

# TROOP LEADER'S MANUAL

Being at the front line of program delivery, Troop Leaders determine the outcome of the Boy Scouting program. Trained Troop Leaders are expected to have that positive attitude, skills, and dedication to the task of developing boys to be responsible citizens. The management of the troop and the application of the patrol system should therefore highlight the Troop Leader's job.

Through the years, we have heard testimonies of former Scouts who have attributed their success in life with the training they received from their Troop Leaders. With this big responsibility, it is very essential that Troop Leaders are regularly updated of program development; hence this revised *Troop Leader's Manual*.

This Manual is an essential companion of the Troop Leader. It provides important recommendations as to how a troop of boys should be organized and trained in the Scout Method for self-reliance and community service while adhering to the Scout Motto, "*Laging Handa.*"

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## PREFACE

This Troop Leader's Manual first published in 1977 as Manual for Scoutmasters has, through the years, passed the continuing review of Scout youth program professionals and high caliber volunteers. It was reviewed and updated in 1995 and published as Troop Leader's Manual.

This Manual is an essential companion of the Troop Leader. It provides important recommendations as to how a troop of boys should be organized and trained in the Scout Method for self-reliance and community service while adhering to the Scout Motto, "*Laging Handa.*"

Together with this manual, we recommend the *Handbook for Boys* for the specific requirements for advancement and explanations of the Ideals of Scouting and related concerns and Volume One of *Adult Resources Policy (ARP) for Institution and Unit Level*.

The successful implementation of the Boy Scout Program is very much dependent on the Troop Leader, his assistants and the logistics support of the Institutional Scouting Committee (ISC) formerly the Troop Committee.

Trained Troop Leaders are expected to have that positive attitude, skills, and dedication to the task of developing boys to be responsible citizens. The management of the troop and the application of the patrol system should therefore highlight the troop Leader's job.

Being at the front line of program delivery, Troop Leaders determine the outcome of the program. Through the years, we have heard testimonies of former Scouts who have attributed their success in life with the training they received from their Troop Leaders. With this big responsibility, it is very essential that Troop Leaders are regularly updated of program development; hence this revised Troop Leader's Manual.

With this handy manual as ready reference during troop meetings, the boys are assured of the development expected of them after graduating from the program.

JEJOMAR C. BINAY  
National President, BSP

# ACKNOWLEDGMENT

This manual has incorporated new approaches to adult organization and support to the Boy Scout Program. Institutions with multiple troops will now have a properly organized adult support structure to supervise the implementation of all five sections of the Scout Program in their community. This new approach to program hopes to involve and develop more parents and volunteers in the institutional Scouting level to organize together into an Institutional Scouting Committee and bring about better Scouting to their children and the communities where they live.

A study on the organizational structure of Scout troops revealed the need to revise the organization and composition of adults in the troop and in the Institutional Scouting Committee. Recent developments in the Scout uniform has also made necessary the revision of the 2001 edition of this manual to update the end users of the program, Troop Leaders and the Boy Scouts.

On this note, we are proud to share with you our vision “To be the leading provider of progressive outdoor-based non-formal education committed develop morally straight, disciplined, concerned, self-reliant citizens in the best tradition of World Scouting”.

Assigned with the mandate to regularly review and update the sectional program to address the needs and aspirations of youth of Scouting age. we salute the men and women of the newly organized Program Division for rushing to the rescue by coming up with this revised Troop Leaders Manual just in time.

J. RIZAL C. PANGILINAN  
Secretary General

## The Scoutmaster

There isn't any pay for you, you serve without reward,  
The boys who tramp the fields with you but little could afford,  
And yet your pay is richer far than those who toil for gold,  
For in a dozen different ways your service shall be told.

You'll read it in the faces of a troop of growing boys,  
You'll read it in the pleasure of a dozen manly joys,  
And down the distant future – you will surely read it then,  
Emblazoned thru the service of a band of loyal men.

Five years of willing labor and of brothering a troop,  
Five years of trudging highways, with the Indian cry and whoop,  
Five years of campfires burning, not alone for pleasure's sake,  
But the future generation which the boys are soon to make.

They have no gold to give you, but when age comes on to you  
they'll give you back the splendid things you taught them how to do,  
They'll give you rich contentment and a thrill of honest pride  
And you'll see your nation prosper, and you'll be satisfied.

EDGAR GUEST

(BSA)

# **Introduction: SCOUTING AND YOU**

## ***What is Scouting?***

There are more than 28 million boys and their leaders who are in Scouting and with 216 territories and countries who are members of the World Organization of the Scout Movement. Scouting began as an inspired idea of an inspiring man, Robert Stephenson Smyth Baden Powell, later called Lord Baden Powell, or simply BP to millions of Scouts, and always attracted millions of boys because of unique character and its even more unique system of training.

Scouting's emphasis has been in doing things in a way that will attract the boy and hold his attention through fun, adventure, and fellowship. But underneath it all, is the ever important element of LEARNING and SERVING through fun and games, through adventure and challenges, through fellowship and doing things together with boys of his own age.

Thus, a Scout activity like camping or hiking is meaningless, unless in the process, the boy learns to cope with the unexpected, to learn to live, love, and respect nature and understand why it is important to him and to his society to get the experience of working with others in the service of others. "Scouting is learning by doing." Not from books or from lectures as in school, but from actual experience.

The end result, the fun, the fellowship, the adventure have been meaningful and useful to the boy, is development of the boy's character, the strengthening of his moral and spiritual values, the building of a contributing and useful citizen of the nation.

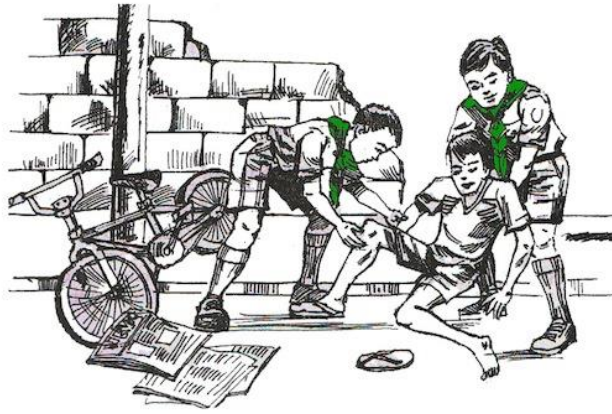
In this process, the adult – the trained, experienced, and understanding Troop Leader is indispensable. It is through him that Scouting comes alive for the boy.

## ***What is Boy Scouting?***

Boy Scouting is a program for boys 10 to 17 years of age who join Scout Troops sponsored by schools and by civic, fraternal, service, and religious organizations.

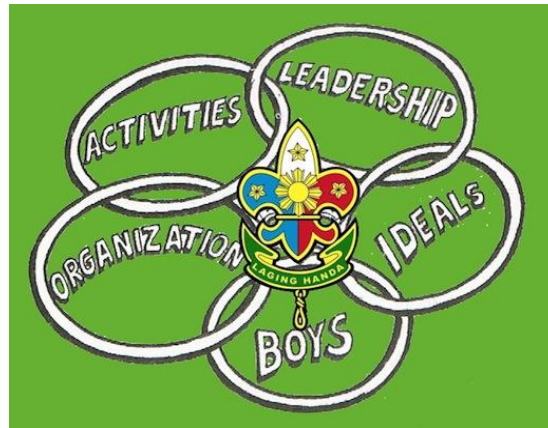
The following describe the concept, objectives, and characteristic of the Boy Scouting program:

1. It is service and outdoor-centered.
2. The concepts of character development, citizenship training, and skills for self-reliance are directed towards service to others.
3. Activities are boy-planned and boy-implemented with adults providing guidance and supervision.
4. Typical outdoor experiences through camping, hiking, community service, and the like are promoted.
5. Working together as a team is promoted through the Patrol System which offers opportunities for leadership training.



## Part I: The Essentials of Scouting

Many things make up Scouting and many other things look like Scouting – but may not necessarily be Scouting. Scouting, to be authentic, must have five essentials:



### 1. Boys

Boys are the most important elements in Scouting. Without boys, we could not have Scouts; without Scouts we cannot have Scouting.

Scouts come in all shapes and sizes, with varying personalities. They may be tall or short, fat or thin, dark or fair, clean or sloppy, well-coordinated or awkward, smart or dull, aggressive or shy, full of bounce or droopy, curious or pre-occupied but always interesting and a challenge to his peers and his leaders.



Boys appear to be different from one another, yet they have many similarities. Healthy, normal boys like fun and adventure. They are curious about many things. They like to put things together or to take them apart. They like to be able to do things but they have little patience about studying or being told how to do these things. They like chums, action, and being themselves as they are. On the other hand, they hesitate to be different because they crave for acceptance and the feeling of belonging to a majority or to a group. They dislike formality, favoritism, and insincerity.

And so, although boys are different from each other, yet they can be similar in many respects. As a Troop Leader, this is your biggest challenge because you are concerned with both elements. In planning your troop activities, you must cater to the common similarities that your boys have. On the other hand, you need to assist and encourage each individual, each in his own way, to grow and advance through Scout training and experience. This means that you have to know each of your Scouts personally and individually know his needs, his aspirations, his problems, his handicaps, his hopes, his outlook on life even his parents and his home life and situation.

To understand your Scouts, you must know them. To be able to do this, you need a positive attitude, a lot of patience and an unshakeable enthusiasm. To help a boy grow through his awkward years is a great challenge and you need a lot of motivation to do the job well. It is not always an easy job, but to be able to do it successfully is reward in itself.

## **2. The Ideals of Scouting**



### **The Scout Oath**

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

## ***Ang Panunumpa ng Scout***

*Sa ngalan ng aking dangal, ay gagawin ko ang buong makakaya  
Upang tumupad sa aking tungkulin sa Diyos at sa aking bayan  
ang Republikang Pilipinas,  
at sumunod sa Batas ng Scout;  
Tumulong sa ibang tao sa lahat ng pagkakataon;  
Pamalagiing malakas ang aking katawan, gising ang isipan,  
at marangal ang asal.*

## **The Scout Law**

A Scout is:

Trustworthy

Loyal

Helpful

Friendly

Courteous

Kind

Obedient

Cheerful

Thrifty

Brave

Clean

Reverent.

## *Ang Batas ng Scout*

*Ang Scout ay:*

*Mapagkakatiwalaan*

*Matapat*

*Matulungin*

*Mapagkaibigan*

*Magalang*

*Mabait*

*Masunurin*

*Masaya*

*Matipid*

*Matapang*

*Malinis*

*Maka-Diyos*





## **The Scout Oath Explained**

### **On My Honor...**

Honor is your most precious and sacred possession in life. It includes your good name, your integrity and good reputation. When you commit yourself to the Scout Oath, you promise to live by its precepts in order to give meaning and idealism to your way of life.

### **I Will Do My Best...**

In everything you do, you promise to do the best you can. If anything worth doing is worth doing at all, it is worth doing well. Doing your best is your personal challenge. Always strive to do your best in everything you do.

### **To Do My Duty to God and My Country...**

We, who belong to the Scout Movement, believe in God. We may not all worship Him the same way, but we are one in our faith and belief that He is the Supreme Being, our Lord and Master. To do your duty to God, you must worship Him and follow His teachings according to your own religious beliefs. You will find happiness in life if you faithfully do your duty to God.

### **The Republic of the Philippines...**

Our country, the Philippines, deserves our full love and dedication. The pages of our history are brightened by outstanding deeds of self-sacrifice and love of country of great Filipinos like Jose Rizal, Marcelo H. del Pilar, Apolinario Mabini, Lapu-lapu, Andres Bonifacio, Fr. Jose Burgos, Jose Abad Santos, Graciano Lopez Jaena, Sultan Kudarat; Ninoy Aquino, and many others. They sacrificed their fortunes, their future, even their very lives so that our country would continue to exist in freedom and dignity. We do our duty to our country by being good citizens, by following the laws of the land, by living up to its noble traditions and the culture of our people and by contributing to the building and development of our nation.

### **And To Obey the Scout Law...**

In trying to live up to the Scout Oath you will need the Scout Law to guide you. The twelve points of the Scout Law are our norm of conduct as we travel along the Scouting trail through life. Thus you are asked to commit yourself to the Scout Oath and Law as your way of life.



### **To Help Other People at All Times...**

One reason why Scouting has flourished in this country is because it has received the willing support of the public. Scouting merits this support because Scouts have demonstrated that they are useful members of society. This is evident when Scouts perform rescue work in cases of disaster – fires, earthquakes, typhoons, and floods. During emergencies anywhere, Scouts are always among the first to volunteer for service and perform tasks which ordinarily belong to adults. In normal times, Scouts have shown that they are ready to participate and even initiate community and service projects that benefit the community. The spirit of service is in the heart of all true Scouts.



### **To Keep Myself Physically Strong...**

By now, you will have learned certain rules of health and hygiene in school which if observed will help you live a healthy and happy life. Sound minds dwell in sound bodies. If you want to have an alert mind and be always ready to serve others, you must keep yourself physically healthy and strong.

### **Mentally Awake...**

Being mentally awake reflects mental alertness and mental health. It is not enough that a Scout is physically healthy; he must be mentally awake too. His reflexes, his responses, his movements must always be ready to respond to his needs and the needs of the situation.

### **And Morally Straight...**

A Scout must be a model of moral uprightness. His norm of conduct must be beyond reproach. His thoughts, words, and deeds should always reflect his high ideals and sound moral values.

## **The Scout Law Explained**

**A Scout is Trustworthy.** A Scout tells the truth. He keeps his promises. Honesty is part of his code of conduct. People can always depend on him.

**A Scout is Loyal.** A Scout is true to his family, friends, Scout leaders, school, nation, and world community.

**A Scout is Helpful.** A Scout is concerned about other people. He willingly volunteers to help others without expecting payment or reward.

**A Scout is Friendly.** A Scout is a friend to all. He is a brother to other Scouts. He seeks to understand others. He respects those with ideas and customs that are different from his own.

**A Scout is Courteous.** A Scout is polite to everyone regardless of age or position. He knows that good manners make it easier for people to get along together.

**A Scout is Kind.** A Scout understands there is strength in being gentle. He treats others as he wants to be treated. He does not harm nor kill any living creature needlessly but will strive to save and protect all harmless life.

**A Scout is Obedient.** A Scout follows the rules of his family, school, and troop. He obeys the laws of his community and country. If he thinks these rules and laws are unfair, he tries to have them changed in an orderly manner rather than disobey them.

**A Scout is Cheerful.** A Scout looks for the bright side of life. He cheerfully does tasks that come his way. He tries to make others happy.

**A Scout is Thrifty.** A Scout works to pay his way and to help others. He saves for the future. He protects and conserves natural resources. He carefully uses his time and property.

**A Scout is Brave.** A Scout can face danger even if he is afraid. He has the courage to stand for what he thinks is right even if others laugh at him or threaten him.

**A Scout is Clean.** A Scout keeps his body and mind fit and clean. He goes around with those who believe in living by these same ideals. He helps keep his home and community clean.

**A Scout is Reverent.** A Scout is reverent toward God. He is faithful in his religious duties. He respects the beliefs of others.

### ***Paliwanag sa Batas ng Scout***

***Ang Scout ay Mapagkakatiwalaan.*** Ang Scout ay nagsasabi ng katotohanan. Tumutupad siya sa kanyang mga pangako. Ang pagiging matapat ay bahagi ng kanyang pag-uugali. Siya ay maaasahan ng ibang tao.

***Ang Scout ay Matapat.*** Ang Scout ay matapat sa kanyang pamilya, mga kaibigan, mga pinuno sa Scouting, sa paaralan at bayan.

***Ang Scout ay Matulungin.*** Ang Scout ay may kalinga sa ibang tao. Nagsisikap siyang makatulong sa iba na hindi naghihintay ng kabayaran o pabuya.

***Ang Scout ay Mapagkaibigan.*** Ang Scout ay kaibigan ng lahat. Itinuturing niyang kapatid ang kanyang mga kapwa Scout. Sinisikap niyang umunawa sa iba. Iginagalang niya ang mga paniniwala at kaugalian ng ibang tao na naiiba sa kanya.

***Ang Scout ay Magalang.*** Ang Scout ay magalang sa sinuman ano pa man ang gulang nito o katayuan. Alam niya na ang mabuting pag-uugali ay daan sa magandang pagkakasunduan ng mga tao.

***Ang Scout ay Mabait.*** Ang Scout ay nakakaunawa na may angking lakas ang pagiging mabait. Itinuturing niya ang iba gaya ng gusto niyang pagturing ng iba sa kanya. Hindi siya nanakit o namiminsala ng mga hayop at iba pang bagay na walang kadahilanan at sinisikap niyang ito ay mapangalagaan.

***Ang Scout ay Masunurin.*** Ang Scout ay sumusunod sa mga alituntunin ng kanyang pamilya, paaralan, at tropa. Sumusunod siya sa mga batas ng kanyang pamayanan at bayan. Kung inaakala niyang may mga alituntuning hindi tama, sinusunod niya ito at hindi sinusuwat ngunit sinisikap niyang mabago iyon sa matiwasay na pamamaraan.

***Ang Scout ay Masaya.*** Ang Scout ay nagsisikap tumingin sa maaliwalas na bahagi ng buhay. Masaya niyang ginagampanan ang mga naiatang sa kanyang mga tungkulin. Sinisikap niyang nakapagbigay lugod sa iba.

***Ang Scout ay Matipid.*** Ang Scout ay gumagawa upang matustusan niya ang kanyang sarili at upang makatulong sa iba. Nag-iimpok siya para sa hinaharap. Pinapangalagaan niya at ginagamit ng wasto ang mga likas na yaman. Maingat siya sa paggamit ng kanyang panahon at ari-arian.

***Ang Scout ay Matapang.*** Ang Scout ay may lakas ng loob na humarap sa panganib kahit may taglay siyang pangamba. Siya ay naninindigan sa mga inaakala niyang tama at matuwid sa kabila ng tudyo o pananakot ng iba.

***Ang Scout ay Malinis.*** Ang Scout ay pinapanatiling malinis ang kanyang katawan at kaisipan. Siya ay sumasama sa mga taong may ganito ring panuntunan. Tumutulong siya sa pagpapanatiling malinis ng kanyang tahanan at pamayanan.

***Ang Scout ay Maka-Diyos.*** Ang Scout ay mapitagan sa Diyos. Tinutupad niya ang kanyang mga tungkulin ng kanyang pananampalataya. Iginagalang niya ang paniniwala ng iba sa kanilang pananampalataya.

## **Sense of Honor**

The Scout Oath is the foundation on which the whole of Scout training rests.

Its various clauses must be fully explained and made clear to the boys by practical and simple illustrations of its application in their everyday life.

There is no teaching to compare with example. If the Troop Leader himself conspicuously carries out the Scout Oath and Law in all his doings, the boys will be quick to follow his lead.

This example comes with all the more force if the Troop Leader himself takes the Scout Oath and Law, in the same way as his Scouts.

The first point of the Law, namely, a Scout's honor is to be trusted (A Scout is Trustworthy), is one on which the whole of the Scout's future behavior and discipline hangs. The Scout is expected to be straight. So it would be very carefully explained, as a first step, by the Troop Leader to his boys before taking the Scout Oath.

The investiture of the Scout is purposely made into something of a ceremony, since a little ritual of that kind, if carried out with strict solemnity, impresses the boy; and considering the great importance of the occasion, it is only right that he should be impressed as much as possible. Then it is of great importance that the Scout should periodically renew his knowledge of the Law. Boys are apt to be forgetful, and it should never be allowed that a boy who has made his solemn promise to carry out the Scout Law should, at any time, not be able to say what the Law is.

Once the Scout understands what his honor is and has, by his initiation, been put upon his honor, the Troop Leader must entirely trust him to do things. You must show him by your action that you consider him a responsible person. Give him charge of something, whether temporary or permanent, and expect him to carry out his charge faithfully. Don't keep prying to see how he does it. Let him do it his own way, let him come a howler over it if need be, but in any case leave him alone and trust him to do his best. Trust should be the basis of all our moral training.

Giving responsibility is the key to success with boys, especially with the rowdiest and most difficult boys.

The object of the Patrol System is mainly to give real responsibility to as many of the boys as possible with a view to developing their character. If the Troop Leader gives his Patrol Leader real power, expects a great deal from him, and leaves him a free hand in carrying out his work, he will have done more for that boy's character expansion than any amount of school-training could ever do.

## **The Scout Motto Explained**

### **Laging Handa (*Be Prepared*)**

The motto reminds the Boy Scout of the meaning and purpose of his membership and the training he is getting in Scouting.

A Scout is being prepared and trained for responsible citizenship. As he acquires the necessary knowledge and skills in Scouting, his mind is conditioned and he is able to offer these same knowledge and skills not only for himself but in the service of others. Scouting therefore is a preparation and readiness to serve others, hence the motto "*LagingHanda.*"

## The Scout Slogan Explained

**“Do a good turn daily”** (*Gumawa ng mabuti araw-araw*)

The Scout Slogan serves as a daily reminder and challenge to the Scout to look for opportunities to render a good turn to somebody, be it at home, in school, in the community, or elsewhere. This positive reminder to render service to others complements the Scout Motto of *“Laging Handa.”*

## The Scout Sign

**How executed.** The Scout sign is made with the right hand palm forward with forefinger, middle and ring finger pointed upward, the thumb folded over the little finger. The forearm forms a right angle with the upper arm which is horizontally in line with the shoulder.



**Its meaning.** The three fingers pointing upward indicate the three parts of the Scout Oath, the same meaning as the three components of the Scout trefoil. They also signify that a Scout reaches upward to bigger and nobler ideals. The thumb and little fingers joined together represent the unity of the Scouting movement and symbolize the bond of brotherhood that binds all Scouts of the world together.

**Its uses.** The Scout sign is used by Scouts when he makes a solemn pledge, while reciting the Scout Oath and Law, as well as the *Panunumpa sa Watawat*. It is also used as a greeting or recognition sign among Scouts and Scouters all over the world.

## The Scout Salute

**How executed.** The Scout Salute is made with the right hand in the Scout Sign. The hand is brought up smartly (taking the shortest distance) with the forefinger touching the edge of the right eyebrow. If wearing a brimmed cap or hat, the forefinger must touch the brim slightly to the side of the right eye.



**Its uses.** When in uniform, the salute is rendered as a sign of respect to the Flag and the National Anthem. It is also used between Scouts and Scouters as a sign of courtesy and respect.

## The Scout Handshake



Scouts all over the world use the Scout Handshake. Scouts everywhere greet each other with a warm left hand shake. Using it makes one feel that he belongs to the world brotherhood of Scouting and that he is one among the millions of Scouts in various parts of the world dedicated to the same ideal of service.

## The Scout Badge



The Scout Badge is composed of the trefoil and the scroll with an overhand knot attached to it. Each point of the three pointed trefoil, which is the main part of the Scout Badge, represents the three points of the Scout Oath, namely Duty to God and Country, Duty to Others, and Duty to Self.

The single band joining the three points of the trefoil symbolizes Unity and Universal Brotherhood.

The design and colors inside the trefoil which is derived from our Flag have the same symbolism and meaning. The three stars further symbolizes the ideals of Faith, Truth, and Knowledge, the foundations of Scout citizenship. The Scroll with the Scout Motto turned up at its ends is a symbolic reminder of the eighth point of the Scout Law, A Scout is Cheerful. The rope attached below the Scroll serves as a reminder to the Scout to do a good turn to someone every day, the slogan being “Do a Good Turn Daily.”

## Scout Spirit

The Scout Ideals as contained in the Scout Oath and Law presents a code for living and a standard of conduct that must be observed by all members of the Scouting movement. Scout spirit is living every day in accordance with our Scout Ideals. You show it in the way you act and the things you say and do in Scouting as well as in your daily life.

## Spiritual Training

Spiritual training is an important element in the training of Scouts. Without it, all training in knowledge and skills are of little value. The best time in life to instill love of God and of fellowmen is while we are still young. Boys, at heart, can enter more easily than grownups into the spiritual realm when provided with such opportunities. Informally, the Scout's outdoor experiences and his contact with nature introduces and makes him aware of a spiritual force above man.

