Welcome to Troop 73!

We're glad to have you! Troop 73 is a community of boys who meet and participate in activities of the Scout BSA. Our mission is Service, Honor, and Duty on the Trail to Eagle. Troop 73 believes in a program that:

- Emphasizes outdoor experiences and community service.
- Provides opportunities for leadership development and personal growth
- Provides an appreciation of our environment.
- Promotes a life exemplifying the Scout Oath and Law.

Our vision is for Troop 73 to grow and flourish through the next millennium, developing respectful young men who promote participation in Scouting to Cub Scouting as well as to their peers, regularly perform community service projects, conduct themselves according to the Scout Oath and Law, achieve the highest Scout Rank of which they are capable and who, as adults, continue their participation in Scouting.

This New Parents Guide is intended to provide basic information about Scouts BSA and Troop 73. More complete information can be found in the Troop 73 Handbook.

How does my son join Troop 73?

Youth can join Scouts BSA 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 Troop 73, parents please do the following for your son:

- Complete a BSA Boy Scout Application
- Complete Parts A and B of the BSA Health and Medical Record
 (covers health history, parental informed consent, and hold harmless/release agreement)

Note: Part C of the BSA Health and Medical Record will be needed for scouts prior to participation in summer and winter camps

What can my son expect from Boy Scouts?

- Experience age appropriate challenges and personal growth
- Learn skills that he will use for a lifetime
- Participate in a structured program in which he determines his rate of advancement
- Develop leadership skills and learn cooperation
- Make new friends
- HAVE FUN!



What will my son be doing?

Troop Meetings

Troop 73 meets every **Monday evening from 7:00 to 8:30 p.m.** at St. Timothy's Episcopal Church. During the School year, we follow the School Calendar; if School is out on a Monday, the troop will not meet, unless we need to meet for advancement, trip planning or to make up for a missed meeting. Please check the troop calendar for meeting info.

At troop meetings, Scouts are expected to arrive on time, in uniform, with their Scout handbooks, merit badge books and any worksheets that they need to use as they work on advancement. We are all expected to conduct ourselves as guests of St. Timothy's Episcopal Church and leave it in the same condition and order as it was when we arrived.

At the meetings, Scouts will:

- Gather for the opening ceremony, hear announcements of upcoming events, make plans by patrol for upcoming activities, and plan for upcoming outings. Sometimes there is a special program planned with a quest speaker or visitors.
- Work on rank advancements, including merit badges, either in class or individually with older Scouts or merit badge counselor.
- · Gather for the closing ceremony

It is our hope that meetings will be fun and productive. Some of this is dependent on the boy-led nature of the meeting as well as the Scouts' level of participation and behavior during a meeting.

Camping

Camping is an exciting time for the Scout, but it is also a time of great responsibility. The Scouts will be expected to take most of the responsibility by planning the trip, setting up their own camp, cooking their own food, washing their own dishes, and building their own fires. Scoutmasters and other adult leaders will always be available to provide guidance and assistance, but these trips are primarily the responsibility of the Scouts.

There will be minimum amounts of required equipment that a Scout will need. Please refer to the Scout Handbook for a list of equipment. The BSA Fieldbook, an extension of the Scout Handbook will provide an extensive amount of information to help you plan and prepare for a variety of outdoor adventures. It is highly recommended that it is purchased. In order to participate on a campout, the Scout is expected to attend appropriate planning meetings, which help to assure a safe and successful outing.

Service Projects / Service Hours

Service to others is a pillar of the Scouting movement. Troop 73 supports St. Timothy Episcopal Church and the community throughout the year. Service to others is required for rank advancement to the ranks of Star, Life, and Eagle. We encourage all Scouts to be active in community service whether or not they are currently working on rank requirements.

To ensure that service hours done outside of troop activities are appropriate to meet rank requirements, the Scoutmaster must approve service projects in advance.

How is Troop 73 funded?

Troop 73 receives funds from several sources. Annual dues do not support the troop for the entire year. The troop raises funds through money-earning activities approved by the troop committee. Fundraising activities have included BBQ Pork sales, pancake breakfasts, community support at local restaurants and selling Camp Cards. In addition, we are always looking for new ideas. We also have received donations from individuals.

