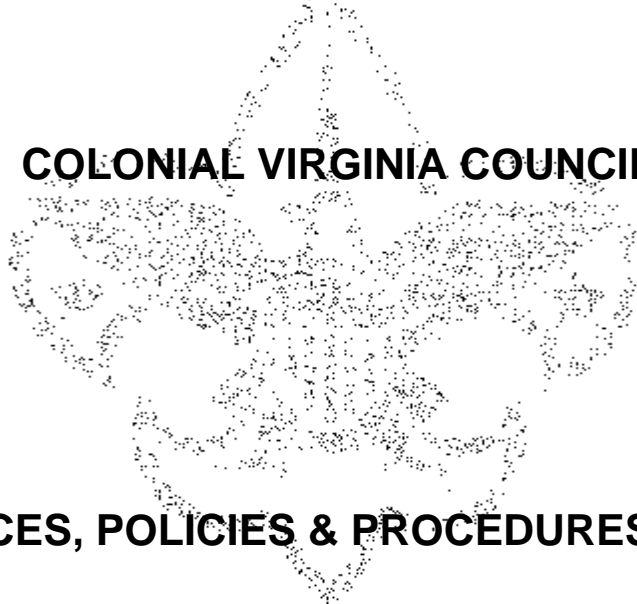


BOY SCOUT TROOP 313

NEWPORT NEWS, VA

NEWPORT NEWS DISTRICT

COLONIAL VIRGINIA COUNCIL



PRACTICES, POLICIES & PROCEDURES MANUAL

MARCH 2005

Table of Contents

1. INTRODUCTION.....	4
1.1 INTRODUCTION TO THIS DOCUMENT.....	4
1.2 INTRODUCTION TO THE TROOP.....	4
2. INFORMATION FOR BOYS.....	4
2.1 JOINING THE TROOP.....	4
2.2 TROOP FEES.....	5
2.3 UNIFORMS.....	5
2.3.1 Philosophy.....	5
2.3.2 Description.....	5
2.3.3 Uniform Inspection.....	5
2.4 ADVANCEMENT.....	5
2.4.1 Philosophy.....	5
2.4.2 Ranks.....	6
2.4.3 Attendance.....	6
2.4.4 New Scout Patrols.....	6
2.4.5 Merit Badges.....	6
2.4.6 Scout Spirit.....	7
2.4.7 Scoutmaster's Conference.....	7
2.4.8 Goals.....	7
2.4.9 Board of Review.....	7
2.4.10 Court of Honor.....	8
2.4.11 Religious Awards.....	8
2.5 BEHAVIOR AND SELF CONTROL.....	8
2.5.1 Philosophy.....	8
2.5.2 Consequences.....	8
2.5.3 Language.....	8
2.5.4 Electronic Devices.....	9
2.5.5 Horseplay.....	9
2.5.6 Drug Abuse.....	9
2.6 CARE OF EQUIPMENT & FACILITIES.....	9
2.6.1 Philosophy.....	9
2.6.2 History.....	9
2.6.3 Issuance of Equipment.....	9
2.6.4 Replacement of Equipment.....	10
2.7 ELECTIONS.....	10
2.7.1 Philosophy.....	10
2.7.2 Timing and Frequency.....	10
2.7.3 Appointed Positions.....	10
2.7.4 Term of Office.....	10
2.7.5 Rank Requirement.....	10
2.7.6 Procedures.....	10
2.7.7 Junior Leader Training.....	11
2.7.8 Removal from Office.....	11

