

Policies and Procedures

Boy Scout Troop 35

Bolingbrook, IL

Revised 10/26/99

Approved: Frank J. Crawford
Committee Chairman

POLICIES & PROCEDURES

BOY SCOUT TROOP 35

BOLINGBROOK, IL

The Scouts, Leaders and Parents of Troop 35 must adhere to the by-laws, policies and procedures and the rules and regulations of the Boy Scouts of America in order to accomplish the purpose and principles of its program. To provide for growth of moral strength and character, teach citizenship, and enhance the development of physical, mental and emotional fitness. This is all accomplished in the spirit of fun and adventure.

FEES

Joining Fees

A \$50.00 fee is due at the time of a boy's initial registration with the Troop. This fee covers:

- Registration with BSA
- Subscription to *Boy's Life* Magazine
- Insurance with the Troop
- Boy Scout Handbook
- Troop hat and neckerchief
- Neckerchief slide
- Troop numerals
- Red shoulder loops
- Patrol patch
- Scout badge

A second fee of \$30.00 is due at the time of the Troop's re-chartering in February. Statements will be sent out prior to this time. This fee covers all rank patches, position of responsibility patches, awards and patrol patches a Scout will incur while in the Troop.

Both fees may be paid at the time of joining.

Dues

Fifty Cents (\$0.50) a week per Scout. The dues collected pays for the Scout's annual registration, *Boy's Life* subscription and insurance. Each Scout is responsible for paying dues at every Troop meeting whether he attends or not. Dues will not be due on days the Troop does not meet and Courts of Honor. The Scribe at each Troop meeting will collect dues. A Scout **will not** be allowed to go on Troop outings, i.e. hikes, campouts, summer camp, etc., unless his dues are current.

The Scribe at Troop meetings will personally inform scouts if they are in arrears on their dues. If a Scout falls four (4) weeks behind in his dues, for whatever reason (i.e. sports, band, other outside interests, etc.), the Scribe will contact that Scout and inform him of the amount due. When a Scout falls eight (8) weeks behind in his dues, the Scribe will notify the Troop Treasurer, who will in turn notify the parents of the situation.

Camping & Outing Fees

All costs associated with a Troop outing or event, i.e. transportation, registration, camping fees, patches, etc., are the responsibility of each Scout. Any Scout who agrees to attend an activity by the designated date is responsible for all moneys incurred in his behalf whether he goes or not, for example, food. All fees are due the day designated on the permission slip for that event.

Leader Fees

Adult leaders are expected to pay their own registration fees. This annual fee includes a subscription to *Scouting* magazine.

Uniform Costs

Each Scout and Leader is responsible for all expenses related to the purchase and upkeep of his uniform in accordance with B.S.A. and Troop requirements.

Bank Fees

Banking fees incurred by the Troop because a check did not clear will be passed onto to party responsible. If necessary, a "Search" fee will also be included.

UNIFORMS

All Scouts and Leaders are required to have a proper uniform within three (3) months of joining Troop 35. The uniform is to be worn at all Scouting activities.

Dress or "Class A" uniform

- Official B.S.A. shirt (long or short sleeve) with appropriate patches (flag, Council, Troop numerals, patrol, rank, position)
- Official B.S.A. pants or shorts are suggested but jeans are acceptable
- Official B.S.A. khaki web belt
- Troop 35 hat
- Troop 35 neckerchief
- Neckerchief slide
- Socks (If wearing B.S.A. shorts, than official B.S.A. socks are required.)
- Footwear to meet the needs of the event
- Merit badge sash (formal occasions: Court of Honor, parades, etc.)
- Handbook

Summer or "Class B" uniform

- Shorts or jeans
- Scout T-shirt (B.S.A. or camp T-shirt or plain white T-shirt)
- Troop 35 hat
- Footwear
- Socks (If wearing B.S.A. shorts, than official B.S.A. socks are required.)
- Handbook

NOTE: The wearing of camouflage clothing is not acceptable at any time. Sweat pants are not acceptable as uniform pants. They are permitted to sleep in or to sit around your patrol campsite in the evening.

The Troop will hold at least two (2) uniform inspections during the year. Additional inspections can be held at the discretion of the Scoutmaster.

Adult Leaders are expected to be in proper uniform. The wearing of an official Boy Scout Leader uniform helps set the tone for the Troop and provides an example to be followed by the Scouts.

A copy of the *Boy Scout Handbook* is considered as part of the uniform in Troop 35. It is needed by the Scout through his entire Scouting experience. Each Scout should bring his handbook to every Patrol and Troop meeting and campouts.

