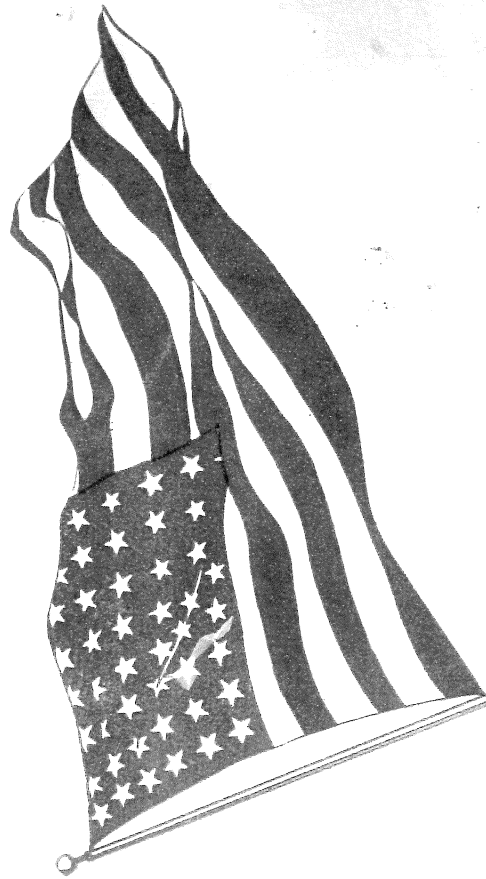




"KEEP THE FLAG FLYING"

Gen. Douglas MacArthur
at Manila, Dec. 15, 1941



SCOUT COURTESY, CUSTOMS and DRILLS

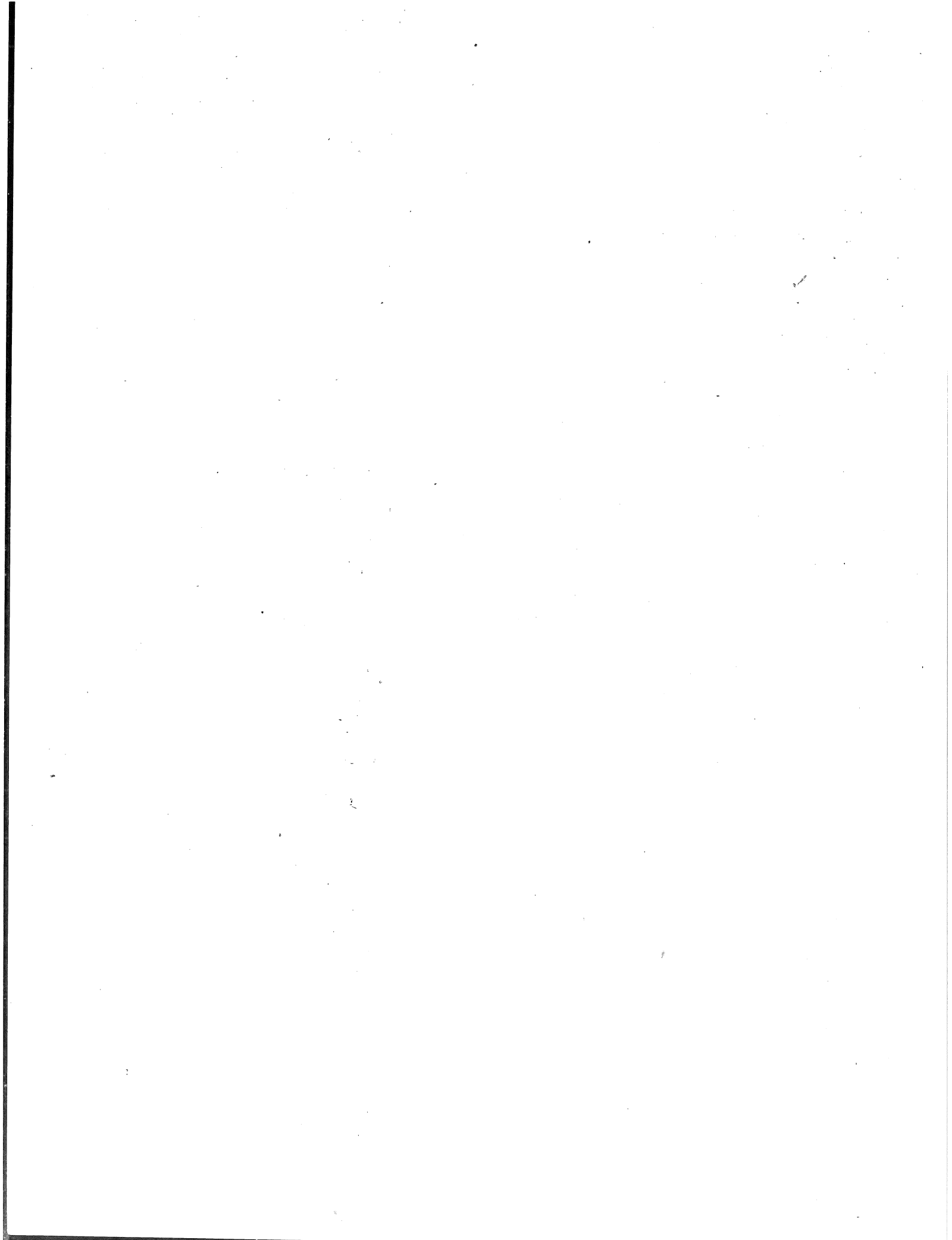
☆ A Manual ☆
for Troop
and Council
Leaders ☆



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SERVICE LIBRARY
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THE Service Library has been developed as a part of the Program of the Boy Scouts of America. In the scheme of Scouting, as set up, the boy is encouraged to qualify in many interesting and worthwhile activities but these activities are not an end in themselves but simply a means to an end. We are seeking to develop character and train boys for citizenship.

We believe this Service Library to be a helpful tool to stimulate and enrich the Scout Program. It presents publications of technical excellence and a wide range of interest.

In the preparation of these pamphlets we have had the cooperation of leading authorities in various vocational and avocational activities who have placed their time and knowledge at the disposal of the Boy Scouts as a personal contribution to the boyhood of America. Much of the material, therefore, that is made available at a very moderate cost, it would be impossible to procure at any price elsewhere.

We hope that these Service Library pamphlets will provide a definite stimulus toward the further development of the romance and high adventure of Scouting for every boy who comes into the Movement. We hope also that you will find that it stresses the broader aspects of Scouting, and that it has a definite relationship toward the fundamentals of this great World Movement.

Scout Courtesy, Customs and Drills

A MANUAL FOR
TROOP AND COUNCIL LEADERS

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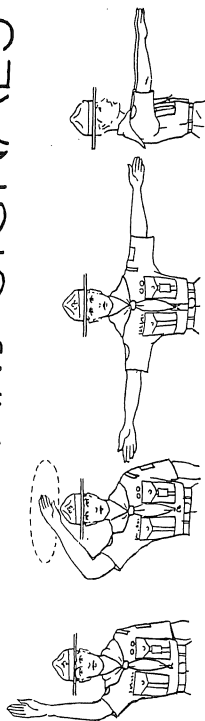


BOY SCOUTS OF AMERICA
2 PARK AVENUE NEW YORK, N. Y.

Printed in U. S. A.

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ARM and HAND SIGNALS

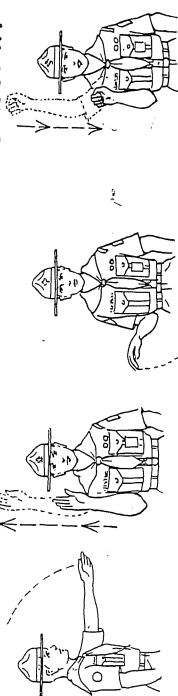


ATTENTION
OR ALERT

ASSEMBLE
OR COME BACK

FORM IN
LINE

FORM IN
COLUMN

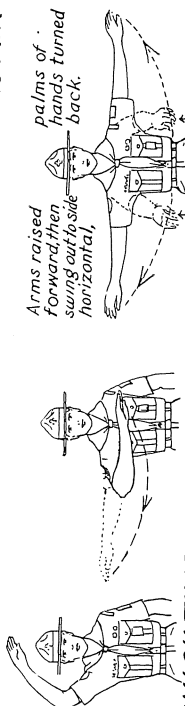


FORWARD,
to the RIGHT
(LEFT) or REAR

HALT

LIE DOWN
OR TAKE
COVER

DOUBLE TIME
OR
FASTER



QUICK TIME
or SLOWER

COLUMN RIGHT
or SWING AROUND

EXTEND or
SPREAD OUT



CLOSE

DISMISSAL

VII—SCOUT DRILLS AND REVIEWS

THE NOTION THAT DRILL in itself is military has no foundation. Firemen, policemen, forest fire fighting units and Coast Guard life-saving crews are not military, yet the success of their work depends largely upon well rehearsed drills.

Policy re: Military Training (Constitution, Art. III, Sec. 3)

"In carrying out the purpose of the Boy Scout Movement as stated herein, technical military training and drill shall not be included for the reason that they are not equal in value nor as suitable for boys of Scout age in training for good citizenship as the program of Scout activities."

A certain amount of drill is necessary for getting a Troop or Patrol into position for various activities and for moving it with a semblance of order and smartness. For this Scouting does not resort to military drill, but has adopted its own technique, easily learned and considered by the boys as a game rather than a drill. This system differs from the military through its minimum of formal commands and strict discipline.

Properly used, Scout drill is simple and is designed to meet only certain needs:

1. To maintain orderliness in gatherings, such as Troop meetings and Courts of Honor.
2. To insure control and a uniform appearance for District, Council and camp assemblies.
3. To add the necessary tone of dignity and reverence to Scout ceremonies.
4. To enable the leader to move his unit quickly and easily from one place to another in orderly fashion.

5. To help improve the individual Scout's carriage and develop his muscular control.

6. To aid in developing in the boy a sense of alertness, proper respect for leadership and an ability to lead others.

Of course drill should not be allowed to dominate the activities of a Troop meeting. Except when formations and maneuvers are first being learned, they should be confined to not more than five minutes, and be woven into other activities as much as possible.

Scouts must be *led, not driven or commanded* in the dictatorial sense of the word. Bearing in mind the above-mentioned purposes of Scout drill, the drill instructor (presumably the Scoutmaster or someone especially trained in drill techniques) should strive only to perfect those formations and movements which are useful in Scout activities.

This manual of formations and marching is simplified for use by and for boys. Precise movements of West Point cadet calibre are not expected of Scouts and should not be drilled into them. Some boys, the leader will probably find, cannot quickly respond to orders or keep in step with the others. Patience with them and a little extra practice are the necessary antidotes.

