

A Guide for Scout Parents / Guardians



Troops 1054 & 5054 Mandan, North Dakota Updated March 2025

It is the philosophy of Scouting to welcome all eligible youth who are willing to accept Scouting's values and meet any other requirements of membership.

Youth can be Scouts if they are at least 10 years old, currently in the fifth grade and register on or after March 1st, OR have earned the Arrow of Light Award and are at least 10 years old, OR are age 11 but have not reached age 18.

To join, contact an adult in the Troop and we will arrange to meet with you and help you complete everything you need to see you at the next meeting! Visitors are welcome at our meetings – each Monday evening at 7 p.m. at the Eagles Club in Mandan. Come by and meet the troop!

Welcome to Scouting!

Scouting builds character, citizenship, and fitness. Troops 1054 (Boys) and 5054 (Girls) are a Scout-led program that emphasizes leadership, teamwork, and responsibility. Parental involvement enhances the Scout experience.

Scouting is one of the largest and oldest organizations around. It is also one that is immediately known and respected by many people throughout the world. Troop 1054, 5054 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 who get the most out of Scouting are those whose parents are visible and active. Parents play a key role in the success of Scouting. Parents help by motivating their scout, providing moral support, and assisting with troop activities. A parent's excitement and involvement is noticed by their Scout which rewards the parent and the Scout.

Scouts get out of Troop 1054/5054 what parents and other adults 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 and that includes work planning and preparing for camp outs and weekly meetings. Troop 1054/5054 is a Scout led program based on the Scouting America Patrol Method. Developing self-confidence, self-reliance and leadership are key goals of our Scouting program.

The purpose of this handbook is to introduce new parents/guardians to the Troop 1054/5054 Scouting program in particular. This booklet is a supplement to official Scouting America literature. Please do not hesitate to ask any one of our leaders if you ever have questions.

General Information

Troops 1054 (Boys) and 1054 (Girls) are chartered by the Eagles Club of Mandan. We are in the Frontier Trails District of the Northern Light Council of the Scouts of America in accordance with the bylaws, rules and regulations of the National Council of the Scouts of America.

Eagles Club of Mandan provides the Troop with a meeting place and storage facilities to carry out its program under the leadership of the Scoutmaster and Assistants with the supervision and support of the Troop Committee.

Aims and Methods

Scouting focuses on three key aims:

- Character Development - Encouraging honesty, integrity, and self-reliance.
- Citizenship - Understanding community responsibilities.
- Personal Fitness - Promoting physical, mental and emotional well-being.

Parental Role

Scouting fosters independence, but parental support is essential. Parents motivate their Scouts, assist with activities, and support fundraising. Attending Courts of Honor, staying informed on events, and volunteering for activities help make Scouting a rewarding experience.

Without help from our parents, Troops 1054 and 5054 would not exist. We hope new parents

will take an active part in our Troop. A parent's role as "cheerleader" is a big reason for their child's interest and success. Please understand that the adults who provide support and time to make this troop a success are volunteers and need help to make this an enriching experience for the Scout. Our troop also needs parents to help with teaching merit badges, assisting with special events, and driving Scouts to activities. Many of our best ideas have come from parents who just spoke up, so parent involvement makes the difference.

Parents should read their Scout's handbook to help understand the purpose and methods of Scouting. Also, parents should actively follow their Scout's progress (or lack thereof) and offer encouragement and/or a push when needed.

National Scouting America rules require at least two adults at every meeting and activity. Events **MAY BE CANCELLED** if sufficient adults are not available. **We need your help!**

Activities & Meetings:

Troops 1054 and 5054 strive to keep busy with a variety of fun events. Each month our Patrol Leaders Council meet to plan interesting and fun activities such as:

- Weekly troop meetings
- Monthly campouts
- Hikes, competitions & games
- Advancement and merit badge activities
- Guest speakers and field trips
- Summer camp

Calendar

While Scouts usually plan details of our events at meetings, this important information is sometimes not passed along to parents. Our troop uses [Scoutbook](#) as a way for the Scout, their parents/guardians, and supporters to stay informed about our busy troop and to become involved in our activities. We also correspond regularly through e-mail and text messages so please make sure that we have a current email address and phone number. It is important that you can be reached via these contact methods.

Troop Committee Organization and Responsibilities

A troop committee in scouting is a group of adult volunteers responsible for managing the administrative aspects of a troop allowing the Scoutmaster to focus on working directly with the Scouts. Functions of the committee can include the following: finding meeting facilities, tracking finances, recruitment of leaders, policy setting, outdoor/camping activities, supporting the Scoutmaster in delivering the scouting program, organizing fundraising, managing troop property, serving on boards of review for advancement, and ensuring the troop runs smoothly and adheres to organizational guidelines.

The committee can also provide additional support to scouts that require it. The Scoutmaster may also ask for assistance with handling behavior problems.

