

# **BOY SCOUTS of AMERICA TROOP 475 GUIDELINES, PROCEDURES & POLICIES**

## **SAN ANTONIO, TEXAS**

**1. SCOPE.** This set of guidelines and procedures applies to all aspects of the Troop 475 program and is meant to guide actions of all adult volunteers (Scouters) and youth participants (Scouts). Experience has shown that a written set of operating procedures is beneficial to the efficient and effective operation of a Boy Scout Troop. Hopefully, questions about Troop 475 and about our Troop's approach to Scouting will be answered within these guidelines. If not, anyone is free to ask questions. The leaders of Troop 475 are ready to help in any way they can. If there is a question about any Scouting activity, refer to the Scout Law and Oath. If there is any question concerning policy, the Boy Scouts of America Handbook or other BSA references will be the cornerstone of Troop 475 programs. While no set of guidelines can cover EVERY situation, all participants are asked to adhere to the enclosed policies with **“rigid flexibility.”**

### **2. GENERAL INFORMATION.**

a. Chartering Organization (CO). This troop is chartered by the Northside Church of Christ located at 16318 San Pedro Avenue, San Antonio, TX. Troop 475 operates with the permission of the chartering organization and must adhere to any guidelines (as long as they don't violate official Scout Policy) the CO may establish concerning the conduct of the program.

b. Meetings. Weekly meetings occur on Monday evenings from 7:00 PM - 8:30 PM. Other meetings may be arranged at the request of the youth or adult leadership based upon the requirements of said leadership.

c. Patrols. Troop 475 is made up of patrols, with each patrol consisting of a minimum of four and a recommended maximum of ten scouts attending camping activities. When entering the Troop, a scout will be placed into a Patrol. If recruited by a Troop member, first priority for placement should be into that member's Patrol. Any Scout dissatisfied with his Patrol assignment may request another assignment from the Patrol Leaders Council through the Senior Patrol Leader. Patrols are expected and encouraged to have patrol meetings outside the regular Troop meetings. Any patrol not maintaining a minimum of 3 active scouts will be dissolved and those members moved into other active patrols.

d. Attendance. All Scouts are expected to attend all meetings, campouts and activities of the Troop. Attendance to these activities reflects positively when a review of the “Scout's Spirit” is required to advance to the next rank.

e. Visitors. Visitors are very welcome to all Troop functions - no activity is secretive.

### **3. MEMBERSHIP & POLICY INFORMATION.**

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a. Membership. Membership in Troop 475 begins when a completed application or transfer form is turned in to the Scoutmaster or a Committee Member and all fees are paid (**including new scout or transfer fees AND mandatory subscription to Boy's Life.**) A current (within 12 months) Health and Medical Record, parts A & C, must be submitted with the application. Before any strenuous activities or long-term camps (exceeding 72 hrs), a completed Part B (Physical) must be submitted. Maintaining currency for medical records is the responsibility of the scout or scouter.

b. Uniform. If purchasing a uniform places a financial hardship on a family, those families are encouraged to see the Scoutmaster or Committee Chairperson for possible assistance.

- 1) CLASS A Uniform. The official uniform includes the following items:
  - a) Official Scout Shirt w/all appropriate badges, epaulets, etc.
  - b) Official Scout pants or shorts.
  - c) Official Scout socks & belt (webbed or leather).
  - d) Troop neckerchief, worn under the shirt collar, with tie slide (not required for regular troop meetings or campouts).
  - e) The official uniform will be worn within 30 days of joining Troop 475, to all troop meetings & Courts of Honor, for travel to and from events, to Chapel at campouts, for Scoutmaster's Conferences (unless during campouts), for Boards of Review, to all formal functions, and at any other times designated by the Senior Patrol Leader.
- 2) CLASS B Uniform. The class "B" uniform includes the following items:
  - a) Scout T-shirt,
  - b) Official Scout shorts or long pants,
  - c) Scout socks & belt (webbed or leather)
  - d) The class "B" uniform will be worn at selected Troop activities. The class "B" uniform may be worn during the summer months as designated by the Patrol Leaders Council, or if not designated, beginning Memorial Day and ending Labor Day.
- 3) A uniform inspection will be held at least annually and may occur during outings.

c. Policies. The below policies will be strictly enforced with possible disciplinary actions required for more serious infractions.

- 1) All medications used while on a Troop function must be turned into the Scoutmaster or Medical Personnel for dispensing. All medications must be in original container with dosage attached. *Exception* - inhalers may be carried by the Scout.
- 2) The use of controlled substances by any person connected with the Troop, not under a doctor's care, will not be tolerated.
- 3) No tobacco product will be used by any Scout or any adult while in Scout areas.
- 4) Profanity will not be tolerated in the Troop.
- 5) Gambling is not permitted during any Troop activity.
- 6) No personal sling shots, bows and arrows, rifles, guns or fireworks will be allowed at any Scouting function.
- 7) No electronic games, comic books, radios, CD/DVD/tape players, cell phones, PDAs and other items which distract from Scouting functions will be allowed.
- 8) Adults, registered or not, are to interact with the Scouts in an appropriate manner. Parents should send their son to another Troop adult for help with Troop/Patrol matters.

