

# HANDBOOK FOR SCOUTMASTERS



Bhutan Scouts Association

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## FOREWORD

The vision of our beloved King is to impart wholesome education to all Bhutanese children in a meaningful way. His Majesty believes that, this way, they will be better prepared to face the challenges and responsibilities of the future as enlightened citizens.

In January 1996, His Majesty, while expressing concern on a number of issues on education, emphasized the need to adopt a systematic and comprehensive program to address youth related issues. Emanating from this wisdom, and realizing the usefulness and potential of the Scout program for the all round development of youth, the Youth Guidance and Career Counseling Division, Education Department launched the School based Scout Program in 1996.

The Scout method has been chosen to promote wholesome education amongst youth as it instills the spirit of brotherhood in our youth because of its friendly and creative approach and the strong code of conduct (Scout Promise and Law). The Scout Movement in Bhutan is considered an important forum for young people to channel their energy into positive and constructive behavior.

The “Handbook for Scoutmasters” (second edition) was in use for the last couple of years. However, in order to meet the ever changing and growing needs of our young people, it was felt necessary to bring out the third edition incorporating necessary changes.

I hope that this handbook will be user friendly and provide adequate guidance to all users for the successful implementation of the program.

Wish you happy Scouting.

**President**  
**Bhutan Scouts Association**

(Lyonpo Sangay Ngedup)

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## General Background of the Scout Movement

### *What is scouting?*

Scouting is a type of training method preparing young people in character building and providing citizenship education. The central aim of Scouting is to guide and enable young people in achieving their full physical, intellectual, social, and spiritual potentials as individuals, as responsible citizens, and as members of the local, national, and international communities.

Scouting offers young people attractive and challenging programs blended into appropriate and progressive activities for their all round development.

Dean James E. Russell of the Teachers' College, Columbia University, New York points out that it is not the curriculum of scouting that is its most striking feature, but it is the method as a systematic scheme of leading boys to do the right thing and inculcate healthy habit.

The founder of the Scout Movement, Lord Baden-Powell of Gill well, in his admiral book, *Aids to Scoutmaster-ship* talks about Scouting as "...a game for boys, under the leadership of boys, in which elder brothers can

### *Why Scouting?*

As a starting point, we will begin by considering what B.P himself stated that he wanted to do when he set out to develop what was later to become a Movement that he did not yet have in mind when he started.

BP was a man, national hero in the context of the place and times, who returned to England after many years abroad. He was struck by the state of the people, in particular in the poor areas of London affected by poverty, over-crowding, crime and so on. When he looked at society as a whole, he observed a number of "failings": injustice, a lack of solidarity, of idealism, of good citizenship, of values, etc. When he looked at the individuals in the society, he noticed that selfishness, a search for immediate gratification; hypocrisy, a lack of morality, a lack of respect for self and others, etc. dominated their very lives and existence. He realizes that these collective and individual "failings" sapped the very foundations of society, placing it in great danger and compromising its future.

The way to correct these collective and individual "failings" was through the "education of citizens". B.P believed that each child carries within him the potential that enables him to develop into the autonomous and caring person that was his dream. He thus believed that the role of the Scout Movement and of adults in Scouting consisted of guiding the young person's energy in a constructive direction and creating the conditions whereby the young person could learn to take responsibility for himself and develop optimally through the natural process of growth.

### *Scouting for whom?*

The Scout Movement is a voluntary, non-political educational movement for young people, open to all without distinction of origin, race, colour, class, caste, religion or creed. Today, Scouting is prevalent in 216 countries and territories. It has young people of all races and nationalities, Buddhists, Christians, Hindus, Jews, Moslems, etc. all living side by side in the Movement. Large events (e.g. Jamborees) have always put into practice this concept of brotherhood, while acknowledging the fact that differences may exist amongst individuals. From the beginning, when BP was putting his ideas to the test on Brown Sea Island, he had taken care to constitute a composite group of young people from a variety of origins. Camp life, the rudiments of a common uniform, activity undertaken together, and adherence to the same code of living contributed to wiping out differences.

