

# Boy Scouts of America

San Francisco Bay Area Council

Mission Peak District

## Troop 103 Welcomes New Scouts and Parents

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### *Dear Scouts and Parents*

Welcome! We are glad you are considering joining our troop. Scouting is the largest and one of the oldest organizations around. It is also one that is immediately known and respected by many people throughout the world. Troop 103 and its leaders believe strongly in the character building that comes from following the Scout Oath and Scout Law. We also believe strongly in parent participation in all Scouting activities. The youth that get the most out of Scouting are those whose parents are visible and active. Parents play a key role in the success of Scouting — you help motivate your son, provide moral support, and help as you can with troop activities. Your excitement and involvement will rub off on your son.

Scouts get out of Troop 103 what they put into it. Leaders try to keep the “outing” in Scouting by offering plenty of activities of all kinds. We ask our Scouts to lead the troop as much as possible. That includes work planning and preparing for campouts and weekly meetings. As you learn and grow with us, your responsibilities will increase. Developing self-confidence, self-reliance and leadership are key goals of the Scouting program. We hope this pamphlet will be useful to you, our new parents and Scouts. Please read it together, along with the first pages in the Scout Handbook. The exciting transition from Webelos to Scouting, or entering Scouting for

the first time, can be confusing at times. Please do not hesitate to ask one of our leaders if you ever have questions, now or any time in the future.

### **Activities**

Troop 103 strives to keep busy with a variety of exciting events. Each month our youth leaders (Patrol Leaders Council, or PLC as it is more commonly referred to) meet with our adult leaders to plan interesting and fun activities. These may include:

- At least a week of Summer Camp
- High Adventure trips (older scouts)
- Troop Camp outs (once a month)
- Hikes and other one-day activities
- Scouting for Food (November)
- District Camporees

See [www.troop103.org](http://www.troop103.org) for more details.

### **Parental Commitments**

Scouting is a family affair. No Scout is expected to travel the Trail to Eagle by himself. Parents should encourage their son to work on advancement and take full advantage of the Scouting program. Parents are invited and expected at all Troop meetings and especially Courts of Honor, usually held 4 times a year. One adult is required to register as a Committee Member from each family.

Parents may not sign off on advancement and merit badges for their own sons. Advancement through First Class may be signed off by designated Senior Scouts, the Troop Guides, or the Scoutmaster and his/her assistants. Above First Class, only the Scoutmaster or Assistant Scoutmasters may sign off advancement. Merit badges must be signed off by the registered merit badge counselor. A parent cannot be the counselor for his/her son without Troop committee approval. When a Scout is ready to begin work on a merit badge, he asks the Scoutmaster for a "blue card" and the name of a counselor.

A family may be asked to provide transportation for several outings during the year. Troop Committee meetings are held every month during the school year. The Troop program planning is done by the Scouts themselves, so the parents' as the Troop Committee act in a support role, including fundraising and transportation.

If a parent has a special skill or training, she or he may want to serve as a Merit Badge Counselor for interested Scouts. There are over 120 different merit badges available.

Of course, there is always room for anyone who wants to take a more active role in working with the Scouts to plan their program. Council training programs are held several times a year, and everyone is encouraged to take advantage of them. Many of the Troop 103 parents have taken various training courses.

Without help of all kinds from our parents, Troop 103 would not exist. We hope you will take an active part in encouraging your son. Your role as "cheerleader" is a big reason for your son's interest and success. Parents also have a big impact on our Troop Committee, which meets just once a month.

The Troop Committee oversees the troop, helps plan activities, approves our calendar, and forms the Board of Review for each

Scout's rank advancement. Our troop also needs parents to help counsel merit badges, assist with special events and drive to activities. Many of our best ideas have come from parents who just spoke up! Because the Scouts run the troop, "helping" is usually just "watching." Your help makes the difference. National B.S.A. rules require at least two adults at every meeting and activity. Some activities require adults with special training. **EVENTS MUST BE CANCELED** if sufficient leaders are not available.

## **Inappropriate Behavior**

The goal of the adult leaders is to have a safe, fun Troop program for the Scouts. The adult leaders have the right to intervene in any situation that they deem unsafe. If a Scout is unwilling to abide by the requirements of the adult leaders in charge, they may require a parent to come get the Scout, whether the situation occurs at a Troop meeting or during an outing.

Also, if a Scout is disruptive at a meeting or otherwise prevents the boy leaders from running the meeting, the adult leaders at the meeting may call a parent to pick up the Scout.