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9) Absolutely NO ALCOHOL USE on any troop outing, trip, campout or other scouting event in which Scouts and Scouters will be in contact with one another.

d. Discipline. In the event a Scout cannot support the BSA program and live up to the Scout Oath and Law to such an extent that other Scouts cannot enjoy their activities, disciplinary action will be taken. When this happens the parents of the offending Scout will be asked to intercede on behalf of the Troop, by taking immediate action to rectify the situation and in support of the Scoutmaster and Senior Patrol Leader. Disciplinary action should be handed out on a sliding scale according to the seriousness of the infraction.

1) Minor disciplinary matters should be handled by the Patrol Leader, Senior Patrol Leader or his Assistant, as soon as possible, in accordance with the Patrol Leaders Council's written disciplinary guidelines. Junior leaders should try to stop any disciplinary infraction and then bring the matter to the attention of the Patrol Leader, Senior Patrol Leader, or his Assistant. Matters which involve conflict between Scouts, damage to Troop equipment or damage to other's equipment or property should require the Senior Patrol Leader or his Assistant to intervene immediately. The matter should then be brought to the Troop adult leadership for adjudication and discipline.

2) Serious matters which involve danger of death or serious injury to another person, where laws are broken, where damage to property is extreme or where an adult Leader is struck will be handled by:

a) Removing the Scout from the BSA activity, and notifying the appropriate official persons and/or forming a disciplinary committee consisting of 3 adults (one representing the Scoutmaster corps, one representing the Troop Committee, one representing the Chartered Organization) plus an invited member from the disciplined Scout's parents to decide future action, if any, and to dispense disciplinary action.

b) Any infraction at a Troop activity may require the parents to be called, without regard to time of day or distance from San Antonio, to come to the activity and remove the Scout immediately. Adult leaders should not leave Troop activities of any kind to transport an offending Scout home (this transport will be done by the Scout's parents).

c) If a Scout refuses to follow or complete his assigned disciplinary action, the case should be presented to the Troop Committee for further action, up to and including, suspension from Troop activities or the Troop itself.

d) An "Incident Report" form will be completed by an Adult Troop Leader to officially report serious disciplinary matters. These forms will be kept on file by the Troop Committee Chair after review and acceptance by the Scoutmaster.

### e. Axes, Knives & Other Dangerous Things.

1) A Troop axe and saw may be checked out, from the Quartermaster by the Patrol Leader, for use at the campout. These items must be used in the axe yard following BSA rules and regulations.

2) No personal axe, saw or hatchet may be brought or used at a campout. Personal pocket knives may be brought and used only if the Scout has earned his Totin' Chip (NO FIXED-BLADE SHEATH KNIVES ALLOWED.).

3) No lighter fluid is to be brought on campouts. Camping fuels will be supplied by the Troop and checked out from the Quartermaster by the Patrol Leader. Camping fuels will be used in accordance with BSA rules and regulations. No Scout should bring personal fuel.

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f. Equipment. All equipment will be treated with respect, either personal or troop equipment.

1) Personal Equipment. For weekend camping trips, all of a Scout's personal equipment should be limited in volume and weight to that which they can carry in a backpack or duffel bag. Personal tents are encouraged for the older Scouts although the troop has a number of tents available for use. For long-term or summer camps, cots & sleeping mats are recommended.

2) Troop Equipment. Troop equipment will be treated with respect and may be checked out from the Quartermaster by the Patrol Leader prior to the campout. The Patrol Leader and/or Patrol Quartermaster, with his patrol, are to inspect and report any damage to Troop equipment prior to returning it to the Troop Quartermaster. Cost of repairs of unnecessary damage to equipment will be billed, in writing, to the responsible party or patrol.

### **4. TROOP ORGANIZATION & RESPONSIBILITIES - SCOUTERS.**

a. Adult Volunteers. The troop has two primary groups of adult volunteers who ensure that a quality scouting programs is promoted in Troop 475. Scoutmasters/Assistant Scoutmasters help to “deliver” the program to our scouts, while the Troop Committee helps to “direct and support” the program. Specific duties are outlined in the following paragraphs.

b. Scoutmaster / Assistant Scoutmasters. The Troop has only one scoutmaster (SM) and will have several assistant scoutmasters (ASM). These adult leaders are responsible for “delivering the scout program” and are classified as “direct contact” leaders by national policy. They work directly with the youth and their duties include, but are not limited to the following:

- 1) Train and guide junior leaders.
- 2) Work with the other responsible adults to bring Scouting to youth and use the methods of Scouting to achieve the aims of Scouting.
- 3) Meet regularly with the Patrol Leaders Council for training and coordination in planning Troop activities, and attend all troop meetings or, when necessary, arrange for a qualified adult substitute.
- 4) Conduct periodic parent sessions to share the program and encourage parent participation and cooperation.
- 5) Take part in annual membership inventory, uniform inspection, charter review meeting and charter presentation.
- 6) Conduct Scoutmaster Conferences for all rank advancement.
- 7) Provide a systematic recruiting plan for new members and see that they are promptly registered. (This is a direct responsibility of the Assistant Scoutmasters for new Scouts.)
- 8) Delegate responsibility to the adults and groups (i.e. Assistant Scoutmasters, Troop Committee) so they have a part in Troop operations.
- 9) Supervise Troop elections for the Order of the Arrow.
- 10) Make it possible for each Scout to experience at least 10 days and nights of camping each year.
- 11) Participate in Alamo Area Council and Eagle District events.
- 12) Build a strong program by using proven methods presented in Scouting literature.
- 13) Conduct all activities under qualified leadership, safe conditions and the policies of the Chartered Organization and the Boy Scouts of America.