In early years, Scouting was only for boys, usually adolescents (and not young children or young adults). It is only later that Scouting expanded to younger children (Cub Scouts) and to young adults (Rovers).

### **Brief Background of the World Scout Movement (WOSM)**

The *World Organization of the Scout Movement* (WOSM) is a non-political and a voluntary organization<sup>3</sup> for young people. Founded in 1907 by Lord Baden-Powell in England, it is now an organization of 216 countries and territories all over the world, 151 of which are internationally recognized. At present there are 28 million Scouts worldwide.

The *World Scout Bureau* is the secretariat of the WOSM, which serves as the executive arm of the World Scout Committee. The Headquarter is based in Geneva, Switzerland with six branches strategically located in Africa, Arabia, Asia-Pacific, Europe, Inter-America and Eurasia serving as coordinating offices of the constituent member-countries. The *World Scout Bureau/Asia-Pacific Region* (APR) is based in Manila, Philippines. Initially founded in 1956 with ten member-countries, it has now grown to 23 member countries and 2 associate countries in the Asia-Pacific region with membership strength of over 18 million. The Bhutan Scouts Association falls under the Asia-Pacific Region of the World Scout Bureau.

### ***Mission statement of WOSM***

*The mission of Scouting is to contribute to the education of young people through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society.*

This is achieved by :

- ❖ involving them throughout their formative years in a non-formal educational process
- ❖ using a specific method that makes each individual the principal agent in his or her development as a self-reliant, supportive, responsible and committed person
- ❖ assisting them to establish a value system based upon spiritual, social and personal principles as expressed in the Promise and Law

and People are taught through Scout sign, Law, Promise and through daily good Turn.

### **Brief Background of the Bhutan Scout Movement**

Scouting in Bhutan although it existed since 1980s, picked up momentum in 1996 after the establishment of the Youth Guidance and Counseling Division, Education Department. Consequently, on 26<sup>th</sup> July 1999, *Bhutan Scouts Association* (BSA) became a full-fledged member of the World Organization of the Scout Movement (WOSM during the 35<sup>th</sup> World Scout Conference in Durban, South Africa.

BSA, since its inception, has been making all concerted efforts to expand the Scout Program in every corner of the Kingdom, so that all Bhutanese Youth can benefit from this program. The BSA has a total of 391 teachers in 170 schools and Institutes trained as Scoutmasters between 1997 – 2002 with an enrolment of 10,827 Scout membership.

Scout programme is graded to suit the psychological needs of the young people of different age groups. Therefore, the programme is divided into three sections:

- *Cub Scout Section* – for ages 6 to 12
- *Scout Section* – for ages 13 to 17
- *Rover Scout Section* – for ages 18 +

The Cub Scout programme is geared towards knowing their immediate environment and themselves through play-way method. The program is largely drawn or derived from the Jungle Book authored by Rudyard Kipling who has done so much to put the right spirit into our growing manhood.

The Scout programme is geared towards promoting citizenship education and self development. The activities comprise of attractive and challenging activities focusing on value of sharing, community living, strengthening of brotherhood and making the youth understand their role in the nation building. Their roles towards (Tsa-wa-sum) King, Country

In the Rover Section, it has been observed that a boy of Rover age group stands on transition from school life to the world of work and community life. As such, the Rover training program is designed to offer greater opportunities in decision making, leadership, management, and developing their innate talents and skills, and analytical abilities. The program is also geared towards career education and guidance to prepare them for the world of work and service.

### **Mission statement of Bhutan Scouts Association**

*The mission of Bhutan Scouts Association is to provide education for the wholesome development of young Bhutanese through meaningful integration of our values and Scout Promise and Law to produce responsible citizens to protect, strengthen, and diligently serve the Tsa-wa-sum thereby contribute to the fulfillment of our beloved King's vision "Gross National Happiness".*

### **Objectives of the BSA**

- ❖ *To promote citizenship education by making the youth understand their role in the nation building*
- ❖ *To preserve and promote cultural education*
- ❖ *To preserve and promote Environmental Education*
- ❖ *To promote safety education*
- ❖ *To provide life based skills education*

## Scout Promise and Law

### *The Scout Promise:*

On My Honour, I promise that I will do my best,  
To do my duty to Konchhogsum,  
Duty to Tsa-wa-sum (King, Country and People),  
Duty to self, parents, others and  
To obey the Scout Law.