What is this chaos? (The Patrol Method)

Members of Troop 73 are divided into small groups of eight to twelve boys known as **Patrols**. Each patrol elects a patrol leader. The patrol leader serves for six months and then another boy is elected. In this way, every boy should have a chance to assume a leadership role and learn valuable leadership skills. Each patrol will be assigned a Troop Guide. This is an older, more experienced Scout who helps the younger Scouts.

The troop elects one of its older Scouts to the Senior Patrol Leader (SPL). The Senior Patrol Leader presides at all Troop meetings, events and activities. He chairs the Patrol Leaders Council. He also appoints a Assistant Senior Patrol Leaders (ASPL), who fills in for the SPL when he is not available, as well as managing the "Staff" roles including Scribe, Quartermaster, Instructors, Chaplain's Aide among other positions.

The Patrol Leaders Council (PLC) is composed of the Senior Patrol Leader, Assistant Senior Patrol Leaders, Patrol Leaders and Troop Guides from each patrol. The Patrol Leaders Council meets once a month (usually the first Monday of each month) to plan troop meetings and activities.

Adult Supervision

Scoutmaster

The Scoutmaster serves as counselor and guide to the Senior Patrol Leader and other Junior Leaders. He is responsible for the training of all Junior Leaders and for the health and safety of the Troop. He is helped by his Assistant Scoutmasters and is supported by the Troop Committee.

Assistant Scoutmasters

Parents who enjoy working with and teaching boys, enjoy camping and the outdoors, and can devote some spare time to the troop are invited to serve as Assistant Scoutmasters. The ASMs are specifically trained adults who interact with scouts and assist the scoutmaster.

Troop Committee

Troop committee members are volunteers who support the work done by the Youth Leaders, the Scoutmaster and the Assistant Scoutmasters. The troop committee:

- Advise the scoutmaster
- Secure meeting facilities
- Manage budgeting and finances
- Organize fundraising drives
- Obtain permits and reserve campsites
- Serve on boards of review and assist with courts of honor
- Maintain equipment including the trailer and common camping gear

Troop Sponsor

Our chartering organization, St. Timothy's Episcopal Church, sponsors our troop. The chartering organization owns our troop and is responsible for approving leadership and providing us with a place to meet. It is located at 8245 Getwell Rd, Southaven, MS 38672.

What should my son wear?

The Boy Scouts of America is a uniformed organization. Our policy is that volunteers and unit members are expected to be in as complete a uniform as financially possible during unit meetings and activities. The uniform instills a bit of pride and ownership in the program and the members of our troop. The Class A uniform consists of the following items:

- BSA short or long-sleeved khaki Scout shirt with appropriate patches and insignia properly sewn
- Scout shorts and/or Scout long pants
- Scout socks
- BSA green web belt with Scout buckle or Scout leather belt (unless pants are self-belted)
- Neckerchief and slide
- Scout hat (optional)

Correct placement of uniform insignia is shown on the inside cover of the Boy Scout Handbook and in the BSA Insignia Guide. Patches must be placed on the uniform in the correct location and attached in a neat manner.

Merit badges are worn on the merit badge sash. Merit badges are not worn on the Scout shirt. Merit badges may be worn in three columns on the sash; there is no required order.

Uniform items may be purchased at the Memphis Scout Shop located at 171 S Hollywood St, Memphis, TN 38112.

What are those patches, and how does my son earn them?

Troop 73 encourages each Scout in the Troop to advance along the Scouting Trail. Seeking and achieving advancement goals helps the Scout derive something tangible from his Boy Scout activities, and teaches him practical skills that will stay with him throughout his life. Advancement is achieved by active participation in Scout activities and in showing Scout spirit.

Note: Complete processes for rank and merit badge advancement is available in the Troop Handbook

The Path To Eagle

















Our goal is to provide each boy with an opportunity to reach Eagle. It is a very personal journey for every scout. Along the way, each scout must pass through several ranks. These include:

Scout

The first rank a boy will earn. He will earn this very quickly, usually at his first or second meeting.

Tenderfoot

A scout will know basic scouting skills to enable him to function successfully in the troop setting. He will be able to set up a tent, cook, and know basic first aid.

2nd Class

Building on the Tenderfoot skills, a 2nd class scout will be more advanced in his outdoor skills.

