

Troop 150 Handbook



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WELCOME TO TROOP 150



We are happy that you and your Scout have chosen our Troop to start your Scouting adventure!

Troop 150 was first chartered in 1928 to provide Scouts with a chance to develop moral strength and character, participate in citizenship, and physical, mental, and emotional fitness in the context of an active outdoor program. We are chartered by the Annandale United Methodist Church Men's Group, The Troop is based on fundamental Scout skills and traditions, an active and challenging outdoors program, and leadership development and advancement. We operate on the premise that it is the outdoor activities that attract children to Scouting, and not the indoor Troop meetings. Regular outdoor activities "fuel" meaningful indoor programs as Scouts prepare to go outdoors.

Scouting in Troop 150 is "Scout Led." We give each Scout as much freedom as possible to learn and to develop their independence, leadership skills, and responsibility, consistent with safety, well-being, and the overall best interests of the Troop. As a result, the Scoutmaster and other adult leaders defer to the Scout-leaders as much as possible, even to the point of allowing failure of a program or plan, unless safety or well-being are threatened, or where allowing a poorly planned activity to proceed will serve no useful purpose.

As with all volunteer organizations, the benefits derived are only as good as the efforts put forth. We encourage parents and guardians (referred to as parents in remainder of this handbook) to become involved and to participate in your Scout's activities and accomplishments. As parents of current and past Scouts, we have come to see the importance of parent participation in your Scout's journey through Scouting. The journey is filled with adventure and learning. Shared with other adults in the Troop, it can be one of the most treasured experiences you will have.

Communication among Scouts, leaders, and families can be particularly challenging. Hopefully this guide will cover most areas in general, but additional information is available from our Scout created and maintained website at <https://www.Troop150va.org/>. Since this is a Scout-led organization, the Scouts themselves are the primary source of information about the Troop.

We recognize that when you first join an organization there is a lot of information you need to know as soon as you start. This handbook is intended to be an orientation guide to information you want to know now. It addresses such issues as parent participation, uniform requirements, equipment, advancement, and dues.

The Differences between Scouting America Programs

Scouting America programs are divided by age and activity: Cub Scouting is for boys and girls in kindergarten through 5th grade, Scouts BSA is open to young men and young women in ages 11* through 17, and co-ed Venturing and Sea Scouting are available for young men and young women age 14 through 20. Scouting America also offers career-oriented co-ed Exploring programs to youth age 10 through 20.

Troop 150 is a Scouts BSA organization: It is Scout planned and led; adult advised and guided and involves activities requiring greater degrees of self-supervision. Troop 150 serves young men in an inclusive manner. In Troop 150, the Scouts plan and decide on the program, run the meetings, manage the equipment, plan and execute the trips, and become self-motivated to advance.

*10-year-old Cub Scouts may join our Troop once they have earned the Arrow of Light rank or boys who are 10 years old may join our Troop on March 1st or later during their 5th grade year.

Your Role as a Scouting Parent

We are a highly active Troop. Most young Scouts cannot keep track of all the events going on. We recommend that parents:

- Meet and converse with other parents and leaders.
- Join our Monthly Committee Meeting, held at Annandale United Methodist Church (AUMC), while the Scouts meet separately. We usually meet in the lower atrium, on the lower level, outside of the Media Center room where the Scouts meet.
- Read email notifications regarding meetings, outings, and calls for volunteers. The calendar of meetings and events is on our website (<https://www.Troop150va.org/calendar/>).
- Sign up as early as you can once outings are announced. For the Scouts to learn and practice planning skills, appropriate deadlines will be set and advertised. Email notifications are provided to all Troop members about all campouts, meetings, and activities.
- Explore and be aware of the resources on our website (www.Troop150va.org) – Calendar, Forms, Library, Photos/Videos, etc. If you think something is missing, we will do everything we can to improve. If you need help with navigation, just e-mail contact@Troop150va.org.
- Consider joining the Troop Committee, becoming a merit badge counselor, and/or attending events (note: per Scouting America policy, any adult attending an overnigher, must be a registered Scouts BSA adult leader in our Troop).

Your Scout will, at times, have specific responsibilities to the Troop and their Patrol. They may be a Patrol Leader or hold some other leadership position. They may also have an assignment for a trip. As a parent, be aware and encouraging.

Uniforms

Uniforms are an important element in the methods of Scouting. All Scouts should obtain a Scout uniform and wear it at all Troop and Patrol activities. The Troop does maintain a small inventory of second-hand uniform components available to Scouts at no cost. Please speak with our Uniform

Coordinator to view any available items. Our nearest Scout Shop, where you can purchase new Scouting essentials, is located at 5232 Port Royal Rd, Springfield, VA 22151. Make sure to check their business hours.

In Troop 150, the Field Uniform (“Class A”), consists of Scouts BSA official: shirt (with all appropriate current patches affixed in the correct placements), pants/shorts, belt, socks, and neckerchief slide, as well as our Troop neckerchief and hat. The Field Uniform (“Class A”) is required for all Scout meetings and for travel to and from any campout. The Troop provides each Scout with a Troop hat, neckerchief, numbers patch and a Scouts BSA neckerchief slide, shirt epaulets, and a Scout Handbook. Here is the Scouts BSA uniform guide for patch placement:

https://filestore.scouting.org/filestore/pdf/33066/33066_Scouts_BSA_Insignia_WEB.pdf.

An Activity Uniform (“Class B”), consisting of a Troop or other Scout affiliated t-shirt, Scouts BSA pants/shorts, belt, and socks is often designated for camping, summertime meetings, and other activities. Troop 150 Class B t-shirts are available for purchase from the Uniform Coordinator.

For special ceremonies, such as a Court of Honor, Board of Review, parade, honor guard, or Flag Retirement ceremony, a full uniform, including a Merit Badge sash and Scout Handbook is required. Casual pants, such as sweatpants, jeans, and gym shorts, are generally never appropriate.

