

**BOY SCOUTS OF AMERICA**  
**Troop 149**  
**Falcon, CO**

**Policies and Procedures**

(Approved 11-21-2002 Thursday)  
(Revised and approved 01/15/04)  
(Revised and approved 12/6/04)  
(Revised and approved 06/12/08)

**ARTICLE I – MISSION**

**Note: BSA National:**

**The mission of the Boy Scouts of America is to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law.**

It will be the purpose of these Policies and Procedures to put into words, how the By-Laws of Troop 149 and the program of the Boy Scouts of America, will be implemented for the Troop.

**ARTICLE II – ATTENDANCE**

**Youth** -Attendance is defined as attendance and participation in at least 75% of the following activities as a whole: weekly meetings, activities, fund-raisers, Courts of Honor, Patrol Leader Councils (as deemed necessary), service projects, as well as full payment of monthly dues. Attendance is based on the Scouting year, from August to August. The Troop Scribe-Secretary will track attendance. In his absence, he will be responsible to designate his alternate.

Every attempt will be made, through the Patrol Leader, Patrol Advisor, and Scoutmaster, to contact Scouts who have missed more than three meetings to determine the reasons for absences. The Scoutmaster, will in turn, communicate to the Committee and Advancement chair, this information.

**ARTICLE III – PROGRAM**

**1. ADVANCEMENT**

- a. **Leadership** – As required for Star and Life badges of rank, the following leadership positions will be available within the troop program, in addition to the position of Patrol Leader within each patrol, regardless of rank.

The Troop leadership positions shall be:

Senior Patrol Leader	Troop Instructor
Assistant Senior Patrol Leader-Patrols	Troop Chaplain's Aide
Assistant Senior Leader-Cabinet	Den Chief
Troop Guide	Order of the Arrow Troop Representative
Troop Scribe-Secretary	Troop Bugler
Troop Scribe-Treasurer	Troop Program Director
Troop Quartermaster	Troop Webmaster
Troop Librarian	Junior Assistant Scoutmaster
Troop Historian	
(or carry out a Scoutmaster-assigned leadership project to help the troop).	

Leadership positions for Eagle shall be:

Patrol Leader	Quartermaster
Senior Patrol Leader	Librarian
Assistant Senior Patrol Leader-Patrols	Troop Historian
Assistant Senior Patrol Leader-Cabinet	Instructor
Troop Guide	Chaplain's Aide
Scribe-Secretary	Den Chief
Scribe-Treasurer	Order of the Arrow Troop Representative

The Scouts of the troop, on a six-month basis, will elect the Senior Patrol Leader, Assistant Patrol Leaders and Patrols Leaders during the months April and October. These positions will be effective at the following Court of Honor and once position training has occurred. The Senior Patrol Leader can hold this position no more than one term. The Patrol Leaders can hold their positions no more than two consecutive terms. All Assistant Patrol Leaders will be appointed by the Patrol Leader and all supporting cabinet members for the Senior Patrol Leader will be appointed by the Senior Patrol Leader with the approval of the Scoutmaster with the exception of the Troop Guides, Troop Instructors, and Troop Order of the Arrow Representative who are appointed by the Scoutmaster for a term of one year. All positions will be reported to the Advancement Chair immediately following elections. Subsequent changes need to be reported to the Advancement Chair immediately for proper recognition and recording purposes.

All Scouts in elected or appointed positions are expected to perform to a minimum set of standards and maintain the minimum required attendance as prescribed by the Scoutmaster. If their attendance is low, or if they have failed to perform the duties of the position, they may be removed from office. If problems with attendance or performance are apparent, counseling sessions with the Scout's Patrol Advisor or Scoutmaster or an Assistant Scoutmaster will be held with the Scout in an attempt to provide whatever support the Scout needs to succeed.