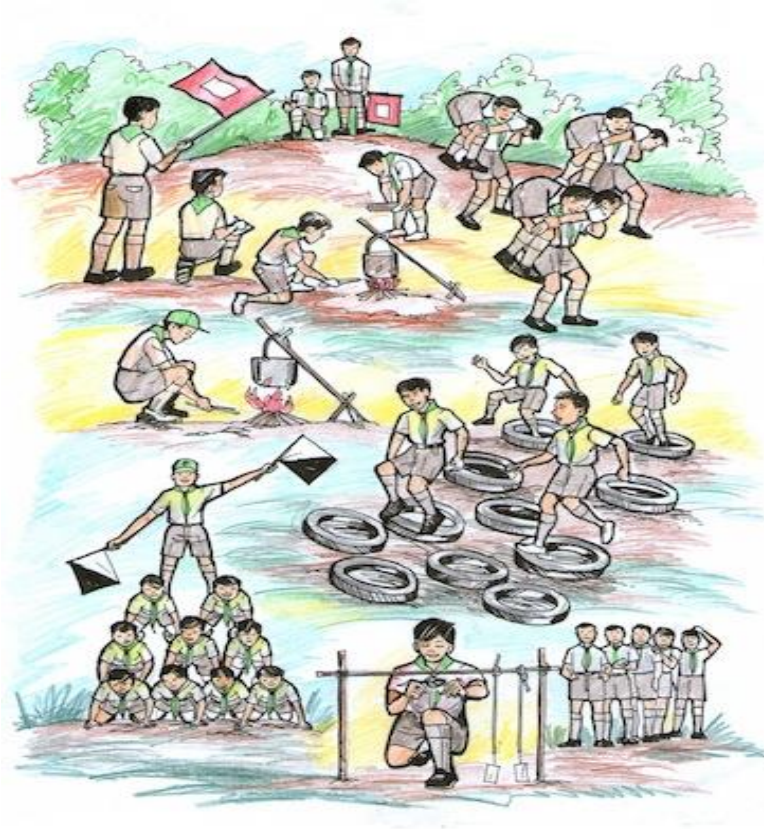
The spiritual training of Scouts can happen formally through the encouragement of their leaders to attend to their religious duties and obligations. Stress Duty to God at all times.



## World Brotherhood

A Filipino Scout is a brother to all Scouts around the world because the Boy Scouts of the Philippines belongs to the World Organization of the Scout Movement. World Brotherhood is not merely a theoretical or academic concept or a precept in Scouting. It is a living reality that finds a fulfillment in the acceptance of the principle of the brotherhood of men through the fatherhood of God. This world brotherhood-is perhaps best in evidence during world jamborees. As the Founder said, “The Scout Movement aims to establish brotherhood among Scouts in all nations and to help develop peace and happiness in the world and goodwill among men.”

### 3. Leadership in Scouting



#### Scouting is training for leadership

Boy leaders in the patrol and the troop are to be regarded as leaders in training. Scouting achieves this objective largely through the application of the Patrol System.

#### The Patrol System

It has often been said that Scouting is 3/4 outing. However, because of many reasons, much of our Scouting is usually carried out in and around the Troop Meeting Room. If the Patrol System is not used there to the fullest degree, it is useless to expect it to operate elsewhere least of all when we are outdoors or when the Scout Patrol is on its own.

It is well to remember that our Founder, Lord Baden-Powell, attributed the success of his living experiment on Brown sea Island to the Patrol System. BP also said:

*“The Patrol System is the one essential feature in which Scout training differs from that of all other organizations.”*



Therefore, the use and application of the Patrol System in a Scout unit is not optional; it cannot be switched on or off at the discretion of the Troop Leader.

The Patrol System operates because the Troop Leader makes it operate. It cannot be self-operating. Although the gang instincts of boys are channeled into worthwhile and challenging responsibilities in the Patrol System, it is by no means the easiest nor the most efficient way of organizing Scout activities. However, the Patrol System is the best way of training character in boys, and therefore, by definition, the Patrol System is the only way to run a Scout Troop. One can even say that failure to use the Patrol System is failure.

The Patrol system depends on the Troop Leader having:

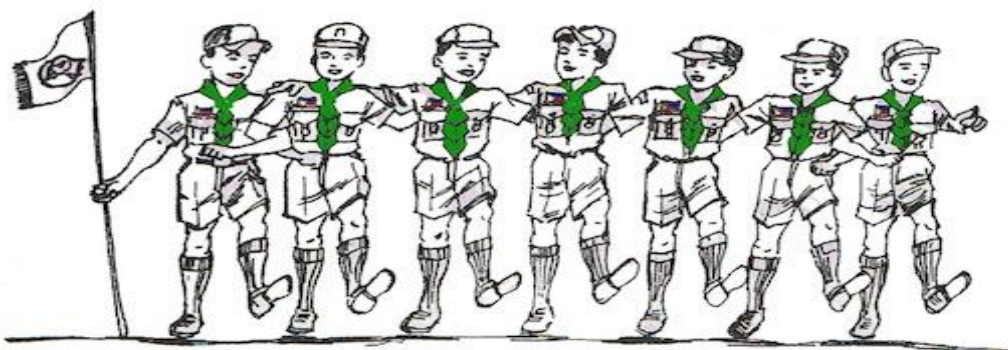
- a) faith in the boy and his potentials.
- b) a real understanding of Scouting as distinct from Scoutcraft.
- c) regular and frequent meetings of the Patrol Leader's Council.
- d) an unfailing loyalty to his Patrol Leaders in all things – good or hard times, through thick or thin.

### **How the Patrol System Operates**

Within a Scout troop, the Scouts are organized into groups of 6 to 8 boys each, which are called Patrols. The Patrol chooses its own name, and identifies itself with a symbol (a patrol is usually named after trees, birds, animals, heroes, etc.). The members choose their own leader who becomes their representative to the Patrol Leader's Council which helps to plan troop activities and to operate the Troop effectively.

Each member in the patrol is assigned a boy-sized responsibility. A typical Patrol in Boy Scouting may be made up of 8 members with the following responsibilities:

- Patrol Leader
- Assistant Patrol Leader
- Patrol Scribe
- Patrol Treasurer
- Patrol Quartermaster
- Patrol Grubmaster
- Patrol Hike Leader
- Patrol Cheer Leader

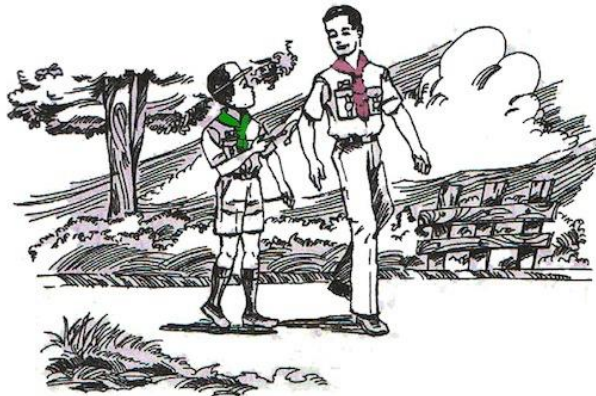


The Patrol System is absolutely necessary to achieve the aims of Scouting because:

- This is the way boys tend to operate, in Scouting or outside of Scouting. They form into small groups where they can relate to each other.
- This is the only method which guarantees that the Scout program will be run or operated by boys. Remove the Patrol System and all you will have left is a large group of boys led by an adult. That certainly is not Scouting.
- Each boy, each Scout is important to the Patrol. If the boy is present, he participates; if he is absent, he is sorely missed. In a troop without functioning patrols, the individual boy is merely a nameless anybody rather than an important part of a working group.



### **Boy Leaders in the Patrol and the Troop**



Patrol Leaders are not trained leaders but boys under training in leadership. This opportunity to learn how to lead other boys and to accept responsibility is one of the greatest things Scouting offers.

The Patrol System does not depend on the quality of the boy. It exists to develop and improve quality. All boys are different; their character and personalities differ and some may even be unreliable. We need to understand that boyhood is a time of change, uncertainty, and instability for the boy himself. Troop Leaders should accept this fact and should even expect to be let down occasionally. One can even look at the disappointments and frustrations as a Troop Leader's occupational hazard. We simply must realize that character training is a long term process and that the Patrol System does not guarantee or produce quick results.

Good Patrol Leaders are the “kingpins” in a troop's continued existence. Therefore, a Troop Leader must deliberately build up the status of each of his Patrol Leaders. He must also create and maintain an atmosphere in which boys can always make a leader pursue the initiative. Experienced Troop Leaders will tell you that a good rule to follow is as follows:

*“When the Patrol is the unit of activity, always give instructions through the Patrol Leaders.”*

Patrol Leaders must therefore receive constant help from the Troop Leader and or his assistants on the following lines –

• **Special Training** – The following analogy is worth remembering: *The Troop Leader is the Patrol Leader of the Patrol Leader's Patrol.*

• **Pre-knowledge of Activities** – The Patrol Leaders must be the first to know of forthcoming activities, ahead of the rest of the troop. However, the Patrol Leaders need not necessarily know every detail.

• **Regular flow of suggestions and ideas for Patrol activities and meetings** – The usual source is through the planning portion of the Patrol Leader's Council. Remember: activities in a Scout Troop must be boy-planned and boy-implemented to ensure success.

• **Special Opportunities and Facilities** – The Troop Leader and his assistants should give suitable advice and assistance in organizing Patrol activities, camps, outings, meetings, projects, etc.



### **The Role of Adults in Scouting**

When a Troop operates with the Patrol System, the adult's role, in general, may consist largely of advising, supervising, and supporting the Patrol and the Troop itself.

Here are typical roles of adults in a Scout Troop:

**The Troop Leader.** He serves as the adult leader of the troop which operates on the Patrol System.

1. He helps the boy leaders make the Patrol System succeed in the troop.
2. He assists and encourages each individual Scout to grow through advancement.
3. He works with responsible adults to give better Scouting to more boys.

*The job of the Troop Leader will be treated in more detail in Part II: The Troop Leader's Job.*

**Assistant Troop Leader (ATL).** It is desirable to have two (2) Assistant Troop Leaders in order to operate a full troop of four (4) Patrols successfully. Assistant Troop Leaders generally assist the Troop Leader in his job. Some Troop Leaders usually designate one ATL for program and activities and the other for physical arrangements, troop records, meeting room, supplies, equipment, depending on their likes and or capabilities.

**Institutional Scouting Committee.** The Institutional Scouting Committee is headed by a Chairman and operates like a Board of Directors for the troop. They are concerned primarily with policy, interpreting the sponsoring institution's objectives and integrating it with those of Scouting. They handle mostly troop matters that do not require direct boy contact and provide moral and material support to the troop so that the Troop Leader can concentrate all his efforts in training the boys.



**Head of Institution/Institutional Scouting Committee Adviser.** The Head of the Sponsoring Institution (school/civic/fraternal/service/religious organization) advises the Institutional Scouting Committee and its Chairman on matters concerning: the program and policies of the Institution; the obligations of the Institution and the BSP; the achievement of the Institution's mission through Scouting; the enhancement of the image of the Institution.

**Institutional Scouting Representative.** Is responsible for the chartering of the Institution by the BSP. Ensures that the Scouting Program is a part of the Institution's program; Coordinates with the Local Government Units(LGUs), Non-Government Organizations(NGOs), and civic spirited citizens – for support; Ensures the provision of adequate and safe facilities for the Units; Ensures that the conduct of Scouting activities is in accordance with the policies and principles of the BSP; Sees to it that the institution receives regular reports from the Units; Represents the Sponsoring Institution in the District/Municipal Scouting Committee and the Local Council; Sees to it that leaders attend Scouting training/conferences; Ensures that recognition for deserving Institutional and Unit Scouters are provided; Ensures that the standards of Scouting are maintained in the Institution; Sees to it that potential leaders are recruited for the operation of the Units; Promotes and maintains interest of parents and leaders in Scouting; and Establishes harmonious relationships with the community.

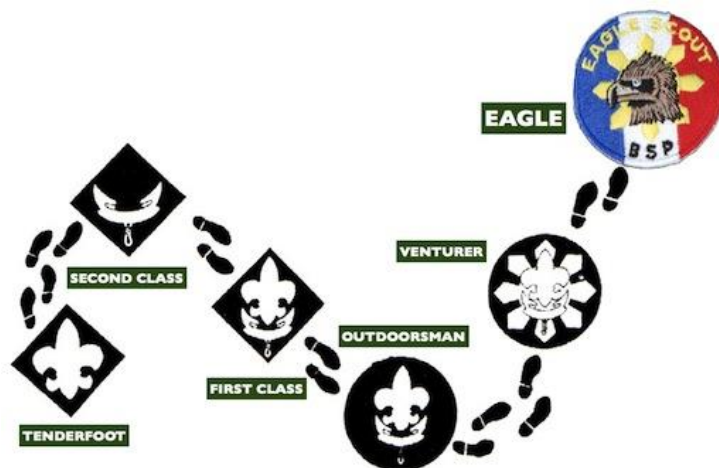
**Institutional Scouting Coordinator/Secretary.** Coordinates the activities and operations of all Units in the Institution; Sees to it that Scouters in the Institution are informed of the Scouting activities to be held and conducted at all levels; prepares the Institution and the Units in the conduct of the Annual Charter Review and the Annual Round-Up by the District/Municipal Scouting Committee; sees to it that the members of the Institutional Scouting Committee are registered with the BSP; ensures the standards of Scouting are maintained in the Scout Units. Recommends deserving Unit Leaders for recognition; encourages Unit Leaders to attend the required Scouting training, etc; coordinates planning, implementation and evaluation of Unit activities and projects; promotes harmonious relations among Unit Leaders and parents; prepares the agenda of the ISC meeting, in consultation with the Chairman, notifies all members and takes minutes of the Institutional Scouting Committee meetings; keeps and maintains up-to-date records of the ISC; prepares reports of the Institutional Scouting Committee and submits the same to the appropriate body.

## 4. Activities in Scouting

The Program of Scouting defines the framework which provides for the unique system of training boys in Scouting.

### Scouting and the Outdoors

Activities are essential parts of the program in that they provide boys with real opportunities for learning by doing, to be able to enjoy and to have fun in activities in the wide open spaces in nature, the great outdoors, the fields, the woods, the mountains, the rivers, lakes and streams, which are to be Scouts' playground, gives a boy a feeling of adventure. Camping, hiking, and life in the outdoors, and outings lure the boy into Scouting, are just some of the interesting activities which Scouting offers.



### The Scout Advancement System

Another major activity in Scouting is the pursuit of Scout Advancement. Through the badge system, the boy is challenged to gain knowledge and learn useful skills which prepare him for the future. The various badges which he earns are the incentive and the recognition for training in citizenship and useful skills, both of which develop his character. The merit badges provide an interesting exploration into fields of knowledge or areas of skill, interest or hobby which will complement his progressive training in character, citizenship, and skills for self-reliance.

## 5. Organization for Scouting

Scouting is a movement, but to be able to carry it out effectively, we need organization. Organization in Scouting exists only to promote Scouting for boys. The formal organization in the Boy Scouts of the Philippines is provided for by the following levels of organization:

**The Troop (or Langkay, Kawan, Outfit, or Circle)** is the basic unit of formal organization. Several Troops or units may be sponsored by a sponsoring institution.

**The District/Municipal Scouting Committee\*** is the coordination committee for Scout units within a district or municipality. It promotes district/municipal-wide activities to stimulate Scout units within its jurisdiction. The Institutional Representative and other members-at-large compose the District Municipal Scouting Committee which is headed by a chairman.

*\*A district in Scouting usage should not be confused with a school district where several may exist in a municipality. A Scouting district is composed of one or more municipalities or one or more city districts.*



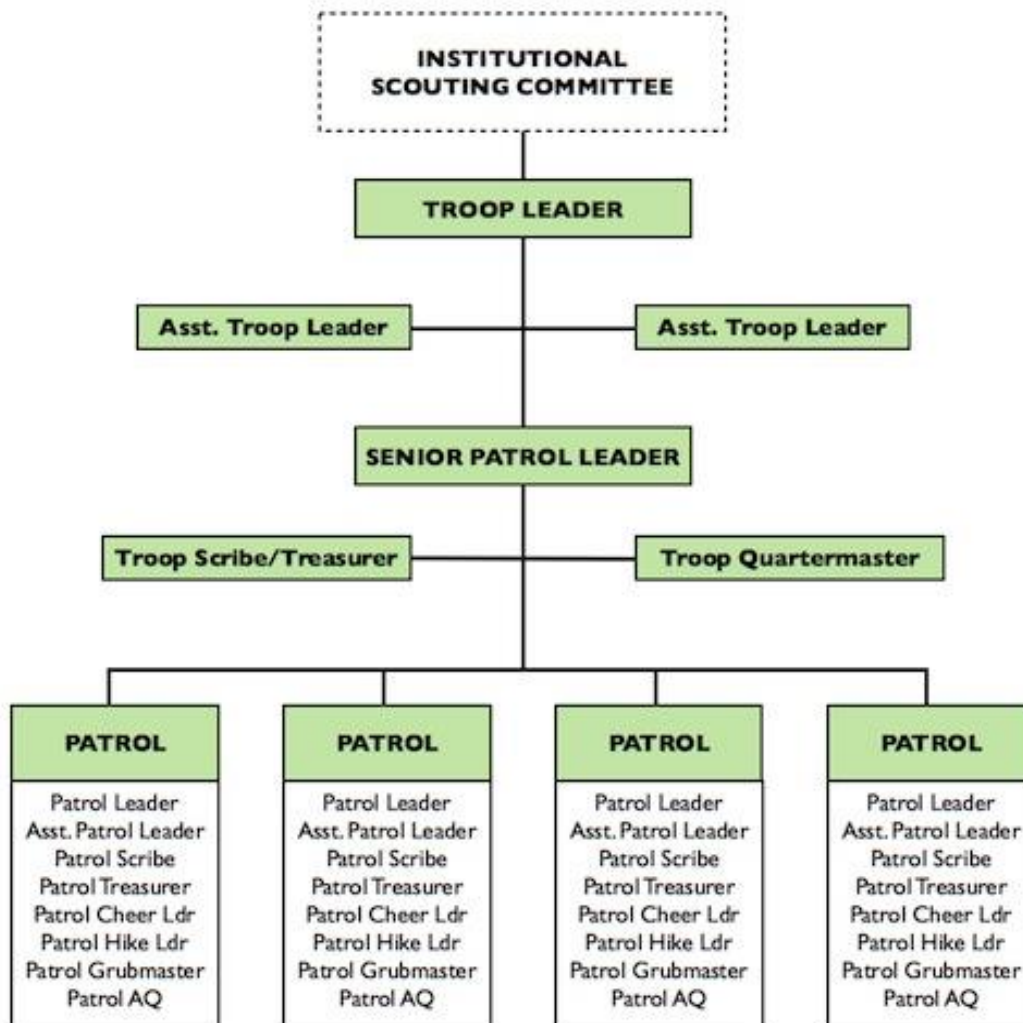
The **Local Council** is a chartered body which administers Scouting within the boundaries of a geographic province or city. It carries out its responsibilities through a Council Executive Board which establishes local responsibility for leadership and supervision of Scouting operations as well as facilitating the local development and extension of the Scouting Movement in the province or city.

**The Regional Coordinating Committee** is the regional organization in all Scouting Regions and chartered by the National Executive Board to coordinate Scouting activities and resources in their respective regions. The Regional Coordinating Committee is composed of the Council Chairman or other member of the Executive Board of each local Council in the Region.

**The National Executive Board** is the governing and policy making body of the Boy Scouts of the Philippines. its functions are primarily legislative, being charged by the BSP Charter and By-Laws with the promotion of the interests of the organization as a whole.

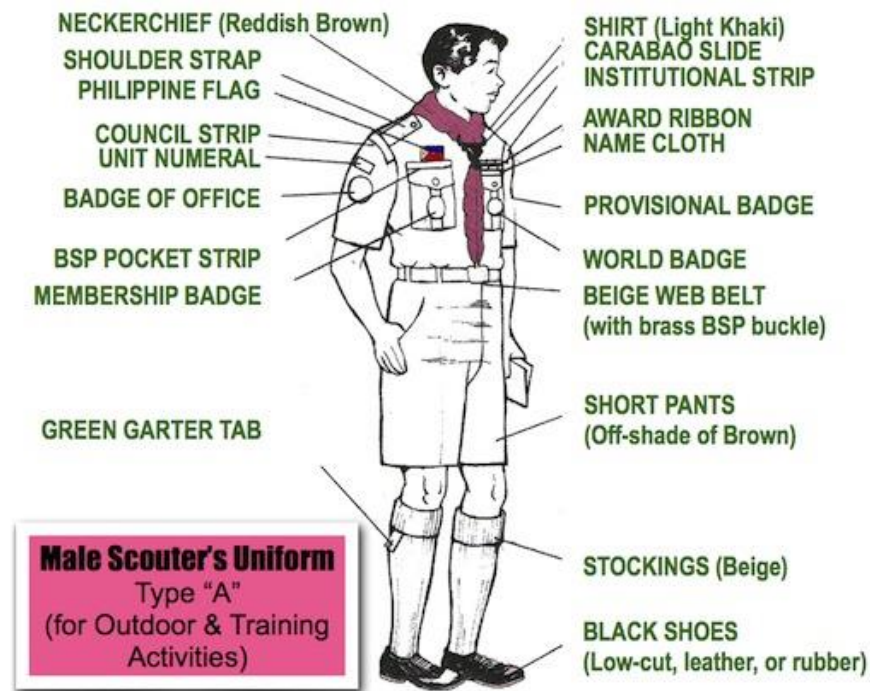
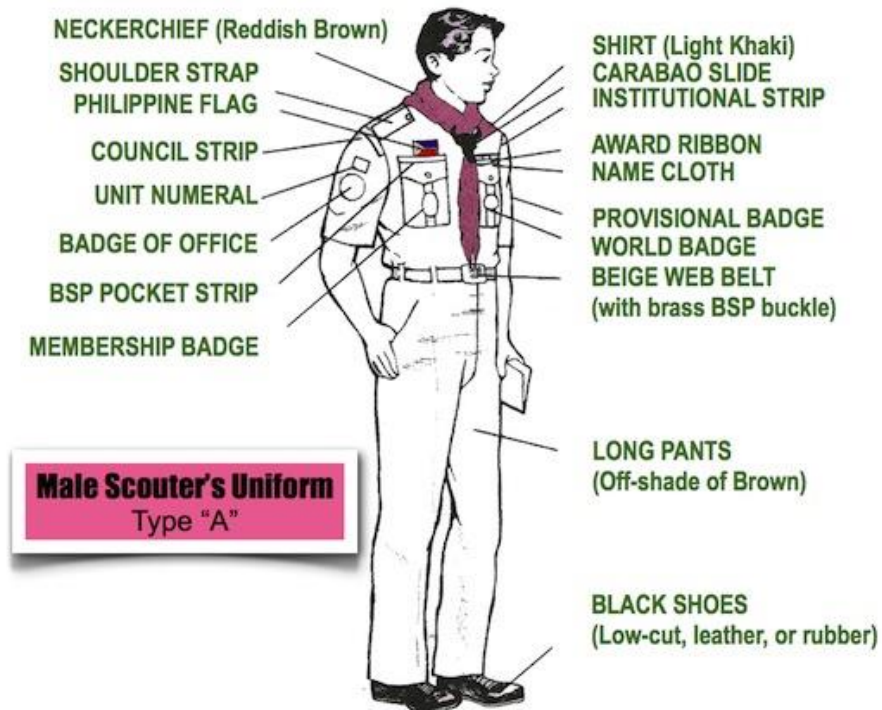
## TROOP ORGANIZATION

