

# Boy Scout of America Troop 126 Guide Book

## Overview

The Boy Scouts of America is one of the nation's largest and most prominent value-based youth organization. Troop 126 follows the BSA guidelines and provides a program for young people in building character, sharing the responsibilities of the community, participating in citizenship, developing personal fitness, and leadership skills.

For more detailed information about BSA guidelines, please check:

<http://www.scouting.org/scoutsorce/HealthandSafety/GSS/toc.aspx>

## Troop Philosophy

Based on the Boy Scout system and with help of our trained leaders, Troop 126 provides each youth member the opportunity to advance through personal development, scouting skills, outdoor activities, community services, fitness building, and leadership role responsibility by participating in scout meetings and all various activities.

We are developing **LEADERS** for tomorrow. We, scouts and adults, are all learning and having fun through the process.

## Organization

- Chartered organization
- Troop committee
- Parents
- Uniformed adult leaders
- Patrol Leader Council
- Troop Leaders
- Patrols

## Meetings

- Troop Meeting
- PLC Meeting
- Parents Meeting
- Special Meeting
- Annual Program Planning Meeting
- New Parents Meeting
- Scoutmaster Conference

## Programs

- Various Outings
- Annual District Camp-O-Ree
- Summer Camp
- High Adventure Outing
- Conditioning Hikes
- Services Projects
- Eagle Projects

## Adult Training

On-line Programs  
Outdoor Leaders Training  
Committee Challenge Training

## Equipment

Inventory  
Care of equipment  
Responsibility for Cleaning  
New Purchase

## Communication

Web  
Email  
Phone

## Dress Code

Scouts shall dress properly, Class A or C uniform, in formal troop meetings. Class A uniform should be clean and pressed and the merit badge sash should be worn during the Court of Honor. On other occasion, scouts shall follow the instructions set by the troop leaders.

## Behavior

Expectation

Scouts are expected to participate in troop activities with a positive attitude. Obey **Scout Oath** and **Scout Law** and try his best in every aspect. Being respectful to adult leaders and respecting other fellow scouts. Scouts should follow the direction of the troop's leadership and help other scouts to achieve the goal set in every activity.

**Troop 126 does not permit corporal punishment, bullying, or hazing of any kind (including on the internet).**

Positive Recognition

In the event the adult leader notices a scout's outstanding behavior which enhances the scout spirit, the adult leader shall positively acknowledge the scout's behavior and follow up with an e-mail to the scout, scout's parent, and scoutmaster. **The record will be kept by the Scoutmaster as a reference for future scout spirit review.**

Discipline

In the event when a scout's behavior violates the expectations, the adult leaders shall verbally correct the scout then follow up with an e-mail to the scout, scout's parent, and scoutmaster. **The record will be kept by the Scoutmaster as a reference for future scout spirit review.**

In the event when there is a severe violation, the troop may put the scout under probation. During the probation period, the scout's privilege will be removed, such as:

- Removal from Leadership Role
- Denied Advancement

Revised on: 10/4/2010

- Prohibited to Attend Activity

In the event when the scout willingly disobeys the scout oath/law or repeatedly ignores the troop's recommendation/expectations, the scout may be expelled after a meeting with the scout's parent, adult leaders, and/or committee members.

### Participation

It's important to participate. Scouts are encouraged to come to all meetings and outings. There will be participation requirements for advancement. The following events are mandatory to attend:

- Troop Meeting
- Troop Leader Training for First Class and above, or Patrol Leader below First Class
- PLC Meeting for PLC members only
- Pre-Camporee
- Camporee
- Troop Fundraising Event
- Service Projects for OSLC
- Conditioning Hike (Maybe excused if participating in other physical training, proof needed)

### Exception / Excused Absence

In the event when there is a conflict of participation with the scout's other activities (such as band, SATs, or school sports; but "too much homework" is not acceptable) or due to physical illness, exceptions can be made **ahead of time** subject to **proof** of that excuse. Scout should contact the scoutmaster with the proof in writing. No more than two excused absence can be granted within a six month period.