2.8 HIGH ADVENTURE.....	11
2.8.1 Description.....	11
2.8.2 Safety.....	11
2.8.3 Participation.....	12
2.9 OLDER SCOUT PATROL.....	12
3. INFORMATION FOR ADULTS.....	13
3.1 TROOP ORGANIZATION.....	13
3.1.1 Philosophy.....	13
3.1.2 Charter Organization.....	13
3.1.3 Troop Committee.....	13
3.1.4 Scoutmaster.....	13
3.1.5 Assistant Scoutmasters.....	13
3.1.6 Registration of Adults.....	13
3.1.7 Junior Leaders.....	14
3.1.8 Patrol Leaders' Council.....	14
3.2 TROOP FINANCES.....	14
3.2.1 Philosophy.....	14
3.2.2 Payment of Troop Dues.....	14
3.2.3 Payment of Camp-out Fees.....	15
3.2.4 Payment of Patrol Meal Fees.....	15
3.2.5 Refunds for No-shows.....	16
3.3 FINANCIAL AID.....	16
3.3.1 Philosophy.....	16
3.3.2 Savings Accounts.....	16
3.3.3 Council Support.....	16
3.3.4 Required Action to Receive Financial Aid.....	16
3.4 SAFETY.....	17
3.4.1 Philosophy.....	17
3.4.2 Permission Slips.....	17
3.4.3 Transportation.....	17
3.4.4 Youth Drivers.....	17
3.4.5 Use of Cutting Tools and Fire.....	18
3.4.6 Youth Protection.....	18
3.4.7 Prescription Drugs.....	18
3.4.8 Insurance.....	19
4. AMENDING THIS DOCUMENT.....	19
5. APPENDIX.....	20
5.1 LETTER TO PARENTS REQUIRING FINANCIAL AID.....	20

1. INTRODUCTION

1.1 INTRODUCTION TO THIS DOCUMENT

This document is a summary of current practices, both administrative and operational, of our Boy Scout Troop. It is meant to be a living document, that is, as the Troop grows and changes, this document must change too. The document is meant to be an outline of Troop policies and an informational summary for Scouts and Parents. Some individual items, and the document as a whole, have been approved by the Troop Committee. It may be amended as outlined in the "Amending This Document" section.

1.2 INTRODUCTION TO THE TROOP

The Troop, as presently chartered, was first registered in March 1993. In the early 1980s, there was a Troop 313 chartered by St. George's Episcopal Church. However, the Troop disbanded and its equipment was disbursed. Troop 313 is within the James River District, Colonial Virginia Council.

We are currently chartered by the Denbigh Church of Christ. Troop weekly meetings are on Monday evenings at 7:00 PM in the church Family Room. Patrol Leaders Council meetings are every other Monday evening at 6:30 PM in the church Family Room, unless otherwise noted by the Senior Patrol Leader and Scoutmaster.

One weekend each month is set aside for Troop activities, mainly camping, but also other activities to further the growth and education of the Scouts. Each summer, Scouts are given the opportunity to attend a long-term summer camp either at the Colonial Virginia Council's Camp or at a more distant camp.

The Troop subscribes fully to all rules and regulations of the Colonial Virginia Council and the National Boy Scouts, especially the two-deep leadership rule for all activities.

2. INFORMATION FOR BOYS

2.1 JOINING THE TROOP

Any boy who wishes to join our Troop and who meets the eligibility requirements on the Boy Scout Membership Application is welcome. The eligibility requirements are: be 11 years old, or have completed the fifth grade, or have earned the Arrow of Light, and be younger than 18 years. Boys are encouraged to come to Scout meetings and even to Scout outings before they join.

Boys meeting these requirements should present a completed application for membership to the Scoutmaster, along with any required fees. They must then demonstrate ability to complete the joining requirements as outlined in the Boy Scout Handbook. Scouts transferring from other Troops must also present a completed and signed (by the previous Scoutmaster or designee) official Youth Transfer Form either at the time they join, or shortly thereafter. This is for record keeping purposes as the Scout advances toward Eagle.

2.2 TROOP FEES

Troop 313 collects dues in November and December for annual re-chartering. The rate is set to cover the cost of registration, *Boy's Life* subscription, and the anticipated cost of awards and insignia presented to Scouts each year. The rate does not cover any operating expenses the Troop incurs. Dues for boys joining in mid-year will be pro-rated according to a schedule developed by the Troop Treasurer and approved by the Troop Committee.

Scouts and parents must know that many other costs will be incurred. Food must be bought for each campout. There may be transportation costs associated with some activities. Uniforms are quite costly. Some camping equipment must be bought by the Scout (and some is provided by the Troop). And summer camp is a rather large annual expense.

Scouts who commit to attending any particular activity will not be given a refund for any expenses incurred for them. This includes food money for Scouts who find they cannot attend a campout after food has already been bought.

2.3 UNIFORMS

2.3.1 Philosophy

Boy Scouting is a uniformed activity. Scouts and adult leaders should wear the uniform proudly and properly.