### TROOP ORGANIZATION

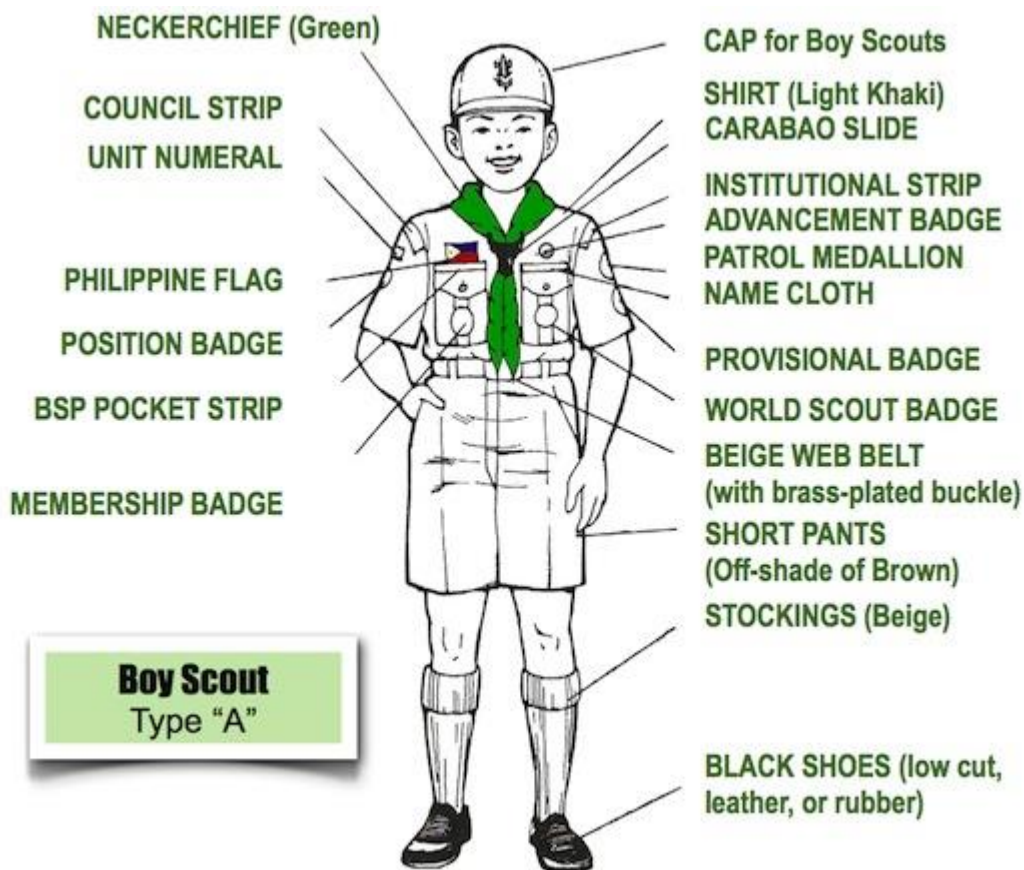


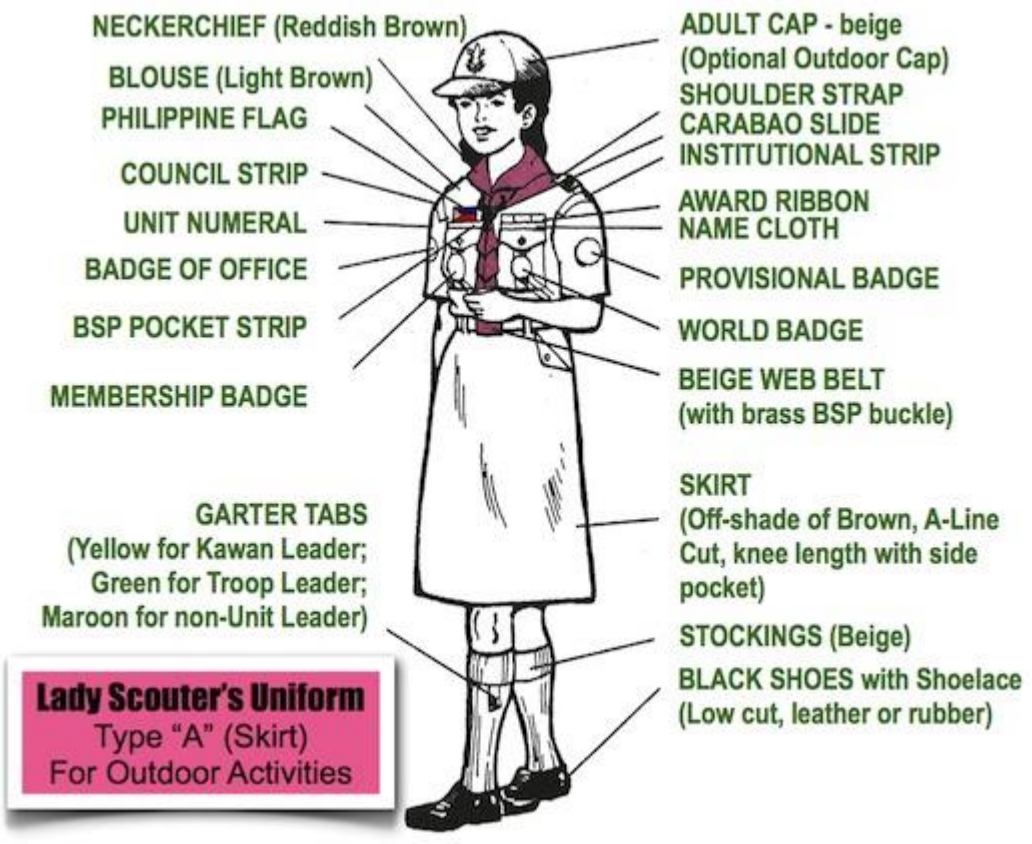
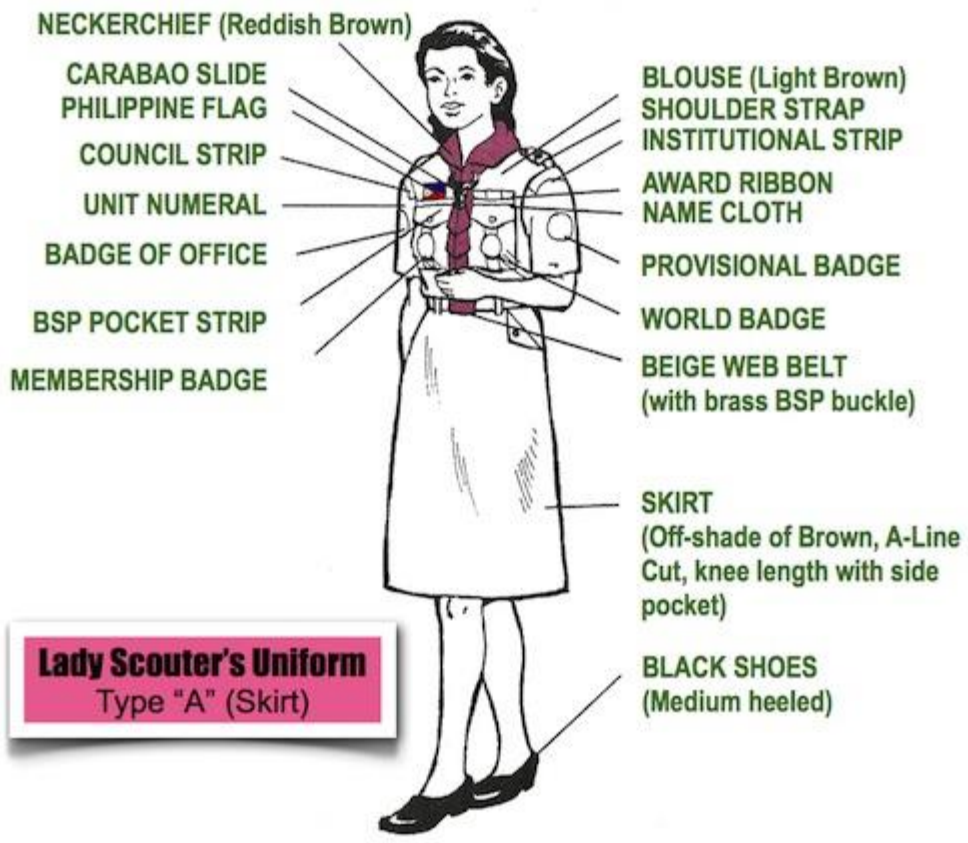
## The Scout Uniform

The uniform identifies you as a member of the Scout Movement, a worldwide brotherhood of Scouts existing in more than 216 countries. The Scout Uniform also identifies you as a man of character, ready for service to others. It also symbolizes unity of purpose and preparedness for outdoor life.



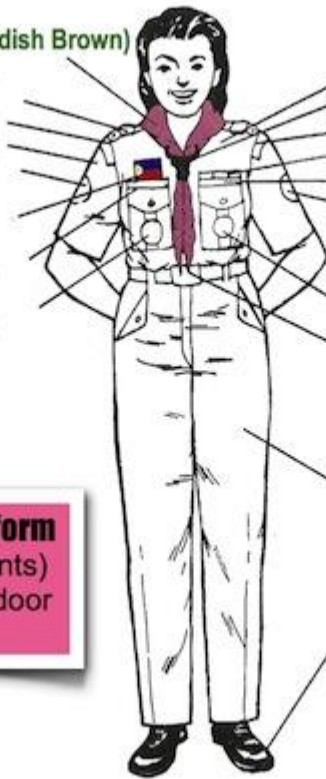








NECKERCHIEF (Reddish Brown)  
 SHOULDER STRAP  
 COUNCIL STRIP  
 UNIT NUMERAL  
 BADGE OF OFFICE  
 PHILIPPINE FLAG  
 BSP POCKET STRIP  
 MEMBERSHIP BADGE



BLOUSE (Light Brown)  
 CARABAO SLIDE  
 INSTITUTIONAL STRIP  
 AWARD RIBBON  
 NAME CLOTH  
 PROVISIONAL BADGE

WORLD BADGE  
 BEIGE WEB BELT  
 (with brass BSP buckle)

LONG PANTS  
 (Off-shade of Brown  
 with side pocket)

BLACK SHOES with Shoelace  
 (Leather with black socks)

**Lady Scouter's Uniform**  
 Type "A" (Long Pants)  
 Alternative for Outdoor  
 Activities

NECKERCHIEF (Reddish Brown)  
 BLOUSE (Light Brown)  
 COUNCIL STRIP  
 PHILIPPINE FLAG  
 BADGE OF OFFICE  
 BSP POCKET STRIP  
 MEMBERSHIP BADGE



SHOULDER STRAP  
 CARABAO SLIDE  
 INSTITUTIONAL STRIP  
 AWARD RIBBON  
 NAME CLOTH

PROVISIONAL BADGE  
 WORLD BADGE  
 BEIGE WEB BELT  
 (with brass BSP buckle)

SHORT PANTS  
 (Off-shade of Brown,  
 3" above the knee)

GARTER TABS  
 (Yellow for Kawan Leader;  
 Green for Troop Leader;  
 Maroon for non-Unit Leader)

BLACK SHOES with Shoelace  
 (Low-cut, leather or rubber)

STOCKINGS (Beige)

**Lady Scouter's Uniform**  
 Type "A" (Short Pants)  
 Alternative for Outdoor  
 Activities

## **When to Wear the Uniform**

There is **ONLY ONE WAY TO WEAR** the Scouter's Uniform – the **CORRECT WAY**. Study the illustrations above and use them as your guide.

The Scouter's uniform is worn on the following occasions:

- in all activities of the Troop (meetings, hikes, camps, rallies, camporees, jamborees/jamborettes, etc.);
- during special religious services for Scouts and Scouters;
- when participating in a Board of Review or a Court of Honor;
- during activities in observance of the Scouting month (October) and;
- when prescribed for official Scouting activities.

## **When NOT to Wear the Uniform**

- when engaged in any selling, marketing, or promotional campaign, or in any commercial venture;
- when soliciting funds other than for official BSP sponsored fund campaigns;
- when engaged in any political activity;
- when appearing professionally on the stage, in motion pictures, or modeling without specific authority from the National Executive Board of the Boy Scouts of the Philippines;
- when taking part in parades, except for the purpose of rendering service as a Scouter or when representing officially the Boy Scouts of the Philippines, and;
- when one ceases to be a Scouter through failure to register or leaves the Scout Movement for any other reason.

## **Part II: The Troop Leader's Job**

The job of the Troop Leader is a challenging one. It requires devotion and whole-hearted interest. Your main job responsibilities as a Troop Leader are:

- Help Boy Leaders make the Patrol System succeed in the Troop.
- Assist and encourage each individual Scout to grow through advancement.
- Work with and through responsible adults to “Give Better Scouting to More Boys.”

**Help Boy Leaders  
make the Patrol System  
succeed in the Troop**

Lord Baden-Powell said, *“The formation of the boys into patrols from six to eight, and training them as separate units each under its own responsible leader, is the key to a good troop. Where this system is applied, it is absolutely bound to bring success. It cannot help itself!”*

The Patrol System is the most effective way to run a Troop. The Troop Leader who uses the patrol system wholeheartedly makes his job far more effective, yet much simpler than any other way because it places the responsibility for the success of the troop on the boys themselves.

When your boy leaders run THEIR troop under your guidance, you will be relieved of many of the details. The boys will train each other in the patrol. You will not have to worry about next week's meeting program for the boy leaders will have planned it at their last get together. Even the collection of dues and attendance will be the job of one of the boys.

You will have time to think of new ideas to keep the troop moving ahead, and above all, you will have time to help each individual boy in the troop grow through different activities.

## **The Patrol System is your best insurance that the troop will be active.**

The Patrol System is letting the boys form their own groups under the leadership of one of their own. Your job will be to give these boy leaders the guidance and training and free-handed freedom to discharge their responsibilities and do their jobs.

It has been proved often that where the patrol system is used, Scouting succeeds. It succeeds when the Troop Leader has faith in his boys and in their ability to govern themselves, and where he patiently helps the boy leaders to carry on.

Here are the features that develop Patrol Spirit:

- 1) **Patrol Name** – One of the first things Scouts do is to agree on their first Patrol meeting the name of their Patrol. Generally the patrol chooses one with a special meaning and inspiration to the Patrol members. It may be the name of a plant, an animal, or star. It may be a historical or a racial name like *Barangay*, *Katipunan*, or Malayan, or named after our national heroes, Rizal, Mabini, Bonifacio, Quezon, etc. Other Scouts also choose a secret name with its meaning known only to the members of your Patrol, like DYB Patrol (Do Your Best). Every fellow the Patrol will feel proud of whatever name is chosen because everyone adopted it.
- 2) **Patrol Flag** – this is symbolic of everything that the Patrol stands for. The style and color of the flag is dependent on the desire and creativity of the Patrol. Each Patrol has a flag with an emblem that represents its name. The patrol is also carried during patrol and troop meetings and on campouts.
- 3) **Patrol Totem** – an object (as an animal or plant, or a carved or painted representation of such an object) that serves as the emblem or revered symbol of the Patrol. It is fastened on the top of the pole of the Patrol Flag.
- 4) **Patrol Song** – this is the anthem of the Patrol. It may be a hymn or a march.
- 5) **Patrol Yell** – a shout or a howl that can easily identify the Patrol. It is some kind of cheering that will make everyone in the Patrol desire their best in all their undertakings. A short and snappy yell can put pep into the members and builds the spirit of everyone in the Patrol.
- 6) **Patrol Call** – an oral coded call to identify members of a patrol. When sounded, all members should assemble to where the call is made. It may be a cry, a whistle, a sound, or a signal associated with the name of the patrol. If patrol members want to gather without letting the other Scouts know, the Patrol call is sounded.
- 7) **Patrol Signature** – a secret signature known only to the members of the patrol. Used for identification of members in their communication.
- 8) **Patrol Medallion** – something resembling a large medal used by patrol members. It is representative of the Patrol and what it stands for. The shape of the medallion should be particular only to the Patrol.
- 9) **Patrol Corner** – a place where the Patrol members place or display their projects, achievements,

awards, and other recognitions. This is also where the Patrol gathers and conducts their meetings.

10) **Patrol Code** – a statement of beliefs and values, which sets the standards of behavior of all Patrol members. It also serves as basis for patrol tradition and culture.

Let the members of the Patrol decide and develop these features. Use them whenever you can. At troop meetings, let patrol leaders report, “*Carabaos all present, Sir!*” Let them give their patrol song or yell when they finish their project or in games. Give the patrol flag a prominent place in troop meetings and in camp or in other outdoor activities.

You can help boy leaders make the patrol system succeed by allowing them to take over the running of the troop. Let them work out their own problems in their patrols. Interfere as little as possible but always be ready to give guidance when they ask for it or when you see that it is needed. Boys will make mistakes, therefore, be ready to encourage the boy leader and his patrol to try again.

## **The formula is: “Train them, trust them, let them lead.”**

### **Steps in setting up the patrol system:**

1. Guide the boys in forming patrols that are close to the boy's natural group as much as possible. Explain to them what a patrol is and what it is supposed to do.
2. Show them what a good patrol does by demonstrating a patrol meeting with you as the patrol leader.
3. Start with a simple ceremony. Then work on the Membership Badge requirements. Include a couple of fun games and songs.
4. When you feel that the boys know each other well enough, organize the patrol. Ask the boys to write down the names of those they would like to have with them in the patrol.
5. Before the next meeting, make a list arranging the boys in patrol according to their wishes, using your best judgment in case of doubt, or if a boy has been left out.
6. Announce the groupings at the next meeting. Six to eight boys in a patrol is a good number. Four or five-boy groups may work efficiently, but may be handicapped when it comes to inter-patrol activities. Eight should be the maximum.
7. At the next meeting, let them organize in accordance with the following jobs:
  - Patrol Leader
  - Patrol Quartermaster
  - Assistant Patrol Leader
  - Patrol Grubmaster
  - Patrol Scribe
  - Patrol Hike Leader
  - Patrol Treasurer
  - Patrol Cheer Leader

After patrols are formed and organized, let them get to work. Pass the responsibilities to selected patrol members. Help them develop their Patrol Spirit. A real patrol is a group of boys who enjoy together, doing Scouting, learning from each other, helping each other in the spirit of “*one for all, all for one.*”

### **Training Patrol Leaders in the Troop**

As previously stated, the major responsibility of a Troop Leader is to train, guide, and inspire boy leaders to operate the troop successfully. To accomplish this, a Troop Leader needs to train his Patrol Leaders. He can do this informally through private coaching/counseling sessions with his Patrol Leaders before, after, or outside the troop meeting. He could also expose his Patrol Leaders to formal sessions in a camp or outing exclusively for his Patrol Leaders (see Appendix A). Finally, if these two methods are still not sufficient, the Troop Leader may request his District/Municipal Commissioner or the Local Council Scout Executive to organize and conduct a Patrol Leaders' Training Course.

Whether in several courses or through informal counseling sessions, some subjects for Patrol Leader training should include the following:

- The Concept of a Patrol
- How the Patrol System Works
- The Patrol Leader's Job
- Developing Patrol Spirit
- Patrol Meetings
- Songs and Games: How to Lead (and invent) Them
- The Advancement Scheme
- Planning Patrol Activities
- Planning for Hiking and Camping
- Ceremonies in Scouting
- The Patrol Leader's Council

Training Patrol Leaders is a never ending responsibility. A Troop Leader needs to give it his constant attention. If the Patrol System is to succeed in a Troop, we need to train the Patrol Leaders for it. Your rewards are bountiful:

- the successful use of the Patrol System;
- successfully operating Patrol Leaders who are capable of accepting and carrying out their duties and responsibilities;
- Scouts who advance regularly;
- Scouts who stay and grow in the Troop;
- pride in accomplishment and satisfaction in your job as a Troop Leader.



## **Assist and Encourage each Individual Scout to Grow through Advancement**

The next job of the Troop Leader is to assist and encourage each individual Scout to grow through advancement, provide a progressive series of requirements in various skills, set standards for meeting them, and offer awards in the form of special badges to the Scouts who master them.

After the Scout has earned his Membership Badge, he will progressively work for the following advancement ranks:

- Tenderfoot
- Outdoorsman
- Second Class
- Venturer
- First Class
- Eagle Scout

In earning these advancement ranks, a Scout will pass through four areas of training, namely:

- Character Building
- Citizenship Training
- Skills for Self-Reliance
- Service to Others



### **Four Steps in a Scout's Advancement**

To reach an advancement badge, four steps should be taken. They are: Preparation, Examination, Review, Award (PERA).

1) **Preparation** – Advancement takes place in the patrol. Hence, Patrol Leaders need the continued training from the Troop Leader at informal meetings of the Patrol Leaders' Council. The Scout prepares to meet the requirements for advancement, with the encouragement and help of his Patrol Leader.

This preparation is the natural outcome of the boy's participation in regular Scouting activities.

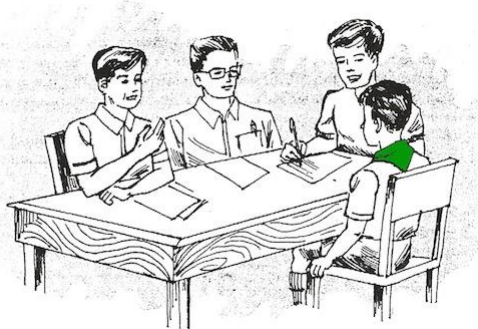
2) **Examination** – The Scout may be examined by his own Patrol Leader provided this Leader already has the badge the Scout is being examined for. Otherwise, another troop leader will have to give the examination.

Passing the test is really a check-off process rather than a formal examination. It should be an actual demonstration of the skills involved and should conform with the interpretation of the various requirements as given.

When the boy has completed all the requirements, his record is reviewed by the Patrol Leaders' Council. This group makes the recommendation to the Troop Leader based on their personal knowledge of the qualities of the candidate.

Next, the Scout must submit to a conference with the Troop Leader – a step so important that the Troop Leader should handle it himself unless limitations of time make it impossible. This conference should be informal. Its objectives are to determine the Scout's understanding of the ideals of Scouting and how well he lives up to them in his daily life. It is an opportunity for the Troop Leader to counsel the boy for the next advancement badge.

When you are satisfied that the boy is making satisfactory progress in Scouting, you sign his advancement scorecard indicating that he is ready to appear before the Board of Review.



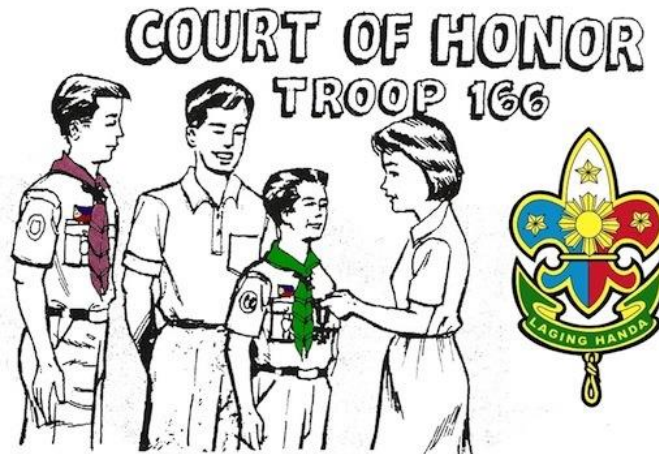
3) **Review** – A Board of Review is composed of at least three adult friends in Scouting. They will ask the Scout questions on what he has done to earn the particular badge. Their object is not to test the Scout, nor to embarrass him, but to make sure that what should have been done was actually done by the Scout. The members of the Board of Review will ask enough questions to make sure that the Scout deserves the badge.

When the members of the Board of Review are satisfied that the Scout is qualified for the badge, his application form is approved. You, the Troop Leader, shall send the report to the local council office. Shortly, thereafter, the corresponding certificate will be sent to the Scout through you.

It should be remembered that the review must be a friendly affair between the Scout and the members of the Board of Review who are interested in the welfare of the Scout. The boy should be put at ease and encouraged to talk. The review should develop the Scout's confidence in the Scouters or friends of Scouting who are helping him.

4) **Award** – As soon as the Scout passes the Board of Review and the certificate arrives, an advancement ceremony or a Court of Honor should be arranged for the formal presentation of the badge and certificate. Parents and friends of the Scout should be invited. Make this ceremony as impressive and meaningful as possible. It is a recognition of the Scout's achievement in Scouting.

There is a sample of an advancement ceremony or Court of Honor under the heading of "Ceremonies in Scouting" in this manual.



**Merit Badges** – These badges supplement the basic skills Scouts learn to do in Scouting. They also give the Scout a chance to try out new activities so he can discover other activities that may appeal and interest him.

Earning Merit Badges enables the leader to determine the Scout's natural abilities in specific fields of knowledge and may inspire and guide the Scout in the choice of his career in life.

The leader must give serious thought to the Merit Badge scheme as a vital complement to the advancement program of the Scout. It gives the Scout a chance to develop different proficiencies and affords him the opportunity to meet men of character in the community through his contact with Merit Badge Counselors.