### Scout Skills and Merit Badges Advancement Record

In order to keep the proper advancement record for each individual, scouts should follow the procedure for each advancement item.

For Scouting Skills

1. **Plan on Advancement Opportunities.** Each scout has different advancement needs. It's important that the scout knows what he needs and what is available. Be familiar with the troop meeting plans and upcoming outings. The scout should communicate with their Patrol Leader to determine what advancement items they need. The Patrol Leader will then request that need at the next outing or troop meeting, whichever comes first.
2. **Fill out the Advancement Tracking Form.** See attachment, also available on troop's web site. Scouts are encouraged to keep some blank forms handy at all times. The form should be filled out before the skill training.
3. **Sign off** – After completing the skill training, the scout should get the adult leader to sign off both the **Scout Handbook and Tracking Form**. DO NOT POSTPONE this step. The signed tracking form shall be turned in to the Advancement Coordinator for individual history.

For Merit Badges

1. Scouts who are planning to work on a merit badges class should come to the scoutmaster to get a signed blue card (any adult leader can also sign your blue card)
2. Read the book for that subject, and print out the worksheets from [www.meritbadge.com](http://www.meritbadge.com). When you receive the completed signed blue card from the counselor, bring it to the troop meeting and submit it to the scoutmaster. **Do not turn in a**

**partial blue card.** Scouts should keep working on the partial merit badge until it is completely signed off by the counselor. **Do not separate the blue card. Make a Copy for Your Own Records.** The Advancement Coordinator will verify the blue card and record the credit.

3. In the next Court of Honor, the badge and blue card will be presented to the scout who earned it. The scout shall add the badge to his sash and keep the blue card in his binder as a record.

## **Advancement**

Troop 126 encourages every scout to pursue the highest rank, the Eagle Scout. The troop will provide every scout a fair opportunity to advance, but it is very important for both scouts and parents to understand, that scouting is not just about advancement. Our goal is in developing LEADERS for tomorrow. The character building is far more important than the rank.

For each advancement review, the troop will emphasize on **Scout Spirit** in addition to the skills or merit badges requirements. To satisfy each rank of advancement, the scout needs to do the following:

1. Complete all required scout skills or merit badges items listed on the scout book for that rank, based on 2009 new edition. Please refer to Scout Skills or Merit Badges Advancement Record section for the procedure.
2. Have The Advancement Coordinator sign off on the participation records.

### **For scouts below First Class**

- 80% of meetings in a 6 month period
- 2 outings in a 6 month period (summer camp = 2 outings)
- 4 community service hours in a 6 month period
- 20 hiking miles in a 12 month period
- 4 nights camp out in a 12 month period

### **For scouts First Class and above**

- 85% of meetings in a 6 month period
- 3 outings in a 6 month period (summer camp=2 outings, Hi-adventure hike=2 outings)
- 6 community service hours in a 6 month period
- 30 hiking miles in a 12 month period
- 5 nights camp out in a 12 month period

### **For Eagle Scout**

- 90% of meeting for a 6 month period
- 4 outings in 6 months (summer camp = 2 outings, Hi-adventure hike = 2 outings)
- 8 community service hours in a 6 month period
- 40 hiking miles in a 12 month period
- 6 nights camp out in a 12 month period

3. Successfully complete a leadership position and have that position signed off by an Adult Leader Advisor.
4. **Scout Spirit Review.** Complete steps 1 thru 3 with no **behavioral violations record**. Scout should schedule a Scout Spirit Review with Scoutmaster. All the adult leaders in

the review committee will participate the review meeting. Comments and recommendations will be given to scout and scout's parents after the review. It's up to the committee to determine if the delay of the scout's advancement is necessary.

#### 5. Complete **Scoutmaster Conference**.

#### **Scoutmaster Conference**

This is a one-on-one meeting between the scout and scoutmaster. The conference is not only for advancement purpose. Any subject regarding scouting can be discussed in the conference. The meeting can be initiated by scoutmaster or requested by any scout when a one-on-one discussion is necessary. The meeting shall be conducted during the regular troop meeting hours and with appointment only. The conference will be documented in a memo fashion for future references.