Equipment

Besides the uniform, the only other equipment a Scout will need when they first join Scouts is the Handbook, which is provided by the Troop. All their signoffs for rank advancement will be done in the book, so it becomes the primary source of rank record keeping, in addition to being a handy Scouting reference. Because it goes on all Scout activities with the Scout, consider getting a cover for it, to prolong its life. The Scout Shop sells covers for the Scout Handbooks. A pen is also recommended to be kept with the Scout Handbook.

The Troop provides most of the required camping gear except for a sleeping bag/ground pad, backpacks, and personal mess-kit items such as plates, utensils, and cups/bottles. For early warm-weather campouts, 2-3 blankets can serve very nicely in place of a sleeping bag. Over time, your child may wish to accumulate additional equipment. Please consult with one of the Troop leaders before making a big investment in any equipment as they can tell you what is appropriate and where to get a good deal. From time to time, we receive equipment donations such as boots, backpacks, and sleeping bags. Our Uniform Coordinator will maintain an inventory of these items. The Scout Handbook is a great resource for handy gear checklists. We also maintain gear checklists on our website.

Scouts are not allowed to carry or use a knife, axe, or saw at any Scout activity until they have passed the requirements for the Totin’ Chip. They will earn this at summer camp or at other designated Totin’ Chip sessions. After that, they may carry a pocketknife. Troop 150 and Scouts BSA rules do not allow sheath knives to be carried or used at any time.

The only electronics permitted on most campouts are flashlights, cameras (not camera phones), and watches. In order to encourage Scouts to have enhanced face-to-face experiences, better enjoy nature,

and to avoid potential youth protection issues or loss of expensive items, we do not permit cell phones on most campouts. We will note exceptions to this policy, when appropriate, for specific campouts (like a ski trip). Adults will have cell phones that can be reached in case of emergency.

Meetings

Scouts meet each Monday night from 7:00 to 8:15 PM in the Media Center on the lower level of the AUMC (go downstairs from the lobby and follow the signs to get there). Occasionally we meet at other times or places for special programs. The Troop follows the Fairfax County Public Schools (FCPS) policy for bad weather. If FCPS schools are closed (e.g. teacher workday) but administrative offices are open, we will typically hold our meetings as scheduled. We typically do not meet on most federal holidays or FCPS winter and spring breaks.

Other meetings:

- Patrol Leaders' Council (PLC)– typically held on the Monday after a campout. Scout leaders and the Scoutmaster Corps use this meeting to plan for future meetings and activities. All Scouts are welcome and encouraged to attend even though regular meetings are not held on these nights but only the youth leaders are required to attend.
- Courts of Honor are special formal meetings where the Scouts are recognized for their achievements. It is important for Scouts and parents to attend these as a sign of support and celebration for the Scouts' hard work. For this reason, Class A uniforms are mandatory. Courts of Honor are held three times a year (generally Spring (May), Fall (September), and Winter (December)).
- Troop Committee Meeting – held monthly for registered adults on the Troop committee. Overall planning and administration. All parents are welcome to attend, but only registered Committee Members may vote on committee issues.
- District Roundtable – monthly meeting for Scoutmasters, Committee Chairs, Unit Commissioners, or other Troop representatives to share District and Council information.

Outings / Activities

Activities are planned to occur at least once per month. They almost always involve outdoor activities and usually involve camping. The Troop attends summer camp each year for one week at Goshen Scout Reservation (historically it is the first week of July). There are also opportunities for experienced/older Scouts to visit Scout BSA's high adventure bases across the country. Activities are handled as follows:

- Cost - the per person (Scouts and adults) outing fee covers the cost of the outing. This generally includes camping fees, transportation fees, and special program items if needed. Food costs will be split by the Patrol members and will be reimbursed directly to the Patrol's grubber.
- Canceling - anyone who has indicated that they wish to take part in an outing is committed to paying for it, whether or not the Scout actually attends. All Scouts are expected to pay their share of their Patrol's food to the Patrol's grubber, whether they attend or not. The exemption is if a Scout cancels prior to food being purchased and the grubber was made aware of the cancelation.

- Scouts camp in Patrols and learn by “guided discovery” - doing for themselves and figuring out solutions to problems that arise. A Troop Guide, Instructor, or other experienced Scout works with the new Scout Patrol on camping skills during the outing, and a registered adult leader provides supervision. The Scouts develop independence and self-confidence by doing things for themselves.
- Adult leaders (members of the Scoutmaster Corps or Committee) assist in running the program and overseeing safety. Adult leaders generally work independently, doing their own cooking and other duties as assigned.
- Parents are welcome to accompany the Troop on outings with the permission of the Scoutmaster. We limit the number of parents who attend while ensuring an appropriate adult to Scout ratio for transportation and safety. **Parents must first be registered in our Troop, with Scouting America, and must have current Safeguarding Youth Training.** Parents are expected to pay for attending the outing and sharing in the adult food costs.
- Parents are encouraged to leave any discipline of their own Scout up to the Senior Patrol Leader or a member of the Scoutmaster Corps. For the youth leaders, handling these types of situations helps them to develop their own leadership skills and approaches. This also prevents the Scout from resenting their parents’ presence on the outing because they feel they can’t get away with anything - parents always seem to notice more!
- Parents are asked to help drive for at least one campout each year and are asked to help serve as an adult event advisor (we have lots of resources to help with this) each year.

Scouts BSA Troop 150 Grubber Guidelines

The grubber is the member of the Patrol that purchases and acquires the Patrol’s meals in advance of the next campout. This is a vital role for a Patrol to function well! Scout grubbers gain experience in shopping for food, learning how to keep to a budget, planning, and responsibility of funds through serving as a grubber! Here are some guidelines for Troop 150 grubbers.

- Patrol members should take turns serving as a grubber. It is ultimately the Patrol Leader’s (PL) responsibility to appoint a grubber for each campout, but it should not be the same Scout more than a few times during that PL’s term. New Scouts are not allowed to be a grubber for their first campout in our Troop.
- The grubber must use the Patrol’s planned menus to purchase food and must ensure that each Patrol member’s food allergies and restrictions are accounted for. He should also make certain that the Patrol has all ingredients needed.
- Do not purchase food until the Thursday prior to the campout. Wait for confirmation from your Patrol’s member of the Scoutmaster Corps, Senior Patrol Leader (SPL), and/or PL of the Patrol’s final roster for the campout.
- The budget below should be used when determining how much you generally have to spend, per Scout attending, for your Patrol’s meals.

