot, Second Class and First Class do not require any time-in-rank before the next advancement, but they must be earned in order. The ranks of Star, Life and Eagle not only require time-in-rank, but a leadership position for each rank. It is often more enjoyable for two Scouts to work together on the same rank. The steps for advancement are:

1. Read the Boy Scout Handbook to determine the specific requirements.
2. For the ranks of Tenderfoot, Second Class and First Class, complete the skill requirements and see the Patrol Leader, or one of the Troop Guides, for testing and "sign-off" (legible initials and date). Assistant Scoutmasters can also sign-off on requirements.
3. For the ranks of Star, Life and Eagle, complete the requirements for time, service project hours, leadership position, and merit badges. See the appropriate individuals (Patrol Leader, adult leader, merit badge counselor) for testing and "sign-off."
4. See the Advancement Coordinator to obtain a Green Sheet. The Green Sheet signifies the Scout has completed all requirements and is fully qualified for a Board of Review. Before a Green Card is given to the scout, his Scout Handbook is checked to verify that all requirements have been met, properly signed-off, and that Troop meeting attendance,

Troop activity participation and dues submission requirements have been satisfied. Failure to meet any one of these criteria will make the Scout ineligible for advancement. The Green Sheet must be obtained no later than the Troop meeting immediately preceding the Spirit Board. **All Scouts are encouraged to have their advancement information updated in the troop's computerized database at the time of each advancement. No one plans to lose his Scout Handbook, but it does happen. If it happens to you, you surely will be happy to have a back-up copy of this valuable information.**

5. Complete a Scout spirit review with the Scout Spirit Board.
6. Arrange a Scoutmaster's Conference with the Scoutmaster for the rank of Star, Life, and Eagle or an Assistant Scoutmaster designated by the Scoutmaster for Tenderfoot, Second Class and First Class.
7. The Troop Committee has designated several Eagle Advisors to help Scouts who have attained the rank of Life Scout advance, if they so choose, to the rank of Eagle. All Life Scouts are encouraged to contact the Troop Advancement Coordinator to find out who is their assigned Eagle Advisor. The Scoutmaster and District Eagle Board Member must be consulted before a Scout starts his Eagle project to obtain project plan approval and guidance. When all requirements are satisfied, the Troop Eagle Advisor is notified that all merit badges, leadership positions, service project and time requirements have been completed. The Eagle Advisor will provide direction on the application process, review all necessary paperwork (including the Application form, references, the Scout's statement of life purpose and the Eagle project report) and arrange a special Eagle Board of Review, which requires the participation of a District Eagle Board Member.

Boards of Review: Other than for an Eagle candidate, the Board of Review (BOR) consists of three Troop Committee members. BORs are generally scheduled once each month. The Scout's obligation for a BOR is to:

1. Show up on time in a complete Class A uniform.
2. Check in with the Advancement Team to verify that his Green Sheet is complete.
3. Bring the Green Sheet and his Boy Scout Handbook to the BOR for review by the committee.
4. Be prepared to discuss his scout activities and accomplishments. Make sure he knows the Scout Oath, Scout Law, Scout Motto and Outdoor Code (see **Appendix G**) and can explain what they mean to him.
5. See the Advancement Team after the Board of Review to record the advancement.
6. BORs are not a testing process, rather a review of the Scout's progress toward advancement.

WHAT IS EXPECTED OF PARENTS

We promise that the Troop leadership (youth and adult) will offer a challenging, rewarding and appealing program for your Scout. Likewise, there are certain responsibilities the Troop needs parents to accept to ensure a successful experience for your Scout. Experience has shown that when parents are involved in the Troop, know what activities are planned, know the Troop requirements for advancement and help their Scouts to balance competing demands, it is much more likely that Scouting will have a lasting, positive impact on their son's growth and development.

1. **Support.** We hope you will encourage and support your son as he embarks on his Scouting adventure. It truly provides an opportunity for him to grow as a person — physically, mentally and spiritually. Help him understand how the troop is organized and what is expected. You may need to remind him, “It’s Tuesday. Better get your homework done.” You might need to call another parent to give your son a ride if you cannot take him to an activity. The point is to demonstrate that his participation in Scouting is important to you and you expect it to be important to him.
2. **Youth Protection.** It is important to know that the Boy Scout Handbook contains a special tear-out section entitled *How to Protect Your Children from Child Abuse: A Parent’s Guide*. This section contains excellent advice on how to avoid potentially dangerous situations and is designed for you, the parents. As a condition of joining the Boy Scouts, you are required to complete this section with your prospective Scout. It is the only item you sign-off in the Scouting program. It has wide applicability and may help you discuss this subject with all your children. The Troop also periodically holds Youth Protection Training (YPT) for Scouts and adults.
3. **Courts of Honor.** Please make every effort to attend all the Courts of Honor. These are scheduled every four months — only three times a year with the exception of the special Eagle Courts of Honor that are held as required. It is at these times that we honor the boys individually for their various achievements. The parents also receive a miniature replica of the rank insignia awarded to their son during the Court of Honor. Even if your son is not on the program, we encourage your attendance since each boy in the Troop contributes to the achievements of his fellow Scouts. As parents, you send an important message when you are present and the wrong one when you are not, particularly if your son is being recognized.
4. **Participate.** Try to attend other Troop functions as well. For example, the annual Troop Fair provides an excellent opportunity to get to know other Scout families and to meet the Troop leaders. Get to know these individuals. They will be serving as role models for your son for the next four to six years. Campouts, ski trips, canoe trips — these are all activities in which parents can join in the fun. In fact, any parent can attend these Troop activities. You’ll be glad you did!
5. **Transportation.** The need to provide transportation for weekend outings requires lots of parental involvement. We are fortunate in having many active adult leaders who accompany the boys on camping trips and provide transportation as well. However, each year there are occasions when we experience a shortage of drivers. Please watch for email announcements that drivers are needed for a given event. In order to be prepared for this eventuality, please complete an Adult Driver Information Form (**Appendix C**) and return it to the Advancement Desk. This information also is required when obtaining a