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c. The Committee Responsibilities. The committee serves to provide overarching support to the troop's scouting program. The committee's responsibilities include, but are not limited to, the following:

- 1) Provide adequate meeting facilities.
- 2) Advise the Scoutmaster on policies relating to Boy Scouting and the Chartered Organization.
- 3) Carry out the policies and regulations of the Boy Scouts of America.
- 4) Encourage leaders in carrying out the program.
- 5) Approve an annual budget and be responsible for finances, adequate funds and disbursements in line with the approved budget.
- 6) Obtain, maintain and properly care for Troop property.
- 7) Provide camping and outdoor programs (minimum 10 days and nights per year).
- 8) Recruit and train quality adult leadership.
- 9) In case the Scoutmaster is absent or is unable to serve, assign a qualified substitute.
- 10) A list of specific duties/responsibilities for each Committee Member can be found in Appendix A of this document.

d. Committee Organization. The committee has the below positions that are asked to submit reports at the monthly (or as required) committee meetings. The below order of positions does not represent the precedence or importance of the reporting position. Those positions with asterisks may report, but are not considered "part of the committee" and therefore cannot vote.

- |  |  |
|--|--|
| 1) Activities                                  | *9) Scoutmaster/Assistant Scoutmasters                                   |
| 2) Advancement / Board of Review Coordinator   | *10) Senior Patrol Leader /  |
| 3) Chartered Organization Representative (COR) | Patrol Leaders Council   |
| 4) Committee Chairperson                       | 11) Training Coordinator   |
| 5) Health & Safety                             | 12) Treasurer  |
| 6) Membership                                  | 13) Transportation   |
| 7) Quartermaster                               | 14) Website Manager  |
| 8) Secretary                                   | *15) Other registered leaders / parents<br>requesting presentation time. |

e. Committee Operating Guidelines. The Committee will have a chairperson at all times. If the chairperson is unavailable, the COR should act in his/her stead. The below procedures represent the manner in which the committee will conduct its business.

- 1) The Committee should have one established committee meeting per month with special meetings being called as necessary.
- 2) Meetings may be held even if it is known that not all members may be present.
- 3) All Committee Members should be notified of any and all special meetings.
- 4) Any item may be passed by a majority of votes by those voting members present.
- 5) If an issue needs a timely action, votes (outside a Committee meeting) may be obtained by phone/email from Committee Members.
- 6) All committee members holding one of the above-listed procedures may vote except for the committee chairperson, who may vote to break a tie. If a member holds more than one position, they may only have one vote.
- 7) Failure to attend three consecutive Troop Committee meetings shall constitute an inactive member who may be removed at the Troop Committee Chairperson's sole discretion.

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- 8) The Committee has the right to replace any inactive/unsuitable committee member..
- 9) One-third of the committee members makes a voting quorum.
- 10) Boards of review
  - a) Any registered adult leader may make up the Boards of Review, except when they have participated in the Scoutmaster Conference.
  - b) The Senior Patrol Leader may sit on Boards of Review.

### **5. TROOP ORGANIZATION & RESPONSIBILITIES - SCOUTS.**

a. Troop/Patrol Organization. As mentioned in paragraph 2.c, the troop has several patrols, each made up of 4-10 members. These patrols act as individual groups, under the guidance of a patrol assistant scoutmaster, but remain a part of the overall whole of the troop. The scouts will elect and /or the Scoutmaster may appoint positions of responsibilities within the troop or patrol.

b. Scout Leadership & Staff Positions. The troop has both elected and appointed scout positions serving at both the troop and patrol level.

- 1) Elected Troop Leadership Positions include:

**Senior Patrol Leader (SPL)** - elected by a majority vote of all registered Scouts present at the election. Scouts eligible to run for the position of Senior Patrol Leader must be at a minimum a First Class Scout, must have successfully completed a term as a patrol leader or as one of the members of the appointed Troop Staff positions and must have illustrated good scout spirit during the previous 6 months.

**Patrol Leaders (PL)** - elected by a majority vote of all registered Scouts who are members of the patrol present at the election. To be eligible for patrol leader, a scout must have illustrated good scout spirit during the previous 6 months

- 2) Appointed Troop Staff positions, as appointed by the Scoutmaster (except as annotated) include:

**Assistant Senior Patrol Leader (ASPL)** - There shall be one Assistant Senior Patrol Leader for every three (3) patrols plus one (1) Assistant Senior Patrol Leader appointed to work with the appointed Troop Staff.

**Troop Guides**

**Troop Scribe**

**Troop Quartermaster**

**Troop Instructors**

**Troop Librarian**

**Troop Historian**

**Troop Chaplain's Aide**

**Patrol Scribes** - appointed by the PL with ratification by Scoutmaster.

**Patrol Quartermasters** - appointed by the PL with ratification by Scoutmaster.

**Patrol Instructors** - appointed by the PL with ratification by Scoutmaster

c. Troop Elections. Troop elections will be held every six months. These elections occur at the end of November and May, with the terms of office starting January and July respectively. For any during term special elections or appointments, the new leader will serve until the end of that term.

- 1) Scouts desiring to run for an elected position must either be present to nominate

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themselves at the election or have submitted in writing a letter nominating themselves to the Scoutmaster before the meeting when the election will be held.