Breakfast	Lunch	Dinner	Dessert
\$6	\$5	\$7	\$3

For example: if your Patrol of 6 Scouts needs 1 lunch, 1 dinner, 1 dessert, and 1 breakfast for an overnight campout, then your total budget is: \$126.

- Ensure you are packing your perishable food, in coolers, with enough ice packs to guard for safe food handling for the duration of the campout. The Troop has coolers you may borrow, if needed. Make sure your cooler is appropriately sized for the amount of food in it. Keep your other food adequately protected to avoid leaks/flattened bread/other damage.
- Calculate each person's grubber fee by dividing the total cost of the food by the number of Scouts attending in the Patrol (including the grubber). It is recommended that the grubber communicate that fee to the Patrol by the Friday before the campout.
- The grubber fee is to be paid to the grubber prior to our departure for the campout. All Scouts listed on the final attendance are expected to pay their grubber fee, whether or not they actually attend the campout.

Code of Conduct

For all Scouts, registered adults, families and guests:

I agree to abide by the Scout Oath and Law, Scout Motto and Slogan, as well as the Outdoor Code. If my behavior does not reflect the above Code of Conduct, I understand I may be sent home from Troop activities at the discretion of the Scoutmaster or designated registered adult leader. For serious/repeated offenses, I may be removed from further participation in Troop activities for a designated duration (to include permanent removal) at the discretion of the Key 3 (Chartered Organization Representative, Scoutmaster, and Committee Chair). I agree to participate in a full and constructive manner in all Troop activities.

Scout Leadership

The Senior Patrol leader (SPL) is the leader of the Scouts. They run the Troop through the Patrol Leaders' Council, where decisions are made on meetings and Troop activities, leadership reviews, etc. The Scouts in the Troop elect the SPL semi-annually. Each Patrol elects their Patrol leader semi-annually as well. The SPL appoints their own Scout leadership team from the Patrols to form the staff (Eagles Patrol). The "Troop 150 Leadership Guide," available on our website, is the governing document for youth leadership.

The Troop relies upon the Patrol Method of youth leadership to operate. The Scouts serve in leadership positions to plan and deliver their Troop program. There is a "Chain of Command" to the youth leadership. The Senior Patrol Leader (SPL) is the youth leader with the most responsibility as he manages all Troop planning and activities, supervises the Patrol Leaders and chairs the Patrol Leader's Council (PLC). The Assistant Senior Patrol Leader (ASPL) stands in for the SPL when he is absent and supervises many other Troop leadership positions. Patrol Leaders supervise the Scouts in their Patrol.

A Scout's question or concern should be managed at the lowest possible level. The Scout should ask his Patrol Leader. If the Patrol Leader cannot answer, then the Patrol Leader should ask the Senior Patrol Leader. If the Senior Patrol Leader cannot answer he may then ask an Assistant Scoutmaster or the Scoutmaster. Outside of safety or harassment issues, advancement review and Scoutmaster Conferences, an individual Scout should seldom have a need to approach a Scoutmaster with a program question or concern. This does not excuse the youth leadership from the expectation to report any significant concerns or program changes to the Scoutmaster and/or Assistant Scoutmasters. The Scouts should plan their campouts and events and manage themselves whenever possible with adult intervention only when necessary.

Adult Leadership

The Scoutmaster Corps, under leadership of the Scoutmaster, consists of trained, uniformed adult leaders and oversees operations of the Troop relating directly to the Scouts. The Scoutmaster and all registered Assistant Scoutmasters are required to have completed the Scout leader training courses. Assistant Scoutmasters (ASMs) work directly with the Scouts on a weekly basis, offering guidance in responsibilities and advancement.

Our Troop Committee, under the leadership of the Committee Chair, supports the Troop. The Troop Committee shall consist of not less than three adult members (Committee Chair, Secretary, and Treasurer), all of whom must be registered adult members of Scouting America. All registered Committee members are required to have completed all pertinent Committee member training courses. All parents are encouraged to participate in order to have a say in the operations of the Troop. Committee Members support the Troop and handle administrative and planning details.

Adult membership in Troop 150, either as a Committee Member, Unit Scouter in Reserve, or member of the Scoutmaster Corps, shall be subject to the approval of the Troop 150 Committee Chair and the COR. All adult leaders are volunteers and will serve without compensation.

Safeguarding Youth Training

Scouting America requires that all adults working with Scouts must take the online Safeguarding Youth Training every year. This is required for uniformed and non-uniformed adults, including Merit Badge Counselors and Committee Members. This certification is required before Scouting America will accept Adult Registrations. Scouting America will also verify our compliance when we recharter every year. If this is your first training course through the Scouting America Online Learning Center, the system will guide you through how to create an account. Troop 150 will always completely adhere with all of Scouting America's Safeguarding Youth policies. Note, there may be times when a parent is needed to provide two-deep leadership, when Scouts meet with adult leaders, outside of normal Troop meeting times.

New Scout Patrol Assignments

New Scouts joining the Troop are generally assigned to the Phoenix Patrol. In this Patrol a New Scout Patrol Leader, Assistant Patrol Leader, the Troop Guide and a specifically assigned Assistant Scoutmaster

lead them so that they get the special attention needed to introduce them to the program and to teach them their basic skills. Scouts will remain in the Phoenix Patrol until the fall, at which time, they will join one of the home Patrols – Panthers, Dragons, Sharks, or Vipers. They will remain in their home Patrol throughout their time in the Troop, except for periods in which they are asked to serve on the leadership team, as part of the Eagle Patrol or selected to be leaders of a future Phoenix Patrol.