#### **Board of Review**

There are three Board of Reviews (BOR) each year and the dates are published on the troop calendar. Additional BOR may be requested by the scout for a different time, but it is subject to the committee members' availability. Even though adult volunteers are willing to accommodate the scout's needs, the scout is expected to plan his advancement ahead of time and be **Courteous**.

#### **Amendment of this Guide Book**

The purpose of this guide book is to provide a common written guide for the scouts, parents, and volunteers. This guide book may be amended when necessary by the committee and registered adult leaders. A revised guide book will be available to all members and posted on the troop's web site: [www.t126.com](http://www.t126.com)

Revision note:

02/28/2010 -- Adopted

10/4/2010 – Scout Spirit Review section revised

# Troop 126 Scouting Skill Advancement Tracking Form

Date: \_\_\_\_\_

Scout Name: \_\_\_\_\_

Instructor: \_\_\_\_\_

Location: \_\_\_\_\_

Current Rank: \_\_\_\_\_

Advancement Item:

Targeted Rank	Item#	Description	Instructor Initial

Adult Leader Verification: \_\_\_\_\_  
Print Name Signature

# Troop 126 Advancement Check List

Scout Name: \_\_\_\_\_

Rank for Advancement: \_\_\_\_\_

## Advancement Procedure Check List

Item#	Description	Adult Leader Sign Off
1	Complete all required scout skills or merit badges items.	
2	Participation records check.	
3	Complete a leader position as:	
4	Scout spirit review.	
5	Scoutmaster conference.	

Scoutmaster Verification: \_\_\_\_\_  
Signature Date

# Troop Leadership

## Troop 126 Committee

Name	Position
	Chair
	Treasurer
	Secretary
	Advancement
	Outdoor/Activities
	Quartermaster
	Fund Raising
	Chaplain
	Training
	Membership