2) All Troop Staff applicants **must not be** delinquent in any Troop payments (i.e. dues, fees, fines).

3) The same Troop position may not be held for two consecutive terms.

4) A majority of the Troop or Patrol may request a new election, with Scoutmaster's approval, at any time.

5) Junior Leader Training (JLT) will be scheduled at the Scoutmaster's or Committee's discretion following a troop election.

6) All Troop Staff positions are filled subject to Scoutmaster's ratification.

d. The Patrol Leader's Council. The PLC is used by the scout leadership to organize, plan and coordinate the activities of the troop. The council is led by the SPL, mentored by the Scoutmaster, and guided with the assistance of the ASM's. The Patrol Leaders Council includes both voting and non-voting members as shown below:

VOTING	NON-VOTING
Senior Patrol Leader	Patrol Scribes
Assistant Senior Patrol Leader(s)	Patrol Quartermasters
Patrol Leaders	Patrol Instructors
Troop Guides	Troop Scribe
	Troop Quartermaster
	Troop Instructors
	Troop Librarian
	Historian
	Chaplain's Aide

e. Leadership Performance & Review. Two months after assuming a leadership position, elected and appointed Scout leaders shall meet with the Scoutmaster or the Assistant Scoutmaster assigned to their patrol to review their performance in their leadership position. If any deficiency in the performance of the Scout is identified, the Scout shall correct the deficiency within one month of the review. If the deficiency is not corrected within one month of the review, the Scout shall be removed from his leadership position. The vacancy shall be filled in accordance with the provisions shown above relating to elected or appointed Troop staff. A Scout removed from a leadership position is not prohibited from holding a leadership position at a future date. This performance and review process is used to "credit" the scout with quality leadership time for those ranks requiring leadership time.

## **6. RANK ADVANCEMENT & MERIT BADGES.**

a. RANK ADVANCEMENT. Advancement comes in four steps:

1) **The Scout learns.** After obtaining the skills to prove that he has learned, the Scout that is under the rank of First Class may take his book to his Troop Guide, Instructor, Patrol Leader, Senior Patrol Leader or the Assistant Senior Patrol Leader for signature. Scouts First Class or above must have their books signed by the Patrol Leader, Senior Patrol Leader or the Assistant Senior Patrol Leader. When an item is signed off as completed in the Scout's book, the Troop Guide or Patrol Leader shall update the Scout's individual history in the Patrol's advancement

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folder. Errors in approval of a requirement shall be discussed between the Scout, his Patrol Leader and the Scoutmaster or Assistant Scoutmaster for his patrol. Once all parties have agreed upon the appropriate course of action, the requirement can be corrected by the Patrol Leader. If an agreement cannot be reached, the matter shall be submitted to the Patrol Leaders Council for determination of the appropriate course of action. Advancement beyond the rank of First Class is the responsibility of the individual Scout.

**2) The Scout is tested.** The Scout will be tested through various techniques. The Scout shall first be tested by his Patrol Leader during a Patrol Leader Conference. The concluding test will be at the Scoutmaster Conference. This conference will validate the Scout's knowledge, validate any leadership or merit badge requirements and validate his "Scout Spirit."

**"Scout Spirit" - Requires a minimum of 75% participation at Troop meetings (during the period between the last rank advancement, or previous 6 months, whichever is less), 66% participation of campouts (2 out of the 3 per quarter), 2 hours of "Troop Service Hours" per quarter and any Scout Spirit challenge issued to the Scout by the Scoutmaster. "Troop Service Hours" include, but are not limited to, fund-raisers, and special projects for the benefit of the Troop for example; the gathering of cedar poles, cleaning of Troop equipment, and property. Exceptions will be granted for school, church, job, and illness conflicts. However, it should be restated the "Scout Spirit" is still at the Scoutmasters discretion.**

The Scoutmaster Conference must be completed no later than the Monday prior to the next scheduled Board of Review. Exceptions will be granted at the discretion of the Scoutmaster and in coordination with the Advancement Chair on the committee. The Scoutmaster shall maintain a list of Assistant Scoutmasters currently authorized to conduct the Scoutmaster Conference for each rank. If a Scoutmaster Conference has been conducted and a requirement is later determined to have been improperly approved, the Scout must be retested and a follow-up Scoutmaster Conference must be held prior to review of the Scout. If a Board of Review has been conducted and a requirement is later determined to have been improperly approved, the Scout shall receive a Scout Spirit challenge which will require the Scout to demonstrate proficiency of the requirement prior to his next rank advancement test.

**3) The Scout is reviewed.** The Scout will be reviewed in a Board of Review after his Scoutmaster Conference and after the Scout has requested a Board of Review from the Advancement/Board of Review Coordinator. The Committee shall set aside time on the 3<sup>rd</sup> or 4<sup>th</sup> Monday of each month for Boards of Review. The purpose of a Board of Review is not to retest the Scout, but to ensure the Scout has completed and learned the required material, to find out what kind of experience the Scout is having in his patrol and troop and to encourage the Scout to progress further. Each Board of Review should include a discussion of how the Scout is living the Scout Oath and Law in his everyday life. The session gives the Scout a chance to bring up any questions or problems he may have; a chance for the board to chat with him about such important matters as goals, Scout spirit and personal growth; of course, to congratulate him on his progress and urge him to keep going; or, if necessary, to frankly discuss with him his lack of progress and try to help him get back "on track." *At recharter time the Scoutmaster should review each Scout on paper and recommend a Board of Review or Scoutmaster Conference for any Scout that has not progressed in the last twelve months.*

**4) The Scout is recognized.** After the Board of Review has recommended a Scout for advancement, the Advancement Chairperson will submit the Scout for the rank and present the Scout his rank advancement patch at the next possible Troop meeting. The rank advancement

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card and parent's pin will be presented at the next Court of Honor (COH). A COH will be held at least once a quarter and typically occur in the months of February, May, August and November. The time and place of each COH will be annotated on the troop calendar.