SCOUT DRILL WITH ARM SIGNALS

(Based upon section on "Scout Drill" in the
Handbook for Scoutmasters)

Main Features

1. *The alert signal*—In the out-of-doors: Not with a piercing whistle or shouted command, but with an appropriate Troop "call" (bird or animal call. Instruments may be secured from sports supply houses according to the fancy of the Scoutmaster.) In the Troop meeting room the leader raises his right hand high above his head, indicating "Attention," "Silence," "I have an announcement to make."

2. *"Freezing,"* that is, becoming instantly immovable, or "frozen," on the alert signal. As soon as a Scout notices the sign, he stops what he is doing and puts up his hand in the same way. When everybody is making the sign, the leader lowers his hand. So do the boys and wait for the signal to follow.

3. *Arm signals* by the leader indicating formation to be taken. When first teaching the formations, a five-minute practice period may be included in each weekly meeting for three or four weeks. Thereafter the use of the signals in the course of the meeting routine and games will suffice.

In General

The leader making the signal acts as a marker. He takes a position, before giving the signal, exactly opposite the center of the formation he is going to call.

From this position he gives the Alert Signal and the proper Arm Signal to call the formation, retaining the latter until all have fallen in.

The Troop falls into position *on the run*, its center opposite the leader. The Patrol Leaders must be first in place since they are the key men of their Patrols' positions. The flanks of the formation should pick up their dressing automatically from the right. The Scouts stand at ease.

Only a few word-of-mouth commands are necessary, and even these may be substituted by silent signals invented by the Troop.

ARM AND HAND SIGNALS

(See illustrations on page 50)

These signals are especially useful for outdoor activities where Scouts are spread over areas beyond the range of spoken commands, but they may also be used for regular drills indoors and out. A distinctive Troop "call" (bird or animal call) is preferable to a whistle.

Attention or Alert signal—Right hand held high above head. Scouts stop whatever they are doing, remain silent, and face the leader. If in ranks, they stand at attention.

Assemble or come back—Right hand swinging in a circle high above head.

Form in line—Arms extended sideways, palms forward, facing line to be formed on.

Form in column—Both arms extended forward and parallel. *Forward; right (left) flank; oblique; to the rear; march*—Leader faces in desired direction, extends arm vertically, palm to

PATROL DRILL

□ = ASSISTANT
PATROLL LEADER
■ = PATROLL LEADER

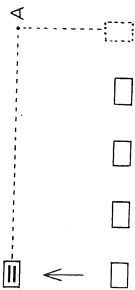


Fig. 1-PATROL IN LINE

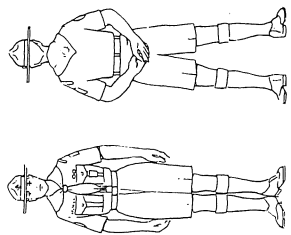


Fig. 2-SCOUT at ATTENTION

Fig. 3-PARADE REST

Fig. 6 -
COLUMN
RIGHT

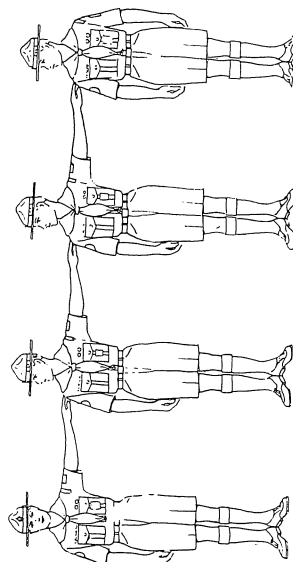
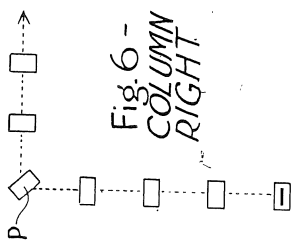


Fig. 5-PATROL IN SINGLE FILE COLUMN

Fig. 7
RIGHT
DRESS
at close
interval

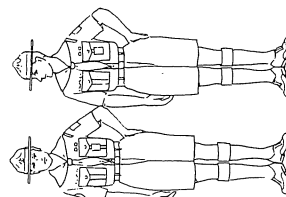
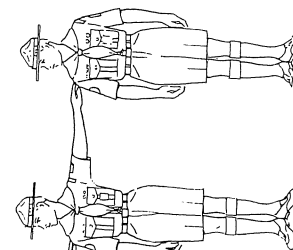


Fig. 4
DRESS
RIGHT,
DRESS



front, and lowers arm in hand in the direction of the desired movement.

Halt—Carry hand to shoulder, palm to front; then thrust hand upward vertically and hold until signal is understood.

Lie down or take cover—Bend arm at elbow, raising hand to horizontal with palm down. Thrust hand down and back several times.

Double time or faster—Carry hand to shoulder, fist clenched. Thrust fist upward vertically several times.

Quick time or slower—Right hand held just above head, palm to front.

Column right (or left), or swing around—Carry right (left) hand to opposite shoulder, then swing in a wide horizontal arc to the opposite side—the new direction.

Extend, or spread out—Raise both arms forward, palms out, and move outward to sides in a horizontal arc. Repeat until desired spread is reached. If it is desired to extend on one side only, swing only the arm on that side.

Close—Opposite to extend; arms are extended sideward and closed to front with palms turned in.

Dismissed—Arms extended down, hands crossed back and forth in front of body.

PATROL DRILL

(See illustrations on page 54)

The Patrol normally forms on a straight line facing the Patrol Leader or instructor (see Fig. 1); but for marching it faces right, thus forming a single file column (Fig. 5). The Patrol in line marches to the front or left for short distances only.

To Form the Patrol

COMMAND: FALL IN! (see signal, "form in line," page 50).

EXECUTION: At FALL IN, the Patrol forms on a line facing and three paces opposite the Patrol Leader (or instructor), preferably according to height, tallest on the Patrol's own right. The Assistant Patrol Leader is on the extreme left and the Patrol Leader, if in ranks, when someone else is giving commands, is on the right. On falling in, each Scout aligns himself with the

Scout on his right at a distance of an arm's length (see Fig. 4), and assumes the position of attention.

The Scout at Attention

Stand erect and still, but not stiff; feet forming an angle of 45 degrees, knees straight; chest up, shoulders square; arms hanging straight down, palms in; head erect and facing front, chin drawn in, eyes straight to the front; do not talk.

Rests

Scouts should not be held at the position of attention unnecessarily or for long periods at a time. Any of the following commands may be given, depending upon the purpose:

AT EASE!—Keep right foot in place and remain silent; may relax.

REST!—Keep right foot in place; talking and movement permitted.

Parade, REST!—Move left foot 12 inches to left, clasp hands behind back as in Fig. 3; stand erect, steady and quiet.

FALL OUT!—Leave ranks, but remain close by.

DISMISSED!—Means meeting or drill period is over.

To Resume Attention (from At Ease, Rest, or Parade Rest).

COMMAND: ATTENTION!

EXECUTION: Scouts come to position of attention smartly.

To Salute in Ranks

COMMAND: Scout SALUTE! TWO! (given only when Scouts are at attention).

EXECUTION: At SALUTE, all Scouts simultaneously give the Scout Salute and hold it until the command TWO is given. When the Salute is given during the Pledge of Allegiance to The Flag, or the playing of the National Anthem or "To the Colors," Scouts in formation salute at the leader's command and hold the salute after the ceremony until the command TWO is given.

Eyes Right or Left

COMMAND: Eyes, RIGHT (LEFT)!

EXECUTION: Each Scout except the one on the right (left)

turns his head and eyes 45 degrees to the right (left). This command may be given at a halt or marching. To resume attention the command is: Ready, FRONT!

To Dress the Patrol

COMMAND: Dress Right, DRESS! Ready, FRONT!

EXECUTION: At DRESS, each Scout except the one on the left extends his left arm straight out to the side, and each except the one on the right executes eyes right. Each Scout, beginning with the second from the right, moves if necessary to bring himself directly on line with the Scout on his right, his right shoulder barely touching the latter's extended fingertips (Fig. 4). The Patrol Leader, placing himself at the right end of the line and facing it, verifies the alignment, cautioning individual Scouts to move forward or back as necessary. When the line is straight, he faces right, steps three paces forward, faces left (Point A in Fig. 1), and commands Ready, FRONT. At front all Scouts lower their arms quickly and silently to the side and face the front again.

Facings

COMMAND: Right (Left), FACE!

EXECUTION: Each Scout, at one count, turns on the heels of his right foot and ball of his left foot, 90 degrees to the right; on the second count, the left foot is brought smartly alongside the right. The two counts—one, two—may be given out loud in practice, but not after the movement has been learned.

Left face is executed in a similar manner on the left heel and right toe, turning 90 degrees to the left.

COMMAND: About, FACE!

EXECUTION: Each Scout, on the first count, puts his right toe about six inches to the rear and slightly left of his left heel; on the second count, he turns on his left heel and right toe, 180 degrees to the right. This facing usually requires considerable practice before it can be done smoothly without jerking, waving arms or loss of balance.

To Form Column for Marching

Being in line—

COMMAND: *Right (Left), FACE!*

EXECUTION: Patrol executes right (or left) face, thus forming a single file, which is the normal Patrol marching formation (Fig. 5). The Patrol should march forward in line only for a short distance.

To March Forward

COMMAND: *Forward, MARCH!* (see arm signal).

EXECUTION: All Scouts simultaneously step forward with the left foot and continue to march forward at *quick time*, about 120 steps per minute. This command is never given except when the Patrol has been brought to attention. The Scouts should march smartly, with head and eyes straight forward, body erect but not stiff, arms swinging normally. The interval between Scouts in the column should remain the same at all times so that when the Patrol is halted and given the command, *Left (Right), FACE*, it will be in the position from which it started (Fig. 1).

To Halt the Patrol

COMMAND: *Patrol, HALT!* (see arm signal).

EXECUTION: At HALT, the Patrol takes one more step, and comes to a halt at attention.

To March at Double Time

Being at a halt or marching at quick time—

COMMAND: *Double time, MARCH!* (see arm signal).

EXECUTION: Patrol moves forward in column at a trot, about 180 steps per minute.

To Resume Quick Time

COMMAND: *Quick time, MARCH!* (see arm signal).

To March at Route Step or At Ease

COMMAND: *Route Step* (or *At Ease*), MARCH!

EXECUTION: At route step, Scouts may break step and talk, but must keep their position in the column. Talking is not permitted when marching at ease.