2.3.2 Description

The appropriate uniform for weekly meetings is the *Class A* uniform, including the khaki Boy Scout shirt, neckerchief, shorts or pants, belt, and socks. Boy Scout caps may be worn to the meeting but should not be worn inside the building. As a cost-saving measure for new Scout families, Scouts up to First Class may substitute neat and clean civilian pants and socks. Once a Scout reaches First Class he should obtain the complete uniform. From Memorial Day to Labor Day, a *Class B* uniform may be substituted. A *Class B* uniform means that a Boy Scout T-shirt, Troop T-shirt, or Boy Scout Activity Shirt may be substituted for the khaki shirt. Nothing less than a *Class B* uniform should be worn to any Boy Scout activity. Full *Class A*'s should be worn when traveling to and during formal events such as Courts of Honor, public events, and Scout Shows.

2.3.3 Uniform Inspection

A Troop Uniform Inspection will be conducted at least annually by the Senior Patrol Leader. Several BSA publications describe the proper uniform and placement of emblems.

2.4 ADVANCEMENT

2.4.1 Philosophy

Advancement in rank is the unit of measurement used by Scouting to measure a boy's progress in developing personal skills. It is the policy of Troop 313 to follow the letter and the spirit of each

requirement for advancement. We believe that the Scouting experience will be much more meaningful if this policy is followed.

2.4.2 Ranks

The progression of ranks is as follows: new Scout (no rank), Scout, Tenderfoot, Second Class, First Class, Star, Life, and Eagle. New Scouts should try to reach First Class within one year after joining. Scouts who work hard at their first summer camp and who take advantage of first year Troop activities can reach First Class within several months.

2.4.3 Attendance

Those Scouts who regularly attend weekly meetings, take advantage of instructional opportunities, and participate in monthly outings will naturally advance most quickly. There is no attendance requirement however to maintain membership in Scouting.

At almost every weekly meeting there will be announcements, newsletters, or other distributions of information that are important to the Scouts. If a Scout is not present, it is his responsibility to contact his Patrol Leader to find out if any written information was distributed. Scouts and parents should understand the Troop cannot be responsible for disseminating information to all non-attending Scouts.

2.4.4 New Scout Patrols

Depending upon the number of new Scouts recruited by the Troop in a given year, new Scouts may either have their own Patrol or may be integrated into existing Patrols. In either case it will be the responsibility of the Troop Guide(s), with help from adult advisors, to provide opportunities for new Scouts to fulfill all the requirements to reach First Class. Troop Guides may sign off on requirements for new Scouts under their charge. Skill classes and demonstrations should be planned for each weekly meeting and weekend campout.

2.4.5 Merit Badges

Advancement through the upper ranks (Star, Life, and Eagle) depends mostly on earning merit badges. Merit badges should be seen as an opportunity to explore future career opportunities and to learn about new subjects. Throughout most of the year, the Troop will offer opportunities for Scouts to make progress on merit badges during weekly meetings. Summer Camp is a Scout's greatest opportunity to earn several merit badges quickly. Scouts may also work in small groups with a Counselor apart from normally scheduled meetings. Typically there will be requirements that the Scout must complete on his own or with his family. Generally a Scout must finish a merit badge within six months of the time he started it, or he must start it again. This does not apply to merit badges (such as Hiking) which by their nature require a long time to finish. However, these badges must be completed on time, as determined by the Counselor. To start a merit badge, the Scout must first speak with the Scoutmaster who will determine whether the boy is ready to start the badge and if there is an available Counselor. If the Scoutmaster approves, he will present the Scout a signed Merit Badge Application that the Scout will then present to the Counselor. In practice, the Scout should also get pre-approval from the Counselor to ensure that he or she is willing to teach the badge right now. **It is the policy of Troop 313 to follow the letter and**

spirit of each requirement. To advance, Scouts should be sure to take advantage of merit badge classes when they are offered by the Troop and in summer camp. Some classes will only be offered occasionally so a Scout's advancement toward Eagle could be delayed if he fails to earn a badge when he has the opportunity.

2.4.6 Scout Spirit

The most important requirement for each rank is the one which states "Demonstrate Scout spirit by living the Scout Oath and Scout Law in your everyday life." This requirement may only be signed off during the Scoutmaster Conference after all other requirements are completed. The Scoutmaster (or the Assistant Scoutmaster who performs the Conference), or the members of the Board of Review may delay a Scout's advancement by requiring him to more fully demonstrate Scout Spirit.