ADVANCEMENT

Badges of Rank

Rank badges are earned by completing the requirements for each rank as listed in the *Boy Scout Handbook*. These are awarded as soon as possible upon completion of the requirements. A Scout is further recognized the next Court of Honor, where he is presented a "Certificate of Rank" card. All ranks, except the "Scout" rank, require a Board of Review. Tenderfoot, 2nd Class and 1st Class Boards of Review are conducted by fellow Scouts of higher rank under the supervision of one (1) adult leader. Star and Life rank Boards of Review require a minimum of three (3) adult leaders. Eagle Boards of Review are arranged by the Scoutmaster and the District Advancement Chairman and follow current B.S.A. regulations.

The following persons can sign off rank advancement requirements for Tenderfoot, 2nd Class and 1st Class:

- Patrol Leader providing he is of higher rank
- Senior Patrol Leader or one of his Assistants
- Troop Instructor
- Any adult leader
- Scoutmaster or one of his Assistants

Note: Parents are not allowed to sign off any requirements for their son. Even if the parent is a registered Leader or Merit Badge Counselor it is encouraged that the Scout have his requirements or Merit Badges signed by another Leader.

Merit Badges

Merit Badges are needed to complete the requirements for the higher ranks of Scouting, Star, Life and Eagle. It is the responsibility of each Scout to decide which Merit Badges he wishes to work on, receive approval and Merit Badge Card from the Scoutmaster or representative, and to contact an approved Merit Badge Counselor from the Council list. The Scout is expected to purchase the Merit Badge Book unless one is available from the Troop Library. All borrowed material must be returned in good condition or be replaced at the Scout's expense.

Recognition for all completed Merit Badges will be given at the next Court of Honor where the badge will also be awarded.

Court of Honor

Courts of Honor are family events where each Scout is recognized for his advancements in the Troop, Merit Badges earned and any other recognition award. The Troop will have a minimum of two (2) Courts of Honor each year.

Eagle Court of Honor

This is a special Court of Honor held solely for the Eagle candidate. It is held upon completion of all requirements for the rank of Eagle and the approval from the Boy Scout National Council. The Troop will furnish the "Eagle Kit", which contains the Eagle rank pins, mailings for Congratulatory Letters, and the Eagle invitations and programs for the Court of Honor.

TROOP LEADERSHIP

The Troop is run by the Patrol Leader Council, with the Senior Patrol Leader as head and the Scoutmaster and his Assistants being advisors to insure that everything is functioning according to B.S.A. and Troop Policy. The following are the requirements for each leadership position. These requirements are to serve as a guide and may be altered by the Scoutmaster and the Troop Committee to meet the needs of the Troop.

Senior Patrol Leader (SPL)

A Scout must be at least 1st Class rank, 14 years old and approved by the Scoutmaster. This is a Troop elected position. His responsibilities are:

- Preside over all Troop meetings, events and activities.
- Chairman of the Patrol Leader Council (PLC).
- Select Scouts for all appointed positions of responsibility.
- Assign duties and responsibilities to his Troop leadership.

Asst. Senior Patrol Leader (ASPL)

A Scout must be at least 1st Class rank, 13 years of age and approved by the Scoutmaster. The SPL and Scoutmaster appoint this position. There are two (2) positions appointed. His responsibilities are:

- Helps with leading meetings, events and activities.
- Assumes responsibilities of the SPL in his absence.
- Performs duties as assigned by the SPL.
- Trains and guides Patrol Leaders.

Patrol Leader (PL)

A Scout must be at least 2nd Class rank and be approved by the Scoutmaster. This is a Patrol elected position. His responsibilities are:

- Plan and lead patrol meetings and activities.
- Keep patrol members informed.
- Instruct patrol members in scouting skills.
- Participate in Patrol Leader Council
- Participate in Junior Leader Training.

Asst. Patrol Leader (APL)

A Scout must be at least 2nd Class rank and approved by the Scoutmaster. The PL and Scoutmaster appoint this position. His responsibilities are:

- Lead patrol meetings in the absence of the PL.
- Help with patrol business.

Scribe

Any Scout is eligible for this position. The SPL and Scoutmaster appoint him. His responsibilities are:

- Keep minutes of the Patrol Leader Council meetings.
- Collect dues and record Scout attendance.

Historian

Any Scout is eligible for this position. The SPL and Scoutmaster appoint him. His responsibilities are:

- Gather pictures and facts about Troop events and activities.
- Maintain Troop scrapbook.

Quartermaster

Any Scout is eligible for this position. The SPL and Scoutmaster appoint him. His responsibilities are:

- Check equipment in and out for event and activities.
- Keep records of Troop equipment.
- Keep equipment in good repair.
- Suggest new or replacement equipment to the SPL and Troop Committee.

