

# Boy Scouts of America

## TROOP 464

### GUIDELINES

Pearland, Texas

#### TROOP MEETINGS

Troop 464 will meet at Winnie Lane Memorial Scout House, 2229 North Houston, on Tuesday evening from 7:00 PM - 8:30 PM and at other times set by the Patrol Leaders, Patrol Leaders Council or Troop Committee.

#### SCOUTMASTER

The Scoutmaster is the adult leader responsible for the image and program of the Troop. The Scoutmaster and Assistant Scoutmasters work directly with the Scout. The Scoutmaster's duties include, but are not limited to the following.

##### GENERAL

- Train and guide junior leaders.
- Work with the other responsible adults to bring Scouting to youth.
- Use the methods of Scouting to achieve the aims of Scouting.

##### MEETINGS

- Meet regularly with the Patrol Leaders Council for training and coordination in planning Troop activities.
- Attend all Troop meetings or, when necessary, arrange for a qualified adult substitute.
- Conduct periodic parent sessions to share the program and encourage parent participation and cooperation.
- Take part in annual membership inventory, uniform inspection, charter review meeting and charter presentation.

##### GUIDANCE

- Conduct Scoutmaster Conferences and/or oversee Scoutmaster Conferences for all rank advancement.

- 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.)
- Delegate responsibility to the adults and groups (i.e. Assistant Scoutmasters, Troop Committee) so they have a part in Troop operations.
- Supervise Troop elections for the Order of the Arrow.

## ACTIVITIES

- Make it possible for each Scout to experience at least 10 days and nights of camping each year.
- Participate in Bay Area Council and Northern Star District events.
- Build a strong program by using proven methods presented in Scouting literature.
- Conduct all activities utilizing qualified leadership, safe conditions and the policies of the Chartered Organization and the Boy Scouts of America.

## MEMBERSHIP

- Membership in Troop 464 begins when a completed application or transfer form is turned in to the Scoutmaster or a Committee Member and all fees are paid.
- A medical consent form is required for membership. The form on the back of the Scout application is considered adequate for membership but for long term camping or high adventure activities the appropriate national BSA medical forms are required.
- A Scout entering the Troop must pay the transfer or registration fee.

## ATTENDANCE

- All Scouts are expected to attend all meetings, campouts and activities of the Troop.
- *Attendance at meetings and activities:*
  - *a) Attendance sheet MUST be signed in order to be considered present at meetings, or name called out by the SPL or ASPL.*
  - *b) 50% attendance at Troop meetings and Activities is required during the past 3 months to satisfy rank activity requirements or:*
    - *No Advancement*
  - *c) Missing three (3) meetings in a row or outdoor activities in row– Scouts in Leadership positions may be disciplined by:*
    - *Removal from office decided by PLC, Scoutmaster, and Advancement Chair*
    - *Replacement of office decided by PLC, Scoutmaster, and Advancement Chair*

## PATROLS

- Patrols should have a minimum of four Scouts and a maximum of eight attending camping activities. If the patrol has less than four Scouts attending camping activities they will be combined with another patrol.
- 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.

## TROOP ELECTIONS

- Troop elections will be held every six months (typically in the months of September and March)
- The same Troop position should not be held for two consecutive terms.
- A majority of the Troop or Patrol may request a new election, with Scoutmaster's approval, at any time.
- New Troop officers, who are elected in a special election, will serve until the next scheduled Troop election.
- Junior Leader Training will be scheduled at the Scoutmaster or Committee's discretion following a Troop election.
- All Troop Staff positions are filled subject to Scoutmaster's ratification.
- All Troop Staff applicants **must not be** delinquent in any Troop payments (i.e. dues, fees, fines).
- Troop Staff to be *elected* include:

**Senior Patrol Leader** - 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 have previously successfully completed a term as Patrol Leader or Assistant Senior Patrol Leader.

**Assistant Senior Patrol Leaders** – One is appointed by the Senior Patrol Leader and the second or third is elected by the Troop.

**Patrol Leaders** - elected by a majority vote of all registered Scouts who are members of the patrol present at the election.