2.4.7 Scoutmaster's Conference

Scoutmaster's Conferences should be scheduled soon after a Scout completes all the requirements for a rank. **However, it is the Scout's responsibility to make sure that the Scoutmaster knows the Scout is ready for review.** During the Scoutmaster's Conference the Scout will not be tested on the requirements for his rank. Rather, he will discuss his goals with the Scoutmaster, will have a chance to speak individually with the Scoutmaster about his advancement and about the Troop. The Scoutmaster will help the Scout accept his responsibility for his growth in Scouting and in helping the Troop grow in Scouting. The conference should be conducted where the Scout and the Scoutmaster can have a private conversation but where they are in plain sight of other Troop members and leaders.

2.4.8 Goals

It is the policy of Troop 313 that each Scout should write goals to earn any rank above Scout. The goals should cover three areas: Scouting, Family, and School. As the Scout progresses through the ranks, the goals should increase in quantity and quality. The Troop expects these goals to be kept in a three ring binder through his entire Scouting career. When the Scout schedules his Scoutmaster's Conference, he will be told how many goals to make and how detailed they should be.

2.4.9 Board of Review

After a Scout has successfully completed his Scoutmaster's Conference, he should notify the SPL that a Board of Review needs to be scheduled. The SPL will notify either the Advancement Chair or the Committee Chair, who will schedule the Board. A Board of Review should consist of either the Advancement Chair or the Committee Chair (as the Board Chair) plus other Committee members, and qualified adults as the Board Chair decides. Scouts of advanced rank may be asked to sit on Boards of Review. During a Board of Review, a Scout may be asked to demonstrate his knowledge and skills regarding any rank up to the one for which he is being reviewed. He must wear his full Class A uniform and must have his Boy Scout Handbook and his goals. When the Board passes the Scout, he must show the Advancement Chair his Handbook. If available, he will receive his rank patch at the same meeting.

2.4.10 Court of Honor

Troop 313 presently holds two Courts of Honor per year, typically in March and September. At Courts of Honor, Scouts will be presented with the certificates of rank and merit badges that they have earned since the last Court of Honor. **These certificates are the most important record of a Scout's advancement. Keep them in a safe place -- they are the proof of the Scout's achievements and he may need them when he qualifies for Eagle.**

2.4.11 Religious Awards

While all religious awards are presented by the faiths themselves and not by BSA, belief in a God is required to be a Scout. Each week a Scout promises to "Do his duty to God" and recites that "A Scout is Reverent". Scouts are strongly encouraged to earn the award presented by their faith. A nondenominational service will be an integral part of each weekend campout. The service will be prepared by the Chaplains Aide under the guidance of the Troop Chaplain.

If you are not affiliated with a particular religion or denomination, the Troop Charter Organization is willing to help any Scout earn their religious award. The Members of the Churches of Christ for Scouting (MCCS) national organization has developed the Servant Leadership Series. This is a religious program for youth in Cub Scouts, Webelos Scouts, and Boy Scouts. Information about this program may be obtained from the Charter Organization Representative.

2.5 BEHAVIOR AND SELF CONTROL

2.5.1 Philosophy

The most important thing a boy can learn in Scouting is to live by the Scout Law: **A SCOUT IS TRUSTWORTHY, LOYAL, HELPFUL, FRIENDLY, COURTEOUS, KIND, OBEDIENT, CHEERFUL, THRIFTY, BRAVE, CLEAN, AND REVERENT.** If a boy learns the meaning and practice of these qualities, his experience in Scouting will have been successful, regardless of the final rank he achieves.

2.5.2 Consequences

Troop 313 expects Scouts to live by the Scout Law. Failure to do so may result in "quiet time" for a Scout, may result in his being excused from a group instruction, and may result in a Scoutmaster Conference with the parents. On a Scout outing, if a Scout cannot live by the Scout Oath and Scout Law, the adult leaders present may agree to ask his parents to come and take him home.

2.5.3 Language

Habitual cursing is an indication of an unclean mind and an irreverent heart. The Scout Law states that a Scout is Clean and Reverent. Instances of serious abuse of language will result in a Scoutmaster Conference with the parents.