permit from NCAC for a Troop activity. Of course, if you do volunteer to be a driver for a troop event, please take this commitment seriously. **If you find you cannot fulfill this commitment, you must find a replacement and notify the responsible adult leader who will be driving in your place.**

6. **Medical Information.** To help Troop leaders to understand any medical restrictions and prepare for possible medical emergencies, please fill out the Medical Information and Consent Form (**Appendix D**) and return to the Troop Medical Team. The BSA Medical Form signed by a physician is also required if your son will be attending a summer camp or High Adventure trip.
7. **Photo Release.** The internet provides an excellent resource for communicating Troop information and an opportunity for the boys to share their scouting adventures. Please complete a Photo Release Form (**Appendix E**) and give it to Advancement Desk so we can include photos of your son(s) on the Troop Website. Normally, we do not post the names of scouts, and never post the last names of Scouts shown in these photos. However, if you **do not** wish for your son's photo to be shown on the Website, please complete the form and indicate that photos are not to be posted.

The current forms referred to in the Appendices are available on the Troop website at <http://www.troop1128.org/resources/forms/>.

Please feel free to contact any member of the Troop Committee, the Scoutmaster or Assistant Scoutmasters if you have any questions or concerns about the program or suggestions for improvement. We encourage all parents to get involved and welcome anyone to join either group.

We hope you find this manual to be helpful. Keep it handy for easy reference. Again, welcome to Troop 1128. We trust your son's Scouting experience will be rewarding. We certainly will do our best to help you and your son achieve your goals. Remember, **if you want to see your son do well in Scouting – get involved!**

Happy Scouting!

Troop 1128 Committee

APPENDIX A

**Advancement Checklist and Approval
For a Board of Review
Troop 1128**

_____ has requested a Board of Review for the Rank of

Scout Tenderfoot 2nd Class 1st Class Star Life

Before a Board of Review is scheduled, the Scout is to complete the following steps in the order as numbered.

1. Boy Scout Handbook checked by: _____ for Troop Committee.
2. TroopMaster database checked:

<u>Data</u>	<u>Complete</u>	<u>Input Required</u>	<u>Hard Data Missing (Describe)</u>
a. Time in Rank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
b. Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
c. Service Hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
d. Merit Badges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
e. Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
f. Activities			
(1) Eagle Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
(2) Service Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
(3) Camping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
(4) Fundraiser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
(5) Hike	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
(6) Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____

3. Troop participation checked by: _____ (Patrol Leader)
4. a. Meeting attendance checked by: _____ (Patrol Leader)
- b. Payment of troop dues checked by: _____ (Troop Scribe)
5. a. Scoutmaster Conference with: _____ (Scoutmaster/ASM*)
- b. Scout Spirit Board with: _____ (Board Chairman)

If Steps 3, 4, or 5 are not approved, please report this information to the Advancement Coordinator

6. Scout has been found to be eligible for a Board of Review and is to appear before the Board of Review on ___/___/___ at ___:___ pm. Please report to the Advancement Table Board of Review Scheduler at 7:30 pm the night of your review. If you need to cancel your review call _____ at _____

- Please be sure to wear your complete uniform, bring your Scout Handbook, and be on time.
- Please report to the Advancement Coordinator with this form following your Board of Review.

* Scoutmaster must conduct conference for Star rank and above.

APPENDIX B

EQUIPMENT LIST

Scout Handbook. Each Scout must have his own copy of the **Boy Scout Handbook**. The latest version is the 13th edition, published in 2017. The Handbook is the authoritative source for information concerning the scouting program, scouting skills, outdoor adventures, merit badge and rank requirements, uniform, etc. He will want to read it from cover-to-cover as he advances. Parents should read or become familiar with it also. It is particularly helpful to read advancement requirements for the next few ranks so your Scout will be aware of opportunities to work ahead and satisfy future requirements. The front of the Handbook contains the tear-out parent's guide concerning child abuse and drug abuse discussed in "What is Expected of Parents."

The Scout should bring his Handbook to Scout meetings, Boards of Review, and campouts. He will need to have it handy at these times so he can easily refer to and utilize this important source of information and also so his accomplishments toward rank advancement can be "signed-off" by his Patrol Leader or adult leaders. The Boy Scout Handbook is available at the Scout shops described in the uniform section.