Advancement

The Scouts BSA advancement program is an important part of any Troop's program. It encourages Scouts to learn vital skills that allow them to get the most out of the outdoor activities and to participate safely. However, while the development of certain skills is essential, participation in the formal advancement program is voluntary. We do not feel it is in the best interests of the Scout or of the Troop to push a Scout up the advancement trail if it is not important to them. However, we will provide encouragement and assistance to the Scout who wants to advance and to learn new skills, and **we strongly encourage every Scout to set a goal of becoming an Eagle Scout.**

As a Scout works on their Scout, Tenderfoot, Second Class, and First Class ranks, they will be instructed and tested by an older Scout, one who has at least the rank of Star. The Star and above Scout will initial the Scout's handbook indicating they have completed the skill.

After the requirements for a rank are attained (except for the Scout Spirit, Scoutmaster Conference and Board of Review requirements), the Scout asks the Scoutmaster for a Scoutmaster Conference. After a successful Scoutmaster Conference, the Scoutmaster will inform the Committee Chair and Advancement Coordinator that the Scout is ready to have a Board of Review scheduled. After a successful Board of Review, the Scout has earned the rank. Through this process, the Scout learns how to take initiative and interact with other adults.

A Scout may begin working on merit badges at any time after joining the Troop. Merit Badges become the primary requirements for the Star, Life, and Eagle ranks. When the Scout wishes to begin working on a merit badge, they must seek approval from the Scoutmaster or their Patrol's Assistant Scoutmaster first. At that meeting, they will discuss the selection of a merit badge counselor and the SM/ASM will provide them with a signed blue card (the official record of a merit badge completion). It is the Scout's responsibility to contact the counselor to make an appointment with the merit badge counselor to discuss the merit badge. Scouts cannot meet one-on-one with a merit badge counselor. Another adult must be present to ensure compliance with Youth Protection requirements and ensure youth safety. When the Scout has completed all the requirements and the counselor has signed the blue card, it is the Scout's responsibility to turn in the blue card to the Advancement Coordinator so that the merit badge can be recorded, purchased, and awarded at a Court of Honor.

We advise parents to be very aware of these "Blue Cards." It is the often-irreplaceable proof of accomplishment required for receiving the badge. Suggestions: Keep "Blue Cards" in a safe place. Plastic, 9-slot baseball card sheets in a 3-ringed binder are an excellent way to store them, as they will be part of the Scout's Eagle Book. From time to time, photocopy your Scout's Rank Achievement pages in their handbook as well.

The parent's role in the advancement process is to encourage and maybe nudge the Scout on their progress toward rank advancements and merit badge completion. Practicing requirements with the Scout at home and providing logistical support are also great ways to support the Scout on their journey to the pinnacle of Eagle Scout. Parents should not sign-off requirements for their Scout. If a parent is a member of the Scoutmaster Corps, they should seek another SM Corps member to sign-off on their Scout's requirements. If a parent is a Merit Badge Counselor, they should seek to have more than just their own Scout in the Merit Badge class. Of course, providing positive reinforcement as the Scout achieves Scouting awards, is great!

Scouts BSA has a wide variety of special awards ranging from religious knots to outdoor focused accomplishments, to conservation awards, and much more. Scouts should pursue these as their interests direct.

Questions about the Advancement process should be directed to our Advancements Coordinator or your Scout's Patrol's Assistant Scoutmaster first. The Scouts BSA Guide to Advancement is also a great source of information. Remember, the Scout needs to be the primary driver behind their own advancement. Someone else completing work for them will not result in the Scout getting the experience designed for them.

Communications

We work hard to keep you actively informed, and we ask that you do the same for us. Our normal communications are via email from our Troop account (Troop150annandale@gmail.com). This email account is managed by the ASM in charge of communications. We will also make announcements at Troop meetings and committee meetings, and in some cases send information home with the Scout. If your Scout has a question or issue about Patrol or Troop activities, advancement, etc., the expected order of resolving the issue is:

1. Patrol Leader
2. Senior Patrol Leader
3. The Scout's Patrol's assigned Assistant Scoutmaster
4. Scoutmaster
5. Committee Chair

For adult matters, please call the adult in charge of the specific function first (Treasurer for money matters, for example). In any case, feel free to contact the Committee Chair or Scoutmaster to resolve policy issues or conflicts or to ask any questions.

Finances/Budget

Financial Year/Budget: Troop 150's fiscal year is defined as January 1 through December 31 of each calendar year. The Troop Treasurer will maintain a budget that identifies projected income and expenses for the calendar year. The Committee will approve the annual budget at either the December

or January committee meeting. The Committee Chair, or his/her appointed representative, will review the Troop financial records yearly (at the end of the calendar year) in coordination with the Chartered Organization Representative, Scoutmaster, and Treasurer. This review will also be conducted upon a change of Treasurer. The Chartered Organization Representative may inspect the Troop's financial records at any time.

Banking/Check Authority: The Scoutmaster, Committee Chair, Chartered Organization Representative, and the Treasurer can sign checks on behalf of the Troop and are formally noted on the Troop bank account and maintain the appropriate account login information. As individuals in these positions change, their names must be removed from the Troop account and new names added for the positions impacted by the change. For non-budgeted expenses above \$500, two signatures from the individuals listed above are required. For budgeted expenses above \$1000, two signatures are required. Only one signature will be required in all other cases. No person shall sign a check if he/she is the payee.

Expense Approvals. Any item covered within the annual approved budget will not require further Committee discussion or approval. For unanticipated expenses or expenses above the annual budgeted amount, Committee approval is required if the amount is more than \$500. If the amount is under \$500, approval of the Committee Chair or COR is required.

Expense Reimbursement: For any incurred expense that is paid outside of the Troop account, the individual incurring the expense must provide a printed or electronic receipt to the Treasurer for reimbursement. Receipts are required for all Troop expenses. Receipts should clearly indicate the type of expense (i.e., advancement awards, camping site reservation fee, etc.) to promote tracking of expenses against the appropriate budget line item. For driver mileage reimbursement, Troop 150 follows the federal volunteer mileage reimbursement rate. (for 2026, the rate is \$0.14/mile). Reimbursements can be provided by the Treasurer via Troop check or electronically via Zelle (with prior coordination with the Treasurer to verify account information). When requested, the Treasurer will also issue a receipt to acknowledge cash paid to the Troop.