### *The Scout Law:*

- i. A Scout is trustworthy.
- ii. A Scout is loyal to the Tsa-wa-sum.
- iii. A Scout is a friend to all and a brother/sister to every other scout.
- iv. A Scout is polite and considerate.
- v. A Scout is kind to animals and loves nature.
- vi. A Scout is self-disciplined.
- vii. A Scout is cheerful under all difficulties.
- viii. A Scout is thrifty.
- ix. A Scout is pure in thought, word and deed.

### *The Scout Motto:*

**“BE PREPARED”**. This shall be achieved by being physically strong, mentally alert and morally straight.

## The Patrol System: 7

- i. A Troop shall be divided into patrols.
- ii. Each patrol may consist of six to eight scouts, inclusive of the Patrol Leader (PL) and the Second Patrol Leader or Seconds.
- iii. *Troop leader:* the Scoutmaster may appoint one of the Patrol Leaders (PLs) who have participated in at least two camps as a Troop Leader. He/she shall assist the Scoutmaster and Assistant Scoutmaster and take charge of the Troop in the absence of the Adult Unit Leaders.
- iv. *Assistant Troop Leader:* One of the Patrol Leaders (PLs) who has participated in at least one camp as a Patrol Leader may be appointed as an Assistant Troop Leader by the Scoutmaster. He/she shall assist the Troop Leader as directed.
- v. *Patrol Leader (PL):* There shall be a PL for each patrol. A PL is a Scout elected by the Patrol members. He/she shall wear a PL badge of white cloth with two vertical green stripes measuring 6 cm long and 1.5 cm wide. This shall be worn on the left-hand pocket (side).
- vi. *Second PL:* There shall be Second PL for each patrol selected by the Patrol Leader with the approval of the Scoutmaster and the Court-of-Honour. He/she shall assist the Patrol Leader and take his place in all activities.
- vii. *Court-of-Honour (CoH):* There shall be a Court-of-Honour for every Troop. The Court-of-Honour shall consist of the Troop Leader the Assistant Troop Leader and the Patrol Leaders. One of the seniors Patrol Leaders elected shall function as the Chairman and one of the PL shall function as the Secretary. The Court-of-Honour shall be conducted once a month to plan the activity and deal with internal and external matters of the Troop and also matters of finance and discipline. The Scoutmaster and Assistant Scoutmaster(s) shall act as advisers.

- viii. *Patrol in Council:* There shall be a Patrol in Council for every Patrol. The Patrol in Council shall consist of all members of the Patrol. The Patrol Leader shall be the Chairman. The Patrol in Council shall deal with all affairs of the Patrol.

### **Scout Ideals**

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#### ***The Scout Sign:***

The Scout Sign shall be given by raising the right hand upward in level with the shoulder, palm to the front with the thumb over the nail of the little finger, and three fingers held close together pointing upward.

#### ***The Scout Salute:***

The scout Salute shall be given by raising the upper right arm smartly to the level of the shoulder, palm to the front with the thumb over the nail of the little finger, and three fingers held close together, the first finger touching the forehead. After the salute the arm shall be brought down vertically and smartly.

#### ***The Scout Handshake:***

Normally people shake hands with their right hands. But in Scouting, the Scouts shake hands with their left hands. The founder conceived the left-hand shake as a form of greeting for the member of the movement. The idea originated from an incident in his military career in South Africa in 1896.

When once Lord Baden-Powell (B.P) gave his right hand to shake hands with Ashanti Chieftain, the Chieftain offered his left hand, saying in his tribe the bravest of the brave offers his left hand to a friend. This was a charming compliment to B.P and later the founder introduced this left handshake in Scouting and wished the Scouts to be “the bravest of the brave.”