Uniforms. The Scouting program now authorizes two uniforms: the full Class A uniform and less formal Activity uniform (Class B). Each Scout must have the complete Class A uniform, but the Activity uniform (Class B) is optional. In general, the Class A uniform is worn at all Troop meetings and on specified outings. Exceptions will be announced at Troop meetings.

The Class A uniform consists of a regulation shirt (long or short sleeves, according to preference), Scout slacks and/or shorts, Scout socks, belt, neckerchief, and neckerchief slide. Troop 1128 wears a red neckerchief with a black embroidered (not imprinted) edge (provided on first payment of annual Troop fees). Red shoulder loops are worn on the shirt. Insignia sewn on the shirt include an American flag, the Troop numerals (1128), and the National Capital Area Council (NCAC) council patch. See the inside covers of the Boy Scout Handbook for an illustration of where these insignia are placed.

The Troop provides certain other insignia that are also sewn on the shirt, such as rank insignia, patrol patches, etc. The first set of these is given free to each Scout and may be obtained from the Troop Registrar upon initial registration with the Troop. If the Scout wishes duplicate insignia for a second shirt, he may purchase them at the Scout Shop or through the Troop Registrar. The inside covers of the Boy Scout Handbook also illustrate the placement of patches on the shirt.

The Activity uniform consists of Scout activity shorts (or the regular Scout slacks or shorts), belt and a red T-shirt with the Troop insignia.

Total cost for a new Class A uniform is about \$120. However, secondhand uniforms can sometimes be found at thrift shops, yard sales or from older Scouts who have outgrown their first uniforms. Class A uniforms (and other equipment) may be purchased locally at several places.

Scouting equipment and uniform parts are also available for purchase at Scout Shops or on the internet at <https://www.scoutshop.org>.

Scout Shops are located at:

National Capital Scout Shop 9190 Rockville Pike Bethesda, MD 20814 301-564-1091	Northern Virginia Scout Shop 5232 Port Royal Rd. Springfield, VA 22151 703-321-4836
--	--

Experienced scouting personnel operate the Scout Shops and are on hand to provide information and advice, if needed.

Camping and hiking equipment. As previously mentioned, Troop 1128 is an active, outdoor-oriented troop. With the exception of August, the Troop schedules an outdoor activity every month, typically involving an overnight campout and a hike. To participate in these outdoor activities, your Scout will need to acquire or borrow some basic equipment. Experience has proven that if you are not familiar with outdoor equipment (cost vs. quality), it is easy to spend a lot of money and end up with poor quality. The Boy Scout Handbook contains excellent sections on hiking and camping that explain the type of gear a Scout will need and some basic information on how to use it. The Boys Scout Catalog sells camping gear (<https://www.scoutshop.org/>), but more competitive prices often may be found at REI (<http://www.rei.com/>), or Campmor (www.Campmor.com). You might want to talk to the Scoutmaster or an Assistant Scoutmaster before purchasing items such as boots, a pack, or a sleeping bag.

Basic items for camping and hiking include the following:

- **Boots.** A good pair of hiking boots is essential for long hikes and camping activities. Select a waterproof design that is not too heavy and follow the manufacturer's directions to maintain water resistance. Most important, make sure a new pair of boots is well broken in before any major hike. For many scout activities, a pair of tennis shoes will be sufficient.
- **Back Pack.** External frame packs are good, but many scouts prefer the internal frame and/or an ultralight pack. The ultralight packs are wonderful for the extended High Adventure trips
- **Sleeping Bag and Pad.** Get a good, lightweight, sleeping bag with synthetic fill rated for 15 to 30 degrees. Avoid down bags as they take a long time to dry if they get wet. Don't forget a lightweight sleeping pad. You can also get an additional liner that will allow the bag to be used to 0 – 15 degrees.
- **Canteen.** A scout should purchase a quality canteen or water bottle (1-quart or 1-liter) for use in hiking and camping activities.
- **Rain Gear.** A pack cover and a sturdy rain suit are essential to avoid hypothermia if foul weather is expected. Ponchos are not permitted. In an emergency, a large plastic garbage bag can easily be made into a poncho by cutting some arm holes with a pair of scissors.
- **Clothing.** Cotton clothing and undergarments are strongly discouraged for outdoor activities.
- **Miscellaneous.** Other important items for hiking include a personal first aid kit, sun protection, matches, a flashlight, compass, a pocketknife, mess kit and some trail food.

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APPENDIX C

DRIVER INFORMATION FORM

When complete, please return this form to any member of the Troop Committee. Please list all drivers age 18 or older in your family:

Driver's Name (Please Print)	Driver's License Number	State
	Cell Phone Number: _____	
Driver's Name (Please Print)	Driver's License Number	State
	Cell Phone Number: _____	
Driver's Name (Please Print)	Driver's License Number	State
	Cell Phone Number: _____	

Name of Insurance Carrier: _____

Please list all vehicles:

MAKE, YEAR, TYPE OF VEHICLE	NUMBER OF PASSENGERS	OWNER'S NAME	SEATBELTS (YES/NO) 1/	INSURANCE (YES/NO) 2/

- 1/ Will the driver and each passenger have and wear a seatbelt?