### **Steps in Earning a Merit Badge**

The key word is **EARN** – Scouts do not just pass a merit badge test, they earn it through the following simple steps:

- 1) Scout selects the Merit Badge.
- 2) Troop Leader advises/guides the Scout in filling up Merit Badge Application Form. He signs the form.
- 3) Troop Leader contacts Merit Badge Counselor on the subject that the Scout selects. He introduces the Scout to the Merit Badge Counselor.
- 4) 1st MEETING – between Merit Badge Counselor and Scout. This is called a counseling meeting.
  - a. Acquaintance – Merit Badge Counselor and Scout get to know each other. The counselor tries to gain the Scout's Confidence.
  - b. Merit Badge Counselor briefs the Scout on the importance of the subject. Tells the Scout what he needs to prepare himself to meet the requirements. He suggests reference materials to be read and projects to be accomplished.
- 5) Scout does his homework – Scout studies by himself and prepares the project required. This is done at home.

When Scout is confident and ready for the examination, he contacts and arranges for an appointment with his Merit Badge Counselor requesting a date, time, and place for the examination.

6) 2nd MEETING – Merit Badge Counselor and Scout examination.

a. The Scout brings all required materials and the accomplished project for demonstration to the Merit Badge Counselor.

b. Merit Badge Counselor checks and examines the Scout. If he is satisfied with the Scout's performance, the Merit Badge Counselor signs the Advancement Test Sheet certifying that the Scout has passed the requirements. If the Scout did not satisfactorily meet the requirements, he is advised by the Counselor to prepare himself better especially on the requirements where he is weak and to return for a re-examination when ready.

7) The Troop Leader presents the certified Advancement Test Sheet Form to a Board of Review for proper confirmation. (There is no review for individual Merit Badges. However, a Scout may be questioned about what he did to earn a Merit Badge at the time of the Board of Review for Tenderfoot, Second Class, First Class, Outdoorsman, Venturer and Eagle Scout Ranks.)

8) Corresponding Report of the Board of Review (BSP Form No. 194) will be filed immediately with the local council.

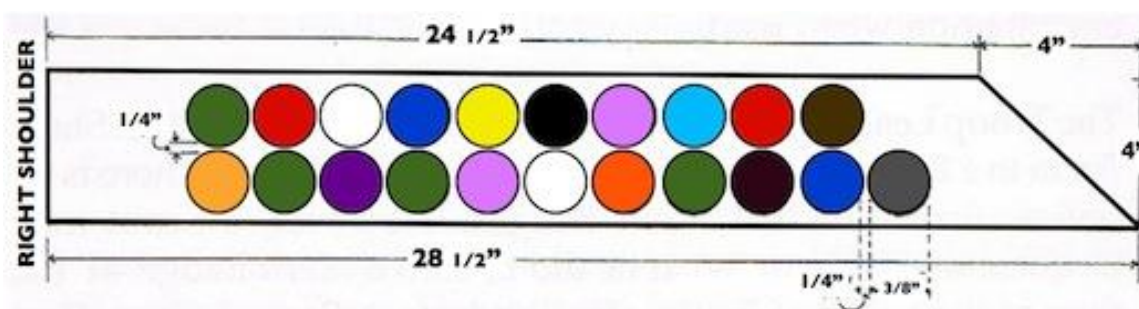
9) The Local Council office processes the application form. If the report is in order, the corresponding Merit Badge certificate is sent to the Troop Leader.

10) At a Court of Honor, the Scout will receive his Merit Badge Certificate together with the embroidered badge. After this ceremony, the Scout is entitled to wear the Merit Badge on a Merit Badge sash.



### Wearing the Merit Badges

The Scout will certainly be proud to wear the Merit Badges he already earned. These badges are to be worn on a Merit Badge Sash.



The Merit Badge sash is made of the same material as the pants of the uniform. It is worn over the right shoulder, cutting diagonally across the chest with the other edge touching the left hip bone.

The sash may be bought from your Local Scout Shop. The badges earned are sewn on the sash in two rows one-fourth inch (1/4") apart from each other. The first two (2) badges should be sewn in such a way that when the sash is worn, they are just at the intersection of an imaginary line that runs along the middle of the sash and the one that runs vertically along the middle of the shirt. The succeeding badges are sewn alternately starting above then below the first two (2) badges. The bottom portion of the badges should be perpendicular to the edges of the sash.

The Merit Badge sash should be worn by the Scout only during the following occasions:

- 1) When attending Courts of Honor and or other ceremonial functions.
- 2) When visiting Jamborees, Youth Forums, and other Scouting activities of a district/municipal level.
- 3) When appearing before a Board of Review.
- 4) During such occasions as may be prescribed by appropriate Scouting authority.

### **Work with and Through Responsible Adults to “Give Better Scouting to More Boys”**

You must have heard the term, “*Bayanihan*,” – wherein able bodied men of the *Purok* or *Barangay* gather at a neighbor's farm to help him build a house or plow a field. The work is done in one day by men working together. If done by one man alone, the work will take months to finish.

The *Bayanihan* system of working together has a relation to your job in your troop. You, as a Troop Leader, will do a better job faster if you can get other responsible adults to help you. Of course, you could do your job alone and run the troop without anybody's help.

But it is easier and less lonely when other responsible adults share the work with you. You could share your work in the troop with the following people in Scouting:

- Assistant Troop Leader
- Troop Committee Chairman and Members
- Institutional Head
- Institutional Coordinator
- Council Scouters
- District Scouters
- Parents of your Scouts
- Merit Badge Counsellors
- Other members of the community

**Working with your Assistant Troop Leaders** – Before you can work with your Assistant Troop Leaders, you must first know them well their abilities, their hobbies, their inclinations, and what job they can do.

Give your assistants jobs that suit particular abilities. In the organizational set up, you need two Assistant Troop Leaders; one to work on administration and supply and the other to work on program and activities. The first is responsible for the physical arrangements for hiking, camping, and other activities of the troop, transportation, equipment, menu, medical examination of the boys, parental permission and he serves as a liaison man with troop committee members.

The second Assistant Troop Leader is responsible for the details of troop and patrol program activities. He does this in cooperation with the Senior Patrol Leaders.

After you assign them to their responsibilities, they must share in all planning activities of the troop. They must feel that they are a part of the troop. Seek their advice and let them make decisions related to their responsibilities.

Encourage your Assistant Troop Leaders to undertake Unit Leader Training Courses. They will do a better job and will understand their responsibilities more fully if they attend these training courses. They will run the troop temporarily in your absence and someday they will be Troop Leaders themselves. Help prepare them.

Then, finally, remember always to praise them when they do a good job. Praising them will develop their confidence and build up their dedication and love for the troop.

**Working with Institutional Scouting Committee Chairman and Members** – Establish harmonious relationship with them. Keep in touch with them. Keep the members informed of troop activities and needs. Your contact with the chairman of the IS Committee should be regular. Discuss with him the duties of the committee.

When you request services from your troop committee, be specific. Tell them your needs frankly whether it is transportation for your camping or more tents and cooking utensils. If they know what you need, they will be ready and willing to help you. They cannot do their jobs unless you let them know what they are expected to do.

Create a feeling of common responsibility between your troop committee men and you. A spirit of cooperation for the welfare of the scouts should prevail in your relationship with them.

**Working with Institutional Scouting Representative and Institutional Scouting Coordinator/Secretary** – The former can provide your troop adequate and safe facilities for your troop meeting. The latter can help you by seeing to it that the people in the institution are informed of troop activities and that they give you – the Troop Leader – full cooperation.

**Working with Council Scouters** – On the council level, there are many Scouters who are professionally trained and experienced in program and administration. For instance, your Council Scout Executive and his Field Scout Executive can be very helpful. Approach them. They will give you sincere and well informed advice on technical matters. The council service center exists to help you. Use it.

**Working with District Scouters** – The Council is divided into Scouting districts of one or more municipalities in order to carry out effectively the scouting program down to the unit level. District commissioners are adult Scouters who can also share the job with you. They schedule district round tables that provide program helps for unit leaders and committee men. Make it a point to know them and that you have a copy of the schedule of area and district round tables, so that you can arrange for your attendance and also for your Assistant Troop Leaders to attend.

**Working with the Merit Badge Counselors** – This group of people are very important in the advancement of your Scouts. Merit Badge Counselors are men knowledgeable in their particular fields who believe in Scouting and are willing to give generously of their time to help Scouts. Know who they are and how they can be reached by your Scouts.



**The Parents of your Scouts** – You must know the parents of your boys. Share with them the successes of their sons and seek their help if there is a special problem. Keep them informed of troop activities and involve them as often as possible in special meetings, get togethers, camping, etc. Problems of individual Scouts, like registration fee, uniform and attendance in Scouting activities will easily be solved by a visit to parents of your Scouts.

**Other Members of the Community** – You will be surprised how many people in your community are interested in Scouting. The trouble is no one has ever invited them or tried to involve them. Make an effort to identify them and to invite them to become active in Scouting. Former Scouts are particularly eager to help.

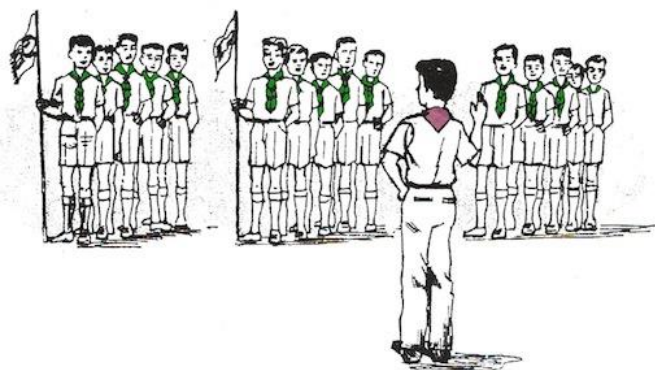
## Part III: Aids to Troop Leaders

### Organizing, Chartering and Registering a Boy Scout Troop

Scouts alone do not make a troop. Until a troop is duly chartered and its leaders commissioned by the Boy Scouts of the Philippines subject to its Constitution and By-Laws, it is not a Scout Troop. Similarly, a boy is not a Scout until he is registered with the Boy Scouts of the Philippines through the local council in a chartered troop sponsored by a chartered Sponsoring institution.

#### How to Organize a Troop

A Patrol is the basic unit of the organization in Boy Scouting. A maximum of four Patrols compose a Troop. It may have a membership of not less than twelve nor more than thirty-six boys from the same neighborhood or institution bound together by unity, compatibility, happiness, strength, and interest.



A Troop is organized through the following steps:

- 1) An institution or a responsible group of citizens expresses a desire to organize a troop in a letter or a call to the Local Council.
- 2) The Scout Executive confers with the head of the institution or group of citizens explaining the responsibilities in sponsoring a Scout Troop.
- 3) The institution agrees to adopt the Boy Scouting program.
- 4) An organizing committee, selected by the institution, meets to plan the organization of the Troop.
- 5) The appointment of an Institutional Scouting Representative and an Institutional Scouting Committee composed of a chairman and 2 to 3 members are finalized by the organizing committee.
6. The Institutional Scouting Committee meets in consultation with the Head of the Institution and or the Institutional Scouting Representative to appoint a trained Troop Leader and Assistants. If no trained Troop Leaders are available, training is arranged with the Council Scout Executive.



- 7) The boys who will be members of the Troop are recruited.
- 8) The Institutional Scouting Representative files the formal application for chartering the Troop, using the BSP Registration Form.
- 9) The Local Council through the District/Municipal Scouting Committee prepares the Troop Leader for installation. The boys are assisted to meet the Membership Badge requirements prior to investiture.
- 10) Upon approval of their application, the Troop Sponsoring Institution receives a charter and the members of the Institutional Scouting Committee; Head of the Institution, Institutional Scouting Representative, Troop Leaders and his assistants, and the boys receive their annual membership certificates in an Investiture and Installation Ceremony.

### **Charter Application and Registration Procedure**

The Boy Scouts of the Philippines, through the annual registration process, seeks to ensure the maintenance of standards and policies in the implementation of the Scouting program. The annual charter granted to a Troop authorizes it to carry out the Boy Scouting Program in accordance with Scouting standards and policies as set by the Boy Scouts of the Philippines. The BSP may suspend, withdraw, or revoke a Troop charter when it is found upon review that it does not adhere to the standards, principles, and policies in carrying out the Scouting Program.

The registration system has been established to define who and how many are the official members of the Boy Scouts of the Philippines. It makes possible the protection of the Scout uniform, its badges and insignia by making certain that only registered members can secure these items.

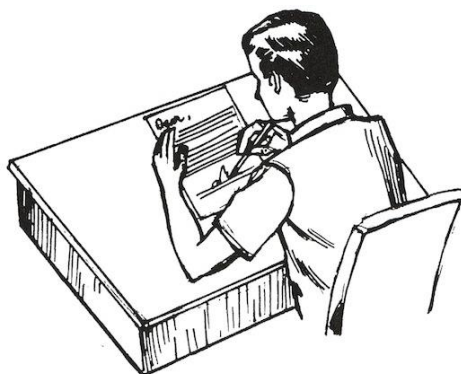
The chartering of a new Troop involves three requirements:

- 1) Application for charter with the signature of each adult member in the official BSP Registration Form.
- 2) Individual application for each boy member.
- 3) Payment of registration fees for each boy and adult member.

### **Adult Application**

Each adult member of the Troop personally signs the Application for Charter.

On the application form, the new member indicates that he accepts the ideals of Scouting as embodied in the Scout Oath and Law and agrees to be guided by the By-Laws of the Boy Scouts of the Philippines and its local council. The applicant further subscribes to the Declaration of Religious Principles of the Boy Scouts of the Philippines.



## **Boy Application**

Each boy/young man fills out an Application to Become a Boy Scout and these applications are kept by the Troop. It must contain the signature of the boy's parent or guardian to indicate his/her willingness or desire that the boy/young man becomes a member of the Boy Scouts of the Philippines and assist him in observing the rules of Scouting. A waiver of claim against the Boy Scouts of the Philippines or its leaders is included for any or all causes that may arise in connection with the activities of the Boy Scouts of the Philippines.

## **Registration Fees**

Registration fees must accompany the charter application with checks or cash made payable and submitted to the Local Council. These are forwarded upon approval by the Local Council to the National Office through the Regional Office which processes the application.

## **Responsibilities:**

### *Sponsoring Institution*

- 1) To adopt the Program of the Boy Scouts of the Philippines as an integral part of their own program;
- 2) To organize the Institutional Scouting Committee whose responsibility is to ensure that the Scouting program is effectively implemented in the Institution by seeing to it that all financial, material, man power, and moral support are provided;
- 3) To organize and operate one or more Scout units;
- 4) To select an Institutional Scouting Representative who must register with the Boy Scouts of the Philippines;
- 5) To provide adequate meeting facilities;
- 6) To accept the principles, policies, and the method of Scouting as their own;
- 7) To maintain the standards of the movement as interpreted by the Local Council and to abide by the Local Council By-Laws and the Constitution of the Boy Scouts of the Philippines;
- 8) To provide opportunities for the Scouts to perform their responsibilities to God according to their religious preference;
- 9) To respect the religious preference of the Scouts in their unit;
- 10) To encourage and provide opportunities for the Scouts to be actively involved in his community;
- 11) To encourage the maximum involvement of parents in Scouting by providing them the opportunity to participate actively in the activities of the unit.

### ***Troop Leader***



- 1) Recruits boys, organizes and registers the troops;
- 2) Prepares and implements an Annual Troop Program and submits same to the Institutional Scouting Committee;
- 3) Sees to it that Scouts are advanced to at least the next higher rank within the year and are recognized;
- 4) Trains Boy Leaders;
- 5) Submits monthly reports to the Institutional Scouting Representative on the progress of Troop operations.

### ***Assistant Troop Leader (for Administration)***



- 1) Maintains and keeps up-to-date records and reports of the troop;
- 2) Prepares the troop budget;
- 3) Keeps an inventory of troop equipment and supplies;
- 4) Administers the finances of the troop;
- 5) Serves as Troop Leader when necessary;
- 6) Prepares monthly reports to the Institutional Scouting Representative on the progress of Troop operations.

### *Assistant Troop Leader (for Program)*



- 1) Assists the Troop Leader in the following: [a] training of Boy Leaders, [b] ensuring that the Patrol System is operational in the troop;
- 2) Advises Boy Leaders in planning Troop meetings and other activities;
- 3) Encourages and helps the Scouts to work on their Advancement Requirements;
- 4) Serves as Troop Leader when necessary.

### *Junior Assistant Troop Leader*



Another boy leader is the Junior Assistant Troop Leader. He must preferably be an older Scout of at least fourteen years old and must have attained the First Class Rank (or equivalent Pathfinder Rank). He should be proficient in some activities like first aid, pioneering, orienteering, hiking, etc.

### *Senior Patrol Leader*

The Senior Patrol Leader is the principal boy leader with great responsibility in operating a troop. He is the chairman or presiding officer of the Patrol Leader's Council. He is the direct link of the boys to the Troop Leader.

He is both a Patrol Leader and Troop officer because he helps the other Patrol Leaders with their responsibilities. His leadership ability and achievement in advancement over all the other Scouts, makes him the highest boy leader of the troop. He plans and implements the activities of the troop.

His tasks are:

- 1) Serves as leader of the troop at all Troop meetings, Scout events and activities;
- 2) Presides at all meetings of the Patrol Leader's Council. He is also responsible for planning and implementation of troop activities;

- 3) Assumes leadership during Troop formations and activities especially during outdoor activities (camping, hiking, outing, etc.) and special activities;
- 4) Appoints a Troop Scribe, Troop Quartermaster, and other boy Troop officers in consultation with the Troop Leader;
- 5) Encourages and assists the Patrol Leaders in their Patrol Meetings and outdoor activities and keeps himself well-informed on what goes on in every Patrol.

### ***Troop Scribe/Treasurer***

- 1) The Troop Scribe/Treasurer keeps a record of all troop activities in the troop Logbook and a record of attendance during all troop activities.
- 2) He keeps a record of the decisions made by the Patrol Leaders' Council as well as the activities/projects planned by them.
- 3) He keeps a record of each member of the troop: name, age, advancement badges earned, office, length of service, attendance in Scout meetings, activities and special events, etc.
- 4) He collects dues from the patrols, records contributions received and turns over all funds received to the troop treasurer – a member of the troop committee.
- 5) At the request of the Troop Leader, he writes letters to Scouts, parents, new boys when necessary.

### ***Troop Quartermaster***

- 1) The Troop Quartermaster takes charge of all troop equipment including the troop literature, tents, cooking gear, and tools.
- 2) He keeps an inventory of the above equipment, provides proper recording on items borrowed/returned by the patrols. He sees to it that the troop equipment is maintained and in good order.
- 3) He is responsible for the maintenance and cleanliness of the troop meeting room.
- 4) He encourages the Scouts and the Patrol to make their own equipment, e.g. first aid kit, camp tools and equipment.
- 5) In camp, he works with the Assistant Troop Leader in charge of supplies and physical arrangements such as food, fuel, etc.

### ***Patrol Leader***

He is the leader of the Patrol.

- 1) He leads his Patrol by his initiative and personal example in Scoutcraft knowledge as well as in Scout Spirit;
- 2) Together with the members of his Patrol, he plans the Patrol's activities, meetings, hikes, Good Turns, special projects, and other special events in accordance with the troop's plans/activities;
- 3) Trains the Assistant Patrol Leader to lead the Patrol in his absence;
- 4) Takes charge of planning community service projects which the Patrol will undertake;
- 5) Distributes the other responsibilities among the Patrol members in consultation with the Troop Leader;
- 6) Encourages his Scouts to advance and earn their advancement requirements;



7) Makes special effort to know each Scout of the Patrol, his home, his parents, his school, so that he may be able to help them individually.

### ***Assistant Patrol Leader***

The Assistant Patrol Leader is next in rank to the Patrol Leader in authority, responsibility, and experience. He takes over the leadership of the Patrol whenever the Patrol Leader is absent or not available.

### ***Patrol Scribe***

He keeps the record of activities and achievements of the Patrol.

### ***Patrol Treasurer***

He keeps the Patrol finances, collects the weekly dues and turns them over to the Troop Scribe/Treasurer.

### ***Patrol Quartermaster***

He takes charge of Patrol property and equipment and is responsible for transportation facilities needed during Patrol hikes and camps.

### ***Patrol Grubmaster***

He prepares the menu for the meals of the Patrol and goes marketing on behalf of the Patrol and maintains the cleanliness of the Patrol camp area and Patrol corner.

### ***Patrol Hike Leader***

He is responsible for surveying all prospective camping places for the Patrol. He takes the responsibility in guiding the Patrol during its hikes. He takes charge of other Patrol outdoor activities.

### ***Patrol Cheer Leader***

He improvises the songs and the yells which the Patrol renders during meetings and inter-Patrol competitions. From time to time, he teaches everyone songs and yells and personally leads the Patrol in these performances.

## ***Patrol Meetings***

A Patrol Meeting is a planned meeting to discuss the Patrol's participation in the forthcoming Troop meeting. It is in this meeting where the Patrol Leader gets his chance to exercise leadership and teaches the training skills he has acquired. Usually, the patrol meets once a week, either as part of the troop meeting or as a separate Patrol meeting on a different time and place. Regular patrol meetings produce the best results.

If suitable, it would be good to hold patrol meetings at the home of one of the members – usually at different homes each week. While some mothers may like to serve refreshments, this should not be expected as a matter of course. It is even necessary for boys to agree to go K.K.B. (*kanya-kanyang baon* or bring your own refreshment). As a patrol develops, however, it should aim to have its own regular meeting place or Patrol den.

**The Ingredients of a good Patrol Meeting are:**

The Three C's

- Ceremonies – short and impressive
- Checking – on attendance, dues, and advancement
- Coaching – in Scoutcraft requirements

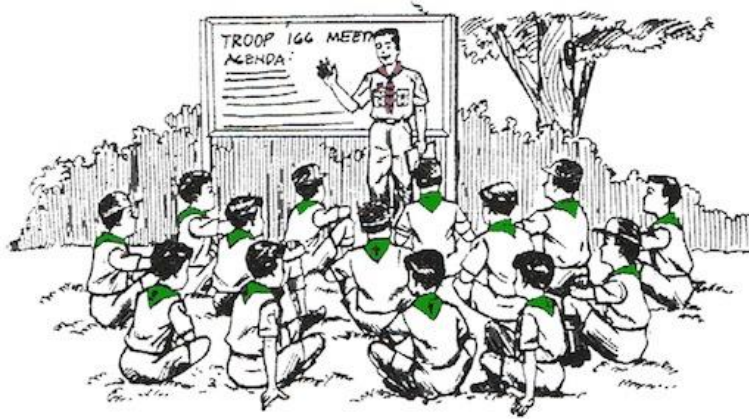
The Three P's

- Plan – future activities
- Projects – work on service, money earning, handicrafts, etc.
- Play – games, songs, and stunts

<b>GUIDELINES FOR PLANNING A PATROL MEETING</b>		
<b>PERIOD</b>	<b>ACTIVITY</b>	<b>IN-CHARGE</b>
Opening Ceremony	Opening Prayer; Flag Ceremony.	
Business Period	Scribe checks attendance; Treasurer collects dues; Scribe reads patrol “minutes” and page of logbook dealing (checking) with previous meeting or last week's hike or camp; “minutes” accepted or corrected by the whole patrol; Plan ahead; check each Scout's advancement record; Conduct uniform inspection.	
Instruction Period	Learning-by-doing (Coaching); Demonstration and Practice Scoutcraft or Handicraft Project.	
Recreation Period	Put pep and fun in the meeting using games, songs, yells, story-telling, etc.	
Closing Ceremony	Flag Ceremony; taps, yells; Scout Oath and Law.	

*The thing that counts most in patrol meetings is that boys in the patrol are DOING THINGS TOGETHER. The life of the patrol depends on interesting and successful patrol meetings.*

## The Weekly Troop Meeting



A troop meeting if it is well planned can help the group achieve its purpose. It can help the Patrol to be a stronger team, because members will always prepare together what they are going to present for the troop meeting. During troop meetings, boys will learn something new from a demonstration or dramatization of a new skill. A Troop meeting can also help unify the boys for a common experience in the troop. It can make them feel that they belong together in the whole big Scouting brotherhood.