Each committee member attends committee meetings regularly and reports to the Committee Chairperson as needed.

Specific positions include the following:

Committee Chairperson

- Organize the committee to see that all functions are delegated, coordinated, and completed.
- Maintain a close relationship with the chartered organizations representative and the Scoutmaster.
- Interpret national and local policies to the troop.
- Prepare troop committee meeting agendas.
- Call, preside over, and promote attendance at troop committee meetings and any special meetings.
- Ensure troop representation at district roundtables.
- Secure top-notch, trained individuals for leadership.
- Arrange for charter review, plan the presentation, and recharter annually.

Troop Secretary

- Keep minutes of meetings and send out committee meeting notices.
- Handle publicity.
- Prepare a family newsletter of troop events and activities.
- Conduct the troop resource survey.
- Report the minutes of the previous meeting.

Treasurer

- Handle all troop funds. Pay bills via recommendation of the Scoutmaster and authorization of the committee.
- Maintain the checking account.
- Train and supervise the troop scribe in record keeping.
- Keep adequate records of expenses.

Outdoors & Activities Coordinator

- Help in securing permission to use camping sites.
- Serve as transportation coordinator.
- Ensure a monthly outdoor program.
- Promote the National Outdoor Award.
- Promote attendance at troop campouts, camporees, and summer camp.

Advancement Chairperson

- Encourage Scouts to advance in rank.
- Work with the troop to maintain all Scout advancement records.
- Arrange troop boards of review and courts of honor.
- Recruit merit badge counselors.
- Make a prompt report of advancements to the council service center. Secure badges and certificates.

Membership Coordinator

- Develop a plan for year-round membership flow into the troop.
- Work closely with the Cubmaster and Webelos/AOL den leaders of neighboring Cub Scout packs to provide a smooth transition from pack to troop. Assist in developing and recruiting den chiefs, and assist in the crossover ceremony.
- Plan and coordinate troop open houses to invite non-Scouts into the troop.
- Encourage Scouts to invite their friends to the troop.
- Keep track of Scouts who drop out of the troop, and develop a plan to encourage them to rejoin.
- Review applications and current health/medical forms to ensure compliance with Scouting America policies.

Adult Training Coordinator

- Ensure troop leaders and committee members have opportunities for training.
- Maintain an inventory of up-to-date training materials and other training resources.
- Be responsible for BSA Youth Protection training within the troop.
- Encourage periodic youth leadership training within the troop and at the council and national levels.
- Assist in orientation to new parents.
- Be watchful that the troop is taking all steps to ensure youth safety.

Chaplain

- Provide a spiritual tone for troop meetings and activities.
- Give guidance to the chaplain aide.
- Promote regular participation of each member in the activities of the religious organization of his choice.
- Encourage Scouts to earn their appropriate religious emblems.

Equipment Coordinator

- Supervise and help the troop procure camping equipment.
- Work with the quartermaster on inventory and proper storage and maintenance of all troop equipment.
- Make periodic safety checks on all troop camping gear, and encourage troops in safe use of all outdoor equipment.

Fundraising Chair

- Be responsible for securing and planning fundraising opportunities.
- Responsible for sales - coordination, reporting, and collecting.
- Transfers all monies to the treasurer in a timely manner with appropriate receipts.

SCOUTMASTER AND ASSISTANT SCOUTMASTER RANKS

THE SCOUTMASTER

The Scoutmaster is the adult leader responsible for the image and program of the troop. The Scoutmaster and assistant Scoutmasters work directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of guidance will affect everyone involved in the troop. The Scoutmaster can be male or female, but must be at least 21 years old. The Scoutmaster is appointed by the head of the chartered organization.

The Scoutmaster must be a positive role model and good mentor while encouraging Scouts to achieve their goals and helping Scouts learn for themselves.

The duties of the Scoutmaster include the following:

- Meet regularly with the patrol leaders' council for training and coordination in planning troop activities.
- Attend all troop meetings or, when necessary, arrange for a qualified adult substitute.
- Attend troop committee meetings.
- Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation.
- Take part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation.
- Conduct Scoutmaster conferences for all rank advancements.
- Provide a systematic recruiting plan for new members and see that they are promptly registered.
- Delegate responsibility to other adults and groups (assistants, troop committee) so that they have a real part in troop operations.

- Supervise troop elections for the Order of the Arrow.
- Make it possible for each Scout to experience at least 10 days and nights of camping each year.
- Participate in council and district events.
- Build a strong program by using proven methods presented in Scouting literature.
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and Scouting America.