- 2/ **INSURANCE:** All vehicles **MUST** be covered by a public liability and property damage liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed. The bodily injury per person/bodily injury per occurrence/ and property damage coverage requirements in Virginia are \$25,000/\$50,000/\$20,000. However, it is recommended, that coverage limits exceed this minimum. Any vehicle carrying 10 or more passengers is required to have limits of \$100,000/\$300,000/\$100,000. In the case of rented vehicles, the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle.

TRANSPORTATION RULES

Parents providing transportation for Troop 1128 outings agree that they will follow these rules:

1. I will drive at reasonable speeds in accordance with state and local laws and road conditions.
2. All drivers will have a valid drivers license and be at least 18 years of age.
3. Driving time per driver will be limited to a maximum of 12 hours per day and will be interrupted by frequent rest, food and recreation stops.
4. Seat belts will be used by all passengers and driver.
5. Passengers will ride only in the cab if trucks are used.

I (we) agree to follow the foregoing rules.

Signature of Parent or Guardian

Signature of Parent or Guardian

_____ Check here if there is anything about your driving record that might be of concern to parents of boys for whom you might provide transportation.

MEDICAL INFORMATION FORM

Boy Scouts of America Troop 1128

Authorization to Monitor Medication and Consent to Emergency Treatment

Expires December 31, 2018

Date: _____
Scout's Name (Last name, First name) _____
Family Email Address: _____

Instructions for completing this form:

The taking of **prescription medication** and **non-prescription medication** is the responsibility of the Scout. The Scout may **self-medicate**, or Troop adult volunteers may **monitor** the Scout's taking of medication. Should the Scout's parents request in writing, below, a Troop 1128 adult volunteer will make good faith efforts to **monitor** the Scout's taking of such medications.

1. Prescription Medication: Please check only one of the choices below

MY SON TAKES NO MEDICATIONS ON A DAILY BASIS

MY SON CAN SELF ADMINISTER THE MEDICATIONS LISTED ON BSA MEDICAL FORM PART

B: The taking of prescription medication is the responsibility of the Scout. The Scout should keep such medication in his/her possession and take the medication as indicated on the prescription.

PLEASE MONITOR THE ADMINISTRATION OF MEDICATIONS LISTED ON THE BSA MEDICAL FORM PART B: If requested by the parent, and if the medications are provided to the responsible troop representative immediately prior to a troop outing, one or more Troop 1128 volunteer(s) will keep the medications in his/her possession (or in a controlled environment appropriate to the medication involved) and make good faith efforts to monitor the Scout's taking of such medication.

Adult volunteers of Troop 1128 have permission to monitor our son's taking of the medications listed in the BSA MEDICAL FORM PART B. SUCH MEDICATION MUST BE IN ITS ORIGINAL CONTAINER AND CLEARLY LABELED.

All medications currently taken by the Scout must be listed on the BSA Medical form. This includes medications used in emergency cases only such as inhalers (Asthma) and Epi-pens (Allergic Reactions). They must be brought by the Scout if listed on the BSA Annual Health and Medical Form.

2. Over the Counter (OTC) Medications:

The following medications are generally kept in stock by the troop on camping trips and may be provided to your Scout by a troop representative:

Acetaminophen (e.g., Tylenol) for headache, fever or discomfort; **Benadryl:** for relief of allergy symptoms or mild allergic reaction; Anti-diarrhea medicine, such as **Imodium and/or Kaopectate;**
Bacitracin/Neosporin ointment applied topically for minor skin wounds; **Robitussin DM:** for mild cough;
Ibuprofen (e.g., Advil, Motrin): for musculoskeletal discomfort or headache; **Cough Drop/ Throat Lozenge** for mild throat discomfort/sore throat; **Calamine Lotion** or equivalent: applied topically for minor insect bites, stings & poison ivy; **Tums** Antacid or equivalent: for mild/moderate gastric hyper acidity symptoms; **Anti Itch Cream (e.g., Aveeno)**

Let the troop medical records coordinators know if there are any of these medications that your Scout cannot take or if your Scout cannot take any of these medications in the dosages recommended based on age, height and/or weight.

ARE THERE ANY PHYSICAL OR MEDICAL CONDITIONS TROOP 1128 SHOULD KNOW ABOUT THAT ARE NOT ALREADY STATED ON YOUR SCOUT'S BSA MEDICAL FORM?

Please feel free to contact Roseann Alvarez, ralvarez92@hotmail.com, or Joanne Adelberg, jadelberg1@hotmail.com, the troop 1128 medical records coordinators, should you have any specific questions or concerns.

CONSENT TO ABOVE MEDICATION PREFERENCES

As indicated by the signatures below, we (parents/legal guardians of Scout) understand that taking any medication involves a certain degree of risk. We assume responsibility for ordinary risks associated with the taking of such medications, including adverse reactions, hospitalization, emergency treatment, timeliness, dosage, etc. We hereby release and hold harmless Boy Scouts of America Troop 1128 and its affiliated organizations or representatives, including volunteers, from any and all claims and liability arising from our Scout's taking of such medication. This release agreement does not apply to claims of intentional (criminal) misconduct or gross negligence by the troop or volunteers. If such circumstances are proved in a court of law, we acknowledge and agree that the troop can assume no financial liability beyond the limit(s) of its actual liability insurance policy in force.