Scoutmaster Discretionary Fund: The Scoutmaster is provided with an annual discretionary fund of \$600.00 that may be use for special needs (i.e., a special treat at summer camp for Scouts or an emergency on a campout). This fund may be used without prior approval of the Committee. The Scoutmaster must save and submit all receipts for funds expended to the Treasurer for tracking against the annual budgeted amount. If the limit is exceeded, the Scoutmaster must notify the Treasurer and the Committee Chair immediately.

Patrol Leader Council (PLC) Fund: For each six-month PLC term, the PLC will be allotted a \$250.00 fund (\$500.00 annually) for use by the PLC in support of PLC-related activities such as materials needed to support Troop games, training stations, or snacks for the PLC during PLC meetings. Prior to expending any funds, the use of expenses must be approved in advance via PLC vote and Scoutmaster approval. The Senior Patrol Leader, or other youth designated by the SPL, must provide receipts and maintain a log of expenses during each six-month term. The \$250 fund resets with each new term. Unused funds during a six-month term do not carry over to the next term.

Scout Accounts: Scouts may earn money through Troop-approved fundraising events like the annual Christmas wreath sales. Each year, the Committee will determine the percentage of money that a Scout may earn through fundraising efforts. This money will be credited to the Scout's Account by the Troop Treasurer, who will manage and communicate amounts to families upon request. The funds may be

used for dues, registration fees, campout or summer camp fees, or other Scout-related expenses. The Treasurer will work with families to ensure that the money earned is typically spent during the next year. If a Scout transfers to another Troop or leaves Scouting, the funds will be moved to the general Troop account.

Troop Assistance/Campership: Troop 150 is committed to providing the Scouting experience to any Scout who wants to join, regardless of family financial situation. Any Scout or parent may request financial assistance by contacting the Committee Chair. Requests will be handled discreetly by the Committee Chair. Additionally, the National Capital Area Council typically provides campership (financial assistance) to Scouts interested in attending summer camp. Families are encouraged to seek financial aid from the council prior to requesting aid from the Troop.

Annual Fees: Annual Troop dues are collected at the time of renewal for a Scout or adult with Scouting America. Troop dues are used to cover equipment, awards, and much more. The Scouting America fee, National Capital Area Council fee, and Scout Life magazine subscription fee are paid directly by the family through the annual renewal process on my.scouting.org. Please see details on fees in the Getting Started section below.

Additional Fees: Scouts and adults will be charged for some of the Troop's events such as campouts and other activities. These fees pay for camp facilities, food, special event patches, etc. and will be announced prior to the event.

Fundraising: Operating and capital funds for the Troop come from dues and fundraising. The Troop conducts periodic fundraisers to raise money for equipment replacement and to allow the Scouts to pay their own way for outings. We expect all Troop families to participate as much as they are able. Some of the profits are allocated for individual Scouts' use for Scouting activities (camp, equipment, activities, etc.) in proportion to the amount worked. The Troop will not conduct fundraising activities without Committee approval. All fundraisers conducted by the Troop will be done in accordance with Scouting America policies and will require the Committee Chair, in coordination with the Fundraising Coordinator, to submit the Unit Fundraising Application to the District/Council prior to engaging in any fundraising activities.

Donations: The Troop is not allowed to solicit any donations; however, any donations made to the Troop during fundraising efforts or at any other time during the year will be provided to the Treasurer for deposit into the Troop account. These donations will be tracked for budgeting income levels in subsequent years.

Endowment Fund: Our Troop is fortunate to have an endowment fund, established during our 65th anniversary, by some of our original members, called the Mercer Fund, named after our first Scoutmaster. This fund primarily is used to help send Scouts on high adventure expeditions. It can also be used to help fund other areas of importance in our Troop. Each year, the Troop Committee will determine the annual amount available from the Mercer Fund for distribution to Scouts attending a high adventure trip during that calendar year.

- If a Scout is interested in receiving a Mercer Fund distribution, the Scout must email the Troop Committee Chair to request money to support their high adventure trip.

- Each Scout will be limited to a maximum of \$250 per request (the amount will be based on the number of Scouts requesting support; the total available during a calendar year will be divided by the number of Scouts requesting support during that year)
- The lifetime amount that a Scout may receive while a member of Troop 150 is \$500
- If a Scout is attending two high adventure trips in one year, they may request money for each trip, not to exceed the limits listed above. Any excess funds could roll to next year's Mercer Fund or be used for other line items in the budget (i.e. Goshen or Scout Training (ILST)). Any other use would need to be voted on and approved by the Committee.

Traditions & Legacy

Having been established in 1928, Troop 150 has many strong and incredible traditions and legacies. Some of these traditions include:

- An iconic Troop cheer
- The Troop 150 mascot is a turtle
- Our Troop colors are green and yellow
- Leading unit in the annual Annandale Parade
- We have attended summer camp at Goshen Scout Reservation every summer it has operated, since it opened in 1967
- Patrols cook their summer camp breakfasts and dinners over an open fire
- We use traditional camping gear like canvas dining flies and Eureka Timberline tents
- Permanent new Scout Patrol, staff Patrol and home Patrols
- Visiting Scouts are often served with Scout cooked fried Oreos
- New Scouts/visiting Scouts are welcomed by having them share their name, school, favorite ice cream flavor, and favorite thing to do outside at their first meeting
- Celebration of Scout's birthdays that concur with Troop events with an energetic Troop-wide singing of Happy Birthday to the Scout
- At the last meeting or event of a Scout in our Troop (due to them either aging out or moving away), we celebrate the Scout by sharing stories and encircling them, followed by a loud Troop cheer
- We conclude each event in a Troop circle to share in prayer, our favorite moment from the event, and in a Troop cheer
- Much More!