To bring the Patrol back to marching at attention, the command is: *Resume at-ten-TION!* (followed by the step count).

Being in Column, to Change Direction

COMMAND: *Column right (left) (half right) (half left), MARCH!* (see arm signal).

EXECUTION: The leading Scout turns 90 degrees (or 45 degrees if half right or left) in the new direction. The rest of the Scouts march forward and turn at the same pivot point (P) as did the leading Scout (Fig. 6).

To Form in Line at Close Intervals

COMMAND: At close interval, *FALL IN!*

EXECUTION: Patrol forms a line as before, except that the interval is obtained as in Fig. 7—by placing the left hand on the hip, palm in, fingers and thumb extended down, elbow straight out to the side.

Close interval is used by the Patrol only to bring Scouts closer together in line. When faced right or left, there is not sufficient interval between Scouts to permit marching.

Being in Line, to Take Interval and Assemble

COMMAND: *Take interval to the left (right), MARCH!* (see arm signal).

EXECUTION: Right (left) flank Scout stands fast and extends left arm at shoulder height. Other Scouts face left and take interval with both arms extended to the side. Each Scout successively aligns himself with the Scout on his right, finger tip to finger tip. When all Scouts have their interval, arms are lowered and Scouts resume attention.

This formation is useful for calisthenics, tent-pitching, games and ground searches.

To assemble at normal interval, the command is: *Assemble to the right, MARCH!*

Column of Twos

For special reasons the Patrol may be formed in two ranks with an arm's length interval between Scouts both in breadth and depth. In this formation it may march in any direction.

Other Commands

The following commands may be needed at certain times:

Guide right—a caution to each Scout to keep in line with the Scout on his right.

Incline to the right (left)—used to avoid an obstacle in the line of march.

Follow me—the leader places himself at the head of the column, which follows his direction of march without further command.

TROOP DRILL

(See illustrations on page 61)

The Troop normally forms in line with one Patrol behind the other ("Closed Column of Patrols" in *Handbook for Scoutmasters*). For marching it faces right, thus forming a column of twos, threes or fours, depending upon the number of Patrols ("Parallel File Column" in *Handbook for Scoutmasters*).

To Form the Troop

COMMAND: FALL IN (see signal, "form in line," page 50).

EXECUTION: The first Patrol (by custom or rotation) forms in line at normal intervals as in Patrol drill, but with the Patrol Leader on the right in ranks. Other Patrols simultaneously form in the rear of the first Patrol and in the same manner, with about three feet between Patrols. Each Scout not in the first Patrol or on the right, stands directly behind the corresponding Scout in the first Patrol and aligns himself to the right.

The Senior Patrol Leader, who normally commands "FALL IN" when directed by the Scoutmaster, stands three paces opposite the center of the Troop. The Scoutmaster is another three paces to the front, facing the Troop, with Assistant Scoutmasters in a line behind him. Junior Assistant Scoutmasters form behind the Troop. The Bugler, Scribe and other Scouts who are not members of any Patrol fall in on the left of the Troop in line (or in the rear when in column), filling out Patrols to as equal length as possible.

The Senior Patrol Leader next commands: *Dress right, DRESS!* The Patrols simultaneously dress right and hold the position while the S.P.L. inspects each Patrol in succession. When the ranks are in satisfactory order, the S.P.L. orders: "Ready, FRONT!" And returns to his position in front of the Troop.

TROOP DRILL

⊠ = SCOUTMASTER

⊡ = SENIOR PATROL LEADER

Fig. 8
TROOP IN LINE
(CLOSED COLUMN OF PATROLS)

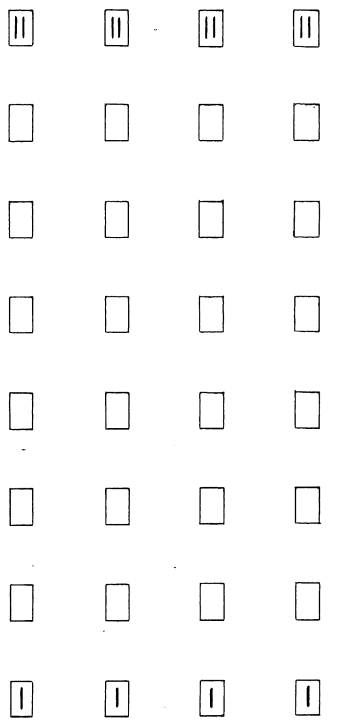
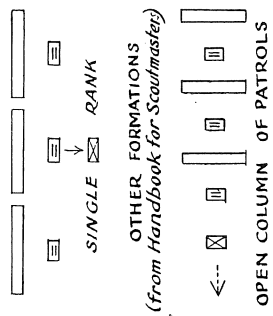
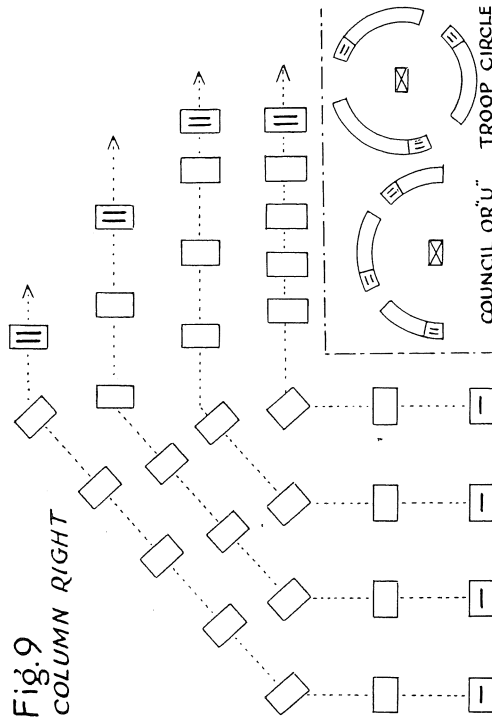
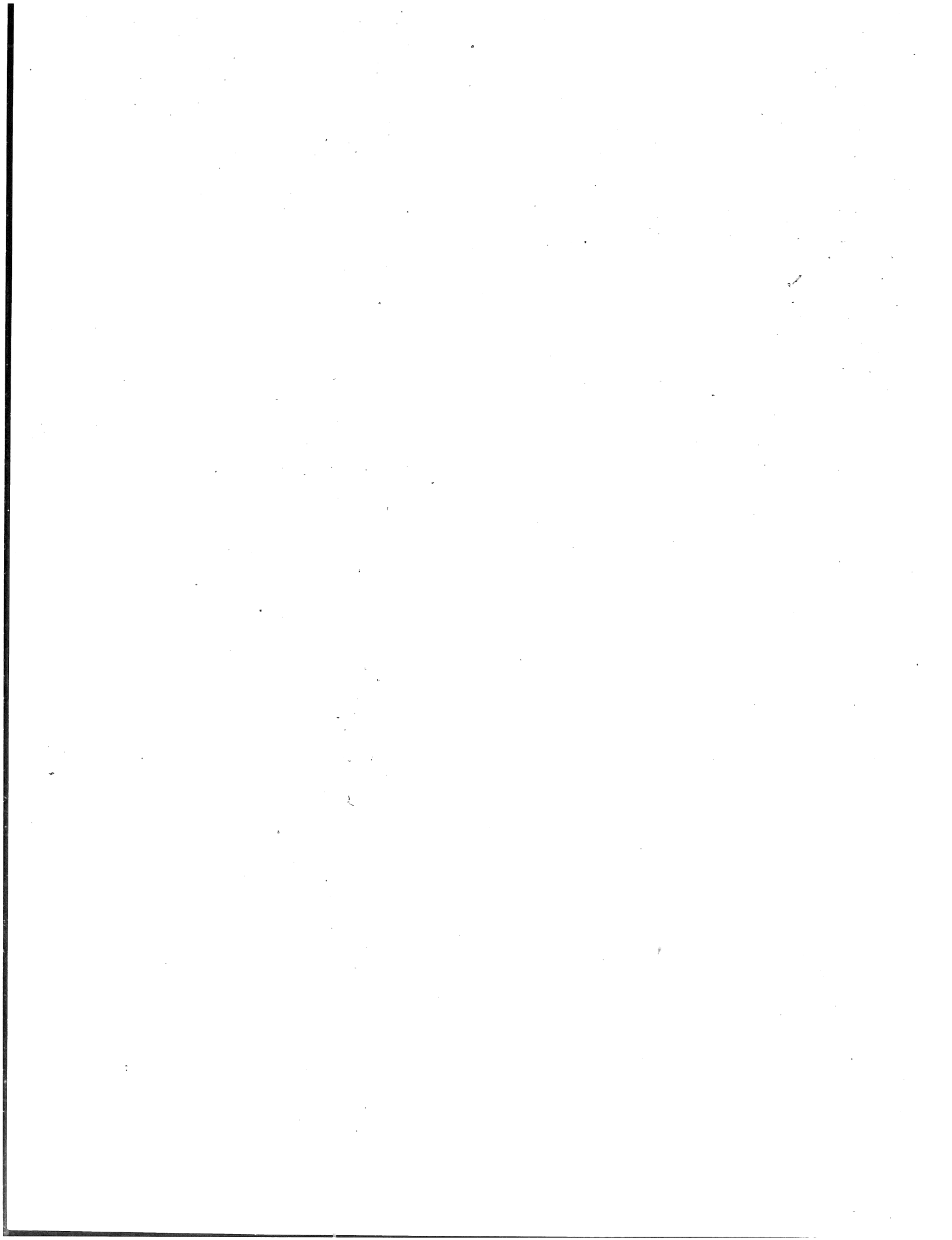


Fig. 9
COLUMN RIGHT





If this is the opening formation of a Troop assembly, it may be desirable to check attendance and hold inspection. With the Troop at attention, the Senior Patrol Leader commands: **REPORT!** The Patrol Leaders, in succession from front to rear, salute and report: "All present," or Scout(s) ——— absent." (The salute is held while the report is given.) The S.P.L. returns the salutes, and when he has received and noted them all (or had the names of absentees recorded by the Scribe), he faces about, salutes the Scoutmaster and reports: "All present, sir," or "——— Scouts absent, sir." The Scoutmaster returns the salute. The S.P.L.'s salute is held until returned.

If the roll is called instead, the Troop is given "*Parade, REST.*" Each Scout, as his name is called, comes to attention, salutes and reports, "Here!" ("Here, sir!" if the Scoutmaster or an Assistant calls the roll.)