A troop meeting must be held weekly if we must aim for results. The specific meeting day should be decided by the troop. The definite day should suit the majority of the boys in the troop. This specific date should be permanently designated and announced so that boys will give first priority in attending it.

In the execution of a prepared weekly Troop Meeting Program, these points should be remembered:

- Begin and close on time.
- Keep the boys always busy.
- As a general rule, shift to something else before the boys tire of what they are doing.
- Encourage members of the troop committee to visit/attend; give them something definite to do during the meeting.
- Allow no more than 20 minutes for any one activity.
- Always include something new, something old, something surprising, something true.
- Keep visitors on the sidelines; do not let them interrupt the meeting.

## Suggested Troop Meeting Guide

SUGGESTED TROOP MEETING GUIDE		
PERIOD	ACTIVITY	IN-CHARGE
BEFORE THE MEETING (Pre-Opening)	Service Patrol arranges room; Games for new arrivals to join; Display exhibits; Personal conferences; Check with leaders; Patrol Reports.	
OPENING CEREMONY	Opening Ceremony; Scribe's Report; Inspection; Announcements; Short Talk.	
SCOUTCRAFT INSTRUCTION	Demonstration – Dramatization; Instruction Groups; Patrol projects.	
GAMES	For fun, strength, skills.	
PATROL CORNERS	Preparation of patrol projects; Check attendance and collect dues; Prepare for contests and stunts; Plan hikes, camps, etc.	
SCOUTCRAFT CONTESTS	Inter-Patrol skill contests between patrols.	
COUNCIL FIRE or TROOP IN COUNCIL	Songs, yells, story-telling, stunts; “Troop Leader's Minute”	
CLOSING PERIOD	Announce future events; Closing ceremony.	
AFTER THE MEETING	Patrol Leader's Council (post-meeting) meeting; Service patrol cleans up.	

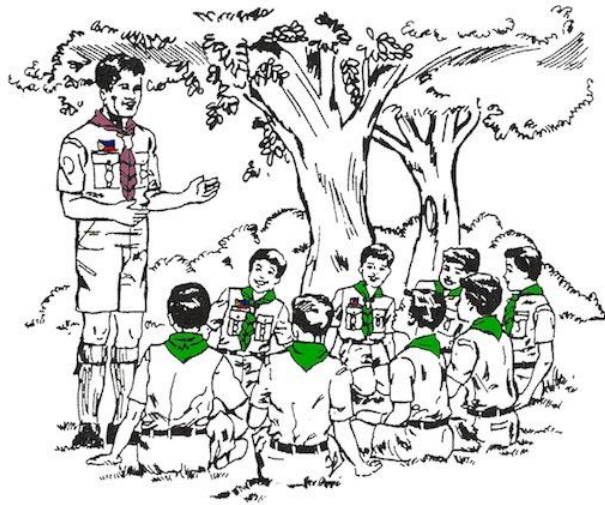
### The Troop Meeting Room

Providing a suitable troop meeting room is one of the responsibilities of the IS Committee. If a troop is sponsored by a school, a fraternal, civic, a service organization, or a religious institution that has a building of its own, an adequate troop meeting room should be provided within the premises or compound. It is a good idea to use a suitable room in an existing building rather than to erect a new room or building.

Some characteristics of a suitable troop meeting room are:

- It should be attractive enough to make the boys feel a spirit of belongingness, yet simple enough to make them want to improve it.
- It should be large enough for simple games and formations.
- It should be spacious enough to permit patrols to put up “Patrol Corners” or dens.

- It should be well-lighted and have adequate ventilation.
- It should be located reasonably near the boys' residences, schools, religious institutions, or activity center.
- It should be preferably located on the ground floor.
- It should be well constructed and free from hazards and obstructions.
- It should have toilet facilities.
- It should have safe, potable drinking water facilities.
- It should be free from dampness, unsanitary surroundings, and firetraps.



When a suitable room has been found, a definite understanding regarding its use should be made with the owner before a troop occupies it. If rent is to be paid, the rent should be decided on and the troop committee should assume the responsibility for payment. The troop should be informed whether it can consider the room its own, whether they are permitted to improve and decorate it. Should the room be shared with other groups or clubs, suitable arrangements must be made for storage of troop equipment/decorations.

During schedules of meetings, it must be understood that scout activities, including noise games, yells and even songs, are to be expected and assurance must be obtained by the troop that they are free to do so (play games, yell, sing) without necessarily interfering with the activities elsewhere in the building compound.

The improvement of the troop meeting room is the joint responsibility of the troop itself and the IS Committee. There may be certain facilities and fixtures (carpentry, plumbing, major painting) which need to be handled by tradesmen or craftsmen. Other things which the Scouts of the troop can do should be clearly arranged. Sometimes a decoration committee composed of the Scout themselves (e.g. the Troop Quartermaster plus one boy from each Patrol, chaired by the Senior Patrol Leader) can prove useful. Try it! The boys will certainly feel that the Troop meeting room is their very own after they work on its improvement.



## **Troop Records and Equipment**

### **a. The Troop Record Book**

This useful book records the official information on the troop and its members. A suitable Troop Record Book may be a standard one published by the BSP or an improvised one designed by the Troop Scribe with the assistance and advise of his Troop Leader. Such a record book should contain the following:

- a copy of the Troop's Charter/Registration Record;
- the troop roster (list of members) with individual information including the address, telephone number, age, registration record (tenure), troop assignments held, transfer and / or separation of each Scout member;
- the advancement record of each Scout;
- a record of attendance of the Scouts in Troop meetings, hikes, camps, projects, and other events or activities.

### **b. The Troop Log Book**

The Troop Log Book, sometimes called the “Book of History” of the Troop is an interesting but informal record of a troop's history as well as its activities. It is usually a personal account of troop activities, camps and hikes, community service projects, written with detail, humor, and enriched with drawings and sketches. It usually becomes a precious memento for former members and an inspiration to newer members. While the Troop Scribe may look after the log itself, the entries in it are the collective efforts of the troop. Perhaps the writer of the best Patrol Report on a hike or camp is chosen to write the troop report of that hike or camp for the log. Scout artists and photographers may contribute to its colorful presentation. Through the years, a well kept “log” multiplies itself into several books.

### **c. Troop Equipment**

Your troop will certainly need suitable equipment – for your troop meeting room, hikes and camps, projects, and games. A suggested list of equipment is given below. Your troop may not need all of them but this list should provide you with suggestions on some of the equipment your troop may want to own:

1 pc – Flag of the Philippines, parade size on staff, complete with carrying strap plus a stand for use during troop meetings

1 pc – official troop flag, complete with carrying pole and strap

4 pcs – patrol flags

1 set – large First Aid Kit for troop use (or 4 sets of Patrol First Aid Kits, one each per patrol)

4 sets – signal kits (16 “wigwag” flags)

4 pcs – compasses

4 pcs – rulers

4 pcs – topographic maps of your locality and/or the general area of your campsite

4 sets – cooking kits or cooking equipment, various sizes

- 32 sets – eating utensils (spoons, forks, table knives)
- 4 sets – serving spoons, one per patrol
- 4 pcs – bolos or axes (for pioneering)
- 2 sets – fire by friction kits/sets
- 1 model – (homemade) rucksack
- 12 pcs – triangular bandages for first aid practice
- 32 pcs – sash cord or rope (0.7 cm, minimum diameter) 1 to 1-1/2 meters long for ropework
- 32 pcs – 4-meter lengths of rope (0.7 cm minimum diameter), for lashings
- 1 pc – troop advancement chart
- 1 pc – attendance chart
- 1 pc – bulletin board
- 1 pc – troop record book
- 4 pcs – patrol record books
- 1 pc – troop log books
- 1 pc – troop financial record book
- 4 pcs – official Scout handbooks (minimum)
- 1 pc – Manual for Troop Leaders
- 1 pc – troop property book for the Troop Quartermaster
- 1 pc – book of games (e.g. Boy Scout Games)
- 4 pcs – songbooks (e.g. Songs Scouts Sing)
- 1 set – complete set of merit badge pamphlets

As much as possible all Troop equipment should be purchased with funds earned by the Scouts themselves. Those who may have difficulty in earning money or contributing to a fund for troop equipment could assume the responsibility for making improvised equipment, e.g., patrol first aid kits, home made patrol flags, improvised haversacks, etc.

Equipment acquired should be turned over to the Troop Quartermaster who is responsible for the safekeeping and issue of equipment. Encourage the troop to adopt a businesslike approach in recording all borrowings, ensuring that the equipment is properly cared for, and that they are returned in good condition. An equipment cabinet or cupboard in the troop meeting room should be provided for storing troop equipment. Make sure the equipment is marked properly (e.g., Property of Troop 125, Brighton Venturers, Manila) and make certain that the Quartermaster's Troop Property Book is current and accurate in its entries. Tents and rucksacks may be painted with troop identification marks. Similarly, flags, handbooks, manuals, pamphlets should be clearly marked and identified. Identifying marks may be carved into wooden handles or scratched into metal and plastic equipment. Encourage the Troop Quartermaster to make an annual or semi-annual inventory of equipment. Suitable inventory dates are the beginning and middle of the year. Such a procedure teaches boys to keep things systematically and encourages care of property among Scouts.

## Troop and Patrol Formations

Simple troop formations are necessary for orderliness and smartness and for getting the Patrols lined up quickly for games and projects.

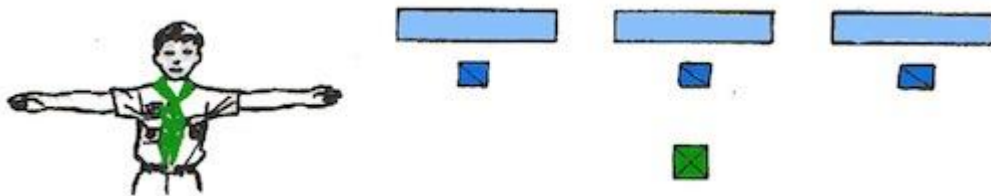
These formations call for the Scout type of drill, using silent hand signals.

### Silent Signals for Troop Formations

The arm signals for Troop formations are intended to facilitate preparations for unified group action even when the noise and the fury of the elements prevail. These signals are given by the Senior Patrol Leader or whoever is designated as drill master.

The intelligent leader should not limit himself to the use of signals suggested. Conditions like terrain, weather, kind of emergency, physical conditions of the Scouts, and the like, should enable him to determine more practical uses of signals.

Herewith are brief descriptions and some uses of the arm signals:



a) **SINGLE RANK FORMATION** (Troop Line) – Extend both arms horizontally, parallel to the line he wishes the troop to take, palms turned front if he wants Patrols in front of him; palms turned back if he wants Patrols behind him.

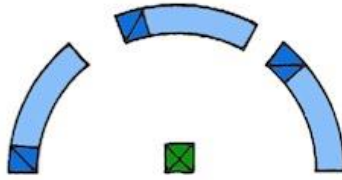
*How to Execute:* Patrol Leaders take up positions in front at center of their Patrols. Patrols fall in line two paces behind their Leaders, with two paces interval between patrols. Assistant Patrol Leaders stay at extreme right of Patrol, the other members on his left. The line dresses right without command.

*Uses:* For general line-up, for inspection in meeting room, also in preparing to move the troop across a wide area.



*Variation:* **CLOSED SINGLE RANK** – Extend both arms horizontally, parallel to the line he wishes troop to take, fist closed.

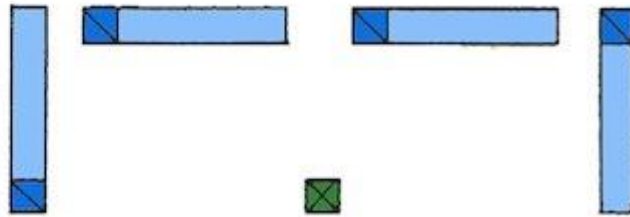
*How to execute:* Similar to Single Rank Formation, except that Patrol Leaders falls in on the right of their Patrols.



b) **COUNCIL FORMATION** – Both arms obliquely downward, palms facing inward.

*How to Execute:* Patrols fall in, in a single line semi-circle around the drill master. Patrols observe same order of sequence as in a Troop Line, though Patrol Leaders fall in on the right of their Patrols.

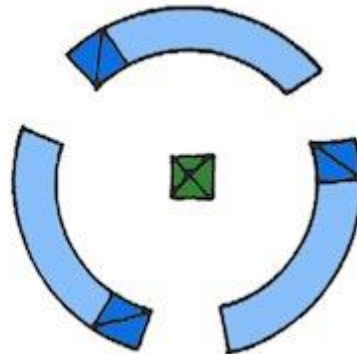
*Uses:* For demonstrations, announcements, or special ceremonies.



c) **“U” FORMATION (Horseshoe Shape)** – Both arms extended sideways but bent at right angles at elbows, palms open facing the head.

*How to Execute:* Patrols falls in, in a single line. Patrols observe same order of sequence as in Troop Line, though Patrol Leaders fall in on the right of their patrols.

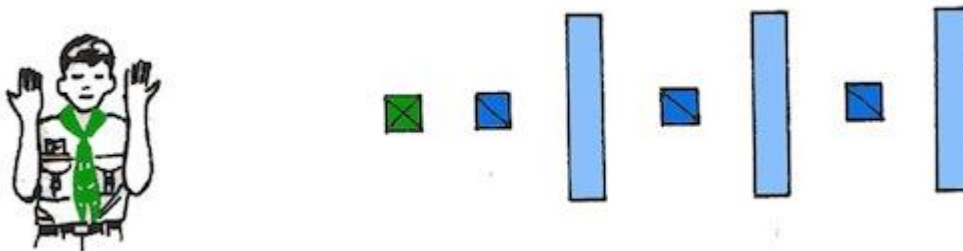
*Uses:* For Flag Ceremonies and Awarding Ceremonies.



d) **TROOP CIRCLE FORMATION** – Both arms obliquely downward, palms facing inward, then swing them from front to rear and back several times.

*How to Execute:* Patrols form a complete circle around the Leader in same order as in Council formation.

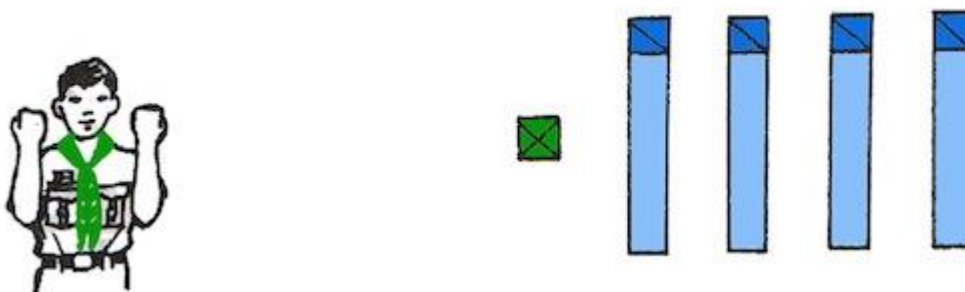
*Uses:* For ceremonies and circle games.



e) **OPEN COLUMN OF PATROLS** – Both arms extended forward, but bent at right angles at elbows, palms open with fingers toward the sky.

*How to Execute:* Patrols fall in, one behind the other, dressing immediately on the front patrol and on the right. A distance equal to the length of each Patrol should be left between it and the Patrol in front of it. Patrol Leaders take two paces in front of the center of their Patrols.

*Uses:* For inspection and parade formation.



f) **CLOSED COLUMN OF PATROLS** – Same as for open column of Patrols, except that closed fists are extended toward the sky.

*How to Execute:* Similar to Open Column of Patrols, except that each Patrol falls in, two paces behind the patrol in front of it, with the Patrol Leader on the right of his patrol.

*Uses:* For assembly in small room or area and crowded parade formation.

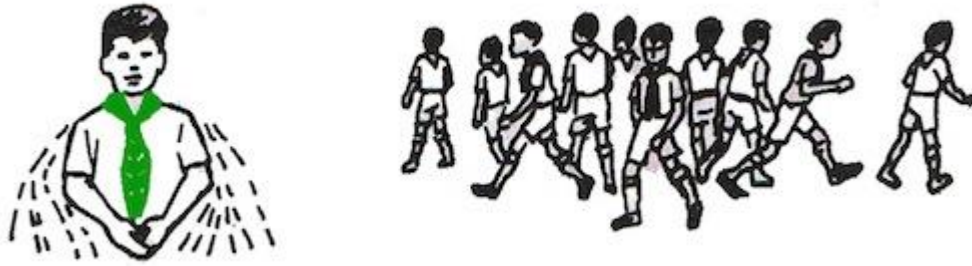


g) **PARALLEL FILES** (Patrol Files) – Arms forward at shoulder height, palms facing inward, fingers pointing front.

*How to Execute:* Patrol Leaders take Positions two paces apart, their members fall in behind them.

*Uses:* For relays and other games.





h) **DISMISSAL** – Swing arms downward in crossed-front position, repeated several times.

*Uses:* For breaking up formation or sending operations.

WHISTLE CALLS/SIGNALS		
Attention	(one long blast)	—————
Assembly	(short, long, pause, short, short, short)	• – • • •
Patrol Leader	(short, long, long, short)	• – – •
Double Time	(successive shorts)	• • • •
Ration's Call/Cooks Out	short, long, short	• – •

**Gesture Field Signals**

The mobilization leader should not hesitate to use gesture field signals to attain his operational objectives. The following brief descriptions and meanings of the field signals will enable the leader to find more versatile use for each.

1) **FORWARD** – One arm extended upward then brought down to the front parallel to the ground. Also means “Follow Me,” “Let's Go,” “Keep Moving.”



2) **HALT** – Hand brought straight upward over shoulder with palm facing front. Means, “Stop but be on the alert,” “Don't Move.”



3) **HURRY** – Closed fist, hand over shoulder; arm is pumped up and downward, means “Double Time,” “Run.” If assigned to do something this signal means “Make it Snappy.”



4) **DOWN** – From arms forward shoulder level, palms down, lower hands to waist level. Means “Take Cover,” “Lay Low.”



5) **SPREAD OUT** – Arms moved horizontally sideward, palms down, Means “Keep Further Apart.”



6) **ASSEMBLE** – Wave hand in circle over your head. Also means “Come Here.”



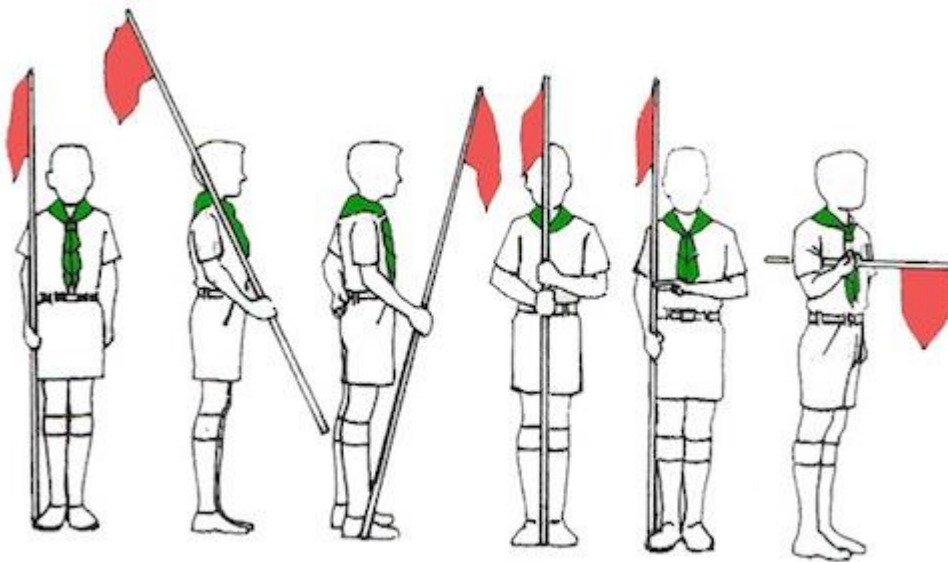
7) **TURN THIS WAY** – Arms sideward. Column right or left according to the direction pointed.



8) **CLOSE UP** – Closed fist over your head. Means “Gather Around Me,” “Come Closer To Me.”



## Manual of the Staff



## Songs and Game for Scouts

### Songs and Singing

Boys like to sing – we all know that. Singing in the patrol or the troop, particularly at night around a campfire, makes Scouts feel that they are one with their group. Experienced Scouters know that the right song at the right time can tone down hyperactive boys or boost their spirits if they are feeling low, sad, or tired. Singing is a tremendous morale builder. It promotes unity in the troop, discipline among individual Scouts, and, in some cases, even builds traditions for a troop. Songs can liven up a troop meeting, a campfire, a hike, at special gatherings, as well as on special occasions with parents and friends participating.

Boys are natural song leaders. Perhaps the best song leader (not necessarily the one with the best voice) can be appointed the Troop Cheer Leader. The technique of leading groups in singing is described in the opening pages of *Songs Scouts Sing*.

Select songs which are meaningful to the troop and its Scouts and introduce standard songs or old favorites at appropriate occasions. Do not forget to include songs for fun and laughter, songs that evoke memories, and songs that promote fellowship.

## SAMPLE SONGS

### *Inspirational Songs:*

#### On My Honor

On my honor, I'll do my best, To do my duty to God,  
On my honor, I'll do my best, To serve my country as I may,  
On my honor, I'll do my best, To do my good turn each day;  
To keep my body strengthened; And keep my mind awakened;  
To follow paths of righteousness, On my honor, I'll do my best.

#### Flag Song

I.

In the heart of every Scout, there is honor for the flag  
And a thought of all its glory of the past  
And each Scout has made a vow that his faith will never lag  
He will serve that glorious banner to the last

II.

In our work or in our play in the city or the glen  
We are building up the body and the brain  
And we build the spirit, too, which shall make us into men  
Who will serve that glorious banner to the last.

*Chorus:*

Tramp, tramp, tramp the Scouts are marching  
Under smiling skies above  
By the red and white and blue we will hold forever true  
To the glory of the country that we love.

#### We're Boy Scouts of the Philippines

We're Boy Scouts of the Philippines  
We all know what Scouting means  
Doing our best to pass each test  
Learn to live while in our teens  
For mankind we're taught to care  
For what's right we should ever dare  
Scout Law obeyed and every day  
Always to be prepared! Rah – rah – rah!

#### Be Prepared

Be prepared, prepared, prepared  
The motto of a true Scout  
Be prepared, prepared, prepared  
The motto of a Scout  
Prepared, prepared the motto of a true Scout  
Prepared, prepared the motto of a Scout.



*Songs for the Out-of-Doors:*

The More We Get Together

The more we get together, together, together  
The more we get together, the happier are we.  
For your friends are my friends  
And my friends are your friends.  
The more we get together the happier are we.

Hiking Song

Tramp, tramp, tramp, tramp (3x)  
I'm happy when I'm hiking, pack upon my back  
I'm happy when I'm hiking off the beaten track.  
Out in the open country that's the life for me  
With a real Scout friend to the journey's end  
Ten, twenty thirty, forty, fifty miles away.

Tramp, tramp, tramp, tramp (3x) TRAMP.

*Songs for Fun and Laughter:*

Jamboree Song

Jamboree, Jamboree, J-A-M-B-O-R-E-E  
Jamboree – ree – ree, Jamboree, Jamboree  
We're the Scouts of Chief B-P.

Under the Spreading Chestnut Tree

Under the spreading chestnut tree, where I held you on my knee  
We were happy as can be under the spreading chestnut tree.

*Variation:* Repeat the song but each time do not sing the following words upon reaching them, just make the motions indicated:

- under – put hands above head
- spreading – open arms shoulder level
- chestnut – point to chest and head
- tree – two hands overhead

*Songs for Twilight or 'Round the Campfire:*

Campfire Song

Each campfire light anew  
The flame for friendship true  
The joys I had in knowing you  
Will last the whole life true.

## Vesper Song

Softly falls the light of day  
As our campfire fades away  
Silently each Scout should ask  
Have I done my daily task  
Have I kept my honor bright  
Can I guiltless rest tonight  
Have done and have I dared  
Everything to Be Prepared.