**Librarian** - Elected by Troop

**Historian** - Elected by Troop

**Chaplain's Aide** - Elected by Troop

**Troop Scribe** – Elected by Troop

**Troop Quartermaster** - Elected by Troop

**Troop Bugler** – elected by Troop

- Troop Staff to be *appointed* (by the Scoutmaster or Senior Patrol Leaders except as annotated) include:

**Assistant Senior Patrol Leaders** – One is appointed by the Senior Patrol Leader and the second or third is elected by the Troop.

**Patrol Quartermasters** – elected by the Patrol with ratification by Scoutmaster.

**Assistant Patrol Leader** - elected by the Patrol with ratification by Scoutmaster.

**Troop Guides** – Appointed by the Scoutmaster

**Troop Instructors** - Appointed by the Scoutmaster

- The Patrol Leaders Council includes

Senior Patrol Leader

Assistant Senior Patrol Leader or Leaders

Patrol Leaders

Patrol Scribes (non-voting)

Patrol Quartermasters

Patrol Instructors (non-voting)

Troop Guides (non-voting)

Troop Scribe (non-voting)

Troop Quartermaster

Troop Instructors (non-voting)

Librarian

Historian

Chaplain's Aide

Scoutmaster

- 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.

## **POLICIES**

- 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* - the Scout may carry asthma inhalers and/or epi-pens.
- The use of controlled substances by any person connected with the Troop, not under a doctor's care, will not be tolerated.
- No personal sling shots, bows and arrows, rifles, guns or fireworks will be allowed at any Scouting function.
- No personal electronic devices (this includes: cd players, mp3/itunes players, game boys and other game devices, televisions and other devices as may come up) will be allowed at any Scouting function
- No tobacco product will be used by any Scout; adult leaders will use tobacco products in appropriate areas.
- Profanity will not be tolerated in the Troop.
- Gambling is not permitted during any Troop activity.
- Visitors are very welcome to all Troop meetings - no activity is secretive, visitors attending troop campouts and other troop outdoor activities are only allowed with prior approval of the Scoutmaster.
- Adults registered or not, are to interact with the Scouts in an appropriate manner. It is recommended that parents should all attend BSA Youth Protection Training. Parents should send their son to another Troop adult for help with Troop/Patrol matters.

## UNIFORMING

If uniforming is a financial hardship, families are encouraged to see the Scoutmaster or Committee Chair; every effort will be made to discretely assist the family.

The official uniform includes the following items (It is expected that the Registered Adult Leaders of the troop will adhere to the Troop Uniform Policy):

- Tan Scout shirt with appropriate badges and epaulets, the shirt must be tucked in!
- Official BSA Green Scout shorts or long pants, or new zip off pants,
- Official BSA Scout socks,
- BSA baseball cap or Troop baseball cap worn during outdoor events,
- Webbed or leather belt, and
- Troop neckerchief, worn under the shirt collar, with a tie slide (not required for regular Troop meetings or campouts).

The Official BSA uniform will be worn:

- within 30 days of joining Troop 464,
- to all Troop meetings (jeans or other solid colored pants or shorts are acceptable except for Scoutmaster Conferences and Boards of Review),

- to Courts of Honor (including neckerchief and slide)
- for travel to and from events,
- to Chapel at campouts,
- for Scoutmaster conferences and Boards of Review (including neckerchief and slide),
- to all formal functions, and
- at any other times designated by the Senior Patrol Leader.

The class "B" uniform includes the following items:

- Tucked in Scout T-shirt,
- BSA baseball cap or Troop baseball cap worn during outdoor events

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.

A uniform inspection will be held at least annually and may occur during outings.