Inspection, Open Ranks

The Troop being in line, the Scoutmaster commands: *Prepare for Inspection.*

The Senior Patrol Leader salutes, faces about and commands: *At-ten-TION! Open ranks, MARCH!*

At MARCH, the first Patrol takes three steps forward and halts. The second Patrol takes two steps, the third Patrol one step. The fourth Patrol, if any, stands fast. Upon halting, each Patrol executes **DRESS RIGHT**. The S.P.L. aligns each Patrol, starting with the first, returns to the front and commands: *Ready, FRONT!* He then takes his post midway between the first rank and the Scoutmaster, facing the front.

Ranks having been opened, the Scoutmaster commands: **REST!** He then inspects, in succession, the Senior Patrol Leader, each Patrol from right to left in front and left to right in rear (beginning with the first), and the Junior Troop officers in the rear rank. As the S.P.L. and junior officers are approached, each comes to attention and salutes. As each Patrol Leader is approached in succession, he calls his Patrol to attention and salutes. After he has been inspected himself, the Patrol Leader falls in on the right of the Scoutmaster and accompanies him throughout the inspection of his Patrol. After his Patrol has been inspected, the

Patrol Leader falls in at his normal post and commands: **REST!**

Assistant Scoutmasters and other Troop officers may be called upon to join the Scoutmaster in inspection. The Senior Patrol Leader or Scribe, if taking down notes, should follow directly behind the Scoutmaster. The Scoutmaster may designate any Troop officer to conduct the inspection in place of himself.

A visiting District or Council Scout Official or other distinguished visitor may be invited to lead the inspection, in which case the Scoutmaster walks on the right of the visitor, and the latter receives all salutes.

General Inspection

If it is not desired to inspect the Troop minutely, the Scoutmaster may call the Troop to attention as a unit and pass only in front of the Troop.

Close Ranks

When the inspection is complete, the Senior Patrol Leader commands: *At-ten-TION! Close ranks, MARCH!*

At MARCH, the first Patrol stands fast, the second takes one step forward, the third two steps, and the fourth three steps.

Inspection of Packs

Individual equipment, if carried, may be inspected at the same time as the personal inspection. The commands are:

1. *Unslung equipment*—each Scout removes his pack and all equipment carried in the hand or by sling, placing them on the ground at the left of his feet. Belt knives, axes, first aid kits, etc., and contents of pockets are not removed unless specifically ordered.

2. *Display equipment*—packs are opened and equipment displayed neatly in the interval to the left of each Scout. Scouts stand at rest when ready.

After Inspection:

3. *Roll packs*—when each Scout completes the assembly of his equipment, he stands at ease.

4. *Sling equipment*—each Scout slings his equipment and stands at ease.

To March the Troop

The normal formation for marching is a column of twos, threes or fours, (Parallel File Column) with Patrol columns abreast, Patrol Leaders at the head. To obtain this formation from Troop in line, the command is simply *Right, FACE!* The Troop in line marches to the front or left only for minor changes of position.

The Troop executes all of the marching steps and oblique, flank and to the rear movements in the same way as a single Patrol.

The Senior Patrol Leader, unless leading the drill, is posted in the line with Junior Assistant Scoutmasters.

Column Right or Left

COMMAND: *Column right (left), MARCH!* (*see arm signal*).

EXECUTION: At MARCH, given as the right foot strikes the ground (reverse "right" and "left" for column left), the leading Scout on the right executes by the right flank, takes one full step to the right and then proceeds at half step until the leading Scouts of the other Patrol columns are abreast of him. Then he resumes the full step.

The leading Scouts of the other Patrol columns right oblique twice in order to come up abreast of the pivot Scout and conform to his step. The ranks in rear of the leading Scouts of each column execute the same movements on the same ground (see Fig. 9).

To Form Single File from Troop Column and Reform

COMMAND (given only from a halt): *Column of files from the right (left), MARCH!*

EXECUTION: At MARCH, the right (left) Patrol moves forward. The other Patrols stand fast at first, and then successively follow the first Patrol by executing column half right and half left (or half left and half right).

To reform in Troop column, the command is: *Troop column to the left (right), MARCH!*

EXECUTION: The first Patrol stands fast. The other Patrols execute column half left and half right to arrive at their normal places in the Troop column and halt.

CEREMONIAL PARADE OR REVIEW

(See illustrations on page 66)

A Scout review must consist of:

- a. The reviewing party—the leader of the unit or group of units being reviewed; his assistant(s); important visitors.
- b. The unit(s) to be reviewed.

Formation

Assuming a review of several Troops at camp or a field day (the same principles apply on a smaller scale to a single Troop), the reviewing party and Troops are arranged as shown in the diagram. Distances depend upon the area available and the number of Troops.

The band or bugle corps (if any), massed Colors or Color Guard, and individual Troops march onto the reviewing field, each under its own leadership, arriving in time to be in place and in good appearance before the designated hour for the ceremony. The band and Colors face the front in marching formation. Troops arrive in column, but face left to form in line facing the reviewing stand.

The officer in command stands facing the Troops (see "D" in illustration on page 66).

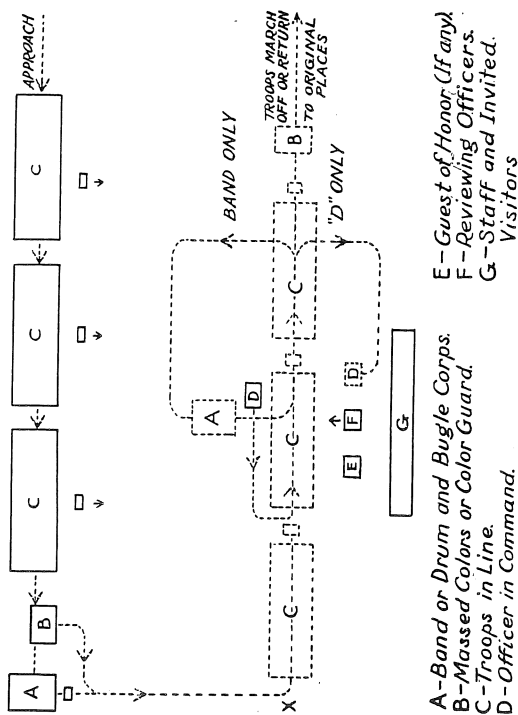
The reviewing party takes its position opposite at sufficient distance to allow the Troops to march past. If an honored visitor is present, he is placed on the left of the reviewing officer. The guest of honor himself may be the reviewing officer. Other important Scouters and civilian visitors may be invited to join in receiving the review by taking positions on the right and left. Junior staff officers form a second line in the rear.

To March in Review

The officer in command orders: **PASS IN REVIEW!**

Immediately the band (or bugle corps) strikes up a march tune and proceeds forward. The Color Guard holds fast until the band has passed, then at its own leader's commands, executes column right followed by column left to follow the band.

The regular Troops successively execute right face, forward march, following the route of the band with about a 40-foot interval between units. All commands for individual Troops are



Route of a Ceremonial Parade.

given by their own leaders who march six paces in advance of the center of their respective units.

The officer in command (with his staff, if any) assumes a position leading the parade as the band executes column left at point X. He faces toward the reviewing officer and salutes between points six paces before and after the reviewing party. He then leaves the formation and proceeds to a post on the reviewing officer's right.

Leading the parade, the band executes column left at a point, X, which will enable it to pass in front of the reviewing party. When the band has passed, it executes column left three times to come to a halt facing the reviewing stand on the left of the marchers. It continues to play, and when the last Troop has passed, resumes forward march, executes column left and follows the parade off the field.

Troop flags are customarily dipped only to high ranking Local Council or National Officers or distinguished visitors in passing the reviewing stand. The National Colors are never dipped.

As each Troop leader arrives at a point six paces before the reviewing party he commands *Eyes, RIGHT!* He and other Troop officers including the Senior Patrol Leader and Junior Assistant Scoutmasters, simultaneously turn their eyes toward the reviewing party and salute. Other Scouts in ranks simply turn eyes right. Patrol flags are dipped forward to the horizontal. The command *Ready, FRONT!* is given when the rear of the Troop has passed six paces beyond the reviewing party.

All individuals in the reviewing party salute the National Colors as they pass. While the guest of honor receives the salute given by the marching column to the reviewing stand, he may properly invite others to share that honor with him.

For example the President of the National Council or the Chief Scout Executive might attend a Scout Circus where Grand Review would be held. The ranking guest of honor would receive the salute. The local "marshal" in charge might with entire propriety ask the "honored guest" if he wished to have an invitation to share the salute extended, on his behalf, to the President of the Local Council, any members of the National Council, to any members of the local Executive Board, or to any other distinguished guest. In the interest of effective space, this line should be kept short, say within a half dozen. In such cases the guest of honor would stand at the right end of the line of "invited reviewers"—his guest reviewers to his left. This is a Scout way of showing courtesy by sharing courtesy.

Retreat Ceremony

The evening flag-lowering or Retreat ceremony may be combined with a review, immediately preceding the march in review.

With Troops in line, the officer in command orders: *Parade, REST! Sound Off.* This is the signal for the bugler(s) to sound Retreat. Immediately after the last note, the officer commands: *Scouts, At-ten-TION! SALUTE! To the Colors* or the National Anthem is played by a band while The Flag is lowered. See "At Retreat," page 73.)

At the last note, the officer in command faces about and salutes the reviewing officer and is saluted in return. He again faces the Troops and orders: *TWO!*

Presentations and Awards

When Scout Badges are awarded and special presentations made in conjunction with a ceremonial parade, prior to the march in review, the following procedure is recommended.

The Scoutmaster or officer in command orders: *Scouts to receive awards* (or, *Scouts Dick Jones and Tom Smith*), center, MARCH! The Scouts designated move by the most direct route forward to a line ten paces in front of the Troop, face toward the center and close to form a line at close interval facing the person making the awards. If necessary they march forward in unison and halt ten paces from that person at the proper commands of the Scoutmaster or officer.

When the awards have been made, the officer commands POST! (Scouts about face) MARCH! Scouts return to their places in ranks, following the route by which they arrived.

MANUAL OF THE STAFF

Order Staff

This is the normal position at a halt. The staff is held erect in the right hand, between thumb and first finger, with the arm extended downward. The point of the staff rests beside and touching the right toe.