5) It is the goal of Troop 475 that every new Scout shall earn their rank on the following time table: Scout By their 1<sup>st</sup> Court of Honor, Tenderfoot By their second Court of Honor, Second Class By their third Court of Honor, and First Class Within one year of joining Troop 475

a) In order to accomplish this goal every new Scout is encouraged to attend Boy Scout summer camp and participate in a rank emphasis program and the Swimming Merit Badge. These programs will allow the Scout to complete many requirements for Tenderfoot, 2<sup>nd</sup> Class and 1<sup>st</sup> Class ranks.

b) Troop 475 will also hold a program on the dangers of drug and alcohol each year in order to satisfy a 2<sup>nd</sup> Class requirement for participation in a school, community, or Troop program on the dangers of using drugs, alcohol, and tobacco and other practices that could be harmful to your health. For the purposes of this requirement, a program held outside of the Troop must be a regularly scheduled program attended by at least one other participant. Individual instruction is not acceptable as a matter of personal safety.

c) Troop 475 will also hold a program teaching Constitutional rights and obligations by an instructor approved by the Scoutmaster which will satisfy a 1<sup>st</sup> Class requirement. For the purposes of this requirement, only the Scoutmaster and Troop Committee Chairman are approved to discuss your Constitutional rights and obligations as a U.S. citizen unless you receive advance written approval from the Scoutmaster to visit another individual.

d) Troop 475 will schedule activities in order to allow a new Scout to complete any additional rank requirements which have not been completed during summer camp, the drug prevention program and the Constitutional rights and obligations classes. These activities may occur at regular Troop meetings, campouts or special training sessions held on weekends. For the purposes of the Troop/Patrol activity requirements for 2<sup>nd</sup> Class and 1<sup>st</sup> Class rank, any activity approved by the Scoutmaster or Assistant Scoutmaster assigned to the Scout's patrol shall be an approved Troop/Patrol activity. Examples of approved activities include, but are not limited to: any activity appearing on the Troop's calendar; any patrol meeting which is not held at a regular Troop meeting at which two adult leaders are present; any Troop fundraising event; any Troop service project; and any Eagle project sponsored by an Eagle candidate who is a member of the Troop.

e) The Scout plays the most important role in the advancement process. He should attend and **bring his Scout Handbook** to every possible Troop meeting, activity and campout. He should ask his Troop Guide or Patrol Leader to sign off each requirement upon completion in his Scout Handbook. He should remind his Troop Guide or Patrol Leader to update his individual history records in the Patrol advancement folder. Finally, he should check his Scout Handbook against the individual history given to him at each Court of Honor.

**b. MERIT BADGES.** A Scout earns a merit badge by:

- 1) Obtaining permission from the Scoutmaster to work on the badge,
- 2) Getting a buddy, if possible, to work with him on the badge
- 3) Obtaining and working with a qualified merit badge counselor (getting the Blue Card)

***IMPORTANT NOTE:*** As a matter of troop policy (not national policy) a parent of a Scout shall never serve as the merit badge counselor for their own son on any Eagle required merit badge. This helps to prevent the possibility of a Scout being denied the rank of Eagle by the local

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District Eagle Board of Review due to any perceived impropriety. Exceptions to this troop policy will be handled after a detailed review by the Scoutmaster and his approval.

4) Once completed, the counselor then signs, provides the Scout his portion of the card and submits the rest of the merit badge completion form to the Scoutmaster or Advancement Chairperson, who then turns it in to the Service Center.

5) The merit badge and card will be presented to the Scout at the next Court of Honor.

6) It will be a "rule of thumb" for Troop 475 that **MERIT BADGES SHOULD BE COMPLETED WITHIN ONE YEAR**. If a merit badge is started at summer camp it should be completed before the following summer camp. This rule of thumb is at the discretion of the Merit Badge Counselor.

7) In the event the merit badge counselor did not require all requirements of the merit badge, the Scoutmaster shall issue a Scout Spirit challenge which will require the Scout to demonstrate proficiency of the requirement prior to his next rank advancement test (Scoutmaster Conference)

8) Troop 475 encourages its Scouts to participate in any opportunity offered to enhance a merit badge acquisition.

9) At the time a Scout obtains the rank of Life, or within 30 days of that Court of Honor, the Advancement Chairperson or Committee Chairperson shall request a copy of their history of the Scout from the Alamo Area Council registration at the Service Center. That information will be given to the Scout for verification against his cards. Corrections, if necessary, will be made in a timely manner.