- b. **Training** – The Scoutmaster, or Adult leaders appointed by the Scoutmaster, will train the newly elected and appointed Troop Leaders as soon as possible after troop elections are held. If the Senior Patrol leader, Assistant Senior Patrol Leaders, or a Patrol Leader has the knowledge and the skill, they are encouraged to help with this training as well (p71 – Scoutmaster Handbook). All of the above mentioned internally conducted troop training is not to discourage Scouts of First Class rank and above from attending Junior Leader Training and National Youth Leadership Training within the district or council, or in conjunction with area troops who may be putting on the training. For all registered adult leaders in the troop, Youth Protection Training, Troop Committee Challenge, and Boy Scout Leader Fast Start as outlined by the Boy Scouts of America are advised.
- c. **Testing/Review** – Each Scout must obtain the Official Boy Scout Handbook as soon as possible after joining. He is responsible for bringing it to every meeting and any outdoor activities. Scouts are expected to complete the current requirements as they are written for ranks, merit badges, and other awards. No requirements may be added to or omitted. The following leaders have the authority to sign off on requirements in a Scout's book: Scoutmaster and Assistant Scoutmasters. If an older Scout (Star and above) has the knowledge to teach a skill to a new Scout on the first class trail (Scout, tenderfoot, second class and first class) he may teach the skill and initial it in the book, but an adult leader must initial the skill as well. Scouts who hold Senior Patrol Leader, Assistant Senior Patrol Leader, Instructor, or Junior Assistant Scoutmaster position's, and have been approved by the Scoutmaster, may sign a Scout's book without the accompanying adult signature. The advancement chair is to receive a sample of the Scout's initial before signing any books for the purpose of advancement recordkeeping. All initials must be accompanied by a full date (m/d/y). Each Scout is responsible for getting all of his advancements recorded in his handbook and to the Advancement Chair who will record it in the troop files. The Troop will use the TroopMaster software program to track and record advancements for the Scouts. Following completion of requirements, it is the Scouts responsibility to set up a Scoutmaster Conference and a Board of Review. The Scout will schedule the Board of Review through the Advancement Chair

with at least a two day notice. Until a Scout reaches the First Class rank, the Scoutmasters, with assistance from the Advancement Chair and Troop Committee members, will be guiding the new Scouts through this process. The goal of the troop is that all new Scouts will reach the rank of First Class within 12 months of joining the troop. Counseling for Scouts should be setup every 4 months by the Scoutmaster, Assistant Scoutmaster or Troop Committee particularly for those Scouts of Star and Life Rank, in addition, the Scoutmaster, Assistant Scoutmaster or Troop committee should counsel all other Scouts who appear to be not advancing or performing their elected or appointed positions as prescribed by the Scoutmaster.

- d. **Merit Badge Procedure** - All blue cards are to be completed and turned in no later than one week prior to the Court of Honor dates.

Blue Cards for Merit Badge -The process will be as follows. The Scout will:

- (1) Choose a Merit Badge
- (2) Find a Merit Badge Counselor
- (3) Get Merit Badge book - either purchase, or borrow from Troop library
- (4) Obtain a Blue Card from the Patrol Advisor or the Scoutmaster
- (5) Take card to the Merit Badge Coordinator for verification and recording. If the Merit Badge Coordinator is not available, the Advancement Chair may verify and record the merit badge start date.
- (6) Start Merit Badge with Counselor.
- (7) Finish Merit Badge with Counselor. Merit Badge Counselor will keep one part of the Blue Card.
- (8) Take the remaining two parts of the Blue Card to the Patrol Advisor or Scoutmaster for completion signature.
- (9) Turn in the completed Blue Card to the Merit Badge Coordinator. If the Merit Badge Coordinator is not available, turn in Blue Card to the Advancement Chair.
- (10) Application will be turned into council with advancement report by Advancement Chair.
- (11) Applicants Record is returned to Scout with the presentation card and badge at the next Court of Honor.

**Requirements cannot be completed prior to the official start date of the merit badge. There are some exceptions and determination of the completion of those requirements is left to the discretion of the Merit Badge Counselor.** Note – Some sign off dates may not reflect exactly when the requirement was completed but may reflect when the Merit Badge Counselor verified that the requirement was completed.

**It is the Scout's responsibility to be in contact with their counselor for getting requirements signed off. It is also the Scout's responsibility to arrange with the counselor time to review requirements.**

**If a Scout knows he will be attempting a merit badge at a campout or meeting, the Scout should attempt to get a blue card prior to that event.**

There will be NO back dating except for approved situations by the Scoutmaster. If a Scout wants to open a blue card and no leader is available, an e-mail or phone call to the Scoutmaster is required prior to the start of the merit badge. The Scoutmaster will then inform the Merit Badge Coordinator, the Patrol Advisor, and the Advancement Chair in writing, of the start date of the merit badge.