1st Class

The final step in learning the core scout skills is 1st Class. These scouts are strong in outdoor skills, including nature identification cooking, first aid, hiking, compass, and much more

Star

Star Scouts are self-motivated, and must complete significant leadership and service responsibilities. They also must complete a number of merit badges, including several Eagle required badges.

Life

Life Scouts must perform even more leadership and service. They must complete a number of merit badges, and Eagle required badges.

Eagle

The final step along the journey. Eagles have leadership, service, and merit badge requirements. They must complete a significant Eagle project which has a lasting impact.

Eagle Palms

Eagles may also go on to earn Bronze, Gold and Silver Palms, which are even higher achievement

Advancement to Tenderfoot, Second Class and First Class Ranks

These are the first three ranks of Scouting. The Boy Scout Handbook is the best source of information for the requirements for advancement to each rank. An introduction to each subject required for rank advancement is covered in the Scout Handbook. Understanding this material will provide the Scout with a working knowledge of the skills that must be learned for each rank.

To satisfactorily complete individual requirements for rank, a Scout should:

- Read and understand the requirements as outlined in the Scout Handbook.
- Read the entire section of the Scout Handbook that pertains to the skill studied.
- Meet with his patrol leader, troop guide, instructor, or an adult leader as designated by the Scoutmaster, complete the requirement as stated in the Scout Handbook.
- Check Scoutbook to ensure it has been recorded in a timely manner.

Note that Scouts may work on any of the requirements for the first three ranks concurrently.

After all of the requirements for either Tenderfoot, Second Class, or First Class have been completed, the Scout should contact the Troop Advancement Chairperson or Scoutmaster to schedule a Scoutmaster conference and then a Board of Review.

Scoutmaster Conference

The Scoutmaster Conference is a time for the Scout and the Scoutmaster to sit down and talk about how the Scout is progressing towards his next rank. The Scoutmaster will ask questions regarding how well the Scout has learned the items required for the rank he is completing. The Scout should come to the Scoutmaster conference wearing his full Class "A" uniform or, if appropriate, his activity uniform, and be ready to talk openly and honestly about his Scouting experiences. The Scoutmaster will be assessing the individual needs of the Scout, helping him to set goals for his next rank, and trying to gauge the success of the troop program.

Board of Review

After completion of the Scoutmaster conference, the Scout will appear before a board of review. A board of review will be composed of three adult leaders. Members serving on boards of review will receive training on how to conduct a board of review. During the board of review, the Scout presents himself to the board. He must be in full Class A uniform. His appearance should be neat, his attitude good, and his manner respectful. He may be asked to repeat the Scout Oath, the Scout Law, the Outdoor Code, the Scout Motto, or The Scout Slogan. He will then be invited to sit down, and the board will ask him questions about his Scouting life. The questions can range very widely, so the Scout should be ready to communicate openly and honestly. The object of the board of review is to ensure that documentation is present verifying that all requirements for advancement have been met; to examine the attitude of the Scouts in the troop, and to ensure that the program offered by the Scoutmaster is fun, exciting, and meets the goals of Boy Scouting.

The Scoutmaster conference and board of review can be stressful, particularly for the younger Scouts. It is important to remember that this experience is part of the Scout's development as a young man and helps him to learn to communicate and handle situations.

Merit Badges

Merit badges are awards that concentrate on a particular field of expertise or a specific skill and can be earned by Scouts in cooperation with a merit badge counselor. There are over 100 merit badges available, and some are required before a Scout can earn his Star, Life, or Eagle rank. The required merit badges can be earned in any order. Consult the Boy Scout Handbook for information on which merit badges are optional and which are required. Merit badge opportunities are also offered on the district and council levels and at summer camp. Announcement of these opportunities will be given at troop meetings or by troop mailings.