Date: _____

Name of Scout: _____ Signature: _____

Name of Parent or Guardian: _____ Signature: _____

CONSENT TO EMERGENCY TREATMENT

As indicated by the signatures below, in case of accident or other emergency, we (parents/legal guardians of Scout) give permission for a representative of the troop to summon any first responder, and to provide first aid for Scout until such first responder arrives. We authorize and consent to any emergency medical treatment, including emergency transportation to an emergency facility, emergency room visit, hospital admission, emergency surgery, transfusion of blood and/or blood products, anesthesia, and medication. These procedures may be performed for our Scout without our presence using the best judgment of a representative of the troop or a first responder, as deemed advisable for the preservation of a body function or life saving. We agree to assume financial responsibility for all expenses incurred because of such transportation and emergency treatment. **Medical providers are authorized to disclose to representatives of the Troop examination findings, test results, and treatment provided.**

Name of Scout: _____ Signature: _____

Name of Parent or Guardian: _____ Signature: _____

Part A: Informed Consent, Release Agreement, and Authorization

Full name: _____

DOB: _____

High-adventure base participants:

Expedition/crew No.: _____

or staff position: _____

Informed Consent, Release Agreement, and Authorization

I understand that participation in Scouting activities involves the risk of personal injury, including death, due to the physical, mental, and emotional challenges in the activities offered. Information about those activities may be obtained from the venue, activity coordinators, or your local council. I also understand that participation in these activities is entirely voluntary and requires participants to follow instructions and abide by all applicable rules and the standards of conduct.

In case of an emergency involving me or my child, I understand that efforts will be made to contact the individual listed as the emergency contact person by the medical provider and/or adult leader. In the event that this person cannot be reached, permission is hereby given to the medical provider selected by the adult leader in charge to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for me or my child. Medical providers are authorized to disclose protected health information to the adult in charge, camp medical staff, camp management, and/or any physician or health-care provider involved in providing medical care to the participant. Protected Health Information/Confidential Health Information (PHI/CHI) under the Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. §§160.103, 164.501, etc. seq., as amended from time to time, includes examination findings, test results, and treatment provided for purposes of medical evaluation of the participant, follow-up and communication with the participant's parents or guardian, and/or determination of the participant's ability to continue in the program activities.

(If applicable) I have carefully considered the risk involved and hereby give my informed consent for my child to participate in all activities offered in the program. I further authorize the sharing of the information on this form with any BSA volunteers or professionals who need to know of medical conditions that may require special consideration in conducting Scouting activities.

With appreciation of the dangers and risks associated with programs and activities, on my own behalf and/or on behalf of my child, I hereby fully and completely release and waive any and all claims for personal injury, death, or loss that may arise against the Boy Scouts of America, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with any program or activity.

I also hereby assign and grant to the local council and the Boy Scouts of America, as well as their authorized representatives, the right and permission to use and publish the photographs/film/videotapes/electronic representations and/or sound recordings made of me or my child at all Scouting activities, and I hereby release the Boy Scouts of America, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with the activity from any and all liability from such use and publication. I further authorize the reproduction, sale, copyright, exhibit, broadcast, electronic storage, and/or distribution of said photographs/film/videotapes/electronic representations and/or sound recordings without limitation at the discretion of the BSA, and I specifically waive any right to any compensation I may have for any of the foregoing.

NOTE: Due to the nature of programs and activities, the Boy Scouts of America and local councils cannot continually monitor compliance of program participants or any limitations imposed upon them by parents or medical providers. However, so that leaders can be as familiar as possible with any limitations, list any restrictions imposed on a child participant in connection with programs or activities below.

List participant restrictions, if any: None

I understand that, if any information I/we have provided is found to be inaccurate, it may limit and/or eliminate the opportunity for participation in any event or activity. If I am participating at Philmont, Philmont Training Center, Northern Tier, Florida Sea Base, or the Summit Bechtel Reserve, I have also read and understand the supplemental risk advisories, including height and weight requirements and restrictions, and understand that the participant will not be allowed to participate in applicable high-adventure programs if those requirements are not met. The participant has permission to engage in all high-adventure activities described, except as specifically noted by me or the health-care provider. If the participant is under the age of 18, a parent or guardian's signature is required.

Participant's signature: _____ Date: _____

Parent/guardian signature for youth: _____ Date: _____

(If participant is under the age of 18)

Second parent/guardian signature for youth: _____ Date: _____

(If required; for example, California)

Complete this section for youth participants only:

Adults Authorized to Take to and From Events:

You must designate at least one adult. Please include a telephone number.

Name: _____

Name: _____

Telephone: _____

Telephone: _____

Adults NOT Authorized to Take Youth To and From Events:

Name: _____

Name: _____

Telephone: _____

Telephone: _____



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Part B: General Information/Health History

Full name: _____
DOB: _____

High-adventure base participants:
Expedition/crew No.: _____
or staff position: _____

Age: _____ Gender: _____ Height (inches): _____ Weight (lbs.): _____

Address: _____

City: _____ State: _____ ZIP code: _____ Telephone: _____

Unit leader: _____ Mobile phone: _____

Council Name/No.: _____ Unit No.: _____

Health/Accident Insurance Company: _____ Policy No.: _____



Please attach a photocopy of both sides of the insurance card. If you do not have medical insurance, enter "none" above.