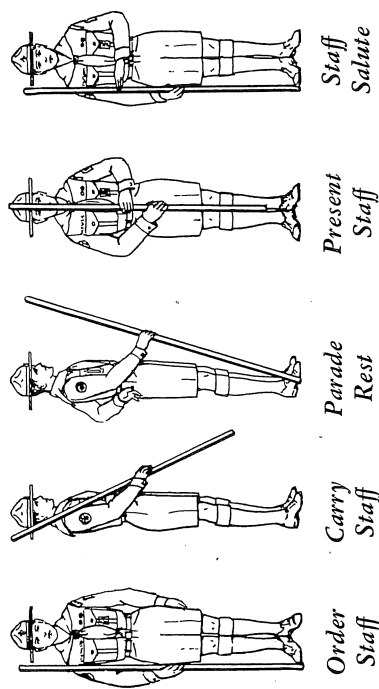
Carry Staff

This is the normal position in movement: (1) At *Forward*, MARCH, with the left hand grasp the staff at elbow height and raise it six inches, sliding it through the right hand. (2) Grasp the staff with the right hand as at the order, and cut the left hand back to the side smartly. The staff rests in the hollow of the right shoulder.

At HALT, let the staff slide noiselessly down to the order. All staffs in a Patrol or Troop should be lowered simultaneously on the next cadence count after the halt is completed.

Parade Rest

This is executed in the same way as without staff, except that the right arm is thrust out straight forward, tilting the staff forward. At ATTENTION, resume the order.



Present Staff

This command is given in place of *Scout Salute* when staffs are carried in ranks. (1) Carry the staff to the center of the body, grasp it with the left hand at the balance, forearm horizontal and resting against the body, staff vertical. (2) Grasp the staff with the right hand below the left.

Scouts and leaders not carrying staffs give the Scout Salute in the regular manner:

Being at present staff, the command is: *Order, STAFF!*

- (1) Return the staff to the order, steadying it with the left hand.
- (2) Cut away the left hand to the side smartly.

Scout Staff Salute

Present staff is executed only by a Patrol, Troop or other unit as a whole. Bearers of staffs (and Patrol Flags), when giving or receiving salutes individually, salute as follows: Carry left hand, held as for Scout Salute to the right, forearm horizontal, wrist straight, palm down, finger tips touching staff.

VIII — THE COLOR GUARD

THE WORD "COLORS" implies the National Colors; it includes the Troop colors when both are present. As a matter of definition, "Colors" are carried by foot Troops, "standards" by mounted Troops, and "Flags are displayed on a flagpole on land or from the mast of a vessel.

The Colors, when not in use, should be kept in some safe place: in camp they should be kept in the quarters of the Camp Director or officer in charge of the camp or Troop.

In stormy weather the Colors are usually carried cased as they are hard to handle in wind and when wet. Cased Colors are not saluted.

Colors are said to be cased when furled and protected by the oil-cloth covering.

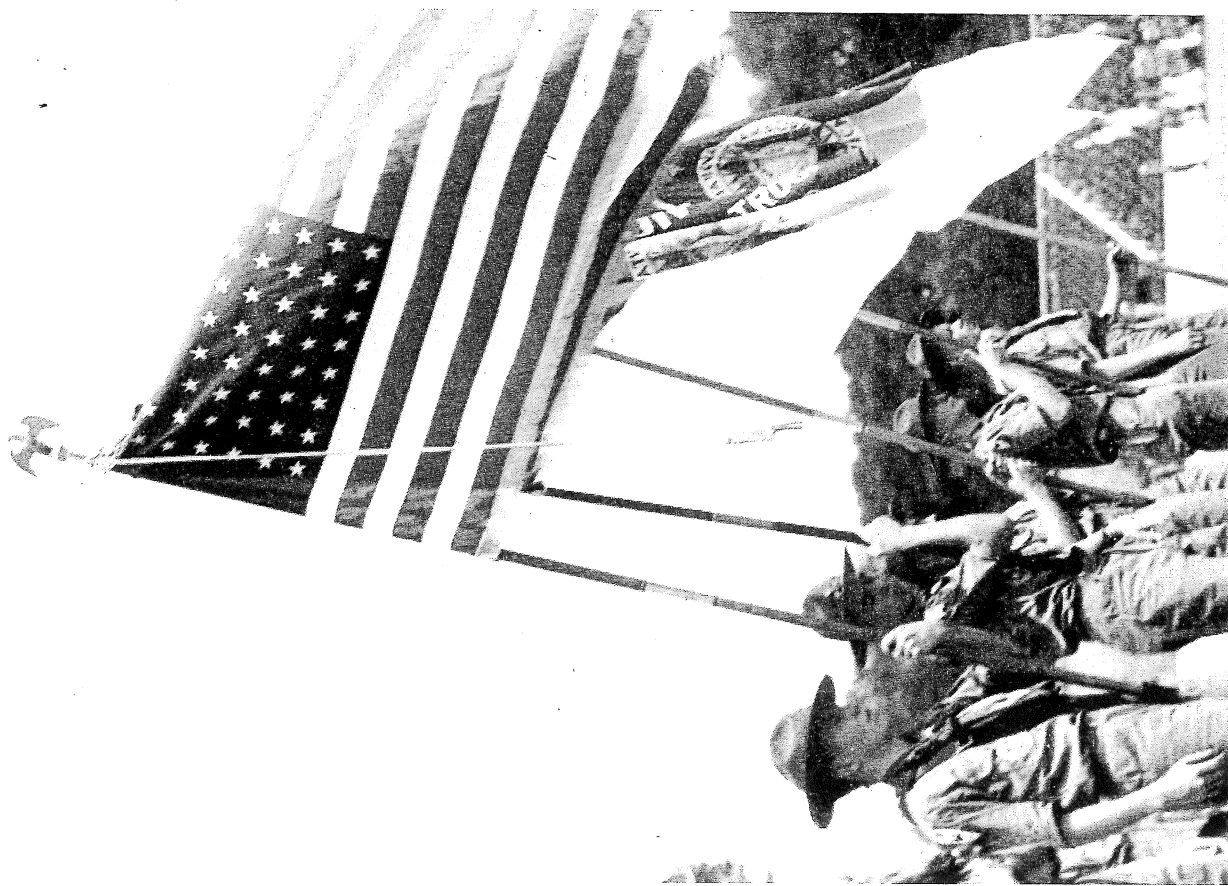
The Troop Color-bearer salutes in the ceremony of receiving and returning the Colors; and also when saluting an officer entitled to the honor; the National Color-bearer never salutes.

The Color Guard should, of course, be completely and correctly uniformed, including the official hat. Usually there are four boys comprising the Color Guard in the following order:

- (1) With nothing in his hands except possibly a Scout staff
 - (2) Bearing The Flag
 - (3) Bearing Troop or Council Flag
 - (4) With nothing in his hands like (1)
- One of the four serves as Senior Color-bearer.

To Receive the Colors

Being in Troop formation to receive the Colors: (1) *Color-bearers, Front and Center*, (2) *MARCH*, (3) *(to bugler) Sound*



Colors, (4) *Color-bearers*, *Post*, (5) *MARCH*. At the second command the Color-bearers step two paces to the front, face to the right (or left), to the center of the line, march to the center, face to the front, and march toward the Scoutmaster until they are three paces from him, when they halt and salute. At this time if there is a Troop Bugler, the Scoutmaster orders the sounding of Colors and the Bugler plays "*To the Colors*." If there is a flagpole, the Bugler usually stands at the flagpole. If there is no flagpole, he is the foremost part of the Color Guard. At the beginning of the call the Scoutmaster hands the Colors to the Color-bearers. At the conclusion of the call the fourth and fifth commands are given. At the fifth command, the Color-bearers right about and return to their positions in the line along the same course followed in coming to the front. Where there is no Troop Bugler, the Colors are handed to the Color-bearers as soon as their salute has been returned by the Scoutmaster, and the fourth and fifth commands are given at that time.

At the first note of "*Colors*" the Scoutmaster hands The Flag to the bearers and every Scout in the Troop brings his hand to the salute where it is held until the Colors are marched to their position in the line of Troop front.

To Return the Colors

Being in Troop formation with the colors in their regular position: (1) *Color-bearers*, *Front and Center*, (2) *MARCH*, (3) *the Troop Salute*, (4) *(to Bugler) Sound Colors*, (5) *Color-bearers' Post*, (6) *MARCH*. At the first command, the Color-bearers come to the front as explained in "*To Receive the Colors*," except that as they are holding the Colors they do not salute. Before the Color-bearers start to march to the front, the third and fourth commands are given. At the conclusion of the bugle call, the Troop in unison repeats the Pledge to The Flag, the Troop flag being dipped. When taking this pledge, Scouts should hold the salute during the entire pledge. At the conclusion, each Scout drops his hand to the side and resumes the position of attention; the Scoutmaster receives the Colors from the bearers and the fifth and sixth commands are given and executed as explained in "*To Receive the Colors*."

At Retreat

The Color-bearers march by the Senior Color-bearer's commands to the flagstaff and receive The Flag as it is lowered. by two members of the Color Guard. Reverently, using due precaution to keep it from touching the ground, they fold The Flag, march out with it and put it away.

The Troop should never be dismissed with the Colors at station unless they are to be carried out formally by the Color Guard as part of the dismissal ceremony.

The Manual of the Colors

The Color Guard is formed and marched in one rank and is marched in the same manner and by the same commands as a Patrol. It never executes to the rear march.

At the *Carry*, the heel of the staff or pike rests in the socket of the sling; right hand grasping the staff at the height of the shoulder.

At the *Order*, the heel of the pike or staff rests on the ground near the right toe, the right hand holding the pike in a vertical position. This is the habitual position when halted.

The *Carry* is the habitual position when the Troop is at trail staff, or marching.

The Color Salute: Being at a carry, slip the right hand up the pike or staff to the height of the eye, then dip the pike by straightening the arm to the front. This is rendered at the command, *SALUTE* or *Present STAFF* by Troop color only; never by the National Flag.

If there is a drum and bugle corps or band, they should precede The Flag by about eight or ten paces (one-step pace).

The Color Guard is not used in massing Colors.

When Color Guards Salute

The proper procedure for Color Guards with reference to the Pledge of Allegiance, when passing another United States Flag, or on other occasions is as follows: The Scout actually handling The Flag does not salute. The other members salute. The Troop flag carrier salutes by dipping the flag.

IX — THE FLAG CODE

THE FLAG OF THE UNITED STATES OF AMERICA is a challenge to the enemies of freedom and democracy, a symbol of our determination to help conquer these enemies and restore peace in the world.

It is fitting that we should point the way to correct display of and proper respect to The Flag in our Troop meetings and camps, in ceremonies and on all other Scout occasions. This is not flag-waving; it is evidence of our loyalty to the ideals for which The Flag stands.

The Flag Code was prepared in conference by the Flag Code committee, representing over sixty patriotic organizations, called into conference June 14, 1923, at Washington by the American Legion.