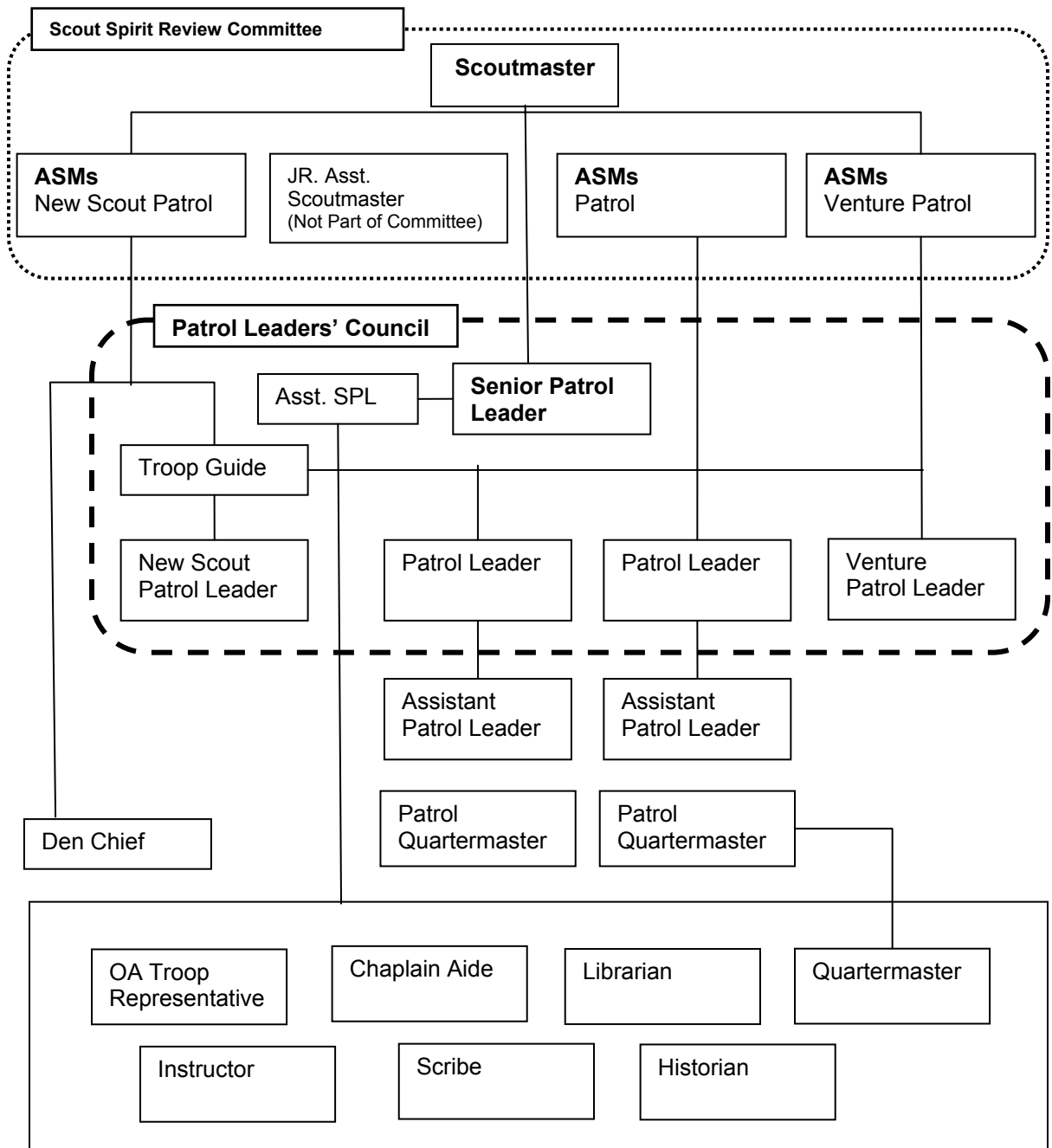
## Troop 126 Uniformed Adult Leaders

Name	
David Tsai	
Pete Hanson	
Peter Yan	
Ken Ho	
Paul Lin	
Freddie Cheung	
Bob Jung	
Aki Chien	
Kent Matsumoto	
David Chen	
Brian Tsuchiyama	



## Troop 126 Youth Leaders



<b>Position</b>	<b>PLC</b>	<b>Scout Name</b>	<b>Adult Leader Advisor</b>
Senior Patrol Leader	*		David Tsai
Asst. Sr. Patrol Leader	*		David Tsai
Troop Guide	*		David Tsai
Patrol Leader/ Badgers	*		David Tsai
Patrol Leader/ Sharks	*		David Tsai
Patrol Leader/ Turtles	*		David Tsai
Scribe			Carrie Chong
Quartermaster			Ken Ho
Librarian			Becky Pang
Historian			Peter Hanson
OA Representative			Paul Lin
Chaplain Aide			Carrie Chong
Instructor/ First Aid			Peter Yan
Instructor/ Map & Compass			Pete Hanson
Instructor/ Knots & Lashing			Paul Lin
Instructor/ Knife & Ax			Peter Yan
Instructor/ Fire Building			Peter Yan
Instructor/ Citizenship			Pete Hanson
Asst. Patrol Leader / Badgers			
Asst. Patrol Leader / Sharks			
Asst. Patrol Leader / Turtles			
Jr. Asst. Scoutmaster			
Jr. Asst. Scoutmaster			
Jr. Asst. Scoutmaster			
Web Master *new			
Leave No Trace Instructor *new			