The following policies govern troop merit badge work:

- 1. The Scout should approach a Scoutmaster or the advancement coordinator on the committee and ask for the names and phone numbers of merit badge counselors in the area.
- 2. The Scoutmaster must assure that the Scout has met any prerequisites for the merit badge. i.e. pass swimming requirements before canoeing or lifesaving merit badges.
- 3. The Scout is then responsible for contacting the counselor, asking for help working on the badge, and setting up the first meeting time.
- Merit badge work is to be done outside of the troop meetings unless scheduled as part of the troop program.
- 5. When the merit badge is complete, the merit badge counselor will sign the card or worksheet, and the Scout will be given a copy to keep for his records. These records are very important. If something happens to the Council records, the copy of the blue card or worksheet given to the Scout may be the only record that the merit badge was completed. There have been cases where Eagle Scout applications have

been turned down because the Council records were not correct and the Scout could not produce the blue card or worksheet to prove he had completed a particular merit badge. The Scout should be very careful to save all the completed blue cards or worksheets and store them in a safe place. Plastic notebook pages used by baseball card collectors are a great way to store the blue cards for safekeeping.

- 6. Meetings with a merit badge counselor must be with a buddy, either another Scout or an adult. Scouts should never meet with a merit badge counselor without someone else being present.
- 7. Maximum time limits to complete a merit badge are directly controlled by the merit badge counselor. Minimum time will be controlled by the merit badge requirements. Every merit badge will have limits to ensure the Scout is learning and displaying the skill necessary to complete the merit badge.
- 8. The Merit Badge will be awarded at the next Court of Honor. Merit badges are worn on the merit badge sash

The troop appreciates the involvement of parents in the merit badge process. If you have expertise or knowledge of a particular merit badge topic and would like to serve as a merit badge counselor, please contact the advancement coordinator.

A Scout may not use a parent as their merit badge counselor unless the advancement coordinator and committee chair grant approval. This will usually occur only when there are no available counselors within reasonable distance for the merit badge in question. Under no circumstances may a Scout use a parent as the merit badge counselor for an Eagle required merit badge.

Courts of Honor

Courts of Honor are special troop meetings held during the school year where awards, badges, and other recognition are presented. Parents, siblings and other family members are encouraged to join the Scout at the Court of Honor to participate and help celebrate the young man's achievements. It is very important that all Scouts, even those not receiving any award or advancement, attend to support their fellow Scouts. All Courts of Honor are planned well in advance and are on the troop calendar.

How fast will my Scout advance and how involved should I be in his advancement?

Scouts are encouraged to learn skills and to achieve rank advancements at their own pace, not simply because they have been pushed to do so. A key benefit of Scouting is a boy learning that he has to take responsibility for his success. When this occurs, the Scouting movement has achieved its first aim - to build character. Some of our most skilled Eagle Scouts have taken significantly longer than four years to earn that rank, but truly learned what it means to take their destiny in their own hands and to learn something on their own. The skills and lessons learned will help them mature to be successful, good citizens.

Though many older Scouts aren't rushing through rank because they enjoy the Scouting experience, younger Scouts often get discouraged if not advancing in rank. We suggest that you encourage your new Scout to achieve First Class rank at approximately their first anniversary in the troop, as well as earning a few merit badges. When a Scout does this, he stays in Scouting! For older Scouts, be concerned about stagnation if your Scout remains at the same rank for more than a year.

When will my son be recognized for his achievements?

Generally, Scouts are awarded rank advancements and merit badges at Courts of Honor that are usually held several times a year. The Court of Honor is a ceremony where the advancement and accomplishments made by the Scouts can be recognized. All members and families are invited to attend.

How does my son get there?

In most cases, the troop will need adults to help provide transportation to and from outings. Drivers are expected to obtain drivers' insurance that meets at least the minimum as defined by State Law. If you ever intend to assist as a driver, you will need to be listed on the troop's driver list.

Scouting youth under age 18 are not insured under the BSA's commercial general liability and cannot be allowed to drive to or from Scouting activities. This includes an under 18 Scout or Venturer driving himself to a Scouting event, even if he or she is the only one in the car. This includes short trips across town or long trips across the country.

Driving to or from a standard meeting place isn't an official Scouting activity or part of any tour planning.

How do I know what, when, and where we're doing things?

We communicate information through email via Scoutbook. Please be sure we have your email address to receive updates. Scoutbook is where Scouts and parents RSVP for events and hosts the troop calendar. A Facebook group is maintained separately to help disseminate information, but Scoutbook is the official means of communication for Troop 73. The events for the next few months is also available at https://www.troop73southaven.org

What is expected of my son?

Actively Participate in Troop Activities

Troop 73 encourages all Scouts to participate in at least 50% of all meetings and events and 50% of all outdoor activities. While specific attendance is not a criterion for advancement, participation in troop activities is a measure of Scout leadership fulfillment and Scout Spirit and therefore Scouts are expected to participate in all aspects of the troop program.