This chapter gives the Flag Code which appears in somewhat shorter form in the *Handbook for Boys*. Proper respects to The Flag and display of the Ensign on boats and ships are treated in the *Sea Scout Manual*.

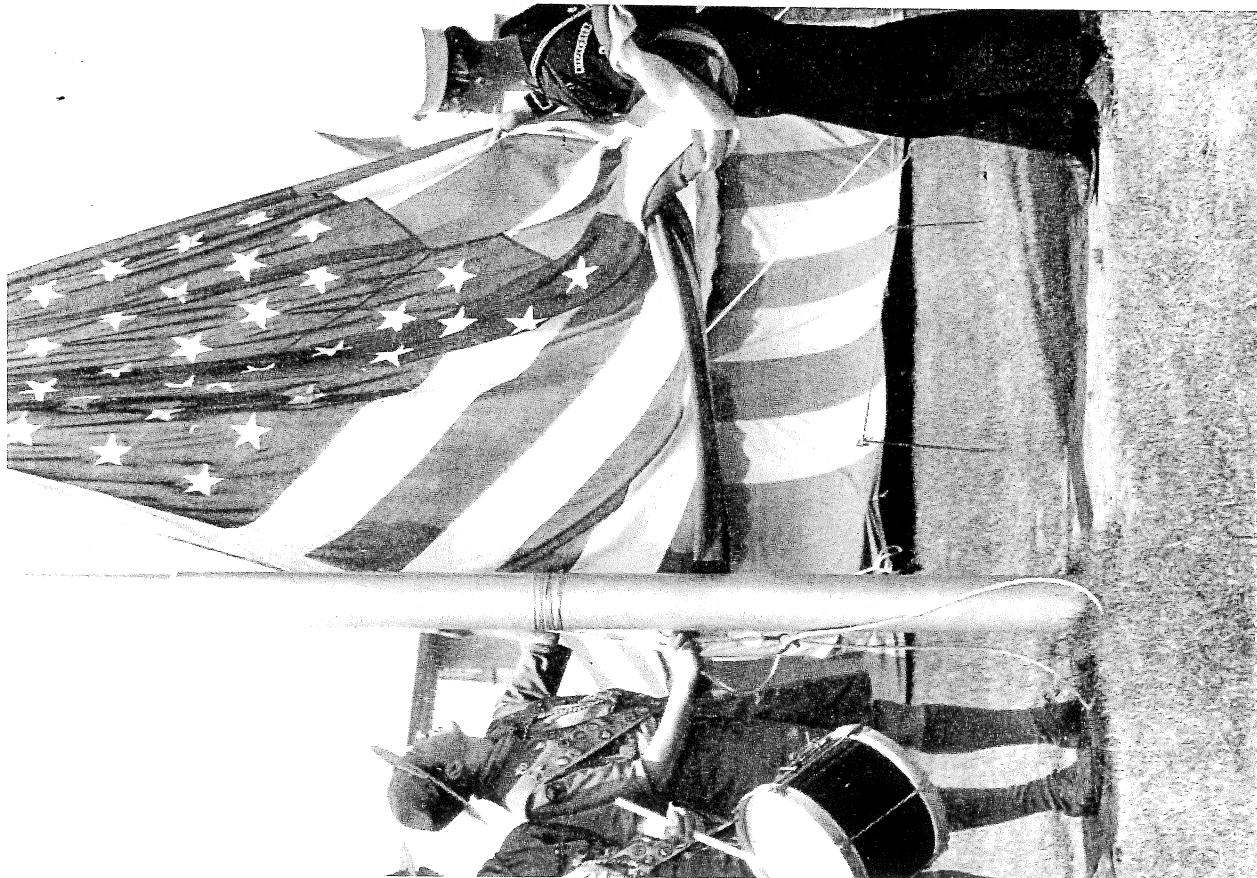
"The Flag of the United States of America" is the official name of The Flag, and it should always be spoken or written of in this way. When carried by anyone on foot it is called a "color." When carried by any mounted unit it is called a "standard."

The length of The Flag is known as the "fly," while the width is known as the "hoist."

Laws Protecting The Flag

A Federal Law approved February 8, 1917, provides that a trademark cannot be registered which consists of or comprises, among other things, "The Flag, Coat-of-Arms or other insignia of the United States, or any simulation thereof."

A Federal Law, approved February 8, 1917, applying only in



the District of Columbia, provides certain penalties for the desecration, mutilation and improper use of The National Flag.

Several States of the Union have enacted similar laws upon the subject, as also have many counties and municipalities.

The Department of Justice has issued a warning against desecration of The Flag of the United States by aliens in the following words:

"Any alien enemy tearing down, mutilating, abusing or desecrating the United States Flag in any way will be regarded as a danger to the public peace or safety within the meaning of regulation 12 of the proclamation of the President, issued April 6, 1917, and will be subject to summary arrest and punishment."

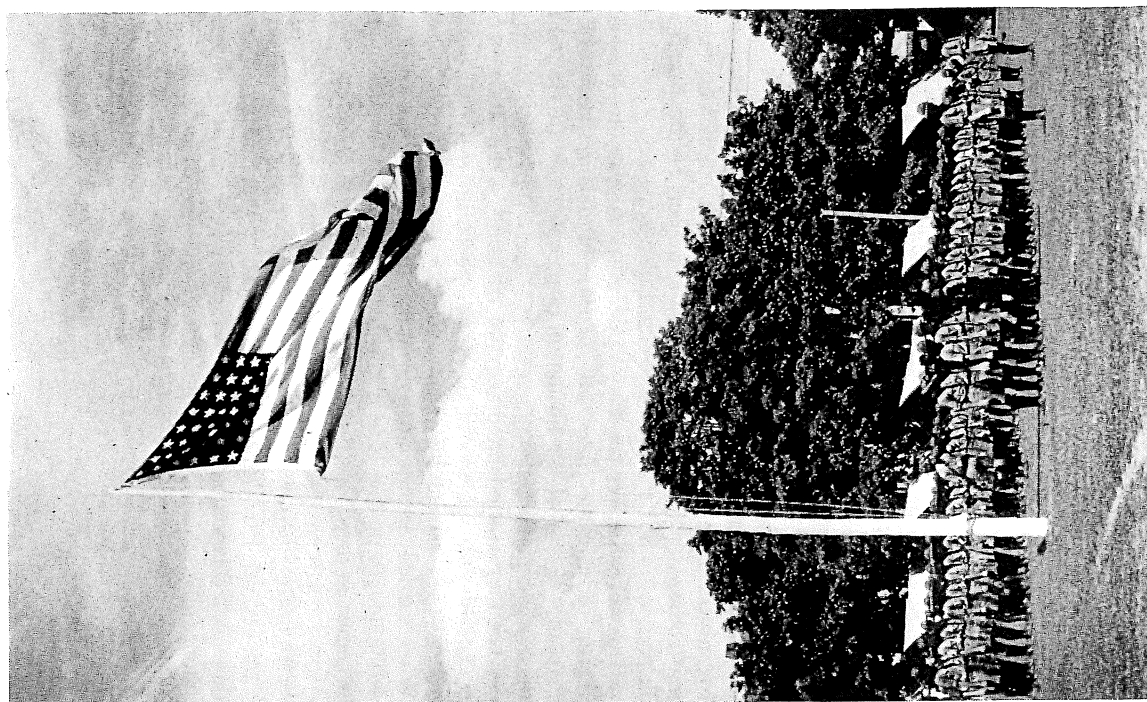
In the meaning of the Federal Law regarding the use of The Flag in connection with trade-marks it has been determined that The Flag must not be used in connection with advertising matter of any kind. This applies equally to the Coat-of-Arms of the United States. It does not, however, apply to the use of the colors, blue, white and red, concerning which there are no statutes.

The Post Office Department does not object to the use of envelopes bearing pictures of The Flag, when placed upon the back of the envelope. When on the face of the envelope in most cases the stamp cannot be cancelled, nor the letter postmarked without defacing The Flag.

The Flag should never appear in any form on towels, handkerchiefs, aprons, or other utilitarian clothes of any kind, as this subjects it to contamination. In some States such desecrations of The Flag are prohibited by statutes, and shipping or traveling in these States with such desecrations would make one liable to law.

What To Do with Worn-out Flags

"Old or worn-out Flags should not be used either for banners or for any secondary purpose. When a Flag is in such condition that it is no longer a fitting emblem for display, it should not be cast aside nor used in any way that might be viewed as disrespectful to the National Colors, but should be destroyed as a whole, privately, preferably by burning or some other method lacking in any suggestion of irreverence or disrespect due the



emblem representing our country."—(From Flag Circular issued by the War Department April 14, 1923.)

Cremation of worn-out Flags is the custom followed by the Government, except in the case of Flags of historic value which are carefully preserved, together with the historic record.

In this connection it may be pertinent to relate the true story of a group of Scouts who, while in camp, discovered a soiled, tattered rag which had once been "Old Glory" and which obviously had been used by careless picnickers for the drying of dishes or some other inappropriate purpose. Filled with righteous indignation, the Scouts carried the insulted Stars and Stripes reverently back to camp and stood at salute while one of their number burned the emblem, at the close of which ceremonial they repeated the Oath of Allegiance. The wrong was undone so far as it could be undone by the Scouts, who had been taught to honor The Flag and keep it sacred.

In many places Scouts cooperate with patriotic organizations in removing torn and discolored Flags from the graves of dead soldiers and placing fresh ones instead.

In some communities Scouts have helped in, or themselves conducted campaigns urging citizens to replace faded and tattered Flags with new ones as a matter of patriotism and of due respect to The Flag.

It is suggested that Scouting authorities cooperate with proper authorities in keeping Flags in proper condition, from Memorial Day to July 4th, at which time all may be renewed; in other cases for a period of thirty days. When a Scout sees The Flag incorrectly used, he may politely inform the person responsible, of the fact. Be sure to be tactful, however.

When to Fly The Flag

It is becoming the practice throughout the country, among civilians, to display The Flag of the United States on all patriotic occasions, especially on the following days:

Lincoln's Birthday	Flag Day
Washington's Birthday	Independence Day
Mother's Day	Labor Day
Memorial Day	Armistice Day

The best usage everywhere insists that flags should not be permitted to fly on civilian property before sunrise or after sunset. The one exception to this is at the grave in Frederick, Md., of Francis Scott Key, author of "The Star-Spangled Banner," above which The Flag floats day and night; otherwise, The Flag should be displayed from sunrise to sunset only, or between such hours as may be designated by proper authority, on National and State holidays, and on historic and special occasions. The Flag should always be hoisted briskly, and lowered slowly and ceremoniously.