# Troop 126 Youth Leader Organization Chart






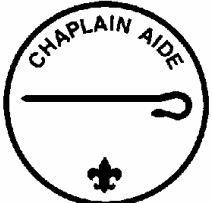
# Troop 126 Leader Position



Position	Job Function	Duty Description
<p><b>Senior Patrol Leader</b></p>  <p>Elected by All Members</p>	<p>The Senior Patrol Leader is elected by the Scouts to represent them as the top junior leader in the troop.</p> <p>The Senior Patrol Leader is the focal point of the troop. He needs to attend as close to all troop functions as possible. One of the major parts of the SPL's job is to appoint other troop leaders. He must choose leaders who are able, not just his friends or other popular Scouts.</p>	<ul style="list-style-type: none"> <li>• Runs all troop meetings, events, activities, and the annual program planning conference.</li> <li>• Runs the Patrol Leader's Council meeting.</li> <li>• Appoints other troop junior leaders with the advice and counsel of the Scoutmaster.</li> <li>• Assigns duties and responsibilities to junior leaders.</li> <li>• Assists the Scoutmaster with Junior Leader Training.</li> </ul>
<p><b>Asst. SPL</b></p>  <p>Appointed by SPL</p>	<p>The Assistant Senior Patrol Leader is the second highest ranking patrol leader in the troop. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the SPL or when called upon. He also provides leadership to other junior leaders in the troop.</p> <p>The most important part of the ASPL position is his work with the other junior leaders. The ASPL should be familiar with the other positions and stay current with the work being done.</p>	<ul style="list-style-type: none"> <li>• Helps the Senior Patrol Leader lead meetings and activities.</li> <li>• Runs the troop in the absence of the Senior Patrol Leader.</li> <li>• Helps train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian, and Chaplin Aide.</li> <li>• Serves as a member of the Patrol Leader's Council.</li> </ul>



<p style="text-align: center;"><b>Patrol Leader</b></p> <div style="text-align: center;">  </div> <p style="text-align: center;">Elected by His Patrol</p>	<p>The Patrol Leader is the elected leader of his patrol. He represents his patrol on the Patrol Leader's Council.</p> <p>The Patrol Leader may easily be the most important job in the troop. He has the closest contact with the patrol members and is in the perfect position to help and guide them. The Patrol Leaders, along with the Senior Patrol Leader and Assistant Senior Patrol Leader are the primary members of the Patrol Leaders' Council.</p>	<ul style="list-style-type: none"> <li>• Appoints the Assistant Patrol Leader.</li> <li>• Represents the patrol on the Patrol Leader's Council</li> <li>• Plans and steers patrol meetings</li> <li>• Helps Scouts advance</li> <li>• Acts as the chief recruiter of new Scouts</li> <li>• Keeps patrol members informed</li> <li>• Knows what his patrol members and other leaders can do.</li> </ul>
<p style="text-align: center;"><b>Asst. Patrol Leader</b></p> <div style="text-align: center;">  </div> <p style="text-align: center;">Appointed by PL</p>	<p>The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence.</p> <p>Substituting for the Patrol Leader is only part of the Assistant Patrol Leader's job. The APL actively helps run the patrol.</p>	<ul style="list-style-type: none"> <li>• Helps the Patrol Leader plan and steer patrol meetings and activities.</li> <li>• Helps the Patrol Leader keep patrol members informed.</li> <li>• Helps the patrol get ready for all troop activities.</li> <li>• Represents his patrol at Patrol Leader's Council meetings when the Patrol Leader cannot attend.</li> <li>• Lends a hand controlling the patrol and building patrol spirit.</li> </ul>

<p><b>Jr. Asst. Scoutmaster</b></p>  <p>Appointed by SM</p>	<p>The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18. He's appointed by the Scoutmaster because of his leadership ability.</p> <p>In many cases the JASM has the same responsibilities as an Assistant Scoutmaster.</p>	<ul style="list-style-type: none"> <li>• Functions as an Assistant Scoutmaster.</li> <li>• Performs duties as assigned by the Scoutmaster.</li> </ul>
<p><b>Troop Guide</b></p>  <p>Appointed by SM</p>	<p>The Troop Guide works with new Scouts. He helps them feel comfortable and earn their First Class rank in their first year.</p> <p>The first year as a Boy Scout is a critical time with new places, new people, new rules, and new activities. The Troop Guide is a friend to the new Scouts and makes first year fun and successful. This is an important position.</p>	<ul style="list-style-type: none"> <li>• Introduces new Scouts to troop operations.</li> <li>• Guides new Scouts through early Scouting activities</li> <li>• Shields new Scouts from harrassment by older Scouts.</li> <li>• Helps new Scouts earn First Class in their first year.</li> <li>• Teaches basic Scout skills.</li> <li>• Coaches the patrol leader of the new Scout patrol on his duties.</li> <li>• Works with the patrol leader at Patrol Leaders' Council meetings.</li> <li>• Attends Patrol Leaders' Council meetings with the patrol leader of the new Scout patrol.</li> <li>• Assists the Assistant Scoutmaster with training.</li> <li>• Consels individual Scouts on Scouting challenges.</li> </ul>