2.5.4 Electronic Devices

Small devices with headphones such as Walkman's or GameBoys are permitted on Scout outings. However, these devices are only to be used while traveling to or from an event. During the event, the devices may only be used in the Scouts' tent after "lights out". The Troop reserves the right to restrict the use of any electronic device for certain events. The permission slip for an event will indicate if electronic devices will be prohibited. Also, some camping facilities prohibit the use of electronic devices. The Troop waives any and all responsibility for electronic devices brought on a trip.

2.5.5 Horseplay

Due to the likelihood of personal injury, no horseplay, rough housing, wrestling, or rough physical contact of any kind will be permitted during Scout events.

2.5.6 Drug Abuse

Use of any mind altering or addictive substances is inconsistent with Scouting. One of the goals of Scouting is to give boys the knowledge and self confidence to be able to resist any desire or pressure to partake in substance abuse.

Use of all tobacco products by Scouts at all Troop events is strictly prohibited. Use of tobacco by adults is strongly discouraged and should only be done outside the view of Scouts. Possession or use of alcohol is strictly prohibited by all persons attending Scouting events. Possession or use of any illegal substances will result in a Scout being banned from the activity. Parents will be notified of any infractions of these rules.

2.6 CARE OF EQUIPMENT & FACILITIES

2.6.1 Philosophy

While the Troop knows and accepts that all equipment goes through a normal wear-and-tear process, we expect Scouts and adults to treat the Troop equipment with respect and to care for it as if it were their own. Any facility that the Troop is using should be treated with the utmost care. Improper use of facilities may cause the Troop to be denied further use of those facilities.

2.6.2 History

This Troop began in 1993 with no money and no equipment. A Boy Scout Troop requires a fair amount of camping and outdoor related equipment to operate. Through much hard work, generosity, and sweat the Troop has acquired a considerable inventory of tents, lanterns, chuck boxes, tarps, cooking equipment, a trailer, and a storage space.

2.6.3 Issuance of Equipment

The Troop Quartermaster will issue equipment to each Patrol for each campout and will keep a record of his assignments. Each piece of equipment should be returned to the Quartermaster in the same state it was issued. If, at the end of the campout, equipment is clean and dry it may be

returned at that point. If it is wet, dirty, or damaged, it will be taken home by the Scout to whom it was issued and should be returned in good condition at the next weekly meeting.

2.6.4 Replacement of Equipment

Scouts or Patrols who damage equipment through negligence, horseplay, or mischief may be required to replace it.

2.7 ELECTIONS

2.7.1 Philosophy

The only Boy Scout Troops that thrive are those which are lead by the Scouts themselves. Scouts select their leaders in regularly scheduled elections. Following are the procedures to be followed for Troop 313 elections.

2.7.2 Timing and Frequency

Troop elections for Senior Patrol Leader and Patrol Leaders shall be held each twice a year, typically in March and September.

2.7.3 Appointed Positions

Appointed positions shall rotate in sequence with elected positions. Assistant Senior Patrol Leader(s) and Assistant Patrol Leaders shall be appointed by the SPL and PL respectively, only after private consultation with the Scoutmaster and his Assistants. Other appointed positions shall also be selected by the SPL in consultation with the Scoutmaster, from those Scouts expressing interest in each position.

2.7.4 Term of Office

Elected leaders *shall not* serve more than two consecutive terms. Appointed leaders *should not* serve more than one consecutive term. This may be waived in consultation with the Scoutmaster.

2.7.5 Rank Requirement

The SPL shall be at least of First Class rank. Star Scouts and above should be given preference in selection of SPL candidates and Patrol Leader candidates. In selection of candidates for ASPL and other appointed positions, preference should be given to those Scouts whose next rank advancement requires performance in leadership positions.

2.7.6 Procedures

1. Potential candidates for elected office shall notify the Scoutmaster of their interest at least two weeks before the date of the election, using the Leadership Position Application. The Scoutmaster, in consultation with his Assistants, may or may not give approval for individuals to run for any office. If an individual is disapproved, the reasons should be clearly explained in a Scoutmaster Conference.