**It is the Scout's responsibility to keep track of their blue cards.**

If the blue card is lost for any reason, it is the Scout's responsibility to get another blue card and if necessary, re-do the entire merit badge.

It is highly recommended that the Scout have his progress recorded periodically by the Merit Badge Counselor. Merit badges will not have to be re-started if the progress has been recorded.

### **Summer Camp Policies:**

Blue Cards for summer camp are handled differently. They will be issued per the policies of the camp at will be controlled and maintained by the adult in charge of the troop until the troop returns.

Counseling – A merit badge counselor can counsel any Scout, including his own son—although this is discouraged in order to offer a Scout the chance to meet a diverse group of outstanding adults (Merit Badge Counselors Training Guide 18-125).

- e. **Boards of Review** – Scout's in need for a Board of Review will schedule it with the Advancement Chair at least NINE DAYS before a Court of Honor. All Boards of Review will be completed by the Tuesday before the Court of Honor.

Boards of review can not be scheduled until all requirements for the rank have been signed off or verified by the Advancement Chair as being completed.

- f. **Recognition** – The Scout shall be recognized as his new badge of rank as soon as possible after a Board of Review, but his Rank badge and card will be reserved for presentation at the Court of Honor. At the Court of Honor it will be advised that the ceremony for any such advancement will be done following the opening flag ceremony so that the troop is keeping within the guidelines of Boy Scouts of America which states that badges should be given in ceremony. Also, during new parent orientation, the Scoutmaster/Committee Member will explain this process and encourage parents to stay at the Court of Honor through the ceremony in order to show the Scout the support of family.

The troop will hold a Court of Honor four times a year in order to formally recognize the Scout with families, friends and the public in attendance. Courts of Honor will be held in January, April, August, and October. Scouts joining the troop will receive the troop neckerchief and slide from the troop at their Scout rank advancement ceremony at the Court of Honor. Transfer Scouts who have earned Scout rank, will be given the troop scarf and slide at the next Court of Honor. Scouts will receive the Troop logo patch for their neckerchiefs only once they have reached the rank of First Class.

- g. **Community Service** – In order to not overwhelm the Scouts with Community Service requests, the Troop has established community service opportunities for the hours required for advancement.

The typical community service events are:

Woodmen Hills Trail Clean-up – approximately 12 hours per year

Adopt-a-Senior - approximately 9 hours per year

Eastonville Cemetery Clean-up and Maintenance - approximately 4 hours per year

El Paso County Fair Day - approximately 4 hours per year

Intergenerational Day - approximately 4 hours per year

Red Kettle Day (Salvation Army bell ringing) - approximately 2 hours per year

(At the discretion of the Scoutmaster and the troop committee, these events may be added to or deleted at any time.)

### **What constitutes a service project?**

A service project is one that provides service to a worthy institution other than the Boy Scouts.

This may be a religious institution, school, chartering organization, or your community.

The project may not be routine labor (like cutting the grass at the church or picking up trash along the road). It may not benefit the BSA or any Scout property or any business or individual and the project may not be a fund-raiser.

### **Patrol Service Projects**

Patrols may plan and execute community service projects of their own under the leadership of the Patrol Leader. These projects will be reviewed by the Patrol Advisor or Scoutmaster and then

approved or rejected and planned by the Patrol. Patrol service projects will also be recorded as a Patrol activity.

### **Individual Service Projects**

Individual Scouts may sometimes participate in a service project alone or with a group outside of Scouting. These projects must follow the guidelines of what a service project is and be approved by the Patrol Advisor or Scoutmaster before participation in the project occurs. Proof of participation will be required (such as a note from the project leader) before the Scout will be credited with the time spent.

### **First Class and Star Scouts Needing Service Hours for Advancement**

To help prepare the Scouts for their Eagle rank required community service project, it is HIGHLY recommended, but not required, that the Scout seek out, plan and execute their own community service projects.