<p style="text-align: center;"><b>Den Chief</b></p>  <p style="text-align: center;">Appointed by SM</p>	<p>The Den Chief works with the Cub Scouts, Webelos Scouts, and Den Leaders in the Cub Scout pack.</p> <p>The Den Chief provides a knowledge of games and Scout skills that many Den Leaders lack. The Den Chief is also a recruiter for the troop. This function is important because no troop can thrive without new members and most new members will come from Cub Scouting.</p>	<ul style="list-style-type: none"> <li>• Knows the purposes of Cub Scouting</li> <li>• Helps Cub Scouts advance through Cub Scout ranks.</li> <li>• Encourages Cub Scouts to join a Boy Scout troop upon graduation.</li> <li>• Assists with activities in the den meetings.</li> <li>• Is a friend to the boys in the den.</li> <li>• Helps out at weekly den meetings and monthly pack meetings.</li> <li>• Meets with adult members of the den, pack, and troop as necessary.</li> </ul>
<p style="text-align: center;"><b>Instructor</b></p>  <p style="text-align: center;">Appointed by SM</p>	<p>The Instructor teaches Scouting skills.</p> <p>The Instructor will work closely with both the Troop Guide and with the Assistant Scoutmaster for new Scouts. The Instructor does not have to be an expert but should be able to teach the Scouting skills needed for Tenderfoot, Second Class, and First Class ranks. The troop can have more than one instructor.</p>	<ul style="list-style-type: none"> <li>• Teaches basic Scouting skills in troop and patrols.</li> </ul>

<p style="text-align: center;"><b>Troop Scribe</b></p> <div style="text-align: center;">  </div> <p style="text-align: center;">Appointed by SPL</p>	<p>The Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council and keeps a record of dues, advancement, and Scout attendance at troop meetings.</p> <p>To be a good Scribe you need to attend nearly all troop and Patrol Leaders' Council meetings.</p>	<ul style="list-style-type: none"> <li>• Attends and keeps a log of Patrol Leaders' Council meetings</li> <li>• Records individual Scout attendance and dues payments.</li> <li>• Records individual Scout advancement progress</li> <li>• Works with the Troop Committee members responsible for records and finance.</li> </ul>
<p style="text-align: center;"><b>Chaplain Aide</b></p> <div style="text-align: center;">  </div> <p style="text-align: center;">Appointed by SPL</p>	<p>The Chaplain Aide works with the Troop Chaplin to meet the religious needs of Scouts in the troop. He also works to promote the religious awards program.</p> <p>"Duty to God" is one of the core beliefs of Scouting. The Chaplin Aide helps everyone in the troop by preparing short religious observations for campouts and other functions. The Chaplin Aide does not always lead the observation himself and can have other troop members help.</p>	<ul style="list-style-type: none"> <li>• Assists the Troop Chaplin with religious services at troop activities.</li> <li>• Tells Scouts about the religious emblem program for their faith.</li> <li>• Makes sure religious holidays are considered during troop program planning.</li> <li>• Helps plan for religious observance in troop activities.</li> </ul>

<p style="text-align: center;"><b>Troop Historian</b></p> <div style="text-align: center;">  </div> <p style="text-align: center;">Appointed by SPL</p>	<p>The Troop Historian keeps a historical record or scrapbook of troop activities.</p> <p>The true value of a good Historian does not show up until years later. The Historian provides material for displays and presentations of current activities. In addition, the work of the Historian provides a link with the past.</p>	<ul style="list-style-type: none"> <li>• Gathers pictures and facts about past troop activities and keeps them in a historical file or scrapbook.</li> <li>• Takes care of troop trophies, ribbons, and souvenirs of troop activities.</li> <li>• Keeps information about former members of the troop.</li> </ul>
<p style="text-align: center;"><b>Librarian</b></p> <div style="text-align: center;">  </div> <p style="text-align: center;">Appointed by SPL</p>	<p>The Troop Librarian takes care of troop literature.</p> <p>The library contains books of historical value as well as current materials. All together, the library is a troop resource worth hundreds of dollars. The Librarian manages this resource for the troop.</p>	<ul style="list-style-type: none"> <li>• Sets up and takes care of a troop library</li> <li>• Keeps records of books and pamphlets owned by the troop.</li> <li>• Adds new or replacement items as needed.</li> <li>• Keeps books and pamphlets available for borrowing.</li> <li>• Keeps a system for checking books and pamphlets in and out.</li> <li>• Follows up on late returns.</li> <li>• Issues vouchers for purchase of used merit badge books.</li> </ul>