In case of emergency, notify the person below:

Name: _____ Relationship: _____

Address: _____ Home phone: _____ Other phone: _____

Alternate contact name: _____ Alternate's phone: _____

Health History

Do you currently have or have you ever been treated for any of the following?

Yes	No	Condition	Explain
<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	Last HbA1c percentage and date:
<input type="checkbox"/>	<input type="checkbox"/>	Hypertension (high blood pressure)	
<input type="checkbox"/>	<input type="checkbox"/>	Adult or congenital heart disease/heart attack/chest pain (angina)/heart murmur/coronary artery disease. Any heart surgery or procedure. Explain all "yes" answers.	
<input type="checkbox"/>	<input type="checkbox"/>	Family history of heart disease or any sudden heart-related death of a family member before age 50.	
<input type="checkbox"/>	<input type="checkbox"/>	Stroke/TIA	
<input type="checkbox"/>	<input type="checkbox"/>	Asthma	Last attack date:
<input type="checkbox"/>	<input type="checkbox"/>	Lung/respiratory disease	
<input type="checkbox"/>	<input type="checkbox"/>	COPD	
<input type="checkbox"/>	<input type="checkbox"/>	Ear/eyes/nose/sinus problems	
<input type="checkbox"/>	<input type="checkbox"/>	Muscular/skeletal condition/muscle or bone issues	
<input type="checkbox"/>	<input type="checkbox"/>	Head injury/concussion	
<input type="checkbox"/>	<input type="checkbox"/>	Altitude sickness	
<input type="checkbox"/>	<input type="checkbox"/>	Psychiatric/psychological or emotional difficulties	
<input type="checkbox"/>	<input type="checkbox"/>	Behavioral/neurological disorders	
<input type="checkbox"/>	<input type="checkbox"/>	Blood disorders/sickle cell disease	
<input type="checkbox"/>	<input type="checkbox"/>	Fainting spells and dizziness	
<input type="checkbox"/>	<input type="checkbox"/>	Kidney disease	
<input type="checkbox"/>	<input type="checkbox"/>	Seizures	Last seizure date:
<input type="checkbox"/>	<input type="checkbox"/>	Abdominal/stomach/digestive problems	
<input type="checkbox"/>	<input type="checkbox"/>	Thyroid disease	
<input type="checkbox"/>	<input type="checkbox"/>	Excessive fatigue	
<input type="checkbox"/>	<input type="checkbox"/>	Obstructive sleep apnea/sleep disorders	CPAP: Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	List all surgeries and hospitalizations	Last surgery date:
<input type="checkbox"/>	<input type="checkbox"/>	List any other medical conditions not covered above	



Part B: General Information/Health History

Full name: _____
DOB: _____

High-adventure base participants:
Expedition/crew No.: _____
or staff position: _____

Allergies/Medications

Are you allergic to or do you have any adverse reaction to any of the following?

Yes	No	Allergies or Reactions	Explain	Yes	No	Allergies or Reactions	Explain
<input type="checkbox"/>	<input type="checkbox"/>	Medication		<input type="checkbox"/>	<input type="checkbox"/>	Plants	
<input type="checkbox"/>	<input type="checkbox"/>	Food		<input type="checkbox"/>	<input type="checkbox"/>	Insect bites/stings	

List all medications currently used, including any over-the-counter medications.

CHECK HERE IF NO MEDICATIONS ARE ROUTINELY TAKEN. IF ADDITIONAL SPACE IS NEEDED, PLEASE INDICATE ON A SEPARATE SHEET AND ATTACH.

Medication	Dose	Frequency	Reason

YES NO Non-prescription medication administration is authorized with these exceptions: _____

Administration of the above medications is approved for youth by:

_____/_____
Parent/guardian signature MD/DO, NP, or PA signature (if your state requires signature)

! Bring enough medications in sufficient quantities and in the original containers. Make sure that they are NOT expired, including inhalers and EpiPens. You SHOULD NOT STOP taking any maintenance medication unless instructed to do so by your doctor. **!**

Immunization

The following immunizations are recommended by the BSA. Tetanus immunization is required and must have been received within the last 10 years. If you had the disease, check the disease column and list the date. If immunized, check yes and provide the year received.

Yes	No	Had Disease	Immunization	Date(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tetanus	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pertussis	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diphtheria	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measles/mumps/rubella	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Polio	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chicken Pox	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hepatitis A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hepatitis B	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meningitis	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Influenza	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (i.e., HIB)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exemption to immunizations (form required)	

Please list any additional information about your medical history:

DO NOT WRITE IN THIS BOX
Review for camp or special activity.
Reviewed by: _____
Date: _____
Further approval required: Yes No
Reason: _____
Approved by: _____
Date: _____

NCAC Scout Camp Risk Advisory to Health-Care Providers, Parents, and Adult Participants