### **Games for Scouts**

It is impossible to suggest which games will be popular with each Troop. Like cake recipes, the same ingredients will give different cooks, different results. Here are some helpful hints:

1. Your games must fit your troop. – They will have to be chosen over a period of trying and testing. A popular game may be used repeatedly but don't overwork any one game. Change while it is still good. Try out new games from month to month;
2. The best games are those where everybody is active. Boys who are only looking get bored and will start getting into mischief;
3. Do not break up the Patrols to form teams except in extremely rare cases;
4. Let boy leaders lead. Games could be the responsibility of an Assistant Troop Leader, possibly alternating with the Senior Patrol Leader but give each Patrol Leader a chance to introduce and lead a new game;
5. Before playing any game, ask all players to take off their watches, knives, sharp instruments, or ball pens from their clothing or pockets.
6. Introduce the game properly. A game will not be a success unless the rules are clearly understood by all the players. Here is the best way to do this:
  - a) **Name the Game** – the boys will remember the game better if it has a name.
  - b) **Get the Patrols in formation to play it** – whether line, relay, etc.
  - c) **Explain the rules** – Make it short and clear and be sure everybody is listening.
  - d) **Demonstrate the game** – if a relay game, have the first boy of each team run up and back; if a line game, go through the motions.
  - e) **“Any Questions?”** – give the boys a chance to ask for an explanation of a point which may not be clear to them.
  - f) **Run the game** – with the necessary equipment and judges ready.

## **Classification of Games:**

A. **Scoutcraft Games** – these are used for elementary practice in various Scout skills, e.g., Scout Law Relay, Rope work, Kim's Game, etc.

B. **Recreational Games** – for recreation and physical action, and add variety to the game menu e.g. On the Bank, In the Pond, etc.

C. **Wide Games** – played over a large area, provides practice in numerous Scout skills and physical exercise, e.g. Capture the Flag, Antelope Race, Roman Chariot Race, etc.

We should include games in our program because:

1. Boys love games.
2. They are training in discipline combined with enjoyment and physical action.
3. They are the best possible forms of physical training because they provide natural exercise just as each individual needs.
4. Games are true character trainers. All the virtues that are practiced while playing the various games are built into the boy's character.

## **SAMPLE GAMES:**

**Triangular Rope Tugging** – The ends of a rope are tied together forming a circle. Three Scouts take hold of the rope at equal distances from each other. In front of each Scout an object is placed, for instance, a Scout hat, a neckerchief, stockings, etc. but not within reach. A whistle is blown. The Scouts pull at the rope trying to get the object. The first one to get the object is the winner.

**Tank Race** – Each Patrol forms a rope tank by tying 4 pieces of rope together forming a circle with the members of the patrol inside it. They line up at the starting line. At the signal “GO,” the patrols run to a marker placed 10 meters from the starting point. They run around the marker and return to the starting point. The first patrol to return without breaking the rope tank wins the game. (All members of the patrol should stay inside the rope tank at all times during the race).

*Materials:* Each patrol must have 4 pieces of rope, 3 feet long.

**Up and Down** (Circle game) – Have the troop form a big circle with every Scout holding his staff vertically in front of him with his right palm. When the signal “Up” is given, the Scouts release their staves and grab the staff of the Scout on their right. When signal “Down” is given, the Scouts release their staves and grab the staff of the Scouts standing on their left. If the staff falls, the Scout is eliminated. The Patrol with the most number of Scouts left still holding on to their staves after the game is declared winner.

*Venue:* Wide place.

*Material:* Scout staves.

**Tree Hike** – The Senior Patrol Leader goes out on the hike route, selecting twenty to thirty trees along the way; he numbers and labels the trees. As the Scouts go over the hike route, they look for the labeled trees, noting the number and label of each tree. At the end of the hike, each Patrol writes down the names of the trees opposite their appropriate numbers. Patrol with the largest correctly identified trees wins.



## ***Camping and Hiking Ideas***



### **Troop Hiking**

Hiking is one of the most interesting activities of the boys. But what makes it different from an ordinary hike is that in Scouting, a hike always has a **PURPOSE**.

Four important points to be considered in hiking are as follows:

- **WHERE?** – Destination/Ultimate Goal
- **WHEN?** – Saturday, Sunday or Friday, AM or PM
- **WHAT?** – Scoutcraft, Exploration, Nature Lore, etc.
- **HOW?** – How to reach destination and by what means

In order to make the hike more interesting, the following ingredients should be included:

1. **Scoutcraft Instruction** – using demonstration and actual practice.
2. **Scout Practice** – using immediately skills just learned such as outdoor living skills.
3. **Fun** – fitness games, songs and yells, witty jokes along the way.
4. **Inspiration** – beauty of nature along the way, activities that will help remind boys of their Scouting ideals, such as campfires, ceremonies, etc.
5. **Administration** – Business matters can be considered, like reports on patrol attendance, inspection of equipment, uniform and announcements.

<b>Sample Program and Schedule of an Overnight Troop Hike</b>		
PERIOD	ACTIVITY	IN-CHARGE
<b>Before the Hike</b>	Each patrol meets in its patrol corner or den; Patrol Leaders to check hiking gear; Travel to troop gathering place.	
<b>Patrol Report Troop Assembly</b>	Inspection; Announcements and final instructions; Formations.	
<b>While on the hike</b>	Games along the trail; Competitions; Singing, yelling.	
<b>Scoutcraft Demonstration</b>	Outdoor living; Games in Scoutcraft.	
<b>At the Destination</b>	Games for Fitness; Competition in Scoutcraft projects; Examination in Scout advancement requirements.	
<b>Outdoor Ceremonies</b>	Campfire	
<b>Clean-Up of Site</b>		
<b>Troop Dismissal</b>	Announcements; Dismissal.	
<b>Return Trip</b>	By patrols; Patrol Leaders to make short reports.	

### **Troop Camping**

The biggest thrill for boys in Scouting is camping. Scouts always look forward to the time when they can go out and live in the open. A Scout camp is a natural opportunity for Scouts to learn various Scouting skills which will better prepare them for camping, i.e., fire-building, cooking, tent-pitching, pioneering, and nature lore.

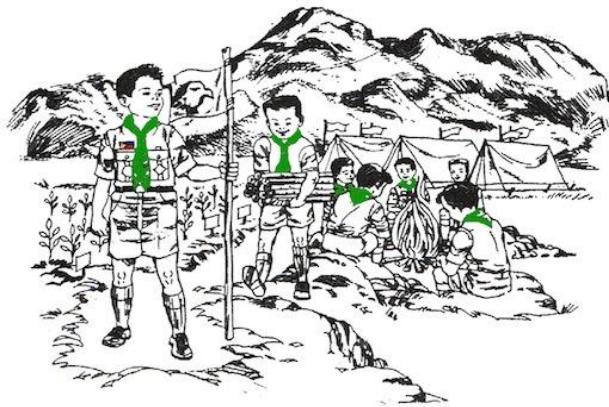
In planning a Troop Camp Program bear in mind the **FOUR PR's**:

- **PR**actice: stands for training needed
- **PR**operty: for equipment needed
- **PR**emises: for the campsite
- **PR**ogram: for the activities

The selection of a good campsite is very important in camping. Here are a few points to look out for:

- **Location:** free from hazards and dangers;
- **Water:** there should be ample and safe water supply for drinking;
- **Wood:** there should be plenty of dead wood for fuel, and enough for camp gadgets;
- **Food:** that stores are located at a reasonable distance;
- **Surroundings:** there should be adequate space for Scoutcraft practices, games, and exploring.

If the campsite is suitable, permission should be requested from the owner for its use.



### **Sample Program of a Troop Overnight Camp**

Troop No. 125

#### **OVERNIGHT CAMP**

##### **Friday, Sept 16**

4:00 PM – Troop meets. Patrol Leaders check their patrols and inspect individual Scout.

4:15 PM – Start trip to campsite.

4:45 PM – Arrival in campsite. Choosing of patrol sites and kitchens. Set up camp.

5:15 PM – Start preparing evening meals.

6:30 PM – Supper. Clean up.

7:00 PM – Practice patrol presentations.

7:30 PM – Campfire program.

10:00 PM – Taps. Extinguish fire. Lights out. Silence.

##### **Saturday, Sept 17**

6:30 AM – Get up; exercise; air blankets. Clean tents and surrounding areas.

7:15 AM – Breakfast. Clean up.

7:45 AM – Put tents in order.

8:00 AM – Inspection of camp by Troop Leaders.

8:30 AM – Field day events: (\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_)



9:30 AM – Nature Hike and observation.

12:30 PM – Lunch. Clean up.

1:30 PM – Rest Period.

2:00 PM – Instructions and Announcements. Start breaking camp.

3:30 PM – Check up of campsite by Troop Leaders.

4:00 PM – Homeward bound.

5:30 PM – Dismissal.

*Note: If the camp includes a Sunday, be sure that each Scout has the opportunity to fulfill his religious obligations.*

## **Planning a Year's Schedule of Activities**

Planning a year's schedule of activities of your troop will closely follow the council, district, and the community activities. This would coordinate your Troop activities and allow your Scouts to look wider for opportunities to join other activities. The plan will guide your Troop on what will actually happen during the year. The meetings of your Patrol Leader's Council shall deal on the activities that the Troop would want to participate.

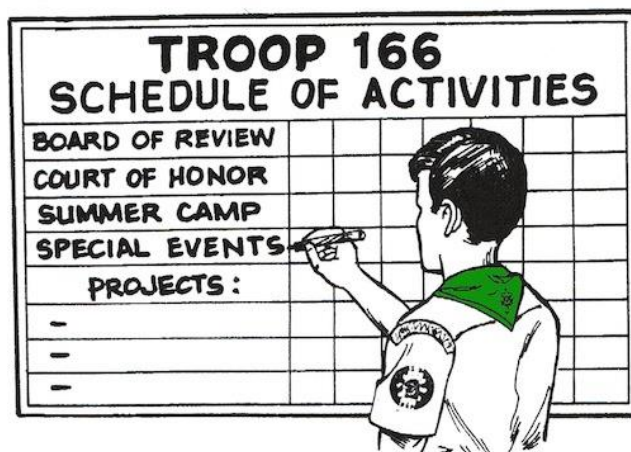
### **Here are some guidelines:**

#### **a. Find out what your Scouts Want**

- Call a Patrol Leader's Council meeting. Ask each leader to gather ideas from their patrol members at their next patrol meeting.
- Give leaders a few ideas to “start the ball rolling.”
- Instruct leaders to have patrol members list down their ideas.
- Patrol leaders collect lists, tally them and bring them to the next meeting of the Patrol Leader's Council.

#### **b. Hold a Planning Conference of the Patrol Leader's Council**

- Have available program literature and references. Refer to calendar of council and district activities.
- Each patrol leader must be ready to present the ideas of his patrol.
- List ideas that all leaders agree on.
- Arrange ideas on a monthly basis – use Troop Program Suggestions Chart.
- Troop staff votes on those themes that they will use for each month.



c. Make Definite Plans

- Set up dates for Boards of Review, Courts of Honor, Good Turn project schedules, holidays, special events of the institution, and schedule of outdoor events.

d. Review the Plans with Your Troop Committee

- Get their approval.
- Specify events where they can help.
- Have them schedule their regular meeting date.

e. Present Plans to Parents

- Explain their part in the program. Schedule another meeting to discuss plans for camping in summer.

f. Plan the Details as You Go Along

- At the monthly meeting, the Patrol Leader's Council will plan the monthly program around the theme of the month, agree on the highlight activities and schedule, and plan the outdoor activities of the month.

**Sample:**

<p align="center"><b>Our Troop Schedule of Activities</b>                      Guide for 1999                      Theme: "Go Scouting – Go Serving"</p>			
<b>Month</b>	<b>Theme</b>	<b>Highlight</b>	<b>Advancement</b>
January	"Keeping Fit"	Competitive Rally; Physical Fitness Meet	Membership Badge Requirements; MB – Safety
February	"Nature Adventuring"	Conservation Field Trip; Conservation Camp	Tenderfoot Badge;; Transplant a tree; Outdoor Activity; MB – Animal Husbandry or Plant Group; MB – Ecology or Tree Farming
March	"Tune Up for Emergency"	Rescue Drill	Fire Drill; Safety Precaution in Water; MB – Swimming; MB – First Aid or Public Health
April	"Tune in the Open"	Pre-Camp Training; Water Safety Show	2 <sup>nd</sup> Class Requirements; MB – Weather
May	"Camping Time"	Summer Camp Camporee	Outdoor Campfire; Using Map; MB – Camping
June	"Know our Country"	Troop Open House; Pioneer Party	Finding & Reading People/Places; Philippines Prober; MB – Citizenship in the Community
July	"Space Age Adventure"	Hobby Show; Merit Badge Show; Demo Night	MB – Ropework; MB – Pioneering
August	"Citizenship in Action"	Inter-Patrol Rally	Knowing <i>Purok</i> Leaders abd <i>Barangay</i> Chairman;

			Know School and Municipal/City/Provincial Officials; MB – Filipino Heritage/Native Lore; MB – Citizenship in the Home
September	“Skill Round-Up”	Skill-O-Rama; Marathon Relay; Cook-O-Rama	2 <sup>nd</sup> Class Badge Requirements
October	“Brothers 'Round the World”	Scouting Month; International Party; Reunion Night	Code of Ethics by MLQ; Know your Community Leaders; MB – World Brotherhood
November	“Prepare for Service”	Adventure Trail	Pioneering Project Trail; Use of bolo and simple carpentry tools
December	“Camping Time”	Christmas Party; Parent's Night	Prayers; Attend Religious Classes; MB – Plant Group

## ***Court of Honor***

What principles underlie a Court of Honor program? The building of a Court of Honor Program requires that:

1. **It must be boy-centered.** It features the achievements of Scouts. It features the progress they are making. It must impress and interest the boys.
2. **It must be simple.** The program must be short and understandable without obscure symbolisms. Even in simplicity, it could be impressive.
3. **It must be dignified.** There should be no horseplay under any circumstances.
4. **It must be varied.** The same ceremony must not be used too often. Boys get tired of the same thing which causes it to lose its value.
5. **It must be well-planned and well-prepared.** The various program and ceremonial features must be carefully rehearsed in the actual setting where the Court of Honor is to be held.
6. **It must be idealistic.** The program must be based on the ideals of service, the Scout Oath, and Law.

There are five specific considerations in the holding of Courts of Honor. They are:

1. **Frequency** – The Court for an established average-size Troop should be held monthly, preferably on the last Saturday.
2. **Setting** – An elaborate setting distracts attention from the ceremony itself. A raised platform and a semi-circular seating arrangement for the Court should be used in order to focus more attention on the boys being recognized. In large Courts of Honor on District and Council levels, adornments and decor both for the room itself and for the pageantry involved will make the program impressive.
3. **Program** – A simple but impressive ceremony with brief and restrained speeches as basic ingredients. Community singing and demonstrations must not be too long and should move along with dispatch and dignity.
4. **Publicity and Attendance** – Promote and publicize the program by inviting parents to witness the ceremony. They should be made to realize that the ceremony is a milestone in the development of the boy and his future in the community.

5. **The Court of Honor and Staff** – These include both men and boys. A Scouter serves as Chairman while another presents the different badges in Troop Courts of Honor, the District Scout Commissioner quite properly fills this post. In the Council Courts of Honor, the Scout Executive or the member of the Advancement Committee serves as secretary and clerk of the Court.

### **A Typical Court of Honor Ceremony**

1. MUSIC, if desired and available as audience assembles.
  2. ENTRY of awardees, the Court of Honor and Guests.
  3. OPENING CEREMONY. This will include the entry of the Philippine Flag and other flags, invocation (led by a priest or minister whenever possible), singing of the National Anthem, and Pledge of Allegiance.
  4. OPENING REMARKS (Explanation of the purpose of the gathering).
  5. OPENING OF THE COURT OF HONOR (To be declared formally open by the Chairman after explaining briefly the purpose of the awards ceremony).
  6. PRESENTATION OF AWARDS.
  7. INTRODUCTION OF THE GUEST OF HONOR.
  8. ADDRESS OF THE GUEST OF HONOR (inspirational and must play up the achievements made by recipients).
  9. REDEDICATION TO THE SCOUT OATH AND LAW.
  10. CLOSING REMARKS (Usually made by the Chairman who also announces the adjournment of the session).
- II. CLOSING CEREMONY (Include prayer and retiring of the Colors).

### **Ceremonies in Scouting**

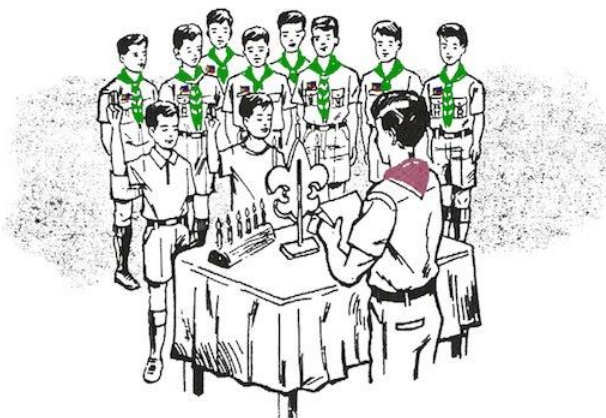
Ceremonies are used in order to inspire the boy or the young man with the high ideals of Scouting and make him realize the serious aspects of Scouting. Scout ceremonies should be dignified, simple, and short.

### **Investiture Ceremony**

According to the founder, Lord Baden Powell, this is one of the most important ceremonies in Scouting for it marks the formal acceptance of the boy into the Movement. This ceremony gives him the thrill of belonging to a group and makes him feel that he is ready to face new responsibilities.

The Investiture Ceremony is a big moment in a Scout's life. In this ceremony, he will be formally invested into the World Brotherhood of Scouting as a member of the Boy Scouts of the Philippines. He will stand before his Troop Leader, his fellow Scouts in the Troop, and his parents. He will raise his right hand in the Scout Sign and solemnly commit himself to the Scout Oath and Law. He will promise on his honor to do his best to do his duty to God and country, to help other people at all times, and to obey the Scout Law. The Scout Oath and Law will now become his way of life henceforth.

As a Troop Leader, you should make the investiture ceremony solemn and meaningful to your Scouts and you should be the one to administer the Scout Oath and Law and no one else.



*Here are samples of investiture ceremonies:*

### **A. Membership Investiture**

*(For an individual Scout who will become a member of an organized Troop. Troop assembles in Circle Formation)*

Senior Patrol Leader takes the candidate into an anteroom and blindfolds him. The Philippine Flag and the Troop Flag are placed in the center of the meeting room. The Troop falls in, forms a circle facing out, with their backs to the flags and their hands joined. The troop leaders are inside the circle.

#### **Ceremony:**

TROOP LEADER: Prepare for Service.

SCOUTS (together): We are prepared! (The words "We are prepared" is the signal for the Senior Patrol Leader to lead in the Scout candidate, halting him outside the circle, opposite the Troop Leader.).

TROOP LEADER: Senior Patrol Leader, who is with you?

SENIOR PATROL LEADER: He is candidate (name), who wishes to join our troop and become a Scout. He has met the requirements for membership and is duly qualified.

TROOP LEADER: Remove his blindfold. (To candidate) Candidate (name), you come from darkness into the light of Scouting, and you see before you the Scouts of Troop (troop name/number) in an unbroken circle of comradeship; guarding the flags of their country and their troop. How will you, an outsider, secure a place in this circle?

PATROL LEADER: (of the Patrol which the candidate wishes to join, from his position in the circle) Sir, the Patrol will open the circle and admit the candidate.

TROOP LEADER: Good. In doing so, remember, you vouch for him. (Senior Patrol Leader conducts the Candidate to the opening which the Patrol Leader had made by dropping his hand and leads him into the center of the circle in front of the Troop Leader.)

TROOP LEADER: (To Troop): Unclasp hands, about face! (Circle now faces in) (To Candidate) You have been admitted to our Troop circle to be made a member of the greatest boys' movement in the world. Place your left hand upon the flag of your Troop and raise your right hand in the Scout

Sign. (Color bearer inclines Troop flag toward candidate.) Dedicate yourself by reciting the Scout Oath. (Candidate recites the Scout Oath, then drops his hand.)

TROOP LEADER: Now, where will I get a badge for this Candidate?

SCOUT (previously designated, steps forward, salutes, and says): Sir, I offer my Membership Badge for this Candidate. (This Scout may be a personal friend of the candidate or some Scout whom the candidate respects. If possible, he would be a Second Class or First Class Badge holder. Candidate should face the audience. Troop Leader nods to the donor who steps to the candidate and pins the Membership Badge on him).

TROOP LEADER: Candidate, you have been given a badge which has been worn with honor and distinction by a Scout who has gone before you. This shows our friendship for you and the trust we place in you. By the authority vested in me by the Boy Scouts of the Philippines, I declare you a member of the Boy Scouts of the Philippines and of the World Scout Movement. (Here the Troop Leader brings his right hand down sharply on the candidates left shoulder. Troop Cheerleader leads a cheer for the candidate.)

The Scouts shake hands with the new Scout. His Patrol Leader then leads him to his place in the Patrol.

### **B. Troop Investiture Ceremony**

*(For all members of a newly organized troop)*

This may be held outdoors or indoor. A table flanked by the Philippine flag and troop flag is needed. The troop should be seated in horseshoe arrangement or regular theater seating if the group is large.

#### *Equipment:*

- Table
- Philippine Flag
- Troop Flag
- Trefoil
- Match or lighter
- Script
- Candles (12 for the points of the Scout Law; 3 for the points of the Scout Oath; 1 big candle representing the spirit of Scouting)
- Scout badge and registration cards for each Scout and adult

#### *Setting:*

The room is dark except for the single big candle. The Troop Leader stands behind the table where the candles have been set up. The Senior Patrol Leader takes the candidates from the room and stands ready with them outside the door. The Scouts to be inducted or invested are in uniform, if possible.

#### *Procedure:*

TROOP LEADER: Senior Patrol Leader, bring the candidates forward. (SPL escorts the candidates to the table where they stand facing the Troop Leader, back to audience. SPL retires to one side).

TROOP LEADER: You have presented yourself before this troop and asked to be made Scouts. Is



this your wish now?

CANDIDATES: (together) Yes sir!

TROOP LEADER: In this ceremony you will be received into this troop and into the brotherhood of Scouting. Before you is a single lighted candle. It represents the spirit of Scouting. As you become Scouts you will learn more of the Scouting spirit. The law of the troop is the Scout Law. It is known and followed by millions of Scouts. You will learn and follow this law, too. The Senior Patrol Leader will now recite for you the parts of this law. Listen closely for I will soon ask you whether you accept this law as your own.

Senior Patrol Leader grasps the big candle and lights the first candle on his right (audience's left). SPL recites the first point of the Scout Law. As he does so a voice from off stage reads the explanation. This is done until all points are covered. SPL puts the big lighted candle on the table. The Troop Leader then addresses the Scouts again.

TROOP LEADER: You have heard the twelve points of the Scout Law. Do you accept this law as a Scout and do you promise to do your best to live by this law?

CANDIDATES: We do!

TROOP LEADER: Scouts also live by another code: It is the Scout Oath. The Scout Oath describes three duties that every Scout must accept. His duty to God and country, his duty to other people, and his duty to himself. I want you to make this promise publicly for the first time. Repeat after me this Oath as I light three candles to represent these three duties.

(Troop Leader uses the big lighted candle to light the three candles representing the Scout Oath. Troop Leader orders Scouts to make the Scout Sign.)

TROOP LEADER: On my honor, / I will do my best/ To do my duty / to God and my country / the Republic of the Philippines (lights the center candle) / And to obey the Scout Law, / To help other people at all times; / (lights left candle) To keep myself physically strong, / mentally awake / and morally straight. (lights right candle)

You have heard the words of the Scout Oath. Do you accept the three duties it describes and do you pledge yourself to learn and to follow the Scout Oath?

CANDIDATES: We do!

TROOP LEADER: Very well. We began in almost total darkness. Now in the light of these candles, we can see one another well. So it is that the spirit of the Scout Oath and the Scout Law that lights our steps. I direct your attention to the flag of our country. As Scouts, we have special feelings about the flag. We know what it means. We learned to take care of it. We love and honor the nation it represents. I ask you now to face and pledge your allegiance to it. Use the Scout sign.