The procedure for accomplishing this is as follows:

- 1) Write down a simple description of the project.
- 2) Present the project description to the Scoutmaster for review (the project cannot be in conjunction with another group outside Scouting and must be open to his patrol and the troop if extra assistance is required).
- 3) Present the project to the PLC for approval and to gather support. If approved, any time already accumulated on the project prior to PLC approval will also be credited towards advancement.
- 4) The Scout must track all work performed and total hours accumulated.
- 5) Present an end report to the PLC

## **2. RESPONSIBILITY OF ADULT TROOP LEADERSHIP**

- a. **Troop Committee** – The Troop Committee meeting will be held once a month and will be chaired by the registered Troop Committee Chair. Other registered leaders in the troop could include: Chartered Organization Representative, Advancement Chair, Treasurer, Secretary, Quartermaster and Chaplain. Some of the duties of the specific positions which relate directly to the Boy Leadership in the troop may include: Advancement Chair and/or assistant Advancement Chair - work with the Troop Scribe-Secretary to maintain all Scout advancement records. Work with the Troop Librarian to build and maintain a troop library of merit badge pamphlets; as well as the Troop Historian. Treasurer - train and supervise the Troop Scribe-Treasurer in record keeping. Chaplain - give guidance to the Chaplain Aide. Quartermaster - work with the Quartermaster on inventory and proper storage and maintenance of all troop equipment. The committee positions will be reviewed annually, the month before the new charter is to be turned in to the council. By using the "Troop Resource Survey" the committee will involve parent support for troop functions/programs by matching a short-term task with the ability/interest shown by the parents. (p21-22 Troop Committee Guidebook). It will be the responsibility of a Scoutmaster and/or a Troop Committee member to oversee orientation for new Scout parents in Bylaws, Policies and Procedures of the troop upon the receiving of a Scout's application. Orientation to include a packet that would contain, Bylaws, Policies and Procedures, parent survey and other troop materials as deemed necessary and/or important or relevant. Troop Committee Challenge is required training for all Committee members. Boy Scout Leader Fast Start, and Youth Protection Training as recognized by Boy Scouts of America are also advised.
- b. **Scoutmaster** – The Scoutmaster of the troop will be selected by the Troop Committee, as will any Assistant Scoutmasters. (p. 21 - Troop Committee Guidebook).

Training – The Troop Scoutmaster will be trained in New Leader Essentials, Scoutmaster and Assistant Scoutmaster Leader Specific Training, Introduction to Outdoor Leader Skills, Troop Committee Challenge, Boy Scout Leader Fast Start, and Youth Protection Training as recognized by Boy Scouts of America. Wood Badge for the 21<sup>st</sup> Century is also highly recommended.

Scoutmaster Conferences – The Scoutmaster will perform all Scoutmaster Conferences with assistance of the Patrol Advisors/Assistant Scoutmasters for Scout, Tenderfoot, Second Class, and First Class ranks only. It is highly recommended that the Scoutmaster only do the Scoutmaster Conference for Scouts of Star, Life and Eagle Ranks.

The Scoutmaster will work with the Troop Librarian to build and maintain resource literature appropriate for the Junior Leaders of the troop. See "Troop Committee" paragraph for the parent orientation responsibility of the Scoutmaster.

- c. **Assistant Scoutmasters** – Assistant Scoutmasters of the Troop will be nominated by the Scoutmaster and approved by the Troop Committee. A First and a Second Assistant Scoutmaster may be named for the purpose of carrying out the duties and responsibilities of the Scoutmaster in the absence of the Scoutmaster.

Scoutmaster Conferences – The Scoutmaster will perform all Scoutmaster Conferences with assistance of the Patrol Advisors/Assistant Scoutmasters for Scout, Tenderfoot, Second Class, and First Class ranks only. It is highly recommended that the Scoutmaster only do the Scoutmaster Conference for Scouts of Star, Life and Eagle Ranks.

Training – It is mandatory that the First and Second Assistant Scoutmaster be trained in New Leader Essentials, Scoutmaster and Assistant Scoutmaster Leader Specific Training, Introduction to Outdoor Leader Skills, Troop Committee Challenge, Boy Scout Leader Fast Start, and Youth Protection Training as recognized by Boy Scouts of America. Wood Badge for the 21<sup>st</sup> Century is also highly recommended.

**Additional Assistant Scoutmasters** - Assistant Scoutmasters of the Troop will be nominated by the Scoutmaster and approved by the Troop Committee. It is mandatory that all Assistant Scoutmasters be trained in New Leader Essentials, Troop Committee Challenge, Boy Scout Leader Fast Start, and Youth Protection Training as recognized by Boy Scouts of America. Requirements for Introduction to Outdoor Leader Skills and Scoutmaster and Assistant Scoutmaster Leader Specific Training can be waived dependant on the applicant's knowledge of and experience in Scouting. Assistant Scoutmaster applicants in this category will be evaluated by the Troop Committee on an individual basis.