## **CAMPING \*\*\*\*\***

- The Troop will plan a summer camp and at least 8 other campouts per year (to include at least 10 days/nights of camping).
- The Patrol Leaders Council may plan some of these campouts in conjunction with Bay Area Council and Northern Star District camping programs.
- 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.
- To attend a campout, 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.
- Deadline for campouts will be two troop meetings before the event (typically 12 days before the campout). The Scout may also email the Scoutmaster ([scoutmaster@troop-464.com](mailto:scoutmaster@troop-464.com)) two weeks prior to the campout.
- Appropriate health forms must be presented prior to leaving on a campout, along with a current copy of the scouts' health insurance card.
- 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 handicaps that could influence a Scout's activity or medical treatment in case of an emergency.
- The campout fee for a two-night campout is usually no more than \$10 **CASH**. The campout fee for a single night campout is usually no more than \$5 **CASH**. Each patrol plans and purchases their own food for most campouts, and divides the cost of the food among its members the boys will be reimbursed if the Grub master does not spend the entire amount collected. The troop meeting before a campout the

- patrol grub master will collect \$10 CASH from each Scout who signed up the week before. CASH is sometimes also required for purchasing food on the drive home.
- 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 two weeks prior to the activity or when the due date is otherwise assigned, 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.
  - 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.

### **Outdoor Training Policy for Adults attending any outdoor trips and outings**

- Two registered and trained<sup>1</sup> adult leaders, or one registered and trained<sup>1</sup> adult leader, together with a parent<sup>2</sup> (one of whom must be at least 21 years of age or older) of a participating scout are required to attend for the first eight (8) scouts participating in any troop trip or outing.
- If more than eight scouts, or more than one patrol is participating in a troop trip or outing, an additional registered and trained<sup>1</sup> adult leader or a parent<sup>2</sup> of a participating scout (at least one of whom must be at least 21 years of age or older) is required to attend.
- If either 24 or more total scouts, or three or more patrols, sign up to participate in a troop trip or outing, at least three adults who qualify as registered and trained adult leaders<sup>1</sup>(at least one of whom must be at least 21 years of age or older) are required to attend.
- Parents lacking the training described in footnote two (below) may participate in no more than two consecutive troop trips or other outings prior to completing this training (up to a total of not more than three in a 12 month period).
- It is critically important that all adult leaders and parents accompanying the troop on trips and other outings exemplify the true spirit of scouting by striving at all times to maintain a positive attitude, and by doing his or her best to help build each and every scout's self-esteem through positive, encouraging comments and actions rather than through negative or overtly critical statements or actions.
- If the appropriate requirements for adult leader/parent participation, as detailed above, are not satisfied for a given troop trip or other outing, the activity must be cancelled.

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<sup>1</sup>Includes, at a minimum, Introduction to Outdoor Leader Skills and Scoutmaster/Assistant Scoutmaster fundamentals, and Youth Protection Training.

<sup>2</sup>Who has completed, at a minimum, Youth Protection Training and Introduction to Outdoor Leader Skills.

## **PERSONAL EQUIPMENT (See Weekend [Camping Checklist](#))**

- 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.
- Items **not** to be taken include electronic games, comic books, radios, tape player, and other items which distract from the great out-of-doors.
- For long-term or summer camps, cots are recommended.
- When sack meals are requested, no glass containers are permitted.

## **TROOP EQUIPMENT**

- Troop equipment will be treated with respect.
- Troop equipment may be checked out from the Quartermaster by the Patrol Leader prior to the campout.
- Cost of repairs of unnecessary damage to equipment will be billed, in writing, to the responsible party or patrol.
- 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.
- The adult Quartermaster, at time of recharter, will inventory equipment for the Troop's records and for the Chartered Organization.

## **AXES, KNIVES AND OTHER DANGEROUS TOOLS**

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.

- No personal axe, saw or hatchet may be brought or used at a campout.
- Personal pocketknives may be brought and used only if the Scout has earned his Totin' Chip.
- No fixed-back sheath knives are allowed.
- No lighter fluid is to be brought by Scouts on campouts.
- Camping fuels will be supplied by the Troop and checked out from the Quartermaster by the Patrol Leader or Patrol Quartermaster.
- Camping fuels will be used in accordance with BSA rules and regulations. No Scout should bring personal fuel.

## **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

in support of the Scoutmaster and Senior Patrol Leader, to rectify the situation. Disciplinary action should be handed out on a sliding scale according to the seriousness of the infraction.

Discipline Guidelines:

- 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.
- 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:

1) Removing the Scout from the BSA activity, and

2) 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.