## **Meetings**

Troop 103 meets every Monday night, except school holidays and during the summer months, at Warm Springs Elementary School, from 7 p.m. to about 8:30 p.m. Once scouts arrive, they are expected to remain at the meeting unless leaders are told of special situations in advance. Occasionally a meeting will be held at another location for a special event. Scouts and parents will be told about these special meetings as far in advance as practical.

## **Committee and Adult Leadership**

Our Troop Committee of parents oversees all activities and is the ultimate authority

concerning troop operations. As described throughout this booklet, parent involvement in the committee is very important. The committee meets at 7 p.m., the third Tuesday of each month for about 1 1/2 hours. The committee helps with record keeping, advancement, including Board of Reviews, fund raising and long-range planning. Committee Members work with the Scoutmaster and other troop leaders to ensure an interesting, successful and safe troop. Parents are welcome to express their views at any time and at least one parent is expected to register as a Committee Member for an official vote in troop decisions.

The Scoutmaster is responsible for day-to-day troop operations, and is in charge of all meetings and activities. The Scoutmaster answers to the Troop Committee. Assistant Scoutmasters work with the Scoutmaster and the youth leaders to carry out meeting plans and activities described by National B.S.A. regulations.

## Youth Leadership

A major goal of Scouting is to develop leadership skills in our youth. Youth leaders are elected by their peers to help run the troop. The highest youth leader is the Senior Patrol Leader, or SPL. The SPL runs the troop activities, with the Scoutmaster's help, following a plan decided at monthly PLC meetings.

Parents of new scouts have a natural tendency to want to lead the scouts, as was the case in Cub Scouts. In Boy Scouts the parents do not run the meeting, the youth leaders do. Parents please try and curb your instincts, *don't do something for you son that he can do for himself*. Sometimes the best education is to fail and overcome your failure. The lessons learned are not forgotten and the young man (your son) will develop self-reliance. Unless it is an immediate safety concern, please try not to interfere with the youth leaders.

## Patrol Method

Our troop is organized into patrols of four to eight scouts, each with an elected Patrol Leader. The Patrol Leaders and Assistants have a key role in helping the SPL and adult leaders accomplish the goals of the troop. New scouts work with an adult Assistant Scoutmaster and/or a Troop Guide, to learn the skills needed to advance and grow in our troop. This working together is called the "Patrol Method" and is a cornerstone of successful scouting.

## Advancement

Advancement is the way you grow as a Scout, and become eligible for troop leadership positions and other honors. You start as a "Scout" and progress to "Eagle" in the following order: Scout, Tenderfoot, Second Class, First Class, Star, Life and Eagle. Advancement is how you become eligible for troop leadership positions, high adventure camping trips, and honors such as election to the Order of the Arrow, Scouting's honor camping society.

## Merit Badges

Although you start at "Scout" rank, you can progress to First Class rank within one year. To do this, you will work with other first year scouts, with specific youth and adult leaders. Bring your Scout Handbook to every meeting and activity. This is very important so your progress can be promptly recorded.

Once you reach First Class, Merit Badges become the main advancement tool. (You can work on badges earlier if you choose.) There are over 120 merit badges to choose from. Many badges, like Pets, Athletics, Theater and Citizenship, may be worked on in school or at home. You can get credit for this work. You may work independently on merit badges that interest you. Leaders may help by allowing time to work on some badges during

troop meetings. Camping offers many opportunities for advancement and merit badges as well. You must get the Scoutmasters permission and a Blue Merit Badge Card BEFORE starting work on a badge. This allows leaders to follow up, while you work with a specific, approved counselor who has experience in the subject.

## Board of Review

After you have completed the requirements for a rank, **you** need to ask the Scoutmaster for a Scoutmaster Conference. Once you pass the Scoutmaster Conference **you** need to ask the Advancement Coordinator for a Board of Review. These are held as needed, during regular troop meetings. The Board of Review is made up of at least three adult members of the Troop Committee. The Board will check to make sure that your Scout Handbook and other records are up to date. They will also ask you about what you learned while working on the badge or rank, and what you think about our troop in general. This sounds scary, but it really isn't. Many of the people on the Board of Review are the same ones you see each week. They all want to see you succeed and grow with our troop. You should save all written work and projects you do for merit badges and rank. These are turned in to the Scoutmaster when you request a Board of Review. Advancement is the Scout's responsibility. You should request a Board of Review at least one week in advance.