Our legacies include:

- The Mercer Fund created at our 65th anniversary by some of our original Scouts to provide an endowed fund to support our Scouts and Troop, honoring our First Scoutmaster
- Served as a flag ceremony honor guard for President George W. Bush at the White House in 2005

- Marched in the Boy Scouts of America centennial parade in Washington D. C. in 2010
- Featured on WUSA 9 in 2018 for our Scouting for Food campaign
- Visited the World Scout Jamboree in 2019
- Many victories at district Klondike Derbies and Camporees
- Many consecutive years of earning the much sought after and hard to attain Troop of the Day award (Honor Oar) and Troop of the Week designations at Camp Bowman at Goshen Scout Reservation (including Troop of the Week in 2024 and 2025).
-
- Collecting the most food during our annual Scouting for Food campaign of any Troop in the area by canvassing 7,000 residences in our neighborhoods (we collected 9,049lbs of food in 2025!)
- 127 Eagle Scouts since record keeping began 1951, as of the end of 2025

Leadership Contact Information

Key-3 Leadership		
Chartered Organization Representative (COR)	Peter Snitzer	coachsnitzer@gmail.com
COR Delegate	Greg Sayers	gsayers.bsa@gmail.com
Committee Chair	Chris Barry	cpbarry88@gmail.com
Scoutmaster	Todd Bolick	scoutmaster@Troop150va.org

Selected Troop Leadership		
Assistant Scoutmaster (communications)	Darryl Drevna	Troop150annandale@gmail.com
Assistant Scoutmaster (New Scouts)	Andrew Taylor	andrewjtaylor@yahoo.com
Treasurer	Shane Oleson	treasurer@Troop150va.org
Advancement Coordinator	Maria Molina	advancement@Troop150va.org
Membership and New Parent Coordinator	Sara Taylor	Troop150membership@gmail.com
Outdoors Coordinator	Matt Feinberg	Troop150outdoorAC@gmail.com
Health and Safety Coordinator	Erica Baker	ehnasto@gmail.com
Uniform Coordinator	Brian Cunningham	bcnnnghm@gmail.com
Goshen Coordinator	Colleen Bucher	colleenbucher@gmail.com

GETTING STARTED

Registering with the Troop and Annual Renewals

1. Complete the online application at: <https://my.scouting.org/VES/OnlineReg/1.0.0/?tu=UF-MB-082taa0150>. You will pay the SCOUTING AMERICA and NCAC portion of the dues through the online

application. **If you are transferring to our Troop from another Scouting unit, ask your former unit to initiate an online transfer to our Troop.** Here is a paper application that can be completed, only when the online application will not work: <https://filestore.scouting.org/filestore/pdf/524-406.pdf>.

2. Pay the Troop 150 dues (see below for amounts). For payments that must be made to the Troop such as Troop dues, campout fees, or Goshen payments, we will now be offering an online payment option via Zelle. Payment via check or cash is still an option. **If you choose to pay via Zelle, it is imperative that you add a memo/note to your payment that clearly states the Scout's name and what the payment is for so that we can track payments accurately.** If you are interested in using this option for payment, please email our treasurer to set this up.
3. Complete and turn in the SCOUTING AMERICA Annual Health and Medical Record (current parts A&B, along with a copy of the front & back of the Scout's insurance card, are needed for all meetings and events. Part C is needed for any trip over 72 hours: <https://www.scouting.org/health-and-safety/ahmr/>
4. Annual membership renewals with SCOUTING AMERICA/NCAC will be handled by each family instead of the Troop. This will lessen the burden on our treasurer for tracking SCOUTING AMERICA/NCAC dues and eliminate the need for us to be a pass-through for those fees each year. What this means is that families will renew a Scout's (or adult's) membership on-line themselves and pay the associated fees. You will receive an email notification from SCOUTING AMERICA 60 days prior to the membership expiration date. In the email will be a link that directs you to the renewal form on my.scouting.org. Additional reminder emails will be sent prior to the expiration date. If you do not have a my.scouting.org account, you will be required to create one. During the renewal process, you will see a button to Opt Out of Auto Renewal. **DO NOT click this as it will drop you from Scouting all together.** Troop dues will continue to be paid directly to Troop 150 and should be submitted when the online fees are paid. See below for the schedule of fees. Failure to renew in my.scouting and/or to pay Troop 150 dues within two months of your/your Scout's membership expiration will result in your/your Scout's membership in our Troop being suspended until the renewal/dues are complete. This will include the Scout's ability to attend meetings and events and to advance in rank.

Brand New or Former Member to Scouting America and Troop 150 (Does not have a current Scouting America registration)	
Scouting America Fee	\$85 (paid via my.scouting.org by family)
NCAC Participation Fee	\$80 (paid via my.scouting.org by family)
Scout Life Subscription	\$15 (paid via my.scouting.org by family) - optional
Troop 150 New Member Fee	\$75 (paid via check/cash/Zelle to the Troop)
Total	\$255

Current Member of Troop 150 Renewing for the Next Year	
Scouting America Fee	\$85 (paid via my.scouting.org by family)
NCAC Participation Fee	\$80 (paid via my.scouting.org by family)
Scout Life Subscription	\$15 (paid via my.scouting.org by family) - optional
Troop 150 Annual Member Fee	\$50 (paid via check/cash/Zelle to the Troop)
Total	\$230

Transferring to Troop 150 (Currently registered in a Cub Scout Pack or another Troop)	
Scouting America Fee	\$0 (already paid)
NCAC Participation Fee	\$0 (already paid)
Scout Life Subscription	\$0 (already paid)
Troop 150 New Member Fee	\$75 (paid via check/cash/Zelle to the Troop)
Total	\$75

Adults	
Scouting America Fee	\$65 (paid via my.scouting.org by adult)
Troop 150 Member Fee	\$5 (paid via check/cash/Zelle to the Troop)
Total	\$70

Adults who would like to be part of the Troop committee need to fill out an adult application at: <https://my.scouting.org/VES/OnlineReg/1.0.0/?tu=UF-MB-082taa0150>, including the disclosure page regarding the background check, take Youth Protection Training, and pay the Scouting America registration fee online and Troop 150 fee (\$5). The paper Adult Application can be found here: <https://filestore.scouting.org/filestore/pdf/524-501.pdf> only when the online application won't work.