### ***Roles and Responsibilities of Bhutan Scouts Association (BSA):***

- i. Develop and institutionalize Scout programs.
- ii. Plan and develop short and long term goals and objectives for the sustainability of the Scout program.
- iii. Train all categories of Unit leaders.
- iv. Develop the Scout syllabus and materials as per the need.
- v. Design and develop badges for all levels from time to time.
- vi. Present special certificates and awards to outstanding Unit leaders and Scouts.
- vii. Conduct advancement tests for Scouts.
- viii. Monitor and assist DEO(s) to develop Dzongkhag level Scout Programs.
- ix. Maintain link with World Scout Bureau, Asia Pacific Region and other National Scout Associations.
- x. Nominate and select outstanding Adult Leaders and Scouts for national level and international level programs.
- xi. Monitor and evaluate programs.

### ***Roles and Responsibilities of Dzongkhag Scouts Association:***

- i. Form the Dzongkhag Scout Association (DSA) in line with Constitution By-laws of BSA.
- ii. Establish and expand School based Scout Program in the respective Dzongkhag.
- iii. Develop short and long term plan for sustainability of the Scout program.
- iv. Establish the Dzongkhag Scout Working Committee (consisting of Head-teachers, Unit leaders, Senior Scouts) chaired by Dasho Dzongda and DEO as the member Secretary.
- v. Plan the yearly program with schools.
- vi. Initiate to organize Dzongkhag Level Unit leaders training.

- vii. Conduct Dzongkhag level Scout camps during school breaks.
- viii. Monitor and carryout impact assessment of Scouts program.
- ix. Submit annual membership registration and fees every year by May.
- x. Nominate candidates for national<sup>10</sup> level and international programs.
- xi. To conduct DBIP by trained Unit Leaders.

*N.B: Proper selection of teachers and training should be considered as the key to success of the Scout program.*

***Roles and Responsibilities of Schools:***

- i. Promote school based Scout program.
- ii. Ensure that the school has trained Unit leaders for every Troop.
- iii. Identify Assistant Unit leaders.
- iv. Develop yearly activity calendar in line with DSA plan.
- v. Provide suitable time for Scout activities in the school time table/calendar and ensure that their Scout fulfils the step by step requirement as per the prescribed syllabus.
- vi. Write to the BSA for formal registration through the office of the DSA.
- vii. Forward the list of outstanding Scouts to BSA through DSA for special recognition/award.
- viii. Nominate Unit leaders and Scouts for training and participation in national/international programs.
- ix. Proper account should be maintained for any fund received/collected
- x. Monitor, evaluate and provide feedback on scouting program.
- xi. Organize year round Scout activities including programs such as:

STD, HIV/AIDS, Substance Abuse, Population Education awareness campaigns etc. Observation of important National and International Days such as Social Forestry, Anti Drug, World Population, World

Health Day, career fair etc.

***Role of Scoutmaster (SM) and Assistant Scoutmaster (ASM):***

- i. Scoutmasters should be a member secretary for school Scouts club.
- ii. Form school based Scout Troop.
- iii. Submit registration forms along with membership fees latest by April.
- iv. Plan, organize and execute the year round scouting activities.
- v. Should endorse a copy of planned Scout activities to the BSA, DSA and the school.
- vi. Maintain proper appraisal record of all the Scout members for necessary reference/awards.
- vii. Give a talk to the parents/children during the parents-teachers meeting and create awareness on Scout Program.
- viii. The Scout activity should fulfill the local demands (social, civic, etc.)
- ix. Should organize exhibitions on Scout activities and make an effort to present few items on Scouting during the important occasions.
- xii. Conduct regular Troop Meetings for effective teaching and learning.
- xiii. Ensure the Court of Honour is conducted once a month.
- xiv. Evaluate and provide feed back on scouting program.
- xv. Prepare and submit reports at the end of the year.

## THE MEMBERSHIP BADGE:

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The Membership Badge is a symbol of brotherhood that exists amongst Scouts and it promotes a sense of belonging. The Unit Leader on fulfilling the Membership Badge Requirements shall award the Membership Badge to a recruit. The Membership Badge must be worn at the center of the left shirt pocket or on the *gho or tego*.