CANDIDATES: (Recites the pledge) *Ako ay Pilipino / buong katapatan nanunumpa / sa watawat ng Pilipinas / at sa bansang kanyang sinasagisag / na may dangal, / katarungan, / at kalayaan. / Na pinakikilos ng sambayanang, / Maka-Diyos, / Makatao, / Makakalikasan, / at Makabansa.*”

TROOP LEADER; Now, you will recite this Investiture Pledge as a commitment to your responsibilities as a Boy Scout. (Scouts read the pledge and execute the Scout Sign.)

TROOP LEADER: Candidates, please turn about and face the troop. (At this point the Troop Leader calls the parents of candidates forward and asks them to stand behind their sons. If parents are not involved, then the patrol leaders of the candidates are asked to do this. Parents pin Scout badge on each Scout's right pocket. Troop Leader hands over the certificates to each Scout.)

TROOP LEADER: Patrol Leaders, take charge of these Scouts and welcome them into your patrols.

(If patrol leaders have been involved in the ceremony, they are already up front. They merely conduct the Scout back to the patrols. If they have not been involved, they come forward and escort the Scouts back. Parents return to their seats.)

**Sample Scout Pledge Script:**

**THE PLEDGE**

I, \_\_\_\_\_ of Troop No. \_\_\_\_\_  
of \_\_\_\_\_ (name of sponsoring institution),  
\_\_\_\_\_ (name of council) Council  
pledge to do my best to prepare myself for Service to others.  
I further pledge to live up to the Scout Oath, the Scout Law  
and the Scout Motto and Slogan of the Boy Scouts  
to the best of my knowledge and ability.  
So help me God.

\_\_\_\_\_ Date Invested \_\_\_\_\_ Scout's Signature  
Attest: \_\_\_\_\_  
Troop Leader

**Installation**

It is suggested that you make this ceremony impressive but not too long. A formal installation ties the new Troop to the chartered institution and gives it the stamp of public approval. It offers a great opportunity for the local council to present its readiness to render service to the institution and Scout Unit.

In Troop installation, attendance is vital. Personal invitations should go to the head of institution, unit committee, council and district or area officials, *barangay* chairman, and all parents of Scouts. The head of the institution should take an active part in setting up the program and issuing the invitations.



**Two Types of Installation:**

1. Installation of individuals – Elevating boys and adults to offices within the Patrol and the Troop.
2. Installation of Patrol or Troop – Officially establishing the new unit.

### ***Sample of an Installation of a Patrol:***

At roundup time, it often happens that there are new members enrolled enough to form a new Patrol. If your new Patrol is installed with due ceremony, it will make a lasting impression on Patrol Leaders and other Scouts.

#### **Ceremony**

*(The Troop is formed in a semi-circle, the Troop Leader, assistants, and Troop Committee facing it.)*

SENIOR PATROL LEADER TO TROOP LEADER: Sir, a new Patrol has been formed in Troop (troop name/number), Scout (name) has been chosen Patrol Leader, and Scouts (names), etc., are the other members. *(Facing the Troop he says):* Old and new Patrol Leaders of Troop (troop name/number), front and center.

*(The Patrol Leaders form a line in front of the semi-circle, with the new Patrol Leader facing the other patrol leaders. The old patrol leaders line up in order of participation. All Patrol Leaders carry lighted candles.)*

SENIOR PATROL LEADER TO TROOP LEADER: I am willing to vouch for this new Patrol, Sir, and I believe it to be worthy of taking part in the life of Troop (troop name/number). *(Turning to new Patrol Leader):* What name has been chosen for this new Patrol:

NEW PATROL LEADER: The *Tamaraws*, Sir!

TROOP LEADER *(to old Patrol Leaders):* Old Patrol Leaders light your candles to light the way for our new Patrol.

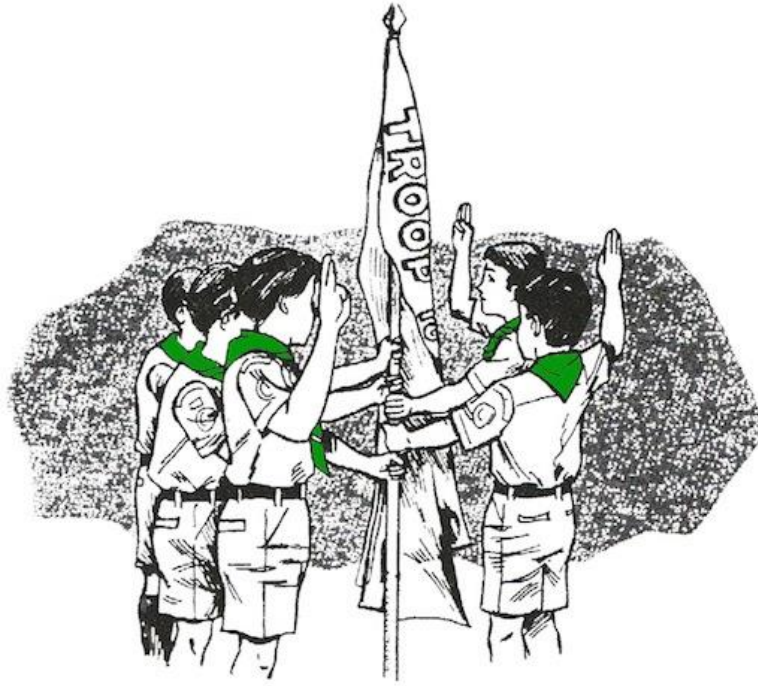
*(All candles are lighted, except that of the Patrol Leader of the Tamaraws. At this moment the electrician turns off the lights.)*

TROOP LEADER: May the Scout Oath and the Scout Law guide and aid this new Patrol in Troop (troop name/number). May their quest for adventure in the Troop Room and the Patrol Corner, and in the out-of-doors always be governed by the golden rule of playing the game squarely.

May the light of these candles flickering here and the one shortly to be lighted ever stand as a beacon for all that is good in Scouting. *(To new Patrol Leader):* Knowing your previous record in Troop it gives me a great deal of satisfaction to place the flag of this new Patrol in your hands.

NEW PATROL LEADER: *(Makes the Patrol Leader's Pledge, the Scouts of the new Patrol stand at attention.)*

TROOP LEADER *(To the boys of the new Patrol):* The second point of the Scout Law is, "A Scout is Loyal." He is loyal to his Patrol Leader, his Troop, his home, and his country. We are expecting great things from the *Tamaraw* Patrol. Do not disappoint us. Light the unlit candle and may the light of your Patrol ever shine with the others in Troop (troop name/number) *(candle is lit by new patrol leader.)*



### **The Patrol Leader's Installation**

Announce the Patrol Leader's election to the whole Troop with an appropriate ceremony.

- The Troop forms a circle of its patrols.
- The Troop Leader speaks a few words about the importance of good Patrol leadership and announces the appointment of Scout (name) as the new Patrol Leader of the (name of patrol) Patrol.
- Scout (name) is called forward. He places his left hand on the pole of the Troop flag, above that of the Troop Leader, salutes and gives the Patrol Leaders Pledge: *I promise to do my best to be worthy of my task as Patrol Leader, for the sake of my fellow Scouts, my Patrol and my Troop.*
- The Troop Leader pins the Patrol Leader's badge (embroidered) on the Scout's left sleeve, presents him the Patrol Leader's Certificate. The Assistant Patrol Leader steps forward and gives him the patrol flag.
- The Troop gives a cheer for the new Patrol Leader.

### **Installation of New Troop**

*Program:*

#### **Invocation – Color Ceremony.**

**Introduction by Head of Institution** – A good word for institutional representative, committee chairman and members, troop leaders, and guests.

**The Installation** – the Council Scouters who have assisted with the organization of the Troop are introduced. One of them representing the local council, presents the Troop Charter to the head of the sponsoring institution with appropriate words on the responsibility involved. He installs the Head of the Institution, institutional Representative, Troop Committee, Troop Leader, and Assistant Troop Leaders, charging them with their responsibilities as set forth in the By-Laws and presenting them with their commissions.

**The Troop Leader proceeds with the Investiture Ceremony.** Right after the investiture, he calls on the Patrol Leaders and explains to them their duties and presents their badges of office. He tells of the Troop's plans and asks the cooperation of the parents and sponsoring institution.

**The Troop organizer turns the Troop over to the Neighborhood Commissioner for servicing.** This gives an opportunity to indicate the part the local council plays.

**The Scouts demonstrate** (*if time permits*) some of their new Scouting skills for the parents and sponsors.

**Social get-acquainted hour.** Refreshments. Ice-breaker games.

**Benediction or Closing Prayer by the Troop Leader.**

*See to it that the installation of the new Troop is properly reported to the local press, with names of all involved (organizers, Scouters, charter members).*

### **Advancement Ceremony or Court of Honor**

*(For Tenderfoot, Second Class, First Class Rank Recipients)*

This is a guide or pattern to give you an idea of how an Advancement Ceremony or Court of Honor is done. It is suggested that Scout Leaders adapt their advancement ceremony to local conditions. You can substitute, revise or modify parts of the ceremony in accordance with your local customs, traditions, and rituals. This ceremony may be changed to suit local needs.

*Equipment/Materials:*

1. Philippine Flag, Institutional or Troop Flag.
2. A table covered with a white cloth to look dignified.
3. A simple candelabrum or log, just enough to hold the twelve small candles and the three larger candles.
4. Advancement Certificates and corresponding embroidered badges.
5. Checklist of Scouts to be recognized.
6. Spotlight
7. Poster size (2' X 3') of the Tenderfoot, Second Class, or First Class Badges.
8. Chairs
9. Public address system with two microphones.
10. One small candle (extra) to be used by the SPL in lighting the other candles.

On the platform or stage, arrange ceremonial table on the center with the candelabrum or log on top of it. Place the Advancement Certificates and their corresponding Badges on the table. One of the microphones should be at the rear left of the ceremonial table and the other at the left side of the platform. Place the Philippine Flag on the right side (left side of the audience) of the platform. The Institutional or Troop Flag should be on the left side. A few feet behind the ceremonial table, place the seats for the Head of Institution, Institutional Representative, Chairman of the Court of Honor, a representative from the Local Council, District Commissioner, Troop Leader and if the number of Scouts to be recognized are few, you might include their parents.

*Ceremony:*

The Senior Patrol Leader (SPL) stands directly behind the ceremonial table. When all is ready, announce that everybody should stand. Troop Leader leads in the opening prayer. Lights are turned off. Immediately, a spotlight is focused on the Philippine flag and everybody sings the *Pambansang Awit*. Right after singing, request the Scouts and Scouters to remain standing and execute the Scout sign.

SENIOR PATROL LEADER – (*lights the three larger colored red candles*): I now light this candle (*lighting candles, the middle which represents the first part of the Scout Oath followed with the second and the third candles starting from the left to the right*). Fellow Scouts and Scouters, let us recite in unison the Scout Oath. **“On my honor, I will...”** (*right after the Scout Oath, SPL lights the twelve small candles*). Let us recite the Scout Law. **“A Scout is Trustworthy, Loyal...”** (*This is continued until all the twelve points have been recited. When finished, he asks the Scouts/Scouters to be seated. The SPL then proceeds to the left front side of the platform where the Troop Leader is waiting at the second microphone. The lights are turned on.*)

TROOP LEADER: (*Greets the guests, the chairman, representatives from the Local Council, parents, Scouts and Scouters. He speaks about how the boys achieved the badge they are now about to receive. He then introduces the chairman and the members of the Court of Honor who will present the certificates and the badges.*)

CHAIRMAN: (*He thanks the Troop Leader and speaks a few appropriate remarks emphasizing the fact that advancement results from a good program.*)

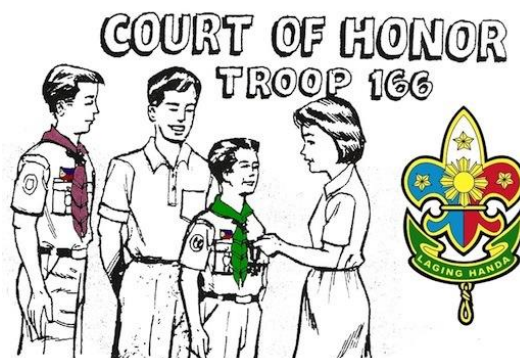
TROOP LEADER: (*Requests the SPL to call the names of the Scouts who have earned the Tenderfoot Badge. As each name is called they step up to the platform face the chairman, execute a salute. They receive their Certificates from the chairman with the right hand and shake hands with the left hand.*)

CHAIRMAN: (*Requests the boys' parents to pin the embroidered badge on the center of the left pocket. Each Scout after receiving his certificate and badge goes down the platform and joins his Patrol. After all have been awarded, the Cheer Leader leads a lively booming yell for them. The same procedure is repeated for 2nd Class and First Class Badges, with the appropriate badge cutout or poster placed on the wall or behind the ceremonial table. Merit badges may be handed to each Scout in envelopes if a large number of Scouts are involved.*)

LOCAL COUNCIL REPRESENTATIVE (Guest Speaker): (*Gives closing remarks.*) “May I congratulate these Scouts for having distinguished themselves by qualifying for Tenderfoot Badge. You have now that skill to help others and yourself. But you are more than that. By living according to the Scout Oath and Law you are adding your bit to the files of good citizenship and world brotherhood, which will one day do away with the darkness of misunderstanding, hatred and wars”.

CHAIRMAN: (*After the closing remarks of the guest speaker, the Chairman declares the ceremony or Court of Honor adjourned and hands the microphone back to the Troop Leader.*)

TROOP LEADER: (*He says a few words of thanks and requests everybody to stand up. He calls for the Patrol Leader to lead the closing song.*)





## ***Financing a Scout Troop***

Like any other organization, a Scout Troop must have funds with which to carry out its operation and activities. A troop that is sound financially is more likely to remain in operation through the years. It is not practical to have the boys earn all the money necessary to secure the needed troop requirement. Neither is it moral or advisable to let the sponsoring institution or the IS Committee supply all the needs of the troop. A good Troop Leader will use his judgment to request the troop committee for financial support only as an exception rather than the rule. No member of a troop committee will remain long in scouting if all he is expected to do is to dig into his pockets all the time.

### **The Troop Budget**

The troop budget is the business-like way to plan and provide for the financial needs of a troop. Business and industry have long accepted the budget system as the most logical and successful means of planning and meeting financial obligations. Troops of long standing use a troop budget successfully because:

- it ensures the prompt re-registration of the troop. When a boy joins the troop, he is required to earn the money to pay for his registration fee. With regular collection of troop dues, it is possible to provide for his re-registration fee for the following year and the years after.
- it develops in the scout a sense of responsibility for the continuity of the life of their troop. The troop dues collection is a system of saving for his re-registration and a contribution to the upkeep of the troop.

Because the troop budget is a financial plan for receiving and spending money, it must reflect the resources and needs of the troop based on its annual program of activities for the coming year. It is best to draft a budget soon after the Patrol Leader's Council finalizes its annual schedule of activities for the coming year. The draft of the proposed budget is usually prepared jointly by the senior Patrol Leader, the Troop Treasurer and the Troop Leader. The advice of a member of the IS Committee who is familiar with budgets would be valuable.

In general, usual sources of budgetary resources for a troop comes from:

- regular troop dues paid by Scouts in the Troop;
- any unspent balance from the previous year's budget;
- revenue-producing projects undertaken by the troop;
- donations or grants from civic-spirited members of the troop committee or the sponsoring institution.

Expected income from the above sources are calculated and revenue-producing projects are proposed to meet any difference between total expected income and estimated expenses. The Patrol Leader's Council reviews the draft of the proposed budget carefully and examines the feasibility of the contribution and the proposed revenue-producing projects. Then the budget is rewritten in final form and submitted to the Institutional Scouting Committee.

The Institutional Scouting Committee gives the final approval to the budget and shares the information with both the sponsoring institution and the parents of the Scouts, usually in a joint meeting, to ensure that the budget will operate properly.

## **Troop Dues**

The troop dues collected from members of the troop is a training in responsible citizenship. A Scout must be taught to pay his way and not expect to live on doles and handouts. This is the reason why policy encourages Scouts to earn at least the money for their registration fee to inculcate in them pride in labor and responsible citizenship. The amount contributed is not important; it is the willingness to do so and contribute regularly to the upkeep of his troop that is important. Troop dues become a valuable lesson for the boy and an effective training tool to teach responsible citizenship.

The Troop Scribe devises a weekly or monthly dues envelope to be used for both collecting dues and to check attendance. He distributes these envelopes to the Patrol Leaders before the Patrols meet in their respective Corners. Contributions are written on the outside of the envelope. The money is placed inside it and turned over to the Troop Scribe/Treasurer. The Troop Scribe/Treasurer issues a receipt to the Patrol and records the contribution in dues column of the Troop Record Book. The money received is recorded by the treasurer in the Troop Financial Record Book and the money deposited in the troop account as soon as possible.

The income from troop dues may be used for registering the members of the troop. The importance of troop dues, both as a contribution and as a training device should be made clear to all leaders in the troop.

## **Revenue-Producing Projects**

A Scout is thrifty. He has confidence in himself. He relies on his own resources. He earns his way and strives to provide for his own needs. He saves whatever he can for future needs. The Scout Law stresses this characteristic of a Boy Scout.

Revenue-producing projects earn money for the troop to meet its needs. The decision to undertake a revenue producing project should be jointly taken by the Patrol Leader's Council and the Institutional Scouting Committee. On deciding to do so, the Patrol Leader's Council creates the necessary interest and enthusiasm for everyone in the troop to participate actively. On the other hand, the Institutional Scouting Committee decision assures everyone that the method to be used is within the policy of the BSP and the Sponsoring Institution. The agreement of the parents of Scouts is also necessary, not only to get their consent but to ensure their cooperation and support for the project itself.

Some tried and tested revenue-producing projects which are easily within the capability of a Boy Scout Troop are as follows:

- production and sale of handicraft items, toys, woodwork, kitchen, and garden tools/gadgets;
- waste paper drive (before collecting, contact a local paper mill or buyer to be sure of the disposal of your stock);
- empty bottle drive (before collecting, contact a local buyer of empty bottles to be sure of the type of bottles he will buy);
- rummage sale: used furniture, bric-a-brac, even clothing;
- raising poultry or livestock in rural areas;
- cleaning/washing vehicles;
- special sale of specialty items (pens, pencils, key chains, etc.);
- benefit shows or cine-benefit (this requires arrangements with a cinema operator and obtaining the necessary municipal permit).

In pursuing revenue-producing projects for a Scout Troop, here are some guide questions to help you determine whether your project conforms to the policy of the BSP on this type of activity:

1. Is your proposed project free from any association with gambling? Is it in harmony with local ordinances/regulations and consistent with the ideals and purposes of the Boy Scouts of the Philippines?
2. Is your proposed project approved by your Troop Committee, your sponsoring institution and your local council? Does this approval include the method to be used and the dates proposed?
3. Is your plan and the dates selected for the project chosen in such a manner that it will not compete with money-raising plans/policies of the sponsoring institution and your local council?
4. If a commercial product is to be sold by the Scouts, is it of good, reliable quality, and will it be sold on its own merits without undue reference to Scouting either directly or indirectly during the sales presentation? Will the buyers of the product get their money's worth?
5. Is it reasonably certain that people who need employment are not deprived of work as a result of your project?
6. If tickets are to be sold by your units for any Function other than a Scout event (such as a Troop Dinner or *Scout Palabas* or Scout Circus), will they be sold by your Scouts as individuals without depending on the goodwill of Scouting to make the sale possible?
7. Will the project and its related activities protect the name and goodwill of the Boy Scouts of the Philippines and prevent it from being capitalized on or exploited commercially by the promoters of the benefit show, sales/promotional campaign?

Finally – let it be said that financing a Scout troop is not just the Troop Leader's business, or the Scouts'; it is everybody's business. Therefore, securing funds to support its activities need the collective effort of parents, the Institutional Scouting Committee, and the many friends of Scouting everywhere. They will rally to your support if they know that the funds are planned to be used for a good purpose and that a public accounting of the funds collected and the disposition of the funds is made to all concerned.

## ***The BSP Troop Leader Training Scheme***

### **Scouting Orientation**

A series of talks preferably interspersed with visual presentations aimed at familiarizing the participants with the Scouting Movement. It covers the aims and method of Scouting, its origin, its nature, structure, and organization. It is open to all who want to learn something about the Scouting Movement. It is not a prerequisite and may be conducted even without a permit from the Region although a Leadership Training Report is required so that appropriate certificates may be issued. It can be conducted for at least 3 hours.

### **Basic Training Course for Troop Leaders**

A course is aimed at equipping the participants with the rudiments of managing a Scout unit. It may be attended by actual and/or prospective Troop Leaders. No other training is necessary to participate in this type of course. A recognition permit from the Regional Office is necessary before it can be conducted to ensure that training standards are observed, like the qualification of trainers, the minimum duration of training which should not be less than 24 hours, the minimum and maximum number of participants (32 and 40, respectively), etc. It may be conducted on a long weekend (Friday to Sunday) or on two short weekends (Saturdays to Sundays).

## **Training Assignment**

The candidate is required to submit a plan of activities for his/her unit for one quarter. The plan must include unit and sub-unit meetings and activities and at least one outdoor activity for the unit all based on the selected theme. The Institutional Representative holds a dialogue with the candidate as to the feasibility of the plan and endorses it for evaluation by the Council Scout Commissioner for Training. The candidate must also show proof that he/she has registered a Scout unit and has advanced at least 25% of all his/her boys to the next badge.

## **Advanced Training Course for Troop Leaders**

(Wood Badge Course for Unit Leaders)

This is a residential course conducted in camp with a minimum duration of 89 hours. Most sessions are on practical skills which include simulated unit and sub-unit activities. At least three (3) months after finishing the Basic Training Course and after complying with the Training Assignments, Scouters may already participate in this type of course.

## **Training Studies**

This is a set of questions to be answered which will guide the candidates on what more to learn and to ensure that certain concepts are clear to them. The questions also encourage the candidates to conduct some research either through the reading of reference materials or through exchange of ideas with other Scouters. The questions are distributed during the latter part of the Advanced Training Course where they will be given instructions that, after at least 3 months, the Local Council will send to their district a team of Trainers who will interview them on such questions to ensure that they have a firm grasp of the program and the section they are serving.

## **Interview**

This is the occasion after at least three (3) months when the Training Team meets the candidates to ensure that the participants have acquired a working knowledge of the sectional program they are serving. After the interview, the candidates are immediately informed by the Team if they have passed this part and can already be recommended for the conferment of the Wood Badge. The interview may be initiated either by the district or by the local council.

## **A final note on leadership**

*Example is the best leadership...*



And what is one way to achieve it? Not by admonitions or preaching but by setting the example to your boys.

Take the case of the uniform. When you are with your Scouts during Scouting activities, wearing the full uniform is an extremely important part to your participation in the Scouting Program. Through it you generate enthusiasm among your boys to be properly uniformed. It inspires Scout Spirit and spurs advancement, besides symbolizing the ideals and outdoor activities of our movement.

When you wear your uniform regularly, you prod your boys to do likewise, thereby building up unit spirit and sparkling smart, complete, and proper uniform among your boys.

If you do not wear your full uniform when guiding them, why don't you add this personal example to your leadership? You'll be gratified at the results.

## **APPENDICES**

### ***Appendix A***

#### **MONTHLY SCHEDULE OF PATROL LEADERS' TRAINING SESSIONS**

##### **PATROL ADMINISTRATION**

JULY:

- A. The Patrol Method
- B. Setting up the Patrol Method
- C. The Troop Leaders' Council

AUGUST:

- D. The Life of the Patrol
- E. Program Planning in the Patrol
- F. Tenderfoot Requirements

##### **CEREMONIES**

SEPTEMBER:

- A. Objectives
- B. Characteristics
- C. Types
- D. Tenderfoot Requirements (continued)

## OCTOBER:

- E. The Patrol and the Troop
- F. The Troop Organization
- G. Program Planning in the Troop
- H. Second Class Requirements including the Merit Badge Program

## NOVEMBER:

- I. The Troop Meeting
- J. Ingredients of the Troop Meeting

## DECEMBER:

- K. Second Class Requirements (continued)
- L. The Patrol Leader's Training
- M. First Class Requirements

## JANUARY:

- N. First Class Requirements (continued)

**To be inserted as the need arises:** Institutional district, council-wide, and national projects and activities Recreational leadership songs, games, mixers, yells, and stunts between sessions.