### **7. CAMPING & ACTIVITIES**

a. Activity Planning. The Troop will plan a summer camp and at least 9 other campouts per year. The Patrol Leaders Council may plan some of these campouts in conjunction with Alamo Area Council and Eagle District camping programs.

b. Participation. A Scout must actively participate in Troop functions prior to the campout date or he will not be allowed to participate in the campout without Patrol Leaders Council approval. Additionally, a Scout cannot be more than 3 months delinquent in dues. If so, the money presented for campout food will be applied to Troop dues and additional funds will be required for the campout.

c. Forms. Appropriate health forms and permission slips must be presented prior to leaving on a campout. The slip must have a parent's signature, thus proving parental knowledge of the activity, and explain any challenges that could influence a Scout's activity or medical treatment in case of an emergency.

d. Fees. The campout fee for a two-night campout is usually \$10 **CASH**. The campout fee for a single night campout is usually \$5 **CASH**. All activity money must be paid prior to leaving on a campout or activity. If a Scout indicates he is going to attend a campout or activity at the meeting when the fees are due, and for whatever reason is unable to attend the activity, he is still liable for his share of the fees. Collection of money and permission slips should occur at the Troop meeting preceding the event.

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e. Leaving an activity area is prohibited without permission/coordination with the Senior Patrol Leader or an adult leader. This applies to all Scouts and Scouters regardless of their position in the Troop.

### **8. TROOP FINANCES**

a. General Information. The Troop Committee will control money earned by the Troop. Scouts who participate in Troop fund-raisers may share in the money earned depending on the type of fundraiser and the needs of the Troop. The Committee controls these funds by developing an annual budget, tracking expenditures consistent with the budget, approving additional budgetary items and reviewing the status of the troop's finances during the treasurer's report during the monthly committee meetings. The troop's fiscal year is August 1 - July 31.

b. Budget. The treasurer, along with the committee chairperson, the COR and others as needed, will develop an annual budget within 20 days after the Troops Annual Planning Meeting (typically conducted in June/July of each year). Once developed, the budget will be put to vote and approved &/or modified and approved by the committee. Once approved, the budget acts as the authorization for fund expenditures up to the amount approved. If additional funds for budgetary items are needed, or non-budgeted expenditures are required, then the Committee Chairperson can authorize expenditures up to \$100. For any item above \$100, then the committee must vote for that expenditure. The treasurer will ensure that the budget is updated to reflect additional items &/or plus-ups to established items. The budget should include, but not be limited to the following items:

- 1) Equipment. To replace, repair or make an original purchase of Troop equipment.
- 2) Library. To purchase or replace merit badge books, BSA publications and to aid the historian with the purchase of film and a historian book.
- 3) Recognitions. To purchase recognitions as thank-yous to the adult leadership.
- 4) Office. To offset the cost of copying, postage, stationery and other office supplies.
- 5) Training. As a matter of course, the troop will fund 50% of training costs for adults and scouts to attend Wood Badge and Cedar Badge respectively.
- 6) Supplies - to purchase other supplies (ie. COH's & Junior Leadership Training, etc)
- 7) Recharter Fees. To protect against a failed fund-raiser so the Troop can make their recharter fee requirement.
- 8) Holding Fees. To be used to hold summer camp places and to order Troop equipment or clothing.

c. Accounts. The Troop Treasurer will be responsible for maintaining the troop's accounts. The Unit account at the Service Center enables the troop to purchase items for advancements, purchase recognition items for adult leadership and purchase library needs as required. Unit account users will consist of the Treasurer, Advancement Chairperson, Committee Chairperson, Scoutmaster and others as the Committee deems appropriate. It is the responsibility of Treasurer, in coordination with the Advancement Chair, to ensure that this account is properly maintained and funded. Additionally, the treasurer maintains the troop's bank account. This account will be a checking account (and a savings account when the need arises). The checking account will be a single-signature account with no more than three (3) authorized signatures. Under normal

## **BSA TROOP 475 GUIDELINES, PROCEDURES & POLICIES**

circumstances those three (3) signatures will include the Treasurer, Scoutmaster and the Committee Chairperson. Individual Scout Accounts are discussed in paragraph 8.f below.

### **d. Dues/Fees.**

1) Dues will be \$5.00 per month or \$60.00 per year and paid in advance. Dues shall be billed in three month prepaid increments at the time of each Court of Honor. Monthly dues may be paid in advance. Troop 475 encourages each Scout to participate in earning their dues. Parents must help in this decision, as this is a family matter. Funds generated by dues will first pay for rank advancement patches, cards and parent pins; merit badges and cards (Whittling Chip, Totin' Chip, Firem'n Chit, etc.); leadership patches and any other BSA patch that the Scouts earn, such as Fifty Miler, World Conservation, Missions Trail, etc.

2) A recharter fee of \$20.00 may be collected at recharter time to cover the cost of National dues and Boy's Life if sufficient funds are not available to pay this fee. Typically, this troop recharter in January of each year.

3) Campout fees are collected during the Monday Troop meeting prior to a campout. A \$10.00 **CASH** campout fee will be collected from the participating Scouts to finance food for a two night campout (\$5.00 **CASH** for a single night campout). Any excess will be returned to the Troop's petty cash used to purchase staples for the Patrol's chuck box, to refurbish the Troop cracker barrel box, to replenish the Troop First Aid kit, and to purchase propane. Fees for special events or special needs for a campout (such as fees for state parks, horseback riding, etc.) will be added to the camping fee with an explanation to the parents. Any Scout owing 3 months (\$15.00) dues, must pay dues first, then pay for campout food.