Annual Health Form

Every Scout and adult who attends an outing must have a completed and annually updated health history (Parts A & B) with a copy of an insurance card on file. An annual physical (Part C) is required for activities lasting longer than 72 hours (for us that would be summer camp) or is considered strenuous (our High Adventure activities). [Read here](#) for the current Scouting America information about this policy and to access forms.

Our Health and Safety Coordinator keeps a record of when your updated records are due. The Health and Safety Coordinator also keeps copies so that a set of forms for the Scouts on a given outing is readily available to the Scoutmaster in Charge should medical care become necessary. If a Scout or adult does not have an up-to-date health form on file, they will not be able to participate in the outing.

What to Buy

1. Scouts BSA Activity (Class "A") Uniform (Shirt - which includes the purple World Crest emblem and Council Shoulder Strip patch, pants/shorts, socks, and belt) – available at the [Scout Shop](#) at 5232 Port Royal Rd, North Springfield, VA 22151. "Experienced" uniforms may also be available from time

to time from the Troop's Uniform Coordinator. Most Scouts opt for the short-sleeved shirt to get the most out of it during warmer months.

2. Sash for merit badges - also available at the Scout Store.
3. The Troop will supply the "150" numerals, green Shoulder Epaulets, neckerchief & slide, and hat when your Scout first joins the Troop. The Troop will also supply the Scout Handbook.
4. Class "B" T-shirt – For the summer meetings/outings. One or more can be purchased from the Troop through the Troop's uniform coordinator.

TROOP COMMITTEE

Committee Meetings: The Troop Committee will normally meet once a month at a date and time convenient for as many members as possible. Typical agenda items for the Committee meeting include position updates from committee members (e.g., Advancement, Treasurer, Membership), updates from the Scoutmaster and Senior Patrol Leader, and discussion on policy or procedure items. All parents are invited and encouraged to attend the Committee meetings.

Special Meetings: The Troop Committee may convene special meetings to conduct business or discuss sensitive issues. These meetings will be limited to registered Committee members only.

Quorum: The Committee will conduct business and vote only when at least 60% of registered committee members are present, including at least two of the following leaders: Committee Chair, Advancement Coordinator, or Treasurer.

Voting: All Committee members shall have one vote for any decision before the Committee. Committee members holding more than one office have only one vote. A proposal is "approved" if a majority of members present vote in favor of it. The Charter Organization Representative and The Charter Organization Executive Officer have the final say on any and all Committee and Troop issues. The Charter Organization Executive Officer has ultimate veto power over all Troop decisions; at both the Committee level as well as the Troop Level though cannot veto any Scouting America policy.

Selection of Committee Chair: When there is a vacancy in the position of Committee Chair the Chartered Organization Representative (COR) and the Executive Officer will select the new Committee Chair. As appropriate, it will be best practice for them to consult with the outgoing Committee Chair, the Scoutmaster, and experienced Committee Members prior to selection of the new Committee Chair. The new Committee Chair will assume duties when their adult application is complete and approved by the COR.

Selection of other Adult Leaders: The Chartered Organization through the COR and the Troop Committee Chair shall approve candidates for other positions within the Troop Committee as well as the Scoutmaster and Assistant Scoutmaster(s) as necessary. The Scoutmaster will be consulted on all Assistant Scoutmaster appointments.

Troop Committee positions include but are not necessarily limited to the following positions:

Committee Chair: the Committee Chair is appointed by the Chartered Organization Representative. The Troop Committee Chair appoints Troop Committee Members. The Troop Committee Chair supervises the Troop Committee and Adult Leadership. Some duties of the Committee Chair include organizing the

Committee to see that all functions are delegated, coordinated and completed and interpreting Scouting American National and local policy to the Troop.

Secretary: the Secretary is appointed by the Committee Chair to keep minutes of Troop Committee meetings. The Secretary may also be asked to support the youth Troop Scribe in that Scout's duties.

Treasurer: the Troop Treasurer is appointed by the Committee Chair to handle Troop funds, pay bills, maintain accounts, and provide a monthly report at the Troop Committee Meetings to include the current account balance and an itemized list of income/expenses in the last month. The Treasurer will also provide oversight into finances related to Troop fundraising and individual Scout Accounts.

Advancement Coordinator: the Advancement Coordinator is appointed by the Committee Chair to ensure that the Troop has a solid advancement program, offers regular Boards of Review, awards are presented at three courts of honor per year, and that the Troop has goals of helping each Scout advance a rank each year and for new Scouts to reach First Class rank during their first year. The Advancement Coordinator is also responsible for record keeping, merit badge blue cards, and submitting advancement reports.

Equipment Coordinator: the Equipment Coordinator is appointed by the Committee Chair to work with the youth Quartermaster (and ASM responsible for equipment if one is so designated) and is responsible for oversight and helping to guide the Scouts with the inventory, storage, and maintenance of Troop equipment. The Equipment Coordinator may also be called upon to research and make a recommendation to the Committee on equipment purchases.

Hospitality Coordinator: the Hospitality Coordinator is appointed by the Committee Chair to provide support to the Scouts, Scoutmasters and Committee with planning activities to include the Troop Courts of Honor, the annual pool party, and other events as needed.

Outdoor Activity Coordinator: the Outdoor Activity Coordinator is appointed by the Committee Chair to provide guidance to the Scouts and Adult Planners with planning outings, ensure that all outings comply with the Scouting America Guide to Safe Scouting, assist with reserving camping sites, and ensure a monthly outdoor program.

Membership and New Parent Coordinator: the Membership Coordinator is appointed by the Committee Chair to work with the Scoutmaster and Cub Scout Packs to ensure a Webelos to Scout Transition Plan is in place, encourage the placement of Den Chiefs in local Cub Scout Packs, plan for membership flow into the Troop by recruitment efforts which include targeting those not currently in Scouting, retention efforts to include monitoring Scouts for participation level and enjoyment of the Troop program. To ensure a smooth transition for new Scouts and their parents as they enter the Troop, the coordinator will also welcome new Scouts and their parents, providing a new Scout Parent Orientation, recruiting new parents to volunteer with the Troop, and keeping new Scout Parents informed during their first year in the Troop.