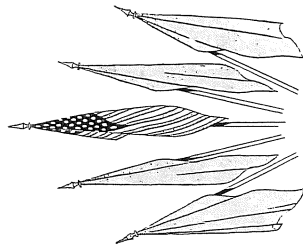
(NOTE—It may be remarked in this connection that there are only three buildings in America over which The Flag of the United States flies officially night and day continuously, viz.: over the east and west fronts of the National Capitol, over the House of Representatives Office Building and over the Senate Office Building. The Flag flies over the White House from sunrise to sunset, but only when the President is present in Washington.)

The Flag is usually not flown in rainy or stormy weather unless there is some special reason to do so. However, Scouts might adopt a custom of the Army and fly a "Storm Flag" (a somewhat worn one reserved for the purpose in bad weather. Ours is not just a "fair weather" Flag.

DISPLAYING THE FLAG

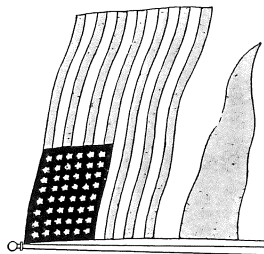
There is no Federal law laying down hard and fast rules for civilians as to displaying, hanging, or saluting The Flag. There are, however, certain fundamental rules of heraldry which, if understood generally, would indicate the proper method of display. There are also certain rules of good taste which, if observed, would preclude the improper use of The Flag. The matter becomes a very simple one, and the answers to the various questions which arise will be evident if it is kept in mind that *The National Flag represents the living country and is itself considered as a living thing*. The Union of The Flag is the honor point; the right arm is the sword arm and therefore the point of danger, and hence *the place of honor*. These forms of respect are now practically universal throughout the United States.

When a number of Flags are grouped and displayed from a staff, The Flag of the United States should be in the center or at the highest point of the group.

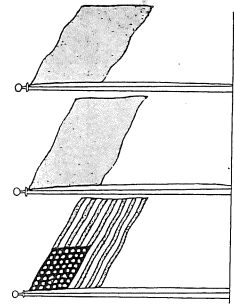


If a cluster of three or more Flags is displayed radially in a standard, or project from the front of a building, the grouping would resemble the seating in the Supreme Court. The Chief Justice (American Flag) in the center, the senior member on his right (The Flag's right—that is, the observer's left), number two on the left, three on the right, etc.

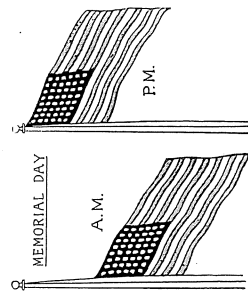
When Flags of States or cities or pennants of societies are flown on the same halyard with The Flag of the United States, The Flag of the United States must always be at the peak. When flown from adjacent staffs, The Flag of the United States should be hoisted first, and on the tallest and most conspicuous staff. No flag or pennant should be placed above or to the right of The Flag of the United States.



When flags of two or more nations are to be displayed, they should be flown from separate staffs of the same height and the flags should be of equal size. (International usage forbids the display of the flag of one nation above that of any other nation in time of peace.) To ascertain the right of a building, put your back to the building and you will face in the same direction of the building.



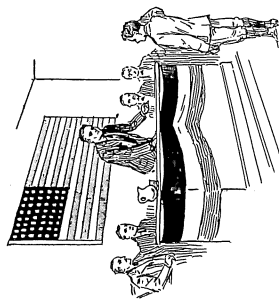
When flown at half-staff The Flag is first hoisted briskly to the peak and then lowered to the half-staff position, but before lowering The Flag for the day, it is raised again to the peak. On Memorial Day, May 30th, The Flag is displayed at half-staff from sunrise until noon, and at full staff from noon until sunset, for the Nation lives and The Flag is the symbol of the living Nation.



Where an equal number of people are sitting on both sides of it, The Flag of the United States should be suspended vertically with the Union to the north, in an east or west street, or to the east in a north or south street.

A good way to remember these directions is by the following: Either to the NORTH, where lies our guiding star, or else to the EAST whence come the stars at eventide.

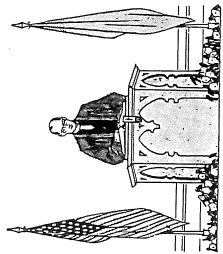
When displayed with a flag of another country or organization, The Flag of the United States is always placed in the position of honor, to the right of the other flag, and the staff of The Flag of the United States should be in front of the other staff.



Platform Display

When used on a speaker's platform, The Flag should be displayed above and behind the speaker and above the heads of any persons sitting. It should never be used to cover the speaker's desk, nor draped over the front of the platform. (For this and all similar purposes, the blue, white and red bunting should be used; *never The Flag*.) If displayed from a staff it should be on the speaker's right.

Displayed in Church



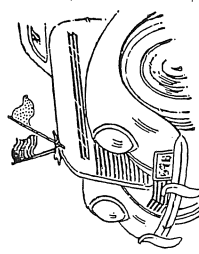
When The Flag is displayed in the body, or nave, of a church it should be from a staff placed on the congregation's right as they face the clergyman, with the service flag, state flag, or other flag on the left of the congregation.

If in the chancel (as illustrated), The Flag of the United States should be placed on the clergyman's right as he faces the congregation, and other flags on his left.

Window Display

In displaying The Flag on or in a window, on a porch, or on the outside of a building, it should be remembered that it is placed there for the benefit of the passer-by. When hanging a Flag in such a position, this fact should be kept in mind, so that The Flag may not be incorrectly hung.

If in a window or on a porch, it will appear incorrectly hung when viewed from the inside, but The Flag will be in its proper position to face the passers-by. The same care should be taken in displaying two flags crossed in a window. The flags when correctly placed and viewed from the interior will have The



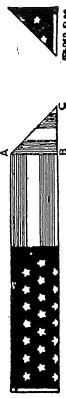
Flag of the United States on the observer's left side, and the other on his right. This would be incorrect if it were not for the fact that we are placing the flags in the window so that they will face those passing on the outside.

When The Flag is displayed on a stair railing or sloping gable, The Flag of the United States is at the high point, regardless of right or left.

When The Flag is flown at half-staff as a sign of mourning, it should be hoisted to full staff before being lowered.

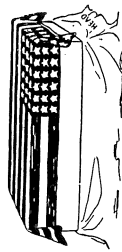
(NOTE—In the case of a cylindrical iron flag-staff, the middle of the hoist is half-way between the top of the staff and the band to which the top of the guy anchors are fastened.)

In the case of a flag-staff with cross-tree, the middle of the hoist is half-way between the top of the flag-staff and the cross-tree.

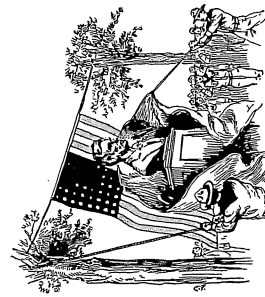


In the case of a flag-staff of one piece, the middle of the hoist is half-way between the top of the flag-staff and the foot of the flag-staff.

When The Flag is raised or lowered, great care should be taken that it shall not touch the ground nor trail in the water. It should be carefully folded twice lengthwise and then over and over in a triangle, as shown, into the shape of a cocked hat. This should be done by two persons and a leader.

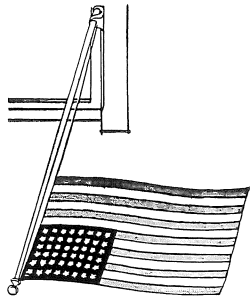


When used to cover a casket, The Flag should be placed so that the Union is at the head and over the *left* shoulder. The Flag should not be lowered into the grave nor allowed to touch the ground. The casket should be carried foot first.



When used at the unveiling of a statue or a monument, The Flag should not fall to the ground, but should be so held that it will wave out and form a distinctive feature during the remaining ceremony. In shipment, use a cloth covering for the statue or monument, but not The Flag. The Flag may be used to conceal tablet or statue, Union properly placed, and Flag treated with dignity.

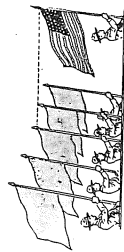
To fly The Flag of the United States upside down is a signal of dire distress, which should be answered immediately.



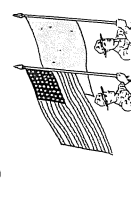
When The Flag is displayed from a staff projecting horizontally, or at an angle from the window-sill, balcony or front of the building, the Union of The Flag should go clear to the head of the staff, unless The Flag is at half-staff.

Carried in Parade

When carried in a parade, The Flag of the United States should always be accompanied by an honor guard in addition to its bearer, who should carry the staff on which The Flag is mounted in such a way that the peak of the staff points forward continuously. Every Troop should organize such a guard.



When in parade The Flag of the United States is carried with another flag, it should have the place of honor on the right. If several flags are carried, it should either precede the others or should be carried in the center, above the others, on a higher staff. The Flag should be on a staff raised at more than 45 degrees.



The Flag should not be carried flat in a parade or elsewhere by individuals forming a human frame, or used as a receptacle in this position.

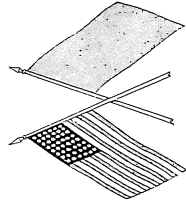
In Passing Review

A stand of colors on parade passing a reviewing officer recognizes him in the following manner. The bearer of a state or organization flag dips his flag as he passes the reviewing officer. The Flag of the United States, however, is *never dipped to any person or anything* whether on parade or elsewhere.

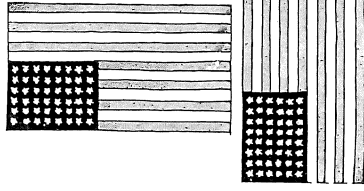
The Regimental Color, State Flag, Organization or Institutional Flag will render this honor.

On a Wall

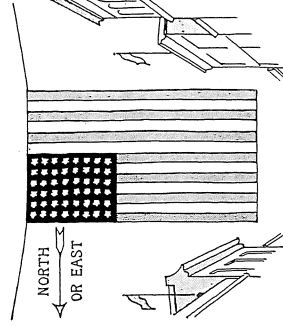
When displayed with another flag against a wall from crossed staffs, The Flag of the United States should be on the right, The Flag's own right, and its staff should be in front of the staff of the other flag.



When The Flag of the United States is displayed other than flying from a staff, it should be displayed flat, whether indoors or out. When displayed either horizontally or vertically against a wall, the Union should be uppermost and at The Flag's right, that is, to the observer's left. When displayed in a window it should be displayed the same way; that is, with the Union or blue field to the left of the observer in the street. When festoons or drapings of blue, white and red are desired, bunting should be used, but *never The Flag*.