**e. Fundraisers.** Fundraisers will be conducted annually within Boy Scouts of America and Chartered Organization guidelines. The fund-raisers should be planned at the annual planning meeting. Typically, Troop 475 fundraisers include the Annual Spaghetti Supper in August and the Scouting Annual Popcorn Sale during Sep-Nov of each year. Troop 475 will allocate no more than a 50% split between Scouts and the Troop for fundraiser monies earned by the scout unless approved by the committee prior to the fundraiser. For the Spaghetti Supper, this applies specifically to ticket sales. If a fund-raiser is an hourly activity, (garage sale, car wash, etc.) then the money will be equally divided amount the participants on an hourly basis. A person will be designated for each fund raiser to provide a sign in/out sheet and they must be prepared to verify the accuracy of the sheet. If a fund-raiser is for a specific purpose, ie. an Eagle project, High Adventure, then it **MUST** be promoted as such, to **ALL** who participate or could participate.

### **f. Individual Scout Accounts.**

1) All money earned under the BSA Troop 475 name belongs to Troop 475. All money reserved in an individual Scout account **MUST** be used for BSA activities. Money reserved in individual accounts may be used for dues, purchases made through the Troop (ie. Troop T-shirt), deposits & final payments for summer camp, Philmont, Troop high adventure such as Big Bend trip, and reservation money for the annual Baden-Powell dinner, or any other Troop 475 activity deemed appropriate by the Committee. Additional expenditures may include items such as Eagle Scout Project funding and purchase of scouting items from the Alamo Council Scout Shop. Reimbursement of said costs must be accompanied by the original receipt for the costs and a request to disburse funds provided by the treasurer. All reimbursements require either Scoutmaster, COR or Committee Chairperson approval.

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2) The Treasurer shall maintain an accounting of the TOTAL money reserved in each individual Scout account. An individual accounting will be presented to families at each Court of Honor and an accounting will be presented at the monthly Committee Meeting. Families may direct the Treasurer to transfer between family members at their discretion.

3) If a Scout quits the scouting program all money reserved in his individual account returns to the Troop general fund. If a Scout transfers to another Troop all money in his Individual Scout account may be forwarded to the new Troop if they have a similar Individual Scout Account policy and a written request for the transfer is received.

4) One week prior notification of expenditures from individual Scout accounts is required.

5) If a Scout falls more than 3 months in arrears for dues, then the back payment will be taken from the individual account

g. Reimbursements. Requests for reimbursement shall be submitted to the Treasurer along with appropriate receipts, documentation, and signatures approving the expenditure.

Dated: September 20, 2010

Troop 475 Committee approved, in accordance with guidelines presented above:

///original signed///

Art Williams  
Scoutmaster

///original signed///

Larry Ritter  
Committee Chairperson

## **BSA TROOP 475 GUIDELINES, PROCEDURES & POLICIES**

### **APPENDIX A - COMMITTEE RESPONSIBILITIES ACTIVITIES**

- 1) Help in securing permission to use camping sites.
- 2) Ensure a monthly outdoor program.
- 3) Promote the National Camping Award.
- 4) Promote, through family meetings, attendance at troop campouts, camporees, and summer camp to reach the goal of an outing per month.
- 5) Report to the troop committee at each meeting.
- 6) Participate on Boards of Review when asked to do so.

### **ADVANCEMENT**

- 1) Encourage Scouts to advance in rank.
- 2) Work with the Troop Scribe to maintain all advancement records.
- 3) Conduct quarterly Courts of Honor.
- 4) Develop and maintain a merit badge counselor list.
- 5) Make a prompt merit badge report, on the correct form, to the Council Service Center when a Troop Board of Review is held. Secure badges and certificates.
- 6) Report to the Troop Committee at each meeting.
- 7) Keep other forms as needed.
- 8) Work with the Troop Librarian to build and maintain a Troop library of merit badge pamphlets.
- 9) Participate on Boards of Review when asked to do so.

### **BOARD OF REVIEW COORDINATOR**

- 1) Work with the Advancement Chairperson to determine Scouts eligible for a Board of Review. Schedule the Board of Review for each eligible Scout.
- 2) Ask Troop Committee members to participate on the scheduled Boards of Review.
- 3) Supervise the Board of Review process including inspecting the Scout for appropriate uniform, inspecting the Scout's handbook for all appropriate signatures, inspect the Scout's individual history in the Patrol advancement folder to ensure it is the same as the Scout's handbook, forward a Board of Review worksheet for each Scout to the Board along with Board of Review notebooks containing sample questions for each rank.
- 4) Forward Board of Review worksheets to the Advancement Chairperson upon completion of each board.
- 5) Report to the Troop Committee at each meeting.
- 6) Participate on Boards of Review when asked to do so.

### **COMMITTEE CHAIRPERSON**

- 1) Organize the Committee to see that all functions are delegated, coordinated and completed.
- 2) Maintain a close relationship with the Chartered Organization Representative and the Scoutmaster.
- 3) See that Troop leaders and Committee Members have training opportunities.