- Any infraction at a Troop activity may require the parents to be called, without regard to time of day or distance from Pearland, 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 will be done by the Scout's parents.
- 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.
- 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.

## **COMMITTEE ORGANIZATION**

Reporting Committee Members include:

Committee Chairperson

Activities

Advancement  
Board of Review Coordinator  
Chaplain  
Chartered Organization Representative  
Health & Safety  
Membership  
Quartermaster  
Scoutmaster/Assistant Scoutmasters  
Secretary  
Senior Patrol Leader/Patrol Leaders Council  
Treasurer  
Unit Commissioner  
Any other registered leader or parent requesting presentation time through the Committee Chairperson

Voting Committee Members include:

Activities  
Advancement  
Chaplain  
Secretary  
Treasurer  
Committee Chairperson - only to break a tie  
Committee Member at large (one per patrol)

*NOTE: The Scoutmaster and Assistant Scoutmasters and Senior Patrol Leader are not voting members of the Committee.*

The Committee will function under the following guidance.

- The Committee should have one established Committee meeting per month
- Special meetings may be called.
- Meetings may be held even if it is known that not all Committee Members may be present.
- All Committee Members should be notified of any and all special meetings.
- Any item may be passed by a majority of votes by those members present.
- If an issue needs a timely action, votes (outside a Committee meeting) may be obtained by phone from Committee Members.

- With the exception of the Scoutmaster, a voting Committee Member may also hold a non-voting Committee reporting position.
- Any registered adult leader may make up the Boards of Review, except when they have participated in the Scoutmaster Conference.
- The Senior Patrol Leader may sit on Boards of Review.
- If a person holds two voting positions, they will only have one vote.
- The Committee has the right to replace any inactive or unsuitable member of the Committee. 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.
- One-third of the voting Committee Members (or 3 minimum) make a voting quorum.

## COMMITTEE RESPONSIBILITIES

- Provide adequate meeting facilities.
- Advise the Scoutmaster on policies relating to Boy Scouting and the Chartered Organization.
- Carry out the policies and regulations of the Boy Scouts of America.
- Encourage leaders in carrying out the program.
- Be responsible for finances, adequate funds and disbursements in line with the approved budget.
- Obtain, maintain and properly care for Troop property.
- Provide camping and outdoor programs (minimum 10 days and nights per year).
- Recruit and train quality adult leadership.
- In case the Scoutmaster is absent or is unable to serve, assign a qualified substitute.
- Specific position responsibilities include:

## COMMITTEE CHAIRPERSON

- Organize the Committee to see that all functions are delegated, coordinated and completed.
- Maintain a close relationship with the Chartered Organization Representative and the Scoutmaster.
- Verify references on new adult leader applications.
- See that Troop leaders and Committee Members have training opportunities.
- Interpret national and local policies to the Troop.
- Work closely with the Scoutmaster in preparing Troop Committee meeting agendas.
- Call, preside over and promote attendance at monthly Troop Committee meetings and any special meeting that may be called.
- Ensure Troop representation at monthly Roundtables.
- Secure top-notch, trained individuals for camp leadership.
- Arrange for charter review and recharter annually.
- Plan the charter presentation.
- Participate on Boards of Review when asked to do so.

## ACTIVITIES

- Help recruit individual leaders to take the lead for each activity
- Help the activity leader in securing permission to use camping sites.
- Maintain a current record of driving information of all families with members in the Troop.
- Maintain transportation records for all members of the Troop sufficient to file a tour permit.
- Each Activity Leader should collect activity permission slips to determine the number of drivers and vehicles required for transportation to the event.
- Secure tour permits for all troop activities at least two weeks prior to the activity.
- Ensure a monthly outdoor program.
- Promote the National Camping Award.
- Promote, through family meetings, attendance at troop campouts, camporees, and summer camp to reach the goal of an outing per month.
- Report to the troop committee at each meeting.
- Participate on Boards of Review when asked to do so.