## Courts of Honor

The accomplishments of Scouts and leaders are formally recognized at Courts of Honor, held about four times per year. Most are held on Mondays in place of a regular troop meeting. Parents' attendance at our Courts of Honor is an important and very easy way to demonstrate an interest in your son's scouting progress. Although Scouts are formally recognized at Courts of Honor, they receive their rank patches as soon as possible, usually at the next regular troop meeting.

## Uniform

There are a few things that Scouts need right away to begin the Scouting trail: a Boy Scout Uniform and a Scout Handbook. Your uniform is the place to wear all the awards you will soon be earning; your handbook tracks your progress from your first meeting. Troop 103's uniform consists of a Boy Scout field uniform ("Class A") shirt with proper insignia, Scout pants, Scout belt, and Scout baseball cap. Shirts and caps should be purchased as soon as possible, because they are worn to every troop activity and when traveling. Periodic uniform inspections help encourage pride.

Our Troop also has an activity uniform ("Class B"), red "Jerseys" brand t-shirt for wearing around camp and other times that leaders specifically announce. Uniforms can be purchased at the Scout Shops located on Davis Street in San Leandro or Julian Street in San Jose. Outgrown uniforms may be available from other parents, and found at garage sales, thrift shops and our troop Uniform Bank.

## Dues and Fees

We try hard to keep the cost of Scouting reasonable, but some costs cannot be avoided. A yearly registration fee registers your son, pays for Boy's Life magazine and supplementary accident insurance. Scouts joining in October, November or December pay a reduced fee.

Troop dues, currently \$205 yearly, help pay troop expenses. \$100 of this is waived if the parent is actively involved in the troop. To purchase food \$12.00 is generally collected from each scout within each Patrol for each camping trip. This should be paid no later than the Monday before we leave to secure your spot and allow your Patrol to purchase food. If the costs of Scouting present problems, please discuss it with a leader in private. Scouts who owe money may not be able to receive

advancement or take part in activities until all obligations are paid. A Scout is Thrifty.

## Camping Equipment

Camping is a key part of a Scout troop (it's the OUTING in Scouting), and some simple equipment is needed to be comfortable and enjoy the experience. A sleeping bag or a couple of heavy blankets, plate and eating utensils, rain gear and a flashlight are needed for the first campout. Pocketknives may be carried after the Tot'n Chip card is earned. Lockback and sheath knives are not allowed for safety reasons. Your Scout Handbook is a good source for additional information on what to pack.

Before buying expensive items like sleeping bags, boots and backpacks, we strongly suggest you use suitable family gear or borrow for the first few trips. This lets you see what is needed, what others use, research purchases and take advantage of sales. Troop 103's leaders have camped for years, and can suggest money-saving substitutes, or recommend good quality equipment that will survive the rigors of Scout camping. Group items such as tents, lanterns, stoves, and cooking equipment are furnished by the troop.

## Fundraising

One way Troop 103 tries to keep the cost of Scouting reasonable is by promoting fund-raisers during the year. Our troop offers several fund-raisers each year. Participation is optional, but strongly encouraged. Our Troop Committee votes to credit a portion of the profit directly to the individual scouts that participate. These earnings can pay for summer camp or other Scouting costs. Energetic Scouts can earn a substantial part of their way to summer camp by active participation in fund raising activities.

## Medical Forms

So that leaders can "Be Prepared" in case medical attention is necessary and parents are unavailable, a medical history is needed from each person prior to participating in troop activities. The B.S.A.'s physical form includes a parental permission box that should be signed. For long-term activities like Summer Camp and some High Adventure activities, a physical exam within the past 3 years (36 months) is required by B.S.A. National policy. Information from any physical can be used, but the actual physical results must be attached if the B.S.A. form is not used. Parents can save money by asking their family doctor to fill out the form when a school or sports physical is done.

## Notes and Questions

The adult leaders of Troop 103 want to ensure that your son's transition into Boy Scouts is as successful and confusion-free as we can make it. If you have any questions please do not hesitate to talk with us. Attached is a list of several key troop adult leaders. If you son has a question he should first approach his Patrol Leader and then the SPL.

## Web Site

You are invited to visit our troop's web site for a more detailed look at our troop. This site has our current Activity Calendar, information about recent outings, and other information that may be of interest. A glossary of common terms used in Boy Scouting is also provided. Once you obtain a password to the Members Only section you will have access to troop rosters, permission slips, event photos, and other useful information.

**[www.troop103.org/](http://www.troop103.org/)**

## Troop 103 Adult Leadership

### Scoutmaster Corps

The primary role of the Scoutmaster and his assistants is to guide the boy leaders of the troop. These adults have taken a variety of training offered by the BSA to give them the tools they need to help guide the boys in running the troop.