When hung so that both sides are equally visible, as across a public square or street, or across a large hallway where people are passing in both directions, or in an auditorium where an equal number of people are sitting on both sides of it, The Flag of the United States should be suspended vertically with the Union to the north, in an east or west street, or to the east in a north or south street.



When displayed with a flag of another country or organization, The Flag of the United States is always placed in the position of honor, to the right of the other flag, and the staff of The Flag of the United States should be in front of the other staff.

Flag Display Restricted

As far as possible the displaying of The Flag should be restricted to flying it from a flagpole, in the regular way, and no other display permitted. For purposes of decoration only, the blue, white and red colors in the form of bunting may always be used, but never use The Flag as a decoration.

Under no circumstances should The Flag be displayed, used or stored where it can easily be contaminated or soiled, or be draped over framed pictures, even of Washington or Lincoln, for The Flag is *never a decoration*. Rather is it the object of decoration, were such within the realm of possibility. Do not drape it over chairs or benches to be used for seating purposes, and no object or emblem of any kind should ever be placed above or upon it.

No nails should ever be driven into a Flag, nor should it ever be struck with a gavel.

The Flag should never be worn as the part of a costume or athletic uniform. Do not embroider it upon cushions or handkerchiefs or print it upon paper napkins or boxes. When worn as a badge it should be pinned over the left breast, or on the lapel of the left collar. No other emblem should be worn above it.

When a Flag is made up as a badge, the blue Union with the stars is on the right side, The Flag's own right, the same position as if The Flag were displayed to public view.

When portrayed for illustrative purposes, the staff should be placed at the left of the picture, and the fabric should float to the right. If crossed with the flag of any other nation, The Flag of the United States should be at the right, The Flag's own right.

When decorating a picture with three small flags on staffs, The Flag of the United States goes to the top and the foreign flags on either side.

When stars are placed on the blue field in the making or painting of a Flag, one point of each star should point to the zenith.

The stars in The Flag are always white.

Use Bunting for Decoration

The blue color bunting should invariably be at the top. If the blue in the bunting should contain stars, it would emphatically indicate that the stars be on top, for if placed below, it would be equivalent to placing The Flag upside down.

No lettering, insignia or trade-marks whatsoever should ever be used on The Flag. Do not use The Flag of the United States in any form of advertising, nor fasten an advertising sign to its flagpole.

Saluting The Flag

Saluting The Flag, by individuals and organized civic or military bodies, is an almost universal custom in every country.

During the ceremony of hoisting or lowering The Flag, or when The Flag is passing in a parade or in a review, all persons present should face The Flag, stand at attention and salute. Those present in uniforms should render the right-hand salute. When not in uniform, boys and men should remove the head-dress with the right hand and hold it over the heart. Women should salute by placing the right hand over the heart. The salute to The Flag in the moving column is rendered at the moment The Flag passes.

Position is held from the first to the last note of the bugle or the band.

In saluting The Flag incident to the Pledge of Allegiance as pupils, in school, Scouts should use the form and procedure prescribed by school authorities.

A Flag unfurled and hung in a room in which Scouts and Scouters are present will be saluted by them the first time they may have occasion to pass it, but not thereafter.

At Morning Colors, Evening Colors and during the playing of "The Star-Spangled Banner," a Scout in uniform stands at attention, hat on, and executes the Scout Salute, holding it until the last note has been played, or in the case of Colors, until The Flag has either been raised to position or folded up or is in the arms of the person who is lowering it.

A Scout not in uniform, but who is in the ranks of a uniformed Troop, acts the same as if he were in uniform.

Scouts not in uniform and who are standing by themselves will remove their hats with the right hand and hold them over the heart. The position of the body should be the same as if at attention.

When The Flag of the United States is passing on parade or review, the spectators, if walking, should halt, and if sitting should rise and stand with their hats placed over the heart until The Flag has passed. This salute should be rendered to *every* Flag that passes. A Scout in uniform keeps his hat on and salutes, commencing his salute a short period before the Colors reach a point opposite him and holding it until they have passed.

The Pledge of Allegiance

Pledges of allegiance to The Flag, while prescribed in some countries, are unofficial in the United States, except the Oath of Allegiance to the United States.

In the Scout Movement it is required by the National Constitution and By-Laws that every commissioned officer shall be an American citizen, or have declared intention to become such, or in the case of minors, shall take an Oath of Allegiance to The Flag and Government of the United States.

Scouts use the following form of pledge to The Flag.

"I pledge allegiance to The Flag of the United States of America and to the Republic for which it stands; one nation indivisible, with liberty and justice for all."

When taking this pledge the Scout gives the Scout Salute, and holds it during the entire pledge.

Interpreting The Flag

The Scoutmaster who is instilling love and reverence for The Flag of the United States in his boys and helping them to keep faith with all that our Flag stands for, is doing a great patriotic service. The Continental Congress bequeathed to us the following interpretation of the colors in The Flag, The blue, according

to our forefathers, represents perseverance and justice; the white, purity and innocence; the red, hardiness and valor.

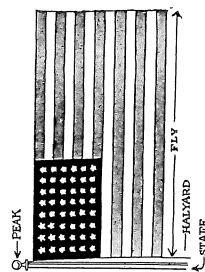
The Star-Spangled Banner

When the National Anthem is played, those present in uniform should stand up and salute at the first note of the anthem, retaining this position until the last note of the anthem. When not in uniform, men should remove the headdress and hold it as in the salute to The Flag. Women should render the salute as to The Flag. When there is no Flag displayed, all should face toward the music.

The playing of "The Star-Spangled Banner" as a part of a melody is prohibited, and it should never be played as an exit march.

Flag Proportions

The proportions of The Flag as prescribed by Executive Order of President Taft, October 29, 1912, are as follows:



Hoist (width) of Flag—1
Fly (length)—1.9
Hoist (width) of Union—7/13
Fly (length) of Union—0.76
Width of each strip—1/13 of hoist
Diameter of Star—.0616

Bibliography of Flag Books

THE FLAG OF THE UNITED STATES: ITS HISTORY AND SYMBOLISM (Published by the U. S. Flag Association), by James A. Moss.

THE FLAG OF THE UNITED STATES AND OTHER NATIONAL FLAGS, by Admiral George H. Preble.

THE STARS AND STRIPES AND OTHER AMERICAN FLAGS, by Peleg D. Harrison.

THE BIRTH OF OUR FLAG AND FLAG ETIQUETTE, by Louis Bancroft Runk.

THE FLAG OF THE UNITED STATES, published by National Society, Daughters of the American Revolution, Washington, D. C.

X—SUGGESTIONS FOR A FUNERAL CEREMONY FOR A SCOUT OR SCOUTER

THE STRICTLY NON-SECTARIAN CHARACTER of the Boy Scouts of America makes inadvisable the prescribing of any set funeral ceremony, lest it should be not in keeping with the religious customs or beliefs of the relatives or friends of the deceased. In many instances, however, it will probably be found to be the desire of those concerned that the Scout's or Scouter's Troop, or at least his most intimate friends in Scouting shall be present at the services, and probably at the burial; and doubtless in almost every case this can be arranged, by the exercise of tact and discretion, in a manner which will prove wholly acceptable. The following are offered merely as suggestions insofar as they have to do with actual participation in funeral services. Scoutmasters and Scouts will, of course, observe every wish of the relatives of their dead comrade.

When the death of a Scout occurs, notices should be sent by the Scoutmaster to all members of the Troop. He should also instruct the Troop Scribe to write to the family concerned, a letter expressing the condolence of the Troop, and the desire of the Troop to attend the funeral, and asking if such attendance is the wish of the family. This will afford an opportunity for a definite understanding, and will make possible preparations for receiving the Scouts if their presence is desired. The Scribe should also ascertain, as precisely as possible, how many members of the Troop can be accommodated conveniently, in case the full Troop strength is not desired.

Similar arrangements should be made in case of the death of a Scouter by the Troop or Local Council Scouter most closely associated with the deceased.



Definite arrangements should also be made, if it is desired, that the Scouts or Scouters shall act as pallbearers, active or honorary. In most cases it will probably be found appropriate to have the members of a Scout's Patrol serve in this capacity; and if a complete Patrol is desired, the eighth Scout who may be the Senior Patrol Leader who will be in charge of the Patrol. The pallbearers and other members of the Troop should appear in full uniform.

The Troop should assemble at headquarters (under command of the Scoutmaster, Assistant Scoutmaster, or Senior Patrol Leader) and proceed in a body thence to the house or church where the services are to be held. The Troop flag may be raised to half staff, there to remain until the return of the Troop to headquarters. The character of the services should be left entirely to the clergyman in charge, but the Troop may stand in two lines facing each other, and forming a line through which the coffin may be carried, between the hearse and the house, or the hearse and the grave, if the Scouts attend the burial. The Scouts will stand at salute (or present staves) while the coffin is passing.

At the grave the Scouts may file past the coffin and each may place thereon a sprig of evergreen. As the coffin is lowered into the grave, the Scouts should stand at salute and the Bugler should sound taps.

Scouts may serve at funerals in several ways:

- (a) Guards of Honor beside the coffin (2, 4, and 6 or more). (In one case two Eagle Scouts stood constantly on guard day and night. Their shifts were changed at short regular intervals. In other cases Scouts have been requested merely at the funeral service.)
- (b) As buglers at the cemetery in connection with the burial service.
- (c) As traffic aides in connection with parking cars outside the church.
- (d) As ushers to help seat people.
- (e) As Color Guards at the funeral service or ceremony at the grave.

A memorial service may properly be held at the next regular meeting of the Troop. For this occasion the Scribe should prepare appropriate resolutions to be read and thereafter placed with the Troop records. A copy of these resolutions should be sent to the family of the dead Scout.

CEREMONY FOR SETTING OUT SCOUT GRAVE MARKER

In general, ceremonies of this type depend upon the local conditions and talent available as well as the number attending. The program should be kept non-sectarian and of such a character as will not offend any one if Scouts of different faiths participate, unless it is held by a Church Troop.

If the Troop has a band or a Fife and Drum Corps, or a bugler, make use of them to open the program. Follow this by group singing. Possibly, a favorite song of the deceased. This may be followed by an address by a Scout who knew the deceased, or by some of his associates in Scouting. The number of addresses is optional. This may be followed by another song. The Scouts then formally set out the marker. It is impressive to have the Scouts file past the grave, each placing a spray of evergreen on the grave, if the conditions are such that this can be done without confusion or crowding. A song by the group can follow. Close with taps by the bugler.