Be personally responsible for his own advancement

Scouting fosters responsibility and self-reliance. Unlike in Cub Scouts, Scouts are responsible for their advancement.

Exercise Self-Control and respect of others

Young people need to know to be good and to do good. Few will argue with the importance of teaching values and responsibility to our children – not only right from wrong, but specific, affirmative values such as fairness, courage, honor, and respect for others. Beginning with the Scout Oath and Scout Law, the Boy Scouts of

America program is infused with character-building activities that allow youth to apply abstract principles to daily living situations.

Demonstrate Scout Spirit

Scout spirit is the living of the Scout Oath and the Scout Law both when in uniform and in everyday life. It is naturally expected that every Scout will exhibit Scout spirit in all his activities. "Doing a Good Turn Daily" is one of the best ways in which the Scout can show Scout spirit. The ideals of Scouting are much easier to follow when practiced every day, and in doing so positive values, attitude, and behavior are reinforced.

Cooperate with fellow Scouts and Leaders

Scouts work together in patrols to carry out planned activities. They must also heed instructions from Adult Leaders

HAVE FUN!

What if there are behavior problems?

Scouts are expected to live their lives in accordance with the Scout Oath and Scout Law.

There will be no throwing rocks, sticks, or any objects that may cause harm or personal injury.

A Scout is clean in thought, word, and deed. Vulgarity or profanity is not acceptable Boy Scout behavior and will not be tolerated.

Verbal or physical bullying of any Scout will not be tolerated. Fighting and hazing are not permitted; this is not considered Boy Scout-like conduct.

Each Scout will respect Leadership at all times. Any Scout that refuses to cooperate with either boy or adult leaders at any troop function will be sent home (parents will be called to pick the Scout up). Boy Scouts will not be disrespectful. Scouts who refuse to conduct themselves in accordance with the Scout Oath and Scout law will be subject to disciplinary action.

Destruction of troop, patrol, or personal property will not be tolerated. At the Scoutmaster's discretion, repairs or replacement will be at the Scout's or Parent(s)/Guardian(s) own expense. All troop equipment will be maintained properly including all tents, lanterns, utensils, dishes, pots, and pans etc.

The youth leaders of the troop will recommend Scouts who are repeatedly involved in discipline issues to the Scoutmaster. The following procedures will be followed:

Incident #1: Verbal warning

Incident #2: Conference with the Scoutmaster

Incident #3: Scoutmaster Conference with the Scout's parents.

Incident #4: Membership termination with the troop.

If at any time, any Scout (or his parents) does not feel safe on any troop activity, he should immediately bring the matter to the attention of the adult leader(s) in charge.

Serious Youth Protection policy violations or behaviors that put a youth's safety at risk must be reported to the Scout executive.

How is my son kept safe?

All activities that include adult leadership will strictly follow the Youth Protection and Safe Scouting guidelines set forth by the Boy Scouts of America in the BSA publication The Guide to Safe Scouting. Adult leadership is always two deep, which means two leaders must be with the Scouts at all times. No Scout should ever be in the company of an adult without being in sight of others, or without having another adult in attendance. Adults may transport a Scout from one location to another without another adult in the vehicle as long as there are at least two Scouts in the vehicle. Other policies as spelled out in the Youth Protection and Guide to Safe Scouting guidelines may apply. BSA policy requires adult volunteers to take Youth Protection Training before they can become a registered leader. All registered adult leaders involved with the troop must take Youth Protection training at least every two years and review these policies before attending a troop event. Youth Protection training is offered at most Boy Scout adult training and is also available online. Other adults who are in close contact with Scouts are required to take this training course. Youth Protection guidelines are for the protection of both the Scout and the adult leader and should be strictly adhered to. If two adults cannot accompany the Scouts on a trip, the trip will be canceled.

Parents and Guardians are strongly encouraged to take the training.

Please refer to the Guide to Safe Scouting for the most updated rules and regulations.

https://www.scouting.org/health-and-safety/gss/

What items does my son need?