<p><b>Quartermaster</b></p>  <p>Appointed by SPL</p>	<p>The Troop Quartermaster keeps track of troop equipment and sees that it is in good working order.</p> <p>The Quartermaster does most of his work around campouts. There are times when the Quartermaster has to be available to check equipment in and out.</p>	<ul style="list-style-type: none"> <li>• Keeps records on patrol and troop equipment</li> <li>• Makes sure equipment is in good working condition</li> <li>• Issues equipment and makes sure it is returned in good condition</li> <li>• Makes suggestions for new or replacement items</li> <li>• Works with the Troop Committee member responsible for equipment</li> <li>• Gets the US, troop, and patrol flags for meetings and ceremonies and puts them away afterwards.</li> </ul>
<p><b>OA Representative</b></p>  <p>Appointed by SPL</p>	<p>An Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and his troop. In his troop, he serves as a communication and programmatic link to the Arrowman and adult leaders and Scouts who are not presently members of the Order.</p> <p>He does this in a fashion that strengthens the mission of the lodge and purpose of the Order. By setting a good example, he enhances the image of the Order as a service arm to his troop.</p>	<ul style="list-style-type: none"> <li>• Serves as a communication link between the lodge or chapter and the troop.</li> <li>• Encourages year round and resident camping in the troop.</li> <li>• Encourages older Scout participation in high adventure programs.</li> <li>• Encourages Scouts to actively participate in community service projects.</li> <li>• Assists with leadership skills training in the troop.</li> <li>• Encourages Arrowmen to assume leadership positions in the troop.</li> <li>• Encourages Arrowmen in the troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.</li> </ul>

## PERFORMANCE REQUIREMENTS

**Application:** You must fill the troop leadership position application and get your parents' signature.

**Training:** You must attend the troop Junior Leader Training even if you have attended in the past.

**Attendance:** You need to satisfy the participation requirement set in the **Troop Guild Book**.

**Effort:** You are expected to give this job your best effort.

## GENERAL LEADERSHIP RESPONSIBILITIES

**Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

**Participation:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that the Assistant Senior Patrol Leader is ready to assume your responsibilities.

## REVIEW OF PERFORMANCE

**Term:** Each term is six months. Review will NOT be given until the scout has served on the position for more than five months.

**Review:** Review will be given by the **Scoutmaster** and assigned **Adult Leader Advisor**

**Focus:** The following items will be reviewed:

\_\_\_\_\_ Understand the position's function

\_\_\_\_\_ Fulfill the required position's duties

\_\_\_\_\_ Set the example by living the Scout Oath and Law in your everyday life.

# Troop 126 Leadership Position Application

Name: \_\_\_\_\_

Patrol: \_\_\_\_\_

Current Rank: \_\_\_\_\_

Current Position: \_\_\_\_\_ Previous Positions: \_\_\_\_\_

Attendance (6 months): \_\_\_\_\_(From Troop Scribe records)

List your first three choices

1st Choice	2nd Choice	3rd Choice
------------	------------	------------

For your first choice, use this space to tell why you want this job, how you would do the job, and why you are the best choice for this position.

## Scout's Agreement

I have read the job descriptions for these positions. I understand the duties and responsibilities and if selected will carry them out to the best of my ability.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

## Parent's Support Agreement

I agree with the commitment my son is making. I promise to support him in attending training, troop meetings, and troop activities as well as with encouragement at home. I realize that once selected his presence is necessary for the smooth functioning of the troop.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)