## ADVANCEMENT

- Encourage Scouts to advance in rank, work with Assistant Scoutmasters to determine and help those boys who have been in the same rank for more than a year.
- Keep a list posted of for Scouts to sign up for Scoutmaster Conferences and Boards of Review
- Work with the Troopmaster Software to maintain all advancement records, and make sure that advancements are reported to the council office
- Order advancements and help conduct semiannual Courts of Honor.
- Develop and maintain a merit badge counselor list.
- 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.
- Report to the Troop Committee at each meeting.
- Work with the Membership Chair and Secretary to keep other forms as needed.
- Work with the Troop Librarian to build and maintain a Troop library of merit badge pamphlets.
- Participate on Boards of Review when asked to do so.

## BOARD OF REVIEW COORDINATOR

- Check the Schedule of the Boards of Review.
- Ask Troop Committee members to participate on the scheduled Boards of Review.

- 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.
- Forward Board of Review worksheets to the Advancement Chairperson upon completion of each board.
- Report to the Troop Committee at each meeting.
- Participate on Boards of Review when asked to do so.

#### CHAPLAIN

- Provide a spiritual tone for Troop meetings and activities.
- Give guidance to the Chaplain Aide.
- Promote regular participation of each member in the activities of the religious organization of his choice.
- Visit the home of Scouts in time of sickness or need.
- Provide a spiritual counseling service when needed or requested.
- Encourage Boy Scouts to earn their appropriate religious emblems.
- Report to the Troop Committee at each meeting.
- Participate on Boards of Review when asked to do so.

#### CHARTERED ORGANIZATION REPRESENTATIVE

- Serve as a liaison with the Chartered Organization, First Methodist Church.
- Reserve appropriate facilities for use by the Troop with the Chartered Organization.
- Report to the Chartered Organization about the activities of the Troop.
- Keep the Chartered Organization informed about any changes in facility use or activities of the Troop.
- Encourage participation of the Troop in church activities on Scout Sunday.
- Encourage the Chartered Organization to use the services of the Scouts on Scout Sunday.
- Attend District Committee meetings.
- Report to the Troop Committee at each meeting.
- Participate on Boards of Review when asked to do so.

#### HEALTH & SAFETY

- Verify completion of medical information contained on the Scout's application
- Maintain a Health & Safety notebook containing current physicals for all Scouts and adult leaders.

- Report to the Troop Committee at each meeting.
- Participate on Boards of Review when asked to do so.

## MEMBERSHIP

- Collect the forms for all Scouts, after insuring that the appropriate fees have been paid the forms must be turned in to the council office in a timely manner.
- Collect all forms for Adults wishing to join the Troop, pass the Adult Applications to the Committee Chair for reference checks, get the forms back from the committee chair and get the signature of the Charter Organization Representative.
- Compile a Troop roster for distribution at Courts of Honor
- Assist the Committee Chair and Advancement chair with the completion of the Troop Recharter with the Boy Scouts of America.
- Report to the Troop Committee at each meeting.
- Participate on Boards of Review when asked to do so.
- Work with the Advancement Chair and Secretary to keep other forms as needed.

## QUARTERMASTER

- Supervise and help the troop procure camping equipment.
- Work with the Troop Quartermaster on inventory and proper storage and maintenance of all troop equipment.
- Make periodic safety checks on all troop camping gear, and encourage troops in the safe use of all outdoor equipment.
- Report to the Troop Committee at each meeting.
- Recommend to the Troop Committee additional supplies and equipment required by the Troop.
- Report to the Chartered Organization Representative the inventory of Troop equipment.
- Participate on Boards of Review when asked to do so.

## SECRETARY

- Keep minutes of meetings and send out Committee meeting notices.
- Handle publicity.
- Prepare a family newsletter of Troop events and activities or keep such events updated on the troop website ([www.troop-464.com](http://www.troop-464.com)).
- Conduct the Troop resource survey.
- Plan for family night programs and family activities.
- At each meeting, report the minutes of the previous meeting.
- Review the Troop's flyers and handouts annually.
- Participate on Boards of Review when asked to do so.

## TREASURER

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

## TROOP FINANCES

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 Troop Treasurer will be responsible for maintaining two accounts. One will be the Unit account at the Service Center. Unit account users will consist of the Treasurer, Advancement Chairperson, Committee Chairperson, Scoutmaster and others as the Committee deems appropriate. The second account will be the 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 circumstances those three (3) signatures will include the Treasurer, Scoutmaster and the Committee Chairperson.

