



Troop 442

Union, Missouri

Parent Handbook

(March 2013 draft 1)

How Our Troop is Organized

How to Earn a Merit Badge

How to Make a Cold Call

Welcome to Troop 442

The Troop is organized into the adult side and the youth side.

The adult side is composed of the **Troop Committee**

The Committee has a **Committee Chair** who presides at Committee meetings and prepares the agenda. The Chair makes sure all sub-committees and activities are progressing effectively. The Chair supervises the Treasurer, the Secretary, the Subcommittee chairs and other officers in the adult organization. The Committee Chair can be in direct contact and serves as a bridge with the Chartered Organization Representative, the Scoutmaster and Assistant Scoutmasters, the Committee members, and any adult or Scouts involved with the Troop.

The **Treasurer** maintains the financial records for the Troop and keeps track of each individual Scout's account. These accounts are used to collect Troop dues and pay for activities such as camporees and Summer camp. When fund raisers return money to the Troop or Scout, the Treasurer makes sure each participating Scout gets proper credit for their contributions. The Treasurer reports the assets and liabilities for the Troop and provides a balance sheet for submission to the Committee at each meeting.

The **Secretary** makes notes of the decisions made and business undertaken at the Troop Committee meetings. When the Committee votes on an issue, the Secretary records the results and this is reflected in the minutes. The minutes of the meetings are prepared by the Secretary for each Committee meeting. The minutes are read, then the Chair asks for additions or amendments to the minutes. The minutes are eventually approved and serve as an on-going record of business the Committee has conducted.

Committee members. All parents are invited to serve on the Committee. There are formal and informal votes, and input from everyone is valuable. The Committee receives the Program plan from the Scouts and makes it possible for the activities and events to take place. On the Scout side, the Patrol Leaders Council will have a Program Planning Conference to decide what they want to do for the year. The list of activities is submitted to the Troop Committee to determine feasibility and scheduling. When the Committee has determined what activities are reasonable and appropriate, they will return the schedule to the PLC for coordination with the rest of the Program Calendar. For those events that require significant financial commitment, the Committee provides opportunities to the Scouts to raise funds to ensure their participation. There will be several fund-raisers through the year that the Committee coordinates. The details and scheduling for these events must also be returned to the PLC for inclusion on the Program Calendar.

Between the Troop Committee on the Adult side and the Scouts is the Scoutmaster.

The **Scoutmaster** serves as a facilitator for the Scout side of the organization. The SM will provide leadership, guidance, and mentoring to the youth leadership in the Troop. The Scoutmaster is the top of the chain of command to the youth side of the program. The program's success or failure depends on the Scoutmaster's ability to effectively implement the Scouting Program to yield the desired results.

The youth side of the Troop organization is headed by the **Senior Patrol Leader**. The SPL works with the SM to coordinate and organize all aspects of the Program. The SPL supervises the Troop officers, Patrol Leaders, Den Chiefs, and is the top of the youth chain of command.

More to come...

How to Make a Cold Call

1. Prepare a script (write out what you plan to say)
2. Dial the right number--be ready to take notes
3. Identify yourself
4. What organization you are with
5. Purpose of your call
6. What you want from the person you're calling
7. Specific time, date, location arrangements
8. Ask what you need to do to be prepared for the meeting
9. Review your notes, update your calendar

For example; a Merit Badge counselor call.

You: Hello, this is Johnny Scouter with Boy Scout Troop 442 in Union.

You: I'm calling because I want to work on the Phone Calling merit badge, and I saw you listed in the directory.

You: Would it be possible for you to be my counselor for this merit badge?

You: I can meet between 12-midnight and 11:59PM from Sunday through Saturday any day for the rest of the year.

You: I'm in Union, I know where the Library is or we have Troop Meetings at 7PM every Monday at St. Paul's Lutheran Church in Union.

You: Do you want me to download and complete the worksheets before our first meeting? Should I have anything else done before we meet?

You: Will you need me to follow-up on this call before the meeting?

You: I think that's everything I need to cover. I will see you at our meeting.

You: Thank you.

Another example; a special guest or speaker call.