- d. **Merit Badge Counselors** – All Merit Badge applications will go through the Advancement Chair to be turned in to Council by the Advancement Chair. It is suggested the Scout not obtain 100% of his Merit Badges through Troop 149 Merit Badge Counselors. The reason for this is to encourage Scouts to pursue one of the fundamental goals of the Merit Badge program; to meet and greet other Scouters they do not know, and develop an ability to communicate with these people. And per Boy Scouts of America requirements: A Scout must have a buddy with him at each meeting with a merit badge counselor. (p24, Advancement Policies and Procedures)

### 3. UNIFORM

**The following is the complete official uniform of the Boy Scouts of America:**

Scout long sleeved or short sleeved shirt, Scout pants or shorts, Scout belt and buckle, Scout socks or knee socks. A neckerchief and cap or campaign hat is optional.

**The Troop 149 Committee, in the spirit of Scouting, feels very strongly that they would like to see the Scouts and participating registered adults adhere to the following dress code guidelines:**

At Troop Meetings and travel to/from Troop events and activities;

All scouts and participating registered adults shall wear to show scout spirit:

The official BSA shirt, tucked in, with proper and current badges and/or patches, Troop neckerchief and slide or Wood Badge beads.

And should wear, whenever possible:

BSA pants or, BSA shorts with BSA socks or dark blue/black jeans/shorts, any BSA belt and BSA buckle

At Scoutmaster Conferences:

All scouts shall wear to show scout spirit:

The official BSA shirt, tucked in, with proper and current badges and/or patches, Troop neckerchief and slide and Merit Badge sash.

And should wear, whenever possible:

BSA pants or, BSA shorts with BSA socks or dark blue/black jeans/shorts, any BSA belt and BSA buckle

At Boards of Review:

All Scouts shall wear to show scout spirit:

The official BSA shirt, tucked in, with proper and current badges and/or patches, Troop Neckerchief (with Troop logo patch if First Class and above) and slide, BSA pants or, BSA shorts and BSA socks or dark blue/black jeans, any BSA belt and BSA buckle, Troop neckerchief and slide Merit Badge Sash.

At Courts of Honor:

All Scouts shall wear to show scout spirit:

The official BSA shirt, tucked in, with proper and current badges and/or patches, BSA pants or, BSA shorts with BSA socks or dark blue/black jeans, any BSA belt and BSA buckle, Troop neckerchief and slide and Merit Badge Sash

All participating registered adults shall wear to show scout spirit:

The official BSA shirt, tucked in, with proper and current badges and/or patches, BSA pants or, BSA shorts with BSA socks or dark blue/black jeans, any BSA belt and BSA buckle, Troop neckerchief and slide or Wood Badge beads.

Fad clothing is not appropriate attire for Scouts in uniform.

When it is not appropriate to wear the Boy Scout uniform due to a specific activity or an event:

All Scouts and participating registered adults are strongly encouraged to wear:  
Troop T-shirt or other Scout related shirts/sweatshirts

#### **4. DISCIPLINE / YOUTH PROTECTION / SAFETY**

Scouts are expected to live by the Scout Oath and Law in daily life. Disciplinary actions will be handled first by the Scout's peers but if the situation is not resolved, the Scoutmaster or an adult appointed by the Scoutmaster will manage it. The Scoutmaster/Assistant Scoutmaster shall bring any serious problems to the attention of the Troop Committee for a decision.

It is expected that the adult leaders/parent members, exercise all 12 points of the Scout Law while invoking disciplinary actions.

**Reasons for disciplinary action shall consist of but will not be limited to:**

- a. Disobeying instructions from the designated Scout (i.e. the SPL) or adult leaders.
- b. Malicious or intentional damage to troop property or other people's property.
- c. Any violation of the Scout Oath or Scout Law.
- d. Foul or obscene language at any time.

**Disciplinary action may consist of one or more of the following;**

- a. Verbal discussion and warning
- b. Ask the Scout to separate from the meeting or activity
- c. Talk to the parent/guardian about the problem
- d. Call the parents to come and pick him up
- e. Request of the Troop Committee that the Scout's membership be suspended for a defined period of time. During the suspension, the Scout will be considered inactive and ineligible to attend any troop activities. Suspended time cannot count for any advancement. At the end of a suspension

period, Scout, Scoutmaster, Troop Committee and Scouts parents(s) will confer to determine reinstatement of membership. Dues must be paid up to cover the suspended period at time of reinstatement. The Scout must pay his re-registration fee if the suspended period occurred during annual troop re-registration.