- The Troop Treasurer will be responsible for developing the yearly budget. The fiscal year is August 1 - July 31.
- A recharter fee of \$11.60 may be collected at recharter time to cover the cost of National dues; the Scouts are encouraged to also purchase Boy's Life
- Fees for special events or special needs for a campout (such as fees for the rock gym, a waterpark or horseback riding, etc.) will be announced prior to such events with an explanation to the parents.
- Fund-raisers will be conducted annually within Boy Scouts of America and Chartered Organization guidelines. The fund-raisers should be planned at the annual planning meeting. Troop 464 has traditionally done a Pancake Supper and Auction for its fundraiser. The boys are encouraged to participate in Popcorn sales to earn individual scout account monies.
- The budget should be presented within 10 days of the annual planning meeting.
- The rest of the budget should include, but not be limited to, the following.

*Equipment* - to replace, repair or make an original purchase of Troop equipment.

*Library* - to purchase or replace merit badge books, BSA publications and to aid the historian with the purchase of film and a historian book.

*Recognitions* - to purchase recognitions once a year as thank-you to the adult leadership.

*Office* - to offset the cost of copying, postage, stationery and other office supplies.

*Supplies* - to purchase other miscellaneous supplies such as paper products for Courts of Honor, Junior Leadership Training supplies.

*Recharter Fees* - to protect against a failed fund-raiser so the Troop can make their recharter fee requirement.

*Holding Fees* - to be used to hold summer camp places and to order Troop equipment or clothing.

## **INDIVIDUAL SCOUT ACCOUNTS**

- All money earned under the BSA Troop 464 name belongs to Troop 464. All money reserved in an individual Scout account **MUST** be used for Troop 464 activities. In the event that a scout transfers to another troop his funds may be transferred as deemed fair by the troop committee see below.
- Money put into individual Scout accounts will total 50% of the total net profit of a fund-raiser unless the Troop Committee approves another percentage.
- Families may direct the Treasurer to transfer between family members at their discretion.
- A person will be designated for each fund raiser to provide a sign in/out sheet and be prepared to verify the contents.
- 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. If the fund-raiser is not an hourly activity, then a pre-determined amount will be set aside. Example \$X for each item sold not to exceed 50% of the profit.
- If a fund-raiser is for a specific purpose, i.e. a Northern Star project, High Adventure, then it **MUST** be promoted as such, to **ALL** who participate or could participate.
- 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. An accounting will be presented at the monthly Committee Meeting.
- 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.

- Prior to each fund-raiser the Committee shall determine what amount, if any, from the fund-raiser will benefit the individual Scout accounts.
- Money reserved in individual accounts may be used for dues, purchases made through the Troop, i.e. 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 464 activity deemed appropriate by the Committee. The scout account can be used to reimburse the scout for scout uniform pieces. All money to be used out of the account must be accompanied by the troop envelope, and signed by the scout and parent.
- Money in individual Scout accounts cannot be used as reimbursements for personal purchases. Example: to buy a personal tent, or other personal items even if used exclusively on Troop activities.
- One week prior notification of expenditures from individual Scout accounts is required.

## **EXPENDITURES**

- The Troop Committee will approve all expenditures by approving the budget.
- Expenditures outside of explicit budgeted items will be considered and voted on at the monthly Committee Meetings or a special meeting.
- Expenditures, not previously approved, are limited to \$25.00 or 10% of the bank account balance, whichever is less.
- Requests for reimbursement shall be submitted to the Treasurer along with appropriate receipts, documentation, and signatures approving the expenditure.

## **RANK ADVANCEMENT**

Advancement comes in four steps:

### **Step 1.** The Scout learns.

- After obtaining the skills to prove that he has learned, the Scout that is under Second Class of rank may take his book to any Troop 464 registered adults, his Troop Guide, Instructor, Senior Patrol Leader, an Assistant Senior Patrol Leader or any other Scout that is Star rank or above for a signature.
- After obtaining the skills to prove that he has learned, the Scout that is under First Class of Rank may take his book to any Troop 464 registered adults, a Scout that is Life rank or above, Assistant Scoutmaster or Scoutmaster for a signature.
- Scouts First Class or above must have their books signed by a ASM or Scoutmaster.
- Advancement beyond the rank of First Class is the responsibility of the individual Scout.
- 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.