Acorn training consists of a syllabus of classes related to basic leader training, Woodbadge training is advanced leader training and High Adventure Training (HAT) consists of classes in specific areas related to high adventure activities. Other classes provide certifications such as BSA Lifeguard, NRA Range Master, or Climbing Instructor to note a few. All adults involved in direct youth contact have basic CPR, First Aid, and Youth Protection Training.

#### *Scoutmaster (SM)*

- **Paul Androwsky** has completed Acorn, Woodbadge, HAT Backpack and HAT Wilderness First Aid training. He is also an NRA Certified Range Master and a member of the Order of the Arrow (OA). He works for Northrop Gruman.

#### *Assistant Scoutmasters (ASM)*

- **Doug Brown** works for Fujitsu and is an Eagle Scout. He is a graduate of Acorn; Woodbadge; and High Adventure Training (HAT) for Backpacking, Canoeing, and Cycling. He is also a BSA Lifeguard and a member of the OA. He is a former Troop 103 Scoutmaster (3 years).
- **Allen Shroyer** is an Eagle Scout, a member of the OA, and a graduate of Acorn, Woodbadge, and HAT Backpack training. He is also a NRA Certified Range Master, a BSA Lifeguard, a Safety Afloat and Safe Swim Defense Instructor and Climbing Instructor. He is a former Troop 103 Scoutmaster (5 years).
- **Michael Dubro** is a Santa Clara County Correctional Peace Officer. He is an Eagle Scout, a member of the OA, and a graduate of Acorn, Wood Badge and HAT Backpack Training.
- **Glen Garrison** has completed Basic Scoutmaster training and is an Eagle Scout. He works for Lockheed Martin.
- **Doug Hershberger** is an Eagle Scout and has completed Basic Scoutmaster Training and Woodbadge.
- **Bob Mitscha** has completed Acorn and HAT Backpack training and works for Western Digital.
- **Janis Tipton-King** is a graduate of Woodbadge, and HAT Backpacking and Leave-No-Trace training and is an active volunteer in the Mission Peak District having worked on staff for many training courses including Woodbadge Course Director.
- **Pat Muldoon** has attended Acorn Training and is the CEO of Forward Foods.
- **Seehack Foo** works for KLA Tencor and has completed Basic Scoutmaster training.
- **Manson Wong** has completed Basic Scoutmaster training.
- **Terry Noonan** is an East Bay Park Ranger and has started basic scoutmaster training.
- **Victor Lam, Sabir Majumder, and Michael Young** are new ASMs and will be taking basic scoutmaster training.

## **Troop 103 Adult Leadership (Cont.)**

### **Troop Committee**

The Troop Committee supports the Scoutmaster Corps in delivering the program to the scouts. This support consists of providing administrative, financial, and transportation support. The Troop Committee also ensures that BSA rules and policies are being followed. The troop is owned by a Charter Organization who receives a charter from the Boy Scouts of America to operate a troop.

**Charter Organization:** The **Rotary Club of Warm Springs** is our sponsoring organization.

#### ***Charter Organization Representative (COR)***

**Doctor Robert Dubro, D.C.** is a member of the Warm Springs Rotary Club, and is our primary liaison with them. He is an Eagle Scout and has completed Acorn Training.

#### ***Committee Chair (CC)***

**Serrena Carter** is our Committee Chair and runs the Troop Committee meetings and coordinates the other Committee Members to support the troop.

#### ***Other Key Committee Members (MC)***

- **Lynn Feltner** works for Cisco and is our Treasurer. She handles all of the bookkeeping tasks and the troop checkbook.
- **Fendi Fuh** and is our Asst. Treasurer and is responsible for summer camp payments and scout accounts.
- **Lynn Mitscha** is our Membership Coordinator and is Woodbadge Trained.
- **Jerelyn Lienweber** and **Lucy Wei** are our Advancement Coordinators and coordinate board of reviews, track advancement and prepare awards for our Court-of-Honors.
- **Lunette Rawlin** and **Eileen Mack** serve as Co-Outdoor Coordinators and they make sure we have reservations, maps, drivers and the necessary tour permits for our outings.
- **Peter DeLang** is our Equipment Coordinator and maintains our troop equipment and works with our Youth Quartermaster on equipment inventory and maintenance.
- **Other adults** take on various support roles in the troop committee. A complete list is on our web site ([www.troop103.org](http://www.troop103.org)) along with their job duties.