The encircling rope with alternate strands of yellow and orange signifies the unity of the secular authority of the King and that of the spiritual leader of the Kingdom. The reef knot at the bottom stands for the fraternal bond of solidarity amongst Scouts.

The three leaves of the Fleur-De-Lis, like the three-finger scout salute, represent the Scout Promise of allegiance to serve the King, Country and People.

The white silken knot binding the three leaves symbolizes the strong bond of friendship and purity in thought and action.

The arrowhead in the middle of the center leaf shows the right direction to proceed.

## MEMBERSHIP BADGE REQUIREMENTS:

(To be completed within 3 – 4 months)

Sl	Topic	Content
1	History of Scout Movement	B.P's boyhood and school career
2	Membership Badge	Describe the membership badge
3	Fundamental of Scouting	Recite Scout Promise & Law
4	Scout Ideals	Execute Scout sign, salute and handshake
5	Smartness & Good order	Know how to follow commonly used hand and whistle signals
6	Outdoor Education	Know rope and rope work; tie reef knot; clove hitch and whipping
7	Cultural Education	<b>Prayer:</b> Recite Jamyang Soeldep, National Anthem & Camp Anthem <b>Flag:</b> Know the size of the flags <b>Dress Code:</b> Know proper wearing of Gho/Kira
8	Health Education	<b>Facts for Life:</b> Know the 7 Prime Messages on Hygiene <b>Meena Communication:</b> "Count your Chicken" Know and understand the importance of sending children to school.
9	Environmental Education	<b>Agriculture:</b> Know the tools & implements

## THE ADVANCEMENT BADGE SCHEME:

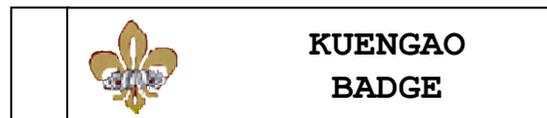
Lord Baden-Powell, the founder of the Movement, instituted a badge system in Scouting because of the basic human desire for achievement and recognition. Therefore the badge system aims to prepare boys and girls for leadership with good moral characters trained for duty and service to others.

The Scout advancement is prepared and arranged in a progressive manner from Kuengao to Toenpa (level I to IV), as per the advancement of the individual Scout in the program. The Bhutan Scouts Association has drawn its inspiration from the philosophy of the *Thuenpa Puenzhi* for the advancement scheme.

The '*Thuenpa Puenzhi*' in Buddhist parable has it that long ago, four animals – an elephant, a monkey, a rabbit and a bird lived a life of peaceful co-existence. The four animals each depending on its strength is depicted as supporting the other, to reach to the fruit of happiness and harmony. All the beings of the animal kingdom tried to emulate this exemplary life style, bringing much happiness and harmony in the animal world.

Similarly, Bhutan Scouts Association hopes to develop a commitment in young people to the Buddhist philosophy of non-violence, tolerance, compassion, love and peace, which has enabled the Bhutanese to live in harmony for centuries.

## KUENGAO (TENDER FOOT) REQUIREMENTS: (L 1) (To be completed within 6 months)



Sl	Topic	Content
1	History of Scout Movement	Know B.P.'s time in the Army; Brown Sea Island
2	Fundamental of Scouting	Explain Scout Promise and Law
3	Scout Ideals	Explain the significance of Scout sign & left handshake
4	Smartness & Good Order	Know drill by command
5	Outdoor Education	<b>Camping and Hiking:</b> Know the trail signs and Hike a distance of 10-Km following trail signs. <b>Compass:</b> Know the usage of compass and its parts <b>Estimation:</b> Know how to judge distance by using hand span, thumb and forefinger. <b>Pioneering:</b> Tie sheet bend; sheep shank; timber hitch and square lashing
6	Cultural Education	<b>Prayer:</b> Recite a meal prayer <b>Flag:</b> Know parts of the flag and how to fold flag <b>Dress Code:</b> Demonstrate proper wearing of kabney/rachu and how to sit with it <b>Traditional Ceremony:</b> Know how to do "marching"
7	Health Education	<b>B.P. six exercise:</b> Demonstrate B.P.