You: Hello this is Johnny Scouter with Boy Scout Troop 442 in Union.

You: I'm calling because I've heard you make presentations about Some Special and Specific topic that is of interest to our Troop.

You: I got your information from someone who saw or heard one of your presentations, and they recommended that I contact you.

You: Would it be possible for you to come to our meeting and talk about _____?

You: We meet at 7PM every Monday at St. Paul's Lutheran Church in Union. But we could meet somewhere else if necessary.

You: Is there anything we can provide for you to make it easier to make your presentation? Can we do anything in advance to prepare?

You: Will you need me to follow-up on this call before the meeting?

You: I think that's everything I called about. I will see you when you make your presentation.

You: Thank you.

Be Prepared!

How to Earn a Merit Badge

(Guidelines for Scouts)

1. Find a Merit Badge you want to work on in the MB guidebook or at www.meritbadge.org
2. Read the requirements and see if it's something you can complete in a reasonable amount of time.
3. Download the worksheets and see if you will be able to do the work to fulfill the requirements
4. If you've decided to do the MB, look at the MB Counselor directory at <http://www.stlbsa.org/scouts/mbcd/Pages/Counselors-Directory.aspx> -Our District is Osage. Look for a counselor close to home.
5. Use the "How to make a cold call" guide to write a script for your call.
6. You can email the counselor to let them know you want to do the MB, but **YOU MUST CALL THEM AND TALK IN PERSON** to finalize your meeting plans.
7. Ask the Scoutmaster to sign a Merit Badge card for that particular MB. It might be better to have the card signed before you call the counselor. They will want you to have a card for your first meeting.
8. When you go to your meeting, BE DRESSED IN FULL UNIFORM. Look neat. Be polite. Pay attention. Have all your materials with you: worksheets, MB book, MB card, any other supplies or documents the counselor has requested. An adult should take you to the meeting, but they should sit a little distance away, or at least at the

end of the table. You are the one getting the Merit Badge, NOT your adult guardian. They should watch, but avoid interfering.

9. Most of the time you will need to meet with the counselor more than once. Make sure you know where and when you are going to follow up.
10. Make sure you know what the counselor expects you to have done to complete the Merit Badge. Take notes.
11. Ask the counselor if there is anything else that you should do. Then do it.
12. When you have your final meeting, make sure the counselor signs and dates your MB card.
13. **Thank your counselor.** Ask if they would be willing to help other members of your troop get the MB. Ask if they do other Merit Badges you could work on.
14. Thank your counselor **again**.
15. Turn in your Merit Badge card to the Scoutmaster.

You should get the Merit Badge card back at the next Court of Honor with the Merit Badge attached to it.

16. Sew it on your MB Sash for use at ceremonial Scouting events. Wear with pride--you earned it!



The Sleepy Camper

Way-hey late ye risers (3X)

Early in the morning.

What do you do with a sleepy camper (3X)

Early in the morning?

Pull him out of bed with a running bowline (3x)

Way-hey late ye risers (3X)

Early in the morning.

What do you do with a sleepy camper (3X)

Early in the morning?

Drop him in the lake with his pants on backwards (3X)

Way-hey late ye risers (3X)

Early in the morning.

What do you do with a sleepy camper (3X)

Early in the morning?

Throw some ice-cold water on him (3X)

Way-hey late ye risers (3X)

Early in the morning.

What do you do with a sleepy camper (3X)

Early in the morning?

Blow the bugle calls 'til he's marching (3X)

Way-hey late ye risers (3X)

Early in the morning.

What do you do with a sleepy camper (3X)

Early in the morning?

Send him to bed before the sun sets (3X)

Way-hey late ye risers (3X)

Early in the morning.

Green Grow the Rushes

Leader: I'll sing you one ho

Group: Green grow the rushes ho, What is your one ho?

Leader: One is one and all alone and ever more shall be so.

Leader: I'll sing you two ho

Group: Green grow the rushes ho, What is your two ho?

Leader: Two, two little Cub Scouts, all dressed up in blue ho ho

Leader and Group: One is one and all alone and ever more shall be so.