**Note: BSA National:**

A Scout who constantly needs disciplinary action will require a parent to be with him on future campouts and/or troop and patrol meetings.

**Note: BSA National:**

Discipline actions that will not be tolerated: Spanking, shaking, slapping, and other forms of corporal punishment.

**Safety** – The Totin' Chip and Fireman Chit cards are used in the troop to emphasize appropriate handling of woods tools and open fires. Any violation of the "Totin' Chip" or "Fireman Chit" card noted by another cardholder will result in a corner being torn off the violator's card. If all four corners are torn off, the Scout/Scouters must re-certify to earn a new card.

## 5. PATROL SYSTEM

**The Patrol System:** The troop shall use the patrol system. (Scoutmaster Handbook, p. 20) The troop shall establish no more than six permanent patrols (unless membership in the Troop exceeds 60 boys, then additional Patrols may be created), consisting of a group of 8-10 boys. The boys themselves will elect their patrol leader and will divide up the jobs to be done within the patrol with the guidance of an Assistant Scoutmaster or a Patrol Advisor who will be assigned by the Scoutmaster. The goal will be for them to gain confidence by serving in positions of patrol leadership. Each patrol will select a name, decide on a yell, and design a flag.

As numbers in the troop permit, three kinds of patrols will exist: New Scout, Experienced, and Venture. Except for the New Scout Patrol, all other Patrols will be made up of boys at varying ages, ranks, and personal development. This will enable all boys to learn and develop leadership skills in a diverse group.

**New Scout Patrol:** 11-year old boys who are just joining (or 10 year olds who have completed fifth grade, or have earned the Arrow of Light). The new Scouts function together as a patrol during their first year in the troop, working toward their goal of completing the requirements for the First Class rank. An older, experienced Scout will be appointed by the Scoutmaster, with the advice and consent of an Assistant Scoutmaster, to serve as Troop Guide for the new-Scout patrol. An Assistant Scoutmaster will work closely with the Troop Guide and the new-Scout patrol to ensure that each Scout has every opportunity to succeed. At the end of the New Scout Patrols first year of Scouting they will be integrated into one of the experienced patrols based on openings within those patrols.

**Experienced Patrols:** Scouts who have generally completed the First Class requirements or who are or will be in the 7<sup>th</sup> grade. They need to be comfortable with patrol and troop routines, and well versed in camping, hiking, cooking and Scouting's other Basic Skills. Experienced Patrols are all Patrols that are not either New Scout or Venture Patrols.

**Venture patrol:** Older Boys – ages /15-17 and at least in 10<sup>th</sup> grade, Star rank and above. These boys will have the maturity and experience to plan and take part in more challenging high-adventure outings and sports activities. A Patrol Advisor/Assistant Scoutmaster assigned to the Venture patrol can help the Patrol Leader and other patrol members transform their plans into action.

Within each patrol, the Patrol Leader will be responsible for:

- (1) Taking a leading role in planning and conducting patrol meetings and activities.
- (2) Encouraging patrol members to complete advancement requirements.
- (3) Representing the patrol as a member of the patrol leaders' council.
- (4) Communicating Patrol Leader Conference information back to the patrol.
- (5) Setting a good example by living up to the Scout Oath and Law.

(6) Any other duties/responsibilities stated in the binder provided for each Patrol leader by the troop.

## 6. MEETINGS

**Annual Program Planning Meeting** – It will be encouraged that all Patrol Leaders conduct a Patrol Meeting prior to the Annual Program Planning Meeting for the purpose of gathering the Patrol's ideas and suggestions for the troops new year activities. The Senior Patrol Leader, Scoutmaster, Scribe-Secretary, Patrol Leaders, Troop Committee Chair, in addition to any other interested parties should attend the Annual Program Planning Meeting. Campouts will be planned with New Scout Patrols as well as the Experienced Boy Patrols and Venture in mind. Monthly themes will be planned at the Annual Program Planning Meeting. The first three months should be solidified with all other activities for future months being solidified at the Patrol Leaders Conference at least three months out. Some of the resources that should be available in order to better plan the themes could be the Troop Program Features, Pikes Peak Council calendar (which lists BSA's suggested monthly themes), District calendar, School calendar) The Scoutmaster will coach the Senior Patrol Leader about this meeting, prior to it. Approval of activities will be ratified by Scoutmaster, Assistant Scoutmaster(s) and Troop Committee.