 Adult

 Youth

 Participant Name

GET FIT FOR CAMP

Scout Camp can be physically and mentally demanding, and involves strenuous activities. Parents new to Scouting may not appreciate the level of outdoor physical activity involved in summer camp. Simply a day of extensive walking around camp involving varied and often hilly terrain, swimming, canoeing, and other activities may be more strenuous activity than many adults and scouts undertake in a week. Poor health and/or lack of awareness of risk factors can lead to disabling injuries, illnesses, and even fatalities. Participants should understand potential health risks inherent in camping while being exposed to occasional severe weather conditions such as lightning, high heat & humidity (Camp is not air conditioned.); and other potential problems, including injuries from tripping and falling. Mosquitoes, ticks, bees, and poison ivy may be encountered. Goshen Scout Reservation is located in the Allegheny Mountains in Virginia. The closest hospital is in Lexington, a little more than 30 minutes away. In light of this, we suggest more than one injector for use to counteract anaphylactic shock at Goshen. Camp Snyder is located in Haymarket, VA with the nearest hospital less than 10 minutes away. Both Camps have medical facilities and personnel for routine and emergency care. **Take your physical exam seriously**, and take responsibility for your own health and safety. All participants, if you are not engaging in a weekly program of sustained physical activity, please consult your doctor and safely begin one.

RISK FACTORS

Participants should discuss with your health care provider your risk factors, including, but not limited to:

Cardiac or Cardiovascular condition - Chest pain, myocardial infarction (heart attack), or family history of heart disease, heart surgery, including angioplasty, to treat blocked blood vessels or place stents, stroke or transient ischemic attacks.

Hypertension - Participants with significant hypertension should be under treatment and their condition should be under control.

Excessive weight or smoking - See chart on health form Part C for height and weight limits. The camp leader guides share restrictions on smoking at camp.

Diabetes - Bring enough medication, testing supplies, and equipment for the entire week, including batteries.

Seizure disorder or epilepsy - Should be well-controlled by medications. Participants with a history of seizures need to limit high-adventure activities like climbing or rappelling.

Asthma - Should be well controlled. Participants must carry a rescue inhaler at all times during any Scouting event.

Sleep Apnea - All required equipment, like a CPAP machine and batteries, must be provided by the camper.

Allergies or Anaphylaxis - See note above in regard to having more than one injector for camp.

Ingrown Toenails, Recent Musculoskeletal Injuries, and Orthopedic Surgery - Ingrown toenails should be treated within a month prior to camp. Scouts and Scouters who have had orthopedic surgery, including arthroscopic surgery, or significant musculoskeletal injuries, should have a release from their treating physician to participate.

Psychiatric/Psychological and Emotional Difficulties - Any condition must be well controlled without the services of a mental health practitioner. Campers are required to bring an appropriate supply of medication for the duration of camp, including travel to and from.

Any other Risk Factors - **The physical exertion at camp may precipitate either a heart attack or stroke in susceptible people.**

Participants with a history of any risk factors for these should have a physician-supervised stress test. If the test results are abnormal, the individual should not participate.

SWIM RISK ADVISORY FOR SUMMER CAMPS

This swim classification test is very physically demanding, particularly for adults.

Participants, both youth and adults, attending a NCAC summer camp will, on first day check-in day, have the opportunity to participate in a swim ability evaluation in cool lake water at the waterfront (Goshen), or cool pool water (Snyder). We recommend spending **practice time** in a pool prior to camp as beneficial, especially for participants who do not swim regularly.

Successful completion of this evaluation, consisting of a **100-yard swim** consisting of the requirements of the BSA swim test, enables the participant to fully participate in all aquatic activities during the week. Participants who are not able to meet the swimmer requirements may be classified at a lower level, e.g., beginner or non-swimmer, which will result in more limited aquatics activities. If an adult, after consultation with your doctor, is not deemed sufficiently fit for the swim classification test, or has no interest in using the aquatic facilities, the adult can opt out of the swim test.

Camp Medical Staff reserve the right to deny the participation of any individual on the basis of a physical examination and/or medical history. Each participant is subject to a medical recheck at Camp

DISCUSS WITH HEALTH-CARE PROVIDER

Showing Parts A, B, and C of the BSA Annual Health & Medical Record (AMHR), and this NCAC Scout Camp Risk Advisory to a participant's examining health-care provider informs the provider of the participant's health history, who can update it if necessary, and associated camp risk factors.

I certify I have shown Parts A, B, and C of the BSA Annual Health & Medical Record (AMHR), this Scout Camp Risk Advisory, including the swim classification test, described above, and discussed my / my child's medical risk factors with my health-care provider in connection with the BSA Annual Health & Medical Record (AMHR) and this NCAC Risk Advisory form.

 Signature of Adult Participant / Parent / Guardian

 Date



Part C: Pre-Participation Physical

This part must be completed by certified and licensed physicians (MD, DO), nurse practitioners, or physician assistants.

Full name: _____

DOB: _____

High-adventure base participants:

Expedition/crew No.: _____
or staff position: _____

!

You are being asked to certify that this individual has no contraindication for participation inside a Scouting experience. For individuals who will be attending a high-adventure program, including one of the national high-adventure bases, please refer to the supplemental information on the following pages or the form provided by your patient.

!