**Step 2.** The Scout is tested.

- The Scout will be tested through various techniques.
- The concluding test will be at the Scoutmaster Conference. This conference will validate the Scout's knowledge and "Scout Spirit." "Scout Spirit" shall require a minimum of 75% participation at Troop meetings (3 out of 4), 50% participation of campouts, 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. It should be restated, however, that "Scout Spirit" is still at the Scoutmasters discretion.
- The Scout must schedule the Scoutmaster Conference the week before he wants the conference and it must be completed before the Board of Review can be scheduled.
- 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.

**Step 3.** The Scout is reviewed.

- The Scout will be reviewed in a "Board of Review."
- The Scout will be reviewed after his Scoutmaster Conference and after the Scout has requested a Board of Review by signing up on the list.
- The purpose of a Board of Review is not to retest the Scout, but
  - 1) to ensure the Scout has completed and learned the required material
  - 2) to find out what kind of experience the Scout is having in his patrol and troop.
  - 3) 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.

**Step 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 card and parent's pin will be presented at the next Court of Honor.
- A Court of Honor will be held at least semi-annually.
- The time and place of each Court of Honor will be set by the Patrol Leaders Council with Committee approval. The parents and friends of the scouts will be invited to the Court of Honor.

**It is the goal of Troop 464 that every new Scout shall earn their rank on the following time table:**

Scout By their first Court of Honor

Tenderfoot By their second Court of Honor

Second Class By their third Court of Honor

First Class Within one year of joining Troop 464

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.

Troop 464 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.

Troop 464 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.

Troop 464 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 Northern Star project sponsored by an Northern Star candidate who is a member of the Troop.

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 a Troop Guide or more senior ranking scout to sign off each requirement upon completion in his Scout Handbook as discussed in the previous section. Finally, he should check his Scout Handbook against the individual history given to him at each Court of Honor.

## **TRANSFERS and Record of Transferred Scouts**

A Scout transferring into Troop 464 will provide the Advancement Chair with the Scout's advancement record signed by the previous troop advancement chair. If possible the Troop 464 advancement chair should make arrangements to acquire the Scout's records electronically if that is not possible the Scout should bring his Scout Handbook and all rank and merit badge cards to the Chair.

## **MERIT BADGES**

- A Scout earns a merit badge by:
  - 1) obtaining permission from the Scoutmaster to work on the badge,
  - 2) getting a buddy to work with him on the badge, and
  - 3) obtaining and working with a BSA registered merit badge counselor.
- The counselor then submits a merit badge completion to the Scoutmaster or Advancement Chairperson, who then turns it in to the Service Center.

- The merit badge and card will be presented to the Scout at the next Court of Honor.
- It is recommended that **MERIT BADGES BE COMPLETED WITHIN TWO YEARS**. This recommendation is at the discretion of the Merit Badge Counselor and Scoutmaster.
- IF a Scout does not finish a MERIT BADGE at Fall Camp, Summer Camp or other out of the troop event it is the Scout's responsibility to find a Merit Badge Counselor to work with them to finish the Merit Badge and Sign-off on the merit badge.
- 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).
- Troop 464 encourages its Scouts to participate in any opportunity offered to enhance a merit badge acquisition.
- 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 Bay 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.

## **QUESTIONS AND WAIVERS**

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 464 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 464 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 464 programs.

**Experience has also shown that no matter how many good guidelines, rules and regulations are printed, they cannot possibly cover all situations. Therefore, the Scoutmaster and Committee will follow these guidelines with "rigid flexibility."**

**Changes or amendments to this policy guidebook can be made by a majority vote at a regularly scheduled committee meeting. The changes must be posted or electronically distributed to all committee members 10 days in advance of the committee meeting where the changes will be voted on.**

Dated:

Troop 464 Committee approved, in accordance with guidelines presented above:

Scoutmaster

Committee Chairperson