2. Candidates for elected office shall be announced by the SPL one week before the date of election.
3. On the date of the election, each candidate for elected office shall give a short speech outlining his qualifications, plans, reasons for running, and any other information he thinks is appropriate.
4. Election shall be by secret ballot. Irreconcilable ties shall be resolved by decision of the current SPL and the Scoutmaster.
5. The SPL shall be elected first. One week later, in private consultation with the Scoutmaster and his Assistants, the ASPL(s) shall be selected. Four ASPLs may be appointed. Following announcement of the ASPL selection(s), election for PLs shall proceed, also by secret ballot. Each newly elected PL shall select his APL in private consultation with the SPL and the Scoutmaster. The SPL shall then select and announce appointees for the remaining offices.

2.7.7 Junior Leader Training

All Junior Leaders shall participate in Troop, District, or Council Junior Leader Training. The Troop shall offer this training on an as-needed basis. The Troop shall assume the cost of Junior Leader Training at the District and Council levels.

2.7.8 Removal from Office

Incumbents in any office may be removed by the Scoutmaster, in consultation with his Assistants, for just cause. Just cause shall include items such as gross infractions of Troop behavior policies, and inability to live by the Scout Oath and the Scout Law. Just cause may also include unsatisfactory attendance. Unsatisfactory performance in office should not be used as just cause until after the office holder has completed Junior Leader Training and has been counseled by the Scoutmaster on ways to improve his performance. If performance does not then improve, or if the office holder refuses to attend Junior Leader Training and Scoutmaster counseling sessions, the office holder may be removed for unsatisfactory performance.

2.8 HIGH ADVENTURE

2.8.1 Description

The Boy Scout program offers a number of advanced activities that fall under the general heading of High Adventure. These activities include backpacking, canoeing, off-road biking, climbing, COPE (Challenging Outdoor Personal Experience) and similar related experiences. These activities are aimed primarily at older scouts to give them advanced outdoor experiences and to keep them interested in the Scouting program.

2.8.2 Safety

The **primary** concern of adult leaders in organizing and participating in a High Adventure activity is to ensure the safety of all participants. All policies outlined in the Boy Scouts of America publication "A Guide to Safe Scouting" shall be followed at all times.

2.8.3 Participation

It is the general policy of Troop 313 that Scouts shall be age 13 and shall have attained the rank of First Class before they will be allowed to participate in strenuous High Adventure activities. The age requirement is in place because most High Adventure activities involve an element of risk. Boys need to have the physical and emotional maturity to understand and manage that risk. The rank requirement is in place because most High Adventure activities require a knowledge of Scouting skills that a boy may not have until he reaches that rank. If more rigorous standards are enforced by the Boy Scout Council or other agency in charge of a particular activity, then those standards take precedence.

For many High Adventure activities a Scout may be required to have specialized equipment before being allowed to participate even if he meets the other qualifications. For example, on a biking trip helmets will be required, or on a backpacking trip, good boots and an adequate backpack are necessary and cannot be supplied by the Troop. If such equipment is required for an otherwise qualified Scout and cannot be obtained by the Scout, the Troop will make every effort to find a source for such equipment, but we cannot guarantee its availability.

Two types of exceptions may be made to the above policy. For some activities, a **General Exception** may be made to open an activity to all Scouts. These activities are only those which demand little advanced physical ability (such as an off-road biking trip on flat ground carrying little extra weight). A **Specific Exception** may be made for individual Scouts on individual events if the Scout has demonstrated the physical and emotional maturity and the Scouting Skills necessary for the event. All exceptions shall be made only upon recommendation by the Scoutmaster and approval by the Troop Committee.

2.9 OLDER SCOUT PATROL

In order to provide older Scouts with an opportunity to do "older Scout things". An Older Scout Patrol (OSP) is made up of Scouts meeting the following requirement: 15 years of age or Life Scout Rank. This patrol is for special camping trips only. The members of the OSP may be in any regular Patrol of the Troop. They will elect a Patrol Leader and appoint an Assistant Patrol Leader. Two advisors, who have been with the Troop at least two years, shall be selected by the boys in the Patrol. The OSP may go on one camping trip each calendar quarter if the following restrictions are met:

- Must attend at least one regular Troop camp-out during the previous calendar quarter.
- Must train or teach younger Scouts for two hours during the previous calendar quarter. This could be teaching a merit badge or other Scouting skill such as fire building, *Totin' Chip*, cooking, etc.

3. INFORMATION FOR ADULTS

3.1 TROOP ORGANIZATION

3.1.1 Philosophy

Troop 313 is organized according to the recommendations, rules, and regulations of the National Boys Scouts of America. Refer to the booklet entitled “Troop Committee Guidebook” for further information on Troop organization.