Librarian

Any Scout is eligible for this position. The SPL and Scoutmaster appoint him. His responsibilities are:

- Keep records on literature owned by the Troop.
- Maintain system to check literature in or out.
- Advise SPL and Scoutmaster of needed items.

Elections for the position of Senior Patrol Leader are held once a year in October, taking office November 1. All other elected positions have two elections per year held in April and October, taking office on May 1 and November 1, respectively.

ATTENDANCE

Regular attendance at Troop functions are a vital element in a boy's Scouting development, and is seen as part of a boy's *Scouting Spirit*. Regular attendance develops responsibility and provides maximum opportunity for learning and advancement in the ideals of Scouting and good citizenship.

If a Scout is going to be absent, it is his responsibility to notify his Patrol Leader. The Patrol Leader will in turn notify the Scribe. Notification is required prior to a meeting or activity, except in an emergency.

The Troop will wait no longer than 15 minutes beyond the announced departure time for any event or activity. If a Scout knows he is going to be late, for whatever reason, he needs to contact the appropriate leadership prior to the event so transportation will be made available to him.

Should a Scout become inactive for a period of time, and desires to become active, it will be necessary for him to bring his accounts up to date. Arrangements can be made through the Scoutmaster and the Troop Treasurer.

A Scout who has been absent, without reason, for a period of two (2) months will be considered "inactive". When a Scout becomes inactive, the Troop Committee will notify his parents in writing of this status. Should he remain inactive until such time as the Troop must re-charter, he will not be re-registered for the coming year. Any Scout who is not re-registered or who voluntarily has requested to be dropped from the Troop, and subsequently desire to again become active after the re-chartering date, will be required to pay the current full registration fee.

TROOP COMMITTEE

The general responsibilities of the Troop Committee are as follows:

- Provide and support competent adult leadership for the Troop.
- Help with the acquisition and maintenance of Troop equipment.
- Assist with Troop finances and records.
- Support the advancement program of the Troop.
- Help the Troop recruit new boys.
- Support the outdoor program.
- Keep Scouts and parents informed.

The Troop Committee consists of a minimum of three (3) members, the Committee Chairman, the Secretary, and the Treasurer. Other committee responsibilities include Advancement, Outdoor Programs, Camping, Publicity, Equipment, Transportation and Fund-raising to name a few. *ALL* parents are encouraged to assist on the Troop Committee and are expected to help as needed. The more people who help the less the burden on everyone.

A simple majority of the active adult Scouters shall constitute a quorum. A two-thirds majority of the active adult Scouters are needed to approve or amend the policies and procedures of the Troop. An active adult Scouter is a registered Scouter that participates in at least 50% of the Troop meetings and activities.

The Committee has determined that the Scoutmaster and the Assistant Scoutmasters will carry full voting privileges.

FUND-RAISERS

Fund-raisers are designed to provide general operation revenues for the Troop. Participation in a fund-raising activity is a growth experience for each Scout, providing an opportunity to learn more about himself and develop improved social skills. Additionally each Scout may earn a portion of the profit for his individual Troop account. The amount a Scout can earn is dependent on the guidelines of the fund-raiser.

All Scouts are expected to actively participate in all fund raising activities. Parents are also encouraged to participate in all fund-raisers. This is an opportunity for them to show support to their son and his Troop.

SCOUT ACCOUNTS

The Troop Treasurer maintains an account for each Scout in the Troop. The Scout can add moneys to this account at any time for future use.

Funds from a Scout's account may be used for Troop activities, uniform needs, dues, Summer Camp or High Adventure trips. Any other use of account funds must be submitted to the Troop Committee in writing and be approved prior to its use (i.e. camping gear, tent, sleeping bag, etc.). Account moneys are to be used for Scouting or Scout related items.

Funds may be left in a Scouts account (interest free) to save for some future scouting event or need. If a Scout transfers to another troop, the balance of his account, minus any owed fees or dues, will be transferred to the new troop. Any Scout who is placed on "inactive" status, as stated earlier, forfeits his accrued moneys and those moneys are transferred to the Troop general operating funds.

The Troop Committee on an individual basis will resolve any discrepancies or exceptions to this policy.

FRIENDS OF SCOUTING

FOS (Friends of Scouting) is a financial campaign to help support the Council level of activities. Some of the services provided include camping facilities, administrative office support, training, program equipment, etc. Troop 35 supports the FOS program and will solicit contributions at the Troop's annual Red & Green Diner. Specific details of the program are available upon request and are distributed annually during the campaign.