**Patrol Leaders Council** – The Senior Patrol Leader (or Assistant Senior Patrol Leader, in SPL's absence), will conduct the monthly Patrol Leaders Council. Patrol Leaders and Troop Guides may present the ideas and concerns of their patrols, and then the Senior Patrol Leader will take the council's decisions to the rest of the Troop members. The Senior Patrol Leader will have copies of the Troop Meeting Plans for the next month's theme and the Patrol Leader's will plan/review the activities with the council. The Patrol Leader's will in turn take their assignments back to their Patrols for examination and preparation of their task for the upcoming troop meeting.

The first part of the Patrol Leaders Council shall be used for finalizing the next month troop meetings and outings using the Troop Meeting Plan as a guide, as well as planning the subsequent two months. A troop outdoor activity is normally held each month. The activity may be a campout, a hike, a field trip, a day trip (ex. bowling/skating) etc. The Troop Scribe-Secretary will take attendance, take notes, fill out the Meeting Plan, and give it to the Senior Patrol Leader for his review. In turn, the Senior Patrol leader will consult with the Scoutmaster and then distribute a copy of each week's Meeting Plans to the Patrol Leaders. Additionally, a copy should be given/e-mailed to the Troop Webmaster for posting on the Troop web site. This should all be done within a week following the Patrol Leaders Council Meeting.

Individual patrol or group hikes and campouts are encouraged but must be approved in advance by the Scoutmaster and the Patrol member's parents. Scouts on an overnight activity must be accompanied by at least one registered adult and one parent. One of these adults must be Youth Protection trained. A current completed Health History form must be kept on file with the Committee with a copy for the Scoutmaster for every Scout attending any activity. (Note: BSA -p36. Guide to safe Scouting). A Scout may be restricted from an activity if this form is not on file.

**Troop Meetings** – Troop meetings will be held every Tuesday from 7:00-8:30 pm at Falcon Middle School or any place so designated by the Scoutmaster. Meetings may be suspended during school holidays, breaks and school closures. However Patrols are encouraged to meet individually, for the purpose of planning for the next scheduled activity. The Troop meetings shall be run by the Senior Patrol Leader (or ASPL in his absence) using the Troop Meeting Plan as his guide. The Scribe-Secretary will be responsible for weekly attendance and logging of Troop activities and the Scribe-Treasurer will be responsible for collecting Scout dues from the individual Patrol Leaders the first Tuesday of every month.

**Outside Activities** – The Scout program is a well-rounded one. The troop does not wish to deter a Scout from participating in other youth activities such as sports, school or religious events. All activities of this nature are helping to round out the Scout's learning and are offering him avenues to show/exhibit leadership. Making a choice between a Scouting activity and another event is entirely the Scout's decision, and he will not be penalized for his choice. This troop will make every effort to schedule its activities to minimize any conflicts of interest. Individual concerns can be addressed to the Troop Committee and/or Scoutmaster before activity dates are planned. (The Annual Program Planning meeting)

## ARTICLE IV – BUSINESS/ FINANCE

- 1. Troop Forms** – A member of The Troop Committee will be responsible for maintaining current health histories and physicals for all Scouts in the troop on a yearly basis, preferably in the spring. For campouts and/or outing activities, the Troop Committee will make available at the "shakedown" or the troop meeting prior to the activity, *the activity permission slips and the applicable tour permit*. In addition, the Troop Committee will be responsible for making available, the sign up sheets for the campouts or outings for the Scouts and adults. Carpooling will be arranged using the sign up sheet. The Senior Patrol leader will instruct the Committee on the date and place and the Committee will prepare the form. The Senior Patrol Leader will be responsible, with the guidance of the Scoutmaster, to inform the Committee what forms are needed according to his Troop Outdoor Program Plan.
- 2. Troop Account** – The Troop Scribe-Treasurer, with the guidance and assistance of the Troop Treasurer, will maintain all Scout dues. All money received by the Troop Scribe-Treasurer from Patrol Leaders will be documented in his record book at each meeting and then immediately (at the same meeting) turned over to the Troop Treasurer. One month prior to Court of Honor the Scribe-Treasurer will give record to the Advancement Chair. Scout dues are \$2.00 per month. This amount can be modified or changed according to the needs of the annual program plan. They are due the first Tuesday of each month, are payable whether the Scout is present or not and must be paid up through the last full month. The Scout shall turn the dues into the Patrol Leader, who will record them within the Patrol. The Troop Scribe will then receive the money and document it in his record book and will immediately (at the same meeting) turn it over to the Troop Treasurer who records it in the Troop ledger.