## **PATROL ADMINISTRATION**

### ***A. The Patrol Method***

1. What is the Patrol Method?
2. Patrol Method is the Way
3. Values of the Patrol Method
4. Making the Patrol Method

### ***B. Setting Up the Patrol Method.***

1. What is a Scout Patrol
2. Composition of the Patrol
3. How a Patrol is Organized
4. The Size of the Patrol
5. Forming Patrols in an Old Troop
6. The Patrol Officers and Their Jobs
7. Term of Office



### ***C. The Patrol Leader's Council***

1. The Patrol Leader's Council
2. Who belongs to the Patrol Leader's Council
3. What the Patrol Leader's Council Does
4. Meetings of the Patrol Leader's Council

### ***D. The Life of the Patrol***

1. A Real Scout Patrol
2. A True Patrol Spirit
3. Boy Types
4. Developing Patrol Spirit
5. Patrol Meetings
6. Patrol Advancement
7. Patrol Good Turns
8. Patrol Specialization
9. Patrol Recognition

### ***E. Patrol Planning in the Patrol***

1. Importance of Program
2. Program Planning Suggestions

## **CEREMONIES**

### ***A. Objective***

1. Inspire the boy with the high purpose of the Scout Ideals
2. Make him realize the serious aspects of Scouting

### ***B. Characteristics***

1. Dignified
2. Simple
3. Short

### ***C. Types***

1. Introduction
2. Advancement Courts of Honor
3. Installation of Individuals
4. Installation of Patrol/Troop
5. Troop Meeting Ceremonies
6. Camp Ceremonies

## Appendix B

### Sample – TROOP BUDGET PLAN

**Troop Budget Plan.** This is a plan which involves the adoption of a budget and a regular weekly payment of dues or small sum of money by each member of the Troop. The Patrol Leader's Council prepares the budget and decides on the weekly dues to be paid. The boy's personal responsibility for making the plan successful by prompt payment of his own share of the necessary Troop funds is stressed.

**Example:** On the weekly basis of P1.00 dues and 30 boys

Income: (one year)

P1.00 weekly x 30 boys x 50 weeks = P 1,500.00

Expenses:

Registration Fee for 30 Scouts @ P 30/Scout = P 900,00

Incidental Expenses

(Badge, Troop numeral, Patrol emblems, council strip, printed records) = \_\_\_\_

Welfare work – Christmas basket or Friendship gift to worthy indigents = \_\_\_\_

Troop Supplies (as needed) = \_\_\_\_

Handbook for Boys = \_\_\_\_

**TOTAL** = P \_\_\_\_

The budget does not include provisions for such things as tents or other Troop equipment. Finances for such expenditures are obtained from other sources.

## Appendix C

### TROOP AND PATROL MEETINGS

**Theme:** Nature Around Us

**Highlight Activity:** Conservation Camp

**Hike of the Month:** Nature-Observation Hike

**Advancement Work:** Wood Lore, Camp Shelter and Sanitation, Nature and Observation

#### FIRST WEEK Outdoor Meeting

**Pre-opening:** Let your Patrol Leaders conduct a Kim's Game to train Scouts in observation. Use nature items for this purpose, like leaves, fruits, flowers, and the like.

**Opening Ceremony:** Form Troop in a circle with Troop Flag at center. Assign Senior Patrol Leader to lead Scouts in Singing the song, *On My Honor*. Brief opening prayer to be led by Troop Scribe. Outline Troop Plans for this month.

**Scoutcraft Instruction:** Invite conservation expert or merit badge counselor concerned to talk to Scouts about conservation and help develop patrol project ideas on conservation.

### **Patrol Meetings**

Patrol Business – Check-up attendance, dues, and advancement progress.

Plan the Nature – Conservation Hike.

Prepare patrol's part in the Conservation Camp.

Prepare patrol demonstrations on nature and observation to be presented next week.

Advancement test passing.

**Interpatrol Contest:** Conduct the Nature Hunt contest.

**Closing:** (around the campfire)

Announcements – Reminders about the Conservation Camp. Ask Scouts to invite prospective Troop members to attend next week's Troop meeting.

Songs – Learn new songs.

Troop Leader's Minute: *“Importance of conservation to every Scout in the years to come.”*

Ceremony: Scout Law ceremony. Brief closing prayer.

**After the Meeting:** Patrol Leaders meet to discuss details of next week's meeting.

## SECOND WEEK Outdoor Meeting

**Pre-opening:** Organize Scouts into Patrol Teams and conduct the Edible-Plant-Match-It game.

### **Opening:**

- Troop Flag ceremony – Brief Opening Prayer
- Formal Troop Inspection
- Introduce prospective Troop members present.

**Patrol Demonstrations:** Each Patrol presents its demonstration as prepared the previous week, as follows (After each demonstration, allow time for every Scout to try the skill demonstrated or to ask questions):

- Trail sign identification
- Leaf printing
- Observation games

**Game:** Play “Haunted House”

### **Patrol Corners:**

- Patrol business – check attendance, dues, and progress on advancement.
- Finalize plans for the Nature Observation Hike and the Conservation Camp.

**Inter patrol Contest:** Conduct the Nature Identification game.

**Closing** (around the campfire):

- Announcement – Final preparations for the Conservation Camp.
- Conduct an Investiture Ceremony for Tenderfoot Scouts, if any.
- Songs and yells.
- Troop Leader's Minute: *“Doing Your Share in Conserving Water.”*
- Ceremony – Troop Flag ceremony. Brief closing prayer.

**After the Meeting:** Leaders meet to check and discuss details of next week's program.

### THIRD WEEK

**Pre-opening:** Play the Barnyard Came.

**Opening Ceremony:** Display National Flag and have each Patrol Leader lead his Patrol in the recitation of the Pledge of Allegiance. Form Troop in a circle and have Senior Patrol Leader lead Scouts in a silent prayer for departed Scouts and Scouters. Conduct a surprise inspection on the proper wearing of the neckerchief.

**Scoutcraft Instruction:** Invite instructors to conduct advancement instruction on woodlore, camp sanitation, and nature and observation. Divide Troop into specialized groups for this purpose.

**Patrol Meetings:**

- Patrol business – check attendance and dues.
- Prepare menus and equipment needed for the Conservation Camp.
- Start working on patrol projects related to conservation.
- Merit Badge work as suggested for this month.
- Prepare for the inter patrol contest to follow.

**Inter patrol Contest:** Play the “Feel It” Game.

**Closing:**

- Announcement – Reminders about the Conservation Camp to be held the following week, and about Patrol projects on conservation and related merit badges.
- Pantomime Contest – Select actions depicting different occupations. Recognize winners.
- Troop Leader's Minute: *“A Scout is Thrifty...”* A Scout works to pay his way and to help others, he protects and conserves natural resources.
- Ceremony: Form Troop in a circle around National flag. Have the Scouts execute the Scout Salute individually, one after the other, and then retire colors.
- Brief closing prayer to be led by a new Tenderfoot Scout.

**After the Meeting:** Patrol Leaders meet to discuss details of following week's program.

## FOURTH WEEK

### Highlight Activity: Conservation Camp

For your fourth week meeting of the month, you may hold a Conservation Camp that will climax your Troop conservation activities. This will give your Scouts a real in-the-field conservation work and will help them acquire knowledge of the value of conserving our natural resources.

Selection of the camp site and the work to be done will of course depend on the needs of the area in which your Troop is located. Projects on conservation may include tree planting, erosion control, stream or irrigation improvement, forest improvements, seed planting, bird and animal shelter construction, litter cleanup, etc. Be sure to have consultations with the agricultural extension experts and foresters about some other projects that can be done.

While there can be a lot of fun and intelligent action connected with this activity, the project involves a lot of careful planning and hard work. To inject some relief to all these conservation work in camp, you may put up a wide game or two, a campfire program, and some aquatic activities.

Remember that good Scouting practices must be used in the camp with all activities and project assignments done by patrols under the charge of patrol leaders.

## ***Appendix D***

### **Principles and Policies of the BSP**

(Taken from the BSP By-Laws)

#### **Declaration of Religious Principle**

The Boy Scouts of the Philippines maintains that no boy can grow into the best kind of citizenship without recognizing his obligation to God. In the first part of the Scout Oath the boy declares, "On my Honor I will do my best, to do my duty to God and my country, and to obey the Scout Law..." The recognition of God as the ruling and leading power in the universe and the grateful acknowledgment of His favors and blessings are necessary to the best type of citizenship and are wholesome precepts in the education of the growing boy. The Boy Scouts of the Philippines, therefore, recognizes the religious element in the training of the boy, but it is absolutely non-sectarian in its attitude towards that religious training. Its policy is that the organization or institution with which the Scout is connected shall give definite attention to his religious life. Only persons willing to subscribe to this declaration of principle shall be entitled to certificates of leadership in carrying out the Scouting program.

The activities of the members of the Boy Scouts of the Philippines shall be carried out under conditions which show respect for the conviction of others in matters of custom and religion as required by the twelfth point of the Scout Law, reading, "A Scout is Reverent." A Scout is reverent toward God. He is faithful in his religious duties. He respects the belief of others.

In no case where a unit is connected with the church or other distinctively religious institution shall boys of other denominations or faith be required, because of their membership in the unit, to take part in or observe a religious ceremony distinctly peculiar to that institution or church.

#### **Policy Concerning Membership**

Membership in the Boy Scouts of the Philippines is open to all boys and young people who meet the membership requirements.

### **Policy Concerning Leadership**

No person shall be approved as a leader unless, in the judgment of the Boy Scouts of the Philippines, he possesses the moral, educational, and emotional qualities deemed necessary for leadership and satisfies such other leadership qualifications as it may from time to time require.

### **Policy Concerning Political Questions**

The Boy Scouts of the Philippines shall not, through its governing body or through any of its officers, its chartered councils or members involve the Scout Movement in any activity of a partisan political character. However, this should not be interpreted to prevent the teaching of the ideals of patriotism and good citizenship as required to fulfill the corporation's purpose. This policy shall not limit the freedom of thought or action of any official or member as an individual.

### **Policy Concerning Military Training**

In carrying out the purpose of the Scout Movement as stated herein, technical military training and drill shall not be included.

### **Policy Concerning Finances**

All monies raised by or received for the benefit of a Scout Unit, Local Council, or region through purchase, donation, or bequest shall be deeded, received, acquired, and titled in the name of the Boy Scouts of the Philippines. The acceptance of such donations or bequests shall be made by the National Executive Board.

Subject to general rules and regulations adopted by the National Executive Board, Local Councils shall control the raising and expenditure of all funds for local Scout work in their jurisdiction.

No Scout Unit, Local Council, or Scout Region shall have authority to bind the Boy Scouts of the Philippines to any financial or other obligations whatsoever.

## **Appendix E**

### ORGANIC LAW OF THE BOY SCOUTS OF THE PHILIPPINES

(Commonwealth Act No. 111 as amended by Presidential Decree No. 460<sup>[2]</sup> and Republic Act No. 7278)

SECTION 1. "J.E.H. Stevenot, A.N. Luz, C.P. Romulo, Vicente Lim, Manual Camus, Jorge B. Vargas, and G.A. Daza; all of Manila, Philippines, their associates and successors, are hereby created a body corporate and politic in deed and in law, by the name, style and title of 'Boy Scouts of the Philippines' (hereinafter called the corporation). The principal office of the corporation shall be in Metropolitan Manila, Philippines."

SECTION 2. The said corporation shall have the powers of perpetual succession, to sue and be sued; to enter into contracts; to acquire, own, lease, convey and dispose of such real and personal estates, land, grants, rights and choses in action as shall be necessary for corporate purposes, and to accept and receive funds, real and personal property by gift, devise, bequest or other means, to conduct fund-raising activities; to adopt and use a seal, and the same to alter or destroy; to have offices and conduct its business and affairs in Metropolitan Manila and in the regions, provinces, cities, municipalities, and *barangays* of the Philippines, to make and adopt bylaws, rules and regulations not inconsistent with this Act and the laws of the Philippines, and generally to do all such acts and things, including the establishment of regulations for the election of associates and successors, as may be necessary to carry into effect the provisions of this Act and promote the purposes of said corporation: Provided, That said corporation shall have no power to issue certificates of stock or to declare or pay dividends, its objectives and purposes being solely of benevolent character and not for pecuniary profit of its members.

SECTION 3. The purpose of this corporation shall be to promote through organization and cooperation with other agencies, the ability of boys to do useful things for themselves and others, to train them in scoutcraft, and to inculcate in them patriotism, civic consciousness and responsibility, courage, self-reliance, discipline and kindred virtues, and moral values, using the method which are in common use by boy scouts.

SECTION 4. The President of the Philippines shall be the Chief Scout of the Boy Scouts of the Philippines.

SECTION 5. The governing body of the said corporation shall consist of a National Executive Board, the members of which shall be Filipino citizens of good moral character. The Board shall be composed of the following:

- (a) One (1) charter member of the Boy Scouts of the Philippines who shall be elected by the members of the National Council at its meeting called for this purpose;
- (b) The regional chairmen of the scout regions who shall be elected by the representatives of all the local scout councils of the region during its meeting called for this purpose; Provided, That a candidate for regional chairman need not be the chairman of a local scout council;
- (c) The Secretary of Education, Culture and Sports;
- (d) The National President of the Girl Scouts of the Philippines;
- (e) One (1) senior scout, each from Luzon, Visayas and Mindanao areas, to be elected by the senior scout delegates of the local scout councils to the scout youth forums in their respective areas, in its meeting called for this purpose, to represent the boy scout membership;



(f) Twelve (12) regular members to be elected by the members of the National Council in its meeting called for this purpose;

(g) At least ten (10) but not more than fifteen(15) additional members from the private sector who shall be elected by the members of the National Executive Board referred to in the immediately preceding paragraphs (a),(b),(c),(d),(e) and (f) at the organizational meeting of the newly reconstituted National Executive Board which shall be held immediately after the meeting of the National Council wherein the twelve (12)regular members and the one (1) charter member were elected.

Thereafter, the National Executive Board as herein fully constituted shall elect from among themselves the following officers of the corporation:

- a) President;
- b) Senior Vice-President;
- c) One (1) Vice-President each from Luzon, Visayas and Mindanao areas; and
- d) Such other officers as the Board may deem necessary.

The numerical composition of the National Executive Board shall be provided for in the Bylaws of the Boy Scouts of the Philippines: Provided, that said numerical composition shall be at least thirty: and not more than forty-five (45) for all elected, life and ex-officio members.

The term of the office of the members of the National Executive Board shall be one (1) year, except for the regular members to be elected by the National Council whose term of office shall be three (3) years: Provided, That for the first twelve regular members to be elected by the National Council, the term of office shall be as follows: the members garnering the first. four (4).highest number of votes shall serve for a term of three (3) years; the members garnering the second four (4) highest number votes shall serve for a term of two (2) years; and the members garnering the last four (4) of votes shall serve for a term of one (1) year.

Vacancies in the National Executive Board shall be filled by a majority vote of the remaining members and a member thus elected shall serve only for the unexpired term.

The bylaws may prescribe the number of members of the National Executive Board necessary to constitute a quorum of the Board, which number shall not be less than the majority of the entire membership of the Board.

The National Executive Board shall exercise the following powers and functions:

- (a) To make and to amend the bylaws subject to the ratification by a majority vote of the members present at a meeting of the National Council or at a special meeting called for this purpose;
- (b) To authorize and cause to be executed mortgages and liens upon the property of the corporation by a two-thirds (2/3) vote of the whole Board at a meeting called for this purpose;
- (c) To designate five (5) or more of their number to constitute an executive or governing committee of which a majority shall constitute a quorum, through a resolution passed by a majority of the whole Board. Such committee, to the extent provided in said resolution or in the bylaws of the corporation, shall have and exercise the powers of the National Executive Board in the management of the business affairs of the corporation and may have the power to authorize the seal of the corporation to be affixed to all papers which may require it;

(d) To create standing committees and appoint the chairmen and members thereof from among themselves by the affirmative vote of the majority of the whole Board. Such standing committees shall exercise such powers as may be authorized by the bylaws;

(e) To dispose in any manner a part or the whole property of the corporation with the consent in writing and pursuant to an affirmative vote of two-thirds (2/3) of the members of the National Council; and

(f) To hold regular meetings at least once every two (2) months at a time and place to be designated in the bylaws. Special meetings of the Board may be called upon such notice as may be prescribed by the bylaws.

SECTION 6. The National Council shall be composed of the following members:

(a) The members of the National Executive Board;

(b) The charter members;

(c) The regional commissioners;

(d) The chairmen and commissioners of all local scout councils; and

(e) Other duly accredited delegates of local scout councils as maybe provided in the bylaws.

The qualifications, terms of office, and the manner of electing the above mentioned members of the National Council shall be prescribed in the bylaws of the corporation.

The numerical composition of the National Council shall be provided for in the bylaws of the Boy Scouts of the Philippines: Provided, That all regions and all local councils shall be duly represented therein by at least two (2) duly accredited delegates, in addition to those who are members of the National Executive Board as provided for under Section 3 of this Act.

The annual meeting of the National Council shall be held at such time and place as shall be prescribed in the by-laws, at which meeting the annual reports of the officers and the National Executive Board shall be presented and the election of members to the National Executive Board.

Special meetings of the National Council maybe called upon such notice as may be prescribed in the bylaws. One-third (1/3) of the members of the National Council shall constitute a quorum to do business at any annual or special meeting.

The National Council and the National Executive Board shall have the power to hold their meetings and keep the seal, books, documents, and papers of the corporation within or without the Metropolitan Manila.

The National President of the corporation shall preside over the meetings of the National Council.

Each local scout council represented in the annual or special meeting of the National Council shall be entitled to four (4) votes plus one (1) vote for every ten thousand (10,000) of their scout membership. The members of the National Executive Board and life members shall each be entitled to one (1) vote.

SECTION 7. The corporation created by this Act shall adopt and shall have the sole and exclusive right to use distinctive titles, emblems, descriptive or designing marks, words and phrases, badges, uniforms and insignia for the Boy Scouts of the Philippines in carrying out its program in accordance with purposes of this Act, and which shall be published in the Official Gazette or in any newspaper of general circulation in the Philippines.

SECTION 8. Any donation or contribution which from time to time may be made to the Boy Scouts of the Philippines by the Government or any of its subdivisions, branches, offices, agencies or instrumentalities or by a foreign government or by private entities or individuals shall be expended by the National Executive Board in pursuance of this Act.

The corporation shall be entitled to the following tax and duty privileges:

- (a) Exemption from income tax pursuant to Section 26(e), (g) and (h) of the National Internal Revenue Code, as amended;
- (b) Exemption from donor's tax pursuant to Section 94 (a) (3) of the National Internal Revenue Code, as amended;
- (c) Full deductibility of donations from the donor's gross income for purposes of computing taxable income; and
- (d) Tax and /or duty exemption of donations from foreign countries as provided under relevant laws such as, but not limited to, Section 105 of the Tariff and Customs Code of the Philippines, as amended,

SECTION 9. On or before the first day of April of each year, the said corporation shall transmit to the President of the Philippines a report of its proceedings for the year ending December thirty-first preceding, including a full, complete, and itemized report of receipts and expenditures of whatever kind.

SECTION 10. From and after the passage of this act, it shall be unlawful for any person within the jurisdiction of the Philippines to falsely and fraudulently call himself as, or represent himself to be, a member of, or an agent for, the Boy Scouts of the Philippines; and any person who violates any of the provisions of this Act shall be punished by prison correctional in its minimum period or a fine not exceeding Five Thousand Pesos (P5,000.00) or both, at the discretion of the court.

It shall be unlawful for any person to manufacture, sell or distribute or cause to be manufactured, sold or distributed fraudulently or without the official knowledge and written consent or permission of the National Executive Board of the Boy Scouts of the Philippines badges, uniforms, insignia, or any other boy scout paraphernalia; or to use, apply, feature or portray said badges, uniforms, insignia or scouting paraphernalia or the photos or visuals of a boy scout or boy scouts in uniform, or the logo, seal, or the corporate name of the Boy Scouts of the Philippines, in any print ad, radio or television commercial, billboard, collateral materials or any form of advertisement; or to use the name of the Boy Scouts of the Philippines for any illegal purpose or personal gain. Any violation of any of the provisions of Section 7 and of this section shall be punished by *prison correctional* in its medium period to *prison mayor* in its minimum period or a fine of not less than Ten Thousand Pesos (P10,000.00) nor more than One Hundred Thousand Pesos (P100,000.00), or both, at the discretion of the court: Provided, that, in case of corporations, partnerships, associations, societies or companies, the manager, administrator or the person in charge of management or administration of the business shall be criminally responsible for any such violation. These penalties shall be without prejudice to the proper civil action for recovery of civil damages, which may be instituted together with or independently of the criminal prosecution.

SECTION 11. Until such time as the reorganization and restructuring of the Boy Scouts of the Philippines in accordance with this Act is effected, the incumbent officers and members of the National Executive Board and the present and past national presidents of the Boy Scouts of the Philippines shall continue to conduct the affairs of the Boy Scouts of the Philippines and to take the necessary steps to effect such reorganization until a new National Executive Board and a new set of national officers shall have been elected within six (6) months from the effectivity of this Act.

## **Explanatory Notes:**

Sections 5 and 6 of Republic Act 7278, which does not touch on the organic law as presented, are stated here for information:

**Section 5.** If any section or provision of this act is held invalid, all other provisions not affected thereby shall remain valid.

**Section 6.** This Act shall take effect upon the completion of its publication in at least two (2) national newspapers of general circulation.

**Republic Act 7278** in its entirety was published in the March 31, 1992 (Tuesday) issues of the Malaya (page 15) and the Philippine Times Journal (page 3).

## **Endnotes**

[1] Commonwealth Act 111 is entitled – AN ACT TO CREATE A PUBLIC CORPORATION TO BE KNOWN AS THE BOY SCOUTS OF THE PHILIPPINES, AND TO DEFINE ITS POWERS AND PURPOSES – was signed into law by President Quezon on October 31, 1936. [2] Presidential Decree No. 460 is entitled – AMENDING CERTAIN PROVISIONS OF COMMONWEALTH ACT 111 OTHERWISE KNOWN AS THE NATIONAL CHARTER OF THE BOY SCOUTS OF THE PHILIPPINES – was issued by President Marcos on May 17, 1974. [3] Republic Act No. 7278 entitled – AN ACT AMENDING COMMONWEALTH ACT NO. 111, AS AMENDED BY PRESIDENTIAL DECREE NO. 460, ENTITLED “AN ACT TO CREATE A PUBLIC CORPORATION TO BE KNOWN AS THE BOY SCOUTS OF THE PHILIPPINES, AND TO DEFINE ITS POWERS AND PURPOSES,” BY STRENGTHENING THE VOLUNTEER AND DEMOCRATIC CHARTER OF THE BOY SCOUTS OF THE PHILIPPINES AND FOR OTHER PURPOSES – was signed into law by President Corazon C. Aquino on March 24, 1992.

[4] Section 1 of the organic law retains the historic provision on the seven incorporators and founders of the Boy Scouts of the Philippines. PD 460's amendment to this provision pertained only to the situs of the office of the corporation from the “City of Manila” to Metropolitan Manila, Philippines. This was not changed by RA 7278.

[5] Sections 2 and 3 of the organic law are taken from Section 1 of RA 7278.

[6] Sections 2 and 3 of the organic law are taken from Section 1 of RA 7278.

[7] Section 4 of the organic law is taken from Section 2 of RA 7278.

[8] Sections 5, 6, 7, and 8 of the organic law are taken from Section 3 of RA 7278.

[9] Sections 5, 6, 7, and 8 of the organic law are taken from Section 3 of RA 7278.

[10] Sections 5, 6, 7, and 8 of the organic law are taken from Section 3 of RA 7278.

[11] Sections 5, 6, 7, and 8 of the organic law are taken from Section 3 of RA 7278.

[12] Section 9 is the original provision in Commonwealth Act No. 111 and was not amended by either PD 460 or RA 7278.

[13] Sections 10 and 11 of the organic law are taken from Section 1 of RA 7278.

[14] Sections 10 and 11 of the organic law are taken from Section 1 of RA 7278.