Training/Safeguarding Youth Protection Coordinator: the Training Coordinator is appointed by the Committee Chair to ensure training opportunities are encouraged for all Youth and Adult members, maintain training records and materials, ensure compliance with Scouting America training requirements, monitor and ensure compliance with Safeguarding Youth Protection training.

Transportation Coordinator: the Transportation Coordinator is appointed by the Committee Chair to support travel logistics required for campouts and other events requiring travel. Maintain a list of adults who can drive to events to include vehicle information including number of seats. Ensure secure safe transportation that meets the requirements of the Scouting America Guide to Safe Scouting and other applicable Scouting America rules. Coordinate and track registration of the Troop trailers.

New Scout Parent Unit Coordinator: the New Scout Coordinator is appointed by the Troop Committee Chair to ensure a smooth transition for new Scouts and their parents as they enter the Troop as crossovers from Webelos, transfers or new recruits, Duties include: welcoming new Scouts and their parents, providing a new Scout Parent Orientation, recruiting new parents to volunteer with the Troop, and keeping new Scout Parents informed during their first year in the Troop.

Fundraising Coordinator: the Fundraising Coordinator is appointed by the Troop Committee Chair to perform the following duties: plan, manage and coordinate the various Troop fundraisers, submit the Unit Money Earning Application to NCAC as needed to secure permission for Troop fundraising activities, work with the Treasurer as needed to complete fundraising records.

Health & Safety Coordinator: the Health & Safety Coordinator works with adult volunteers and Scout parents on the requirements for medical forms. Tracks medical forms for expiration dates, insurance information, physical requirements, and camp-specific documentation. Maintains hard copies of all medical forms and coordinates with Scoutmaster Corps on copies of medical forms for all participants for every outing (day events, campouts, and summer camp, and High Adventure trips). Works with Scoutmaster Corps to ensure that all Scout medication is safely stored and administered by Scoutmaster Corps on campouts to include specific instructions from parents/guardians on timing and dosage.

Life to Eagle Coordinator: the Life to Eagle Coordinator acts as a resource for Life Scouts preparing to work on the Eagle rank. Guide Scouts attaining Life rank to the "Life to Eagle" training. Advise Life Scouts on the general process of attaining the Eagle rank. Advise Life Scouts on Eagle service projects and provide guidance on paperwork preparation. Assist families of prospective Eagle Scouts with Eagle Court-of-Honor planning. Coordinate requests for Eagle letters of congratulations from dignitaries.

Goshen Coordinator: the Goshen Coordinator leads the registration of the Troop for Goshen summer camp, drafting and working with Communications ASM to send emails, answering questions, collecting payments, and coordinating with the Troop treasurer. Work with Scoutmaster Corps to ensure that they are prepared with information on Scout schedules for merit badges. Coordinate with Scouts on merit badge requests and registration. Import information after Goshen to Scoutbook for all advancements earned by working with the Scoutbook Coordinator.

Scouting for Food Coordinator: the Scouting for Food Coordinator is responsible for coordinating and executing the annual Scouting for Food drive. The Coordinator develops communications on the event to be sent out to Troop families, coordinates with Pack 150 for additional support, and maintains maps and other materials to support the event. During and after the event, the Coordinator tracks the amount of food collected and reports the information to the District.

Scoutbook Coordinator: the Scoutbook Coordinator is responsible for helping to manage the Troop 150 Scoutbook site and assist adult leaders and parents with information requests or updates to the Scoutbook content for the Troop.

Website Coordinator: the Website Coordinator provides adult oversight to the Scout Webmaster to provide guidance and support for maintenance and updates to the Troop website. The Coordinator also coordinates the Troop's website subscriptions to ensure that fees are paid and technical issues are addressed.

Members At Large: members at large are appointed by the Troop Committee Chair to serve in whatever capacity the Chair deems necessary. This role is particularly appropriate to provide backup for one or more of the other Committee positions or as a position from which to shadow and train in preparation for moving into one of the other positions.

SCOUTMASTER CORPS

Scoutmaster (SM): The Scoutmaster is the adult responsible for working directly with the Scouts to help them plan and manage the program for the Troop. The Scoutmaster trains Scout leaders to run the Troop by providing direction, coaching, and support. The Scoutmaster is selected and approved by the Chartered Organization and is responsible to the Troop Committee and Chartered Organization.

Assistant Scoutmasters (ASM): The Assistant Scoutmaster(s) can be any adult who is over the age of 18; however, at least one Assistant must be at least 21 years of age to be able to assume the duties of Scoutmaster in the Scoutmaster's absence. The Assistant Scoutmasters work under the supervision and direction of the Scoutmaster. Each Assistant Scoutmaster will be given specific areas of responsibility, such as communications, New Scout Patrol, or advisor to one of the home Patrols. The Scoutmaster shall appoint one Assistant Scoutmaster, (if more than one), as his official replacement for times when he is absent. Assistant Scoutmasters will mentor Troop leadership positions assigned to youth.

Junior Assistant Scoutmasters (JASM): Junior Assistant Scoutmasters act as Patrol Advisors, Instructors, and perform other duties as assigned by the Scoutmaster. The Scoutmaster reserves the right to assign this position as deemed appropriate. To be a Junior Assistant Scoutmaster a Scout must have the following minimum qualifications:

- Be at least 16 years of age.
- Must have achieved the rank of Eagle Scout, or Life Scout and be actively pursuing advancement to Eagle.
- Must have demonstrated a responsible attitude, maturity and leadership ability through example and action.
- Must have completed Introduction to Leadership Skills for Troops (ILST) and ideally the National Youth Leadership Training (NYLT).
- Must regularly attend meetings and activities.

This Booklet was based on Troop 1097's [New Scout Information for Parents Booklet](#) and edited to suit Troop 150

Scouts BSA Troop 150
Annandale United Methodist Church
6935 Columbia Pike
Annandale, VA 22003

Visit us at: www.Troop150va.org and contact us at: contact@troop150va.org

Accotink Bay District
National Capital Area Council
Scouting America

Chartered by the Annandale United Methodist Men

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