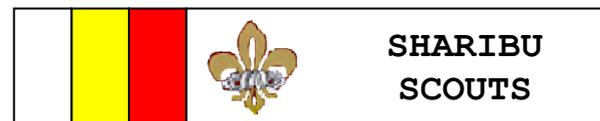
		<p>six exercise</p> <p><b>Facts for life:</b> Know 7 Prime Messages on Diarrhoea</p> <p><b>Meena Communication:</b> Know the three wishes of Meena:</p> <ul style="list-style-type: none"> <li>- Clean latrine for everyone</li> <li>- Safe drinking water</li> <li>- Hand washing before and after using latrine</li> </ul>
8	Environmental Education	<p><b>Campaign:</b> Participate in 1 day cleaning campaign</p> <p><b>Agriculture:</b> Know the seasonal crops and cash crops</p>
9	Career Education	My five main skills, interests, values and personal qualities are...
10	Home Science	Know how to cook a simple meal
11	Life Skill Education	Explore the possibilities of opening a saving account



1.	History of Scout Movement	Know the origin of World Jamboree
2.	Fundamental of Scouting	Understand the definition of Scout Movement
3.	Smartness & Good order	Exhibit leadership by giving command for drill
4.	Outdoor Education	<p><b>Camping &amp; Hiking:</b> Know how to make temporary shelter; fix a fire place and do Patrol cooking</p> <p><b>Compass:</b> Know 16 cardinal points of the compass</p> <p><b>Estimation:</b> Know how to find the height of the tree by using Inch to foot method</p> <p><b>Mapping:</b> Know the 5 D's (five dimensions) of map reading</p> <p><b>Pioneering:</b> Tie fisherman's knot; rolling hitch and sheer lashing</p>
5	Cultural Education	<p>Prayer: Recite Chhangchoe</p> <p>Flag: Know how to hoist and lower the flag</p> <p>Dress Code: Demonstrate how to bow in-front of ordinary and red scarf officers</p> <p>Traditional Ceremony: Know the procedure of Zhugdrel Phuntsum Tshogpa</p>
6	Health Education	<p><b>B.P. six exercise:</b> Know the benefits of B.P six exercise</p> <p><b>First Aid:</b> Learn the importance of 5 Cs in First Aid; give First Aid for sprain,</p>

**MAUGALBU (SECOND CLASS) REQUIREMENTS: (L 2)**  
*(To be completed within 9 months)*

		stings, bites and burns & scalds <b>Reproductive Health:</b> Know about HIV/AIDS and STDS <b>Facts for Life:</b> Know the 7 Prime Messages on Cold & Cough <b>Meena Communication:</b> “Too young to marry” Understand the health, family and Social problems arising from early Child marriage
8.	Environmental Education	<b>Campaign:</b> Participate in 1 day cleaning campaign <b>Agriculture:</b> Know how to make manure and use insecticides
9	Career Education	Self assessment on academic performance
10	Home Science	Make a useful object from using waste materials
11	Life Skill Education	Open and operate a saving account with your own earning with minimum permissible amount.



Sl	Topic	Content
1	History of Scout Movement	Know about Lady B.P. as Chief Guide
2	Fundamental of Scouting	Narrate experiences wherein he/she practiced Scout Promise & Law
3	Outdoor Education	<b>Camping &amp; Hiking:</b> Know how to pitch tent and to make trench latrine; participate in two night camp. <b>Compass:</b> Know the back bearing and front bearing <b>Estimation:</b> Know how to find the width of a river by using Parallax method. <b>Pioneering:</b> Know one round turn and two half hitches; marlin hitch and figure eight lashing
4	Cultural Education	<b>Prayer:</b> Recite one of the evening prayers <b>Flag:</b> Describe the National flag and Scout flag <b>Dress Code:</b> Know how to bow with kabney to Ministers & the King <b>Traditional Ceremony:</b> Know the procedure of Chipdrel ceremony
5	Health Education	<b>First Aid:</b> Know how to give First Aid for sunstroke; knee bandages; arm sling; hand & foot bandage and head bandage