Uniform

- BSA short or long-sleeved khaki Scout shirt with appropriate patches and insignia properly sewn
- Scout shorts and/or Scout long pants (Many Scouts wear the olive drab Magellan Zipoff Pants)
- BSA green web belt with Scout buckle or Scout leather belt (unless pants are self-belted)
- Neckerchief and slide

Handbook

Scouts BSA Handbook

Outdoor Gear

• Appropriate gear for outdoor activities. A sample packing list is included on the next page.

What should my son bring camping?

Here is the complete list of what the Boy Scouts of America suggest that Scouts bring on outdoor activities. For in depth coverage read Scouting's Skills in the Scout Handbook on pages 197-247.

Scout Outdoor 10 Essentials	Clothing for the season
Pocketknife (Totin' Chip card required!)	Warm Weather
First Aid Kit	☐ Short sleeved shirt
Extra clothing	☐ T-shirt
Rain gear	☐ Hiking shorts
Water bottle	☐ Long pants
Flashlight	Sweater or warm jacket *
Trail food	☐ Hiking boots or sturdy shoes
Matches and fire starters	Socks
Sun protection	☐ Hat with a brim for shade
☐ Map and compass	□ Bandana
Eating Kit	☐ Rain gear
	☐ Extra underwear
Spoon, fork, knife	Cold Weather
Plate	Cold Weather
Bowl	☐ Long-sleeved shirt *
☐ Cup	☐ Long pants *
Clean Up Kit	☐ Sweater *
	☐ Long underwear *
Soap	☐ Hiking boots or sturdy shoes
Toothbrush	☐ Socks
Toothpaste	Insulated parka or coat with hood
Dental floss	☐ Warm hat *
Comb	☐ Mittens or gloves *
Washcloth	Rain gear, gaiters
☐ Towel	☐ Extra underwear
Personal Extras (optional)	Backpack / Shelter
☐ Watch	☐ Backpack, Daypack, Duffle bag
☐ Digital camera	Rain cover for backpack
☐ Notebook	☐ Sleeping bag and stuff sack
☐ Pencil or pen	☐ Sleeping pad
Sunglasses	☐ Ground cloth
Swimsuit	☐ Pillow
☐ Folding chair	☐ Tent
* items should be made of wool or a warm synthetic fabric.	

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What is Expected of Me as a Parent?

While the role of parents in Boy Scouting is much different than their role in Cub Scouts, it is no less important. We encourage parents to consider a role in which they can best use their talents and skills (i.e., Assistant Scoutmaster, Committee Chair, Secretary, Treasurer, Fund Raising, Advancement, Transportation, Merit Badge Counselors, or as an assistant to one of these positions). We have found that in most cases the Scouts who have parents who take an active role in the Troop's leadership are the Scouts who make a strong commitment to get the most out of their scouting experience. There are training classes to get you started so please do not hesitate to ask the Scoutmaster or Committee Chair how you can help.

Any closing advice?

Welcome to the Scouting adventure! Get ready for hard work, exciting times, and most of all - FUN!

To the Scouts, remember, this is your troop. How well it functions, what adventures you experience, where you go, and what you do are your choices. Get involved with the troop leadership. Take pride in your patrol. Get to be good friends with the other Scouts in the troop. Help out when needed, and when you have a job assigned, do it well. Work hard to become an Eagle Scout. You can talk to a lot of adults who once had the opportunity to become an Eagle Scout and did not. None of those adults will be glad that they did not achieve the rank of Eagle, and almost all will say that if they knew then what they know now, they would have spent the time and made the commitment to finish. No matter what your rank, remember that the Scout Oath and Law are more than just words we say at troop meetings. The Scout Oath and Law are ideas Scouts use to guide their actions throughout their lives.

To the parents, remember that your son is embarking on a new adventure. He will need your support, but you have to walk a fine line between encouraging him to do well and actually doing for him.

Sometimes a thing not given teaches more than a thing easily gotten. Encourage your son to work hard and commit to working on his ranks and merit badges. Join us as a leader if you have the time and interest. Help out whenever you can to make this a better troop. And thank you for allowing your son to join us on this great adventure!

But I still have questions!

That's O.K. Some questions you may still have may be answered in the Troop 73 Handbook. Feel free to ask the New Member Coordinator or one of the other adult leaders, and they'll be happy to answer any questions you may have.



View the complete and up-to-date handbook at https://www.troop73southaven.org/handbook/