Assistant Scoutmasters

Assistant Scoutmasters are recruited by the Scoutmaster and troop committee. Assistant Scoutmasters help operate the troop and aid the Scoutmaster to fulfill obligations to the troop. Each Assistant Scoutmaster is assigned specific program duties and reports to the Scoutmaster. They also provide the required two-deep leadership standards set by Scouting America. An Assistant Scoutmaster may be 18 years old, but at least one in each troop should be 21 or older, so he or she can serve in the Scoutmaster's absence. A troop should recruit as many Assistant Scoutmasters as possible. It has been found that many successful troops have three or more.

Conduct and Safety

Scouts are expected to demonstrate respect, teamwork and responsibility. The following behaviors are not tolerated :

- Disruptive or disrespectful behavior
- Foul language, bullying, or harassment
- Damage to property or unsafe actions
- Unauthorized use of knives, fire, or prohibited substances

First level issues are handled by the appropriate youth leader or an adult leader. Second level issues are handled by the Scoutmaster. The Scoutmaster may involve other leaders. Third level issues will be handled by the Scoutmaster and the Troop Committee chair. The parents will be notified of the issues.

Continued problems will lead to a request that the parent be present with the Scout at all Scout activities.

A Scout may be suspended from the Troop for:

- The possession or use of any illegal drugs, alcoholic beverages or tobacco product.
- Possession or use of firearms without proper adult supervision.
- Any criminal offense.
- Other behavior, which the Scoutmaster deems to be excessively disruptive, distracting or contrary to the Scout Oath or Scout Law.

Reinstatement of a suspended Scout will be under terms specified by the Scoutmaster, with the

concurrence of the Troop Committee. A Scout is “trustworthy,” and we expect this first point of the law and all others to be taken seriously. A Scout will become a responsible young person and later a respected adult if they live by the Scout Oath and Law.

We do not expect perfection from our scouts, only that they do their best.

Safety Guidelines

- Knives, saws, and axes require a Totin’ Chip card; blades must not exceed 6 inches.
- Closed-toe shoes are mandatory on campouts; sandals are allowed only at the waterfront or in shower facilities.
- No open flames within 10 feet of tents.

Finances and Fundraising

A yearly fee covers registration and activities. At this time Troop 1054/5054 is extremely lucky in that our charter organization assists with our yearly dues. Additional fees may apply for events, but fundraising offsets costs. Scouts are expected to participate in fundraising efforts. For financial concerns, speak privately with the Scoutmaster.

The cost of Troop equipment, advancement patches, and special outings, are paid out of money earned by the scouts in their fundraising.

Advancement

Advancement allows Scouts to develop skills and leadership. Requirements must be signed off by the Scoutmaster or Assistant Scoutmaster. A Scoutmaster's Conference is required for rank progression followed by a Board of Review. During the Scoutmaster's Conference the Scoutmaster will verify that all requirements for Rank have been completed, discuss their Troop and Patrol participation, how Scouting influences their life, and how they are doing in general. Scouts **MUST BRING THEIR SCOUT HANDBOOK and WEAR THEIR CLASS A UNIFORM** to the conference.

Boards of Review

A Board of Review happens after a scout completes a merit badge or rank. The Advancement Chair coordinates the board which is made up of at least three members of our Troop Committee. The Board of Review Members will ask what the Scout has learned while working on the badge or rank.

Courts of Honor

The accomplishments of our Scouts and leaders are formally recognized at a Court of Honor event. This event is held about three times per year. They are held on Monday in place of a regular troop meeting. Attendance at our Courts of Honor is an important and very easy way to demonstrate an interest in your child's Scouting progress.

Camping Trips & Equipment

Camping is a core part of Scouting. Troop 1054/5054 provides group items like tents and cooking equipment. Scouts should bring appropriate clothing and gear based on the weather conditions that will

be experienced during the campout. Update packing lists are available on our [website](#).

Medical and Youth Protection

Parents must submit a health history form before their Scout participates in outings.

For long-term activities like Summer Camp, a physical within the last 1 year is required by Scouting America. Health forms must be filled out by certified and licensed physicians (MD, DO), nurse practitioners, or physician assistants.

The Scout program is sensitive to the need to protect scouts from abuse. To meet this need, a Youth Protection Program has been established. Every adult leader must be trained to recognize signs of abuse among youth and report these observations to the Council Executive. In addition, rules have been made regarding adult interactions with scouts. These rules are designed to protect both the scouts and the adults. A Youth Protection Guide for parents is available. A copy is included in the front of the Scout Handbook. It is intended for the scout to read and discuss the guide with their parent/guardian.

Troop Website: <https://mandanscouts.org/>

Track advancement and stay connected at [Scoutbook](#) and [Scoutbook Plus](#)

Council website: <http://www.nlcbsa.org/>

National BSA Website www.scouting.org/

The contents of this manual have been taken from various sources including The Guide to Safe Scouting, the Troop Committee Guidebook, The Scoutmasters Handbook, The Junior Leader Training Conference Staff Guide, scouting web pages, past years and practices of Troop 1054 and 5054, and personal input from trained Scoutmasters and Committee members.