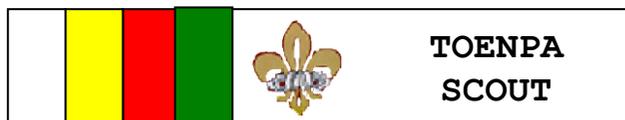
**SHARIBU (FIRST CLASS) REQUIREMENTS: (L 3)**  
*(To be completed within 9 months)*

		<p><b>Reproductive health:</b> Know the causes and affects of Teenage Pregnancy</p> <p><b>Facts for Life:</b> Know the 4 Prime Messages on Timing Birth</p> <p><b>Meena Communication:</b> “Will Meena Leave School” Know the dignity of labour and exhibit through readiness and self employment</p>
6	Environmental Education	Plan and organize Community Service <b>Agriculture:</b> Gardening and how to grow nursery
7	Career Education	Identifying jobs according to my level of interest and academic achievements
8	Home science	Stitching/ Embroidery
9	Life Skill Education	Show in your Saving account a minimum of Nu.500/-

Sl	Topic	Content
1	History of Scout Movement	Know of B.P’s second house, Kenneya
2	Fundamental of Scouting	Narrate anecdotes/stories illustrating the importance of the Scout Promise & Law
3	Outdoor Education	<p><b>Camping &amp; Hiking:</b> Organize three nights camping with proper planning</p> <p><b>Compass:</b> Participate in a Hike using compass</p> <p><b>Estimation:</b> Know the system of reference (grid reference)</p> <p><b>Mapping:</b> Know how to read contour maps</p> <p><b>Pioneering:</b> Make draw hitch; Man harness; bowline and fire- man’s chair knot</p>
4	Cultural Education	<p><b>Prayer:</b> Explain the meaning of Jamyang Soeldep</p> <p><b>Flag:</b> Know the flag protocol and demonstrate flag procedure</p> <p><b>Dress Code:</b> Know how to bow with kabney in a ritual ceremony</p> <p><b>Traditional Ceremony:</b> Know the procedure of Sedra</p>
5	Health Education	<p><b>First Aid:</b> Know how to make improvised stretchers and methods of conveyance</p> <p><b>Reproductive Health:</b> “Know the Facts” Family Planning, condoms and</p>

**TOENPA BADGE REQUIREMENTS:**  
(To be completed within 9 – 12 months)

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		oral contraceptive pills <b>Facts for Life:</b> "Safe Motherhood" Know the 4 Prime Messages on Safe Motherhood <b>Meena Communication:</b> "Saving a Life" Know how to prepare ORS
6	Environmental Education	Take up Community Development project <b>Agriculture:</b> Take up an Agriculture project
7	Career Education	Researching my job options
8	Home Science	Doll/ putting making
9	Life Skill Education	Show in your in saving accounts not less than Nu. 1500/-

2. Name of Patrol..... Age.....

3. Name of School.....  
Dzongkhag.....

Sl	Topic	Score			Date of Testing	Signature of Scoutmaster
		5	3	1		
1	Hist. Of Scout Movemnt					
2	Fundamental of Scouting					
3	Scout Ideals					
4	Outdoor Education					
5	Smartness & Good order					
6	Cultural Education					
7	Health Education					
8	Environment Education					
9	Career Education					

Any other outstanding performance.....

Name and Signature  
Of Scoutmaster  
BSA FORM NO. 1

Signature of Head of the School

### Format for Achievement Test

(Achievement Test for ..... Badge)

1. Name of Scout.....Registration No. ....

BHUTAN SCOUT ASSOCIATION  
Thimphu, BHUTAN

APPLICATION FOR CHARTER AND UNIT REGISTRATION FOR SCOUT TROOP

District: \_\_\_\_\_

Unit Registration No: \_\_\_\_\_

Scouting Year: \_\_\_\_\_

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

**APPLICATION FOR CHARTER OF SPONSORING INSTITUTION**

The \_\_\_\_\_, of \_\_\_\_\_ Tel.No. \_\_\_\_\_  
hereby applies for:

1. BSA Institutional Charter and authority to adopt and use Scouting program.
2. The recognition and annual registration of a Cub/Scout/Senior Scout Unit.