## **BSA TROOP 475 GUIDELINES, PROCEDURES & POLICIES**

- 4) Interpret national and local policies to the Troop.
- 5) Work closely with the Scoutmaster in preparing Troop Committee meeting agendas.
- 6) Call, preside over and promote attendance at monthly Troop Committee meetings and any special meeting that may be called.
- 7) Ensure Troop representation at monthly Roundtables.
- 8) Secure top-notch, trained individuals for camp leadership.
- 9) Arrange for charter review and recharter annually.
- 10) Plan the charter presentation.
- 11) Participate on Boards of Review when asked to do so.

### **CHARTERED ORGANIZATION REPRESENTATIVE**

- 1) Serve as a liaison with the Chartered Organization, Northside Church of Christ.
- 2) Reserve appropriate facilities for use by the Troop with the Chartered Organization.
- 3) Report to the Chartered Organization about the activities of the Troop.
- 4) Keep the Chartered Organization informed about any changes in facility use or activities of the Troop.
- 5) Encourage participation of the Troop in church activities on Scout Sunday.
- 6) Encourage the Chartered Organization to use the services of the Scouts on Scout Sunday.
- 7) Attend District Committee meetings.
- 8) Report to the Troop Committee at each meeting.
- 9) Participate on Boards of Review when asked to do so.

### **HEALTH & SAFETY**

- 1) Verify completion of medical information contained on the Scout's application
- 2) Maintain a Health & Safety notebook containing current physicals for all Scouts and adult leaders.
- 3) Report to the Troop Committee at each meeting.
- 4) Participate on Boards of Review when asked to do so.

### **MEMBERSHIP**

- 1) Verify references on new adult leader applications.
- 2) Compile a Troop roster for distribution at Courts of Honor at least twice a year.
- 3) Complete the Troop Recharter with the Boy Scouts of America.
- 4) Report to the Troop Committee at each meeting.
- 5) Participate on Boards of Review when asked to do so.

### **QUARTERMASTER**

- 1) The adult Quartermaster, at time of recharter, will inventory equipment for the Troop's records and for the Chartered Organization.
- 2) Supervise and help the troop procure camping equipment.

## **BSA TROOP 475 GUIDELINES, PROCEDURES & POLICIES**

- 3) Work with the Troop and Patrol Quartermasters on inventory and proper storage and maintenance of all troop equipment.
- 4) Make periodic safety checks on all troop camping gear, and encourage troops in the safe use of all outdoor equipment.
- 5) Report to the Troop Committee at each meeting.
- 6) Recommend to the Troop Committee additional supplies and equipment required by the Troop.
- 7) Report to the Chartered Organization Representative the inventory of Troop equipment.
- 8) Maintain the registration status for the trailers and ensure the registration is current.
- 9) Participate on Boards of Review when asked to do so.

### **SECRETARY**

- 1) Keep minutes of meetings and send out Committee meeting notices.
- 2) Handle publicity.
- 3) Prepare a family newsletter of Troop events and activities.
- 4) Conduct the Troop resource survey.
- 5) Plan for family night programs and family activities.
- 6) At each meeting, report the minutes of the previous meeting.
- 7) Review the Troop's flyers and handouts annually.
- 8) Work with the Website Manager and the Membership Chair to ensure that the email account has all current info on each scouting family.
- 9) Participate on Boards of Review when asked to do so.

### **TRAINING COORDINATOR**

- 1) Work with the Advancement Chair to ensure that all Merit Badge Counselors are properly registered and maintain a list of certified troop counselors. Provide said list to Website Manager for posting on the troop website.
- 2) Maintain a list of all adult leaders and their current training status to ensure the troop has properly trained leadership.
- 3) Encourage and motivate adult and youth leadership to attend appropriate training.
- 4) Maintain a list of Cedar Badge trained youth and when they were trained.
- 5) Work with the Scoutmaster Corps to properly schedule and conduct JLT.
- 6) Report to the Troop Committee at each meeting.
- 7) Participate on Boards of Review when asked to do so.

### **TRANSPORTATION**

- 1) Maintain a current record of driving information of all families with members in the Troop.
- 2) Maintain transportation records for all members of the Troop sufficient to file a tour permit.
- 3) Collect activity permission slips to determine the number of drivers and vehicles required for transportation to the event.
- 4) Secure tour permits for all troop activities at least two weeks prior to the activity.
- 6) Participate on Boards of Review when asked to do so.

## **BSA TROOP 475 GUIDELINES, PROCEDURES & POLICIES**

### **TREASURER**

- 1) Handle all Troop funds. Pay bills on recommendation of the Scoutmaster and the authorization of the Troop Committee.
- 2) Maintain checking and savings accounts.
- 3) Maintain the Service Center account.
- 4) Train and supervise the Troop Scribe in record keeping.
- 5) Keep adequate records.
- 6) Supervise money-earning projects including obtaining proper authorizations.
- 7) Supervise any camp savings plan.
- 8) Lead in the preparation of the annual Troop budget.
- 9) Lead the Friends of Scouting campaign.
- 10) Report to the Troop Committee at each meeting.
- 11) Participate on Boards of Review when asked to do so.

### **WEBSITE MANAGER**

- 1) Maintain the currency of the troop website to ensure that it reflects accurate information.
- 2) Assist the Secretary in maintaining accurate contact information on the email account contact list.
- 3) Ensure the troop's website stays registered to prevent any drop in service.
- 4) Post items on the troop website as requested by the Committee.
- 5) Report to the Troop Committee at each meeting.
- 6) Participate on Boards of Review when asked to do so