Examiner: Please fill in the following information:

		Yes	No	Explain							
Medical restrictions to participate		<input type="checkbox"/>	<input type="checkbox"/>								
Yes	No	Allergies or Reactions		Explain		Yes	No	Allergies or Reactions		Explain	
<input type="checkbox"/>	<input type="checkbox"/>	Medication				<input type="checkbox"/>	<input type="checkbox"/>	Plants			
<input type="checkbox"/>	<input type="checkbox"/>	Food				<input type="checkbox"/>	<input type="checkbox"/>	Insect bites/stings			
Height (inches): _____		Weight (lbs.): _____		BMI: _____		Blood Pressure: _____ / _____		Pulse: _____			

	Normal	Abnormal	Explain Abnormalities
Eyes	<input type="checkbox"/>	<input type="checkbox"/>	
Ears/nose/throat	<input type="checkbox"/>	<input type="checkbox"/>	
Lungs	<input type="checkbox"/>	<input type="checkbox"/>	
Heart	<input type="checkbox"/>	<input type="checkbox"/>	
Abdomen	<input type="checkbox"/>	<input type="checkbox"/>	
Genitalia/hernia	<input type="checkbox"/>	<input type="checkbox"/>	
Musculoskeletal	<input type="checkbox"/>	<input type="checkbox"/>	
Neurological	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

Examiner's Certification

I certify that I have reviewed the health history and examined this person and find no contraindications for participation in a Scouting experience. This participant (with noted restrictions):

True	False	Explain
<input type="checkbox"/>	<input type="checkbox"/>	Meets height/weight requirements.
<input type="checkbox"/>	<input type="checkbox"/>	Does not have uncontrolled heart disease, asthma, or hypertension.
<input type="checkbox"/>	<input type="checkbox"/>	Has not had an orthopedic injury, musculoskeletal problems, or orthopedic surgery in the last six months or possesses a letter of clearance from his or her orthopedic surgeon or treating physician.
<input type="checkbox"/>	<input type="checkbox"/>	Has no uncontrolled psychiatric disorders.
<input type="checkbox"/>	<input type="checkbox"/>	Has had no seizures in the last year.
<input type="checkbox"/>	<input type="checkbox"/>	Does not have poorly controlled diabetes.
<input type="checkbox"/>	<input type="checkbox"/>	If less than 18 years of age and planning to scuba dive, does not have diabetes, asthma, or seizures.
<input type="checkbox"/>	<input type="checkbox"/>	For high-adventure participants, I have reviewed with them the important supplemental risk advisory provided.

Examiner's Signature: _____ Date: _____

Provider printed name: _____

Address: _____

City: _____ State: _____ ZIP code: _____

Office phone: _____

Height/Weight Restrictions

If you exceed the maximum weight for height as explained in the following chart and your planned high-adventure activity will take you more than 30 minutes away from an emergency vehicle/accessible roadway, you may not be allowed to participate.

Maximum weight for height:

Height (inches)	Max. Weight						
60	166	65	196	70	226	75	260
61	172	66	201	71	233	76	267
62	178	67	207	72	239	77	274
63	183	68	214	73	246	78	281
64	189	69	220	74	252	79 and over	295



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APPENDIX E

TROOP 1128 PHOTO RELEASE FORM

Please indicate whether photos of your son may be posted on the Troop website. Good judgment and good taste will always be exercised in selecting photos for placement on the website. When complete, please return this form to any member of the Troop Committee.

(Please print)

Name of parent/guardian: _____

Name(s) of scout(s): _____

By signing this form, I **give permission** for the scout(s) listed above to have any photos taken of him/them posted on the troop website. I understand that first name(s), but not last names, of the scout(s) listed above may be used in picture captions.

Signature of Parent or Guardian

Date

Opt-Out Form

By signing this form below, I **withhold permission** for the scout(s) listed above to have any photos of him/them posted on the troop website.

Signature of Parent or Guardian

Date

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TROOP 1128 SERVICE PROJECT FORM

Project Participants (Continued)							Check One			
	First Name	Last Name	Date	Start Time	End Time	Hours & Min. Served	Scout	Other Youth	Adult Leaders	Other Adults
36										
37										
38										
39										
40										
41										
42										
43										
44										
45										
46										
47										
48										
49										
50										
Number by Category:					Scouts:		X			
					Other Youth:			X		
					Adult Leaders:				X	
					Other Adults:					X
					TOTAL:		X	X	X	X
Description of Project:										
Location:										
Participating Organization(s):										
Benefiting Organization(s):										
Names of Adult Leader(s):										
Eagle Project: (Yes/No):					If yes, Cost of Materials:					
Proposed Accomplishments:										
Actual Accomplishments:										

PLEASE GIVE THE ORIGINAL OR A COPY OF THIS COMPLETED FORM TO THE TROOP ADVANCEMENT COORDINATOR

APPENDIX G

SCOUT OATH, SCOUT LAW, SCOUT MOTTO AND THE OUTDOOR CODE

Scout Oath

On my honor I will do my best to do my duty to God and my country and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight.

Scout Law

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

Scout Motto

Be Prepared!

The Outdoor Code

As an American, I will do my best to –

Be clean in my outdoor manners

Be careful with fire

Be considerate in the outdoors, and

Be conservation minded.

- THE END -