Signature over Printed Name  
of Institutional Head

Signature over Printed Name  
of the Scout Master

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

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

The Charter Fee of this Institution: ( Please Check )  is submitted with this registration

**REGISTRATION OF SPONSORING INSTITUTION OFFICIALS AND UNIT LEADERS**

Position	Printed Name	Age	Joined in Scouting	Scout Training Attended	Membership Card
Institutional Head					
Unit Leader					
Unit Leader					
Asst. Unit Leader					
Troop Leader					

Membership

Total Adult Members: \_\_\_\_\_ Total Amount of Fee: \_\_\_\_\_ Unit No. \_\_\_\_\_

Total Scout Members: \_\_\_\_\_ Total Amount of Fee: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Date Issued: \_\_\_\_\_ by \_\_\_\_\_

District Registration Personnel

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

**LIST OF SCOUT MEMBERS**

Name	Date of Birth	Joined in Scouting	Badge Earned	Remarks
	23			
<b>Patrol Name:</b>				
<b>Patrol Name:</b>				
1. Patrol Leader				

2. Asst. P.L				
3. Patrol Member				
4. Patrol Member				
5. Patrol Member				
6. Patrol Member				
7. Patrol Member				
8. Patrol Member				
<b>Patrol Name:</b>				
1. Patrol Leader				
2. Asst. PL				
3. Patrol Member				
4. Patrol Member				
5. Patrol Member				
6. Patrol Member				
7. Patrol Member				
8. Patrol Member				
<b>Patrol Name:</b>				
1. Patrol Leader				
2. Asst. PL				
3. Patrol Member				
4. Patrol Member				
5. Patrol Member				
6. Patrol Member				
7. Patrol Member				
8. Patrol Member				

Note: Use Additional Sheet if require.

**Summarised:**

OLD		NEW		TOTAL
BOYS	GIRLS	BOY	GIRL	
<b>Total Fees Nu :</b>				

**TROOP MEETING PLAN**

1. Inspection : 26 10 minutes
2. Flag Ceremony : 10 minutes

3. Activity (*a game or a song*) : 10 minutes
4. Introduction of new lesson  
(*Through Patrol Leaders*) : 15 minutes
5. Revision of previous lesson  
(*Through Competition, relay or games*) : 10 minutes
6. Presentation of the project : 10 minutes
7. Game or a song : 10 minutes
8. Home going Inspection : 10 minutes
9. Flag lowering : 05 minutes
- Total : 90 minutes**

**Frequency:** Once or twice a week  
**Duration:** 60 – 90 minutes  
**Place:** Open air i.e. outdoor  
 Incase of rain, provide such space inside (indoor)

**Core content:** - Scout craft instruction – talk and demonstration  
 - Scout craft practice – games, project, etc.  
 - Physical activities and fun  
 - Short story, Scoutmaster pip talk, songs, yells, stunts, etc.  
 - Patrol corner activities

2.	Aids to Scoutmaster-ship
3.	B.P Life Story
4.	Hand book on Pioneering
5.	Camping and Hiking
6.	The Troop Scouter
7.	Handbook of Cubbing
8.	Wolf Cub Handbook
9.	Fact for life
10.	Cubmaster's Handbook
11.	Rovering to Success
12.	Rover Scouting
13.	Fundamental Principal
14.	Meena Communication
15.	<i>A Light on your career path</i> Volume: I, II, III and Career Portfolio

## Reference Book

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Sl.	Name of the book
1.	Scouting for boys

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## TROOP RECORD

**Register:**

1.	Admission register
2.	Attendance register
3.	Stock register
4.	Ledger book
5.	Fee Collection register
6.	Visitors' Log book
7.	CoH minutes register
8.	Troop meeting plan book

**File:**

1.	BSA file
2.	DSA file
3.	General Correspondence file
4.	Programme file
5.	Advancement Result file
6.	Bills/Challan/Receipt file

*Note: You can add more files and registers if required.*