Twelve for the Twelve Apostles
Eleven for the eleven who went to Heaven
Ten for the Ten Commandments
Nine for the nighttime shiners
Eight for the eight bold Rangers
Seven for the seven stars in the sky
Six for the six proud walkers
Five for symbols at your door
Four for the Gospel makers
Three, three the rivals (boom boom)
Two, two little Cub Scouts, all dressed up in blue, ho ho
One is one and all alone and ever more shall be so.

Pirate Song

When I was one I sucked my thumb
The day I went to sea
I jumped aboard a pirate's ship
And the captain said to me:

CHORUS:

"We're going this way, that way, forwards, back-
wards,
Over the Irish Sea.
A bottle of juice to give me a boost
'Cause that's the life for me."

When I was two I tied my shoe
The day I went to sea
I jumped aboard a pirate's ship
And the captain said to me: (Chorus)

When I was three I climbed a tree

When I was four I shut the door

When I was five I learned the jive

When I was six I picked up sticks

When I was seven I went to heaven

When I was eight I was late

When I was nine I got in line

When I was ten I started again

When I was one I sucked my thumb
The day I went to sea...

If you want to find a Scoutmaster
I know where he is
I know where he is
I know where he is
If you want to find a Scoutmaster
I know where he is
He's sewing another square-knot on his chest

I saw him, I saw him
He's sewing another square-knot on his chest
sewing another square-knot on his chest

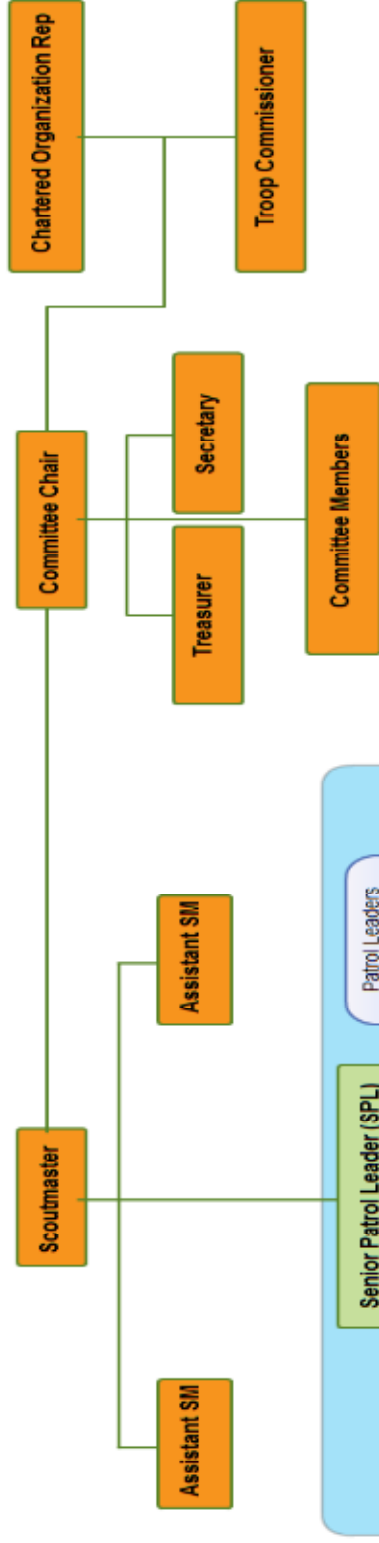
If you want to find an SPL
I know where he is
I know where he is
I know where he is
If you want to find an SPL
I know where he is
He's hiding from the newbies under his cot

I saw him, I saw him
He's hiding from the newbies under his cot
hiding from the newbies under his cot

If you want to find a Patrol Leader
I know where he is
I know where he is
I know where he is
If you want to find a Patrol Leader
I know where he is
He's gobbling up all the chocolate for our S'mores

I saw him, I saw him
He's gobbling up all the chocolate for our S'mores
gobbling up all the chocolate for our S'mores

If you want to find a Boy Scout
I know where he is
I know where he is
I know where he is
If you want to find a Boy Scout
I know where he is
He's camping, hiking, fishing, and having fun



Troop 442 Organizational Chart

March 2013

Orange boxes are adult positions

Green Boxes are youth positions