The following expenses will be paid for by the troop:

Advancement and rank badges, literature for the troop library and record keeping (making sure that copies of literature in the library are as current as possible), program materials (including unit flags, new camping gear, and program supplies, i.e. scarf/slide when appropriate), registration for special events, and other items as the Committee deems necessary.

Purchases should be pre approved by committee and receipt should be turned in with the troop reimbursement form. Only exception to this is when the advancement chair is purchasing required awards for the Scouts at the Scout Shop. As a goal, the troop will maintain a \$300.00 balance at the Hibbard Scout Shop.

Any person that would want / need to be reimbursed for expenses from the committee must first ask the committee if their expense is eligible. They would then fill out the Troop Reimbursement form and submit it to the Troop Treasurer or Troop Committee Chair for submission at the next committee meeting.

All moneys in the troop account shall be available for use for all troop activities and fundraisers providing the above approval of funds and use of the reimbursement form is adhered to.

- 3. Scout Accounts** – A Scout may use funds in his account only while he is a registered member of this troop. Funds may be used for any Scouting expenses, such as, dues, campouts, summer camp, BSA supplies, etc. This troop uses a withdrawal form available from the Scoutmaster or Treasurer, which the Scout and a registered adult leader must sign. A receipt of purchase is needed to receive money from an account when a receipt is available. When a Scout transfers from the Troop, his new troop may request, in writing, any balance in his account to be transferred to his new troop. If the Scout fails to re-charter at the next opportunity all monies shall be forfeited to the Troop. When a Scout reaches the age of 18, the Troop Treasurer will issue a letter to inform the Scout of the balance of his account. The Scout will be given two options for disbursement of the funds. Option one will be to receive reimbursement for Scouting items purchased, with a copy of the receipt, from the Troop Treasurer. Option two will be to grant the funds to the Troop. The Scout will be allowed 90 days from receipt of the letter to decide how the funds shall be disbursed. If the letter is not returned or a written request for the funds not made within 90 days of receipt of the letter the funds will be forfeited to the troop.

4. **Fundraisers** – The Troop Committee will decide which fundraisers will be given to the Scouts Accounts and which will be given to the Troop Account. The annual Holiday Wreath sale and annual Pancake Breakfast proceeds will be designated for the Troop Account the Door-to-Door Popcorn sales will be given to the Scout's Accounts. Any other additional fundraising sales may be split between Scout's and Troop accounts according to the needs of the annual program plan.
5. **Scout Transfers** - A two-week notice to the Advancement Chair is necessary to prepare a transfer paper for a Scout or Scouter who is leaving the troop.

## **ARTICLE V – REVISIONS**

### **These Policies and Procedures shall be reviewed annually, prior to re-chartering.**

Revisions made and approved by committee: 01/ 15 /04

Revisions made and approved by committee: 12/ 06 / 04

Revisions made and tentatively approved by committee: 03/10/2008

## **ARTICLE VI - REFERENCES**

Scoutmaster Handbook: 1998, 2007 Printing

Troop Committee Guidebook: 1998 Edition, 2005 Printing

Rules and Regulations of the Boy Scouts of America: June 2001

Advancement Committee Policies and Procedures: 1999 Printing

Fieldbook of the Boy Scouts of America: 2004, Fourth Edition

The Boy Scout Handbook: 1998, Eleventh Edition, Eight Printing

The Patrol Leader Handbook: 2002, 2003 Printing

The Senior Patrol leader Handbook: 2002

Junior leader Handbook: 1990 Edition, Revised 2000

Guide to safe Scouting: 2007 On-Line Edition

Tours and Expeditions: 1999 Printing

Merit Badge Counselors Training Guide 18-125: 2006