3.1.2 Charter Organization

The Troop and all of its equipment are “owned” by the Charter Organization, which oversees all activities of the Troop, provides meeting space, and approves applications for all adult leaders in the Troop. The Charter Organization appoints a liaison to work with the Troop called the Charter Organization Representative (CR).

3.1.3 Troop Committee

Under the Chartered Organization’s guidance, the Troop Committee recruits adult leaders, advises the Scoutmaster on BSA and Troop policies, is responsible for finances, and implements policies outlined by the Chartered Organization.

3.1.4 Scoutmaster

The Scoutmaster, appointed by the Troop Committee, supervises the week-to-week activities of the Troop and guides the junior leaders in the Troop. He is ultimately responsible for the operational actions of the Troop. Because of this responsibility, the Scoutmaster, in consultation with his Assistants, has veto power over actions proposed by the Patrol Leaders’ Council (see below).

3.1.5 Assistant Scoutmasters

Assistant Scoutmasters are responsible for one to several specific duties such as helping the Troop Guides lead the new Scouts toward 1st Class, organizing specific camp-outs, organizing transportation, etc.

3.1.6 Registration of Adults

All adult leaders who regularly support the Troop should register as official BSA leaders by filling out an Adult Application. This protects the individual and the Troop by enrolling him or her in the Council’s liability insurance program. Adult leaders are strongly encouraged to attend regularly scheduled Leader Training courses. These courses provide invaluable information about the philosophy and practices of the BSA. The Troop will reimburse individuals for all fees associated with these courses.

3.1.7 Junior Leaders

Junior leaders are led by the Senior Patrol Leader and his Assistant Senior Patrol Leader(s). Each patrol has an elected Patrol Leader and an appointed Assistant Patrol Leader. Other appointed junior leadership positions include the Quartermaster, Scribe, Librarian, Historian, OA Representative, Troop Guide, Instructor and Chaplain Aide.

3.1.8 Patrol Leaders' Council

Weekly Patrol Leaders' Council (PLC) meetings are held prior to each troop meeting to review the plans for that night's meeting. Once each month, the PLC meeting will convene earlier in order to plan activities for the coming months. All troop level junior leaders and Patrol Leaders are expected to participate in the PLC meetings. Patrol Leaders who are unable to make a meeting should insure that the Assistant Patrol Leader attends to represent the patrol

3.2 TROOP FINANCES

3.2.1 Philosophy

The Troop Treasurer, selected by the Troop Committee, is responsible for keeping accurate records of the income and expenses of the Troop. The Treasurer will develop a draft annual budget to be approved by the Troop Committee.

As mentioned in the section "*TROOP FEES*" above, the annual dues paid by Scouts and adult leaders cover very little of the annual operating expenses of the Troop. Any fund raising done by the Troop must be consistent with the guidelines developed by National Boy Scout office and the local Council. It is the practice of the Troop to hold at least one fund raising activity per year. Most of the profits are deposited into accounts for the Scouts to help pay for summer camp or other major Scouting related expenses. Other fund raising is done on an as-needed basis. A relatively small savings account should be maintained to carry the Troop through any tight-budget times.

The Troop Treasurer will also serve as a collection and distribution point for expenses and fees associated with specific events such as camp-outs and summer camp. However he should not normally be involved with patrol related food expenses for weekend camp-outs.

The Troop will annually support District and Council fund raising activities that do not necessarily directly benefit the Troop.

3.2.2 Payment of Troop Dues

Annual Troop dues for Scouts are to be paid by the due date set by the Troop committee in early December each year. Part of this fee goes directly to National for yearly registration, and part is for purchase of the yearly subscription for *Boy's Life*. The remainder is retained in the Troop treasury to help defray the cost of buying rank awards, merit badges, leadership badges, merit badge books, program supplies, etc. Scouts joining the Troop during the current year will have the dues prorated on a per month cost. No Scout will be allowed to earn badges or participate in more than one camping event unless he is registered with the Troop and has paid all required dues.

Each new Scout joining the Troop is asked to buy an official neckerchief. Official Troop T shirts are also available. The price of the T-shirt varies from year to year and design to design. Those Scouts attending summer camp will receive a T-shirt as part of the Troop summer camp expense.

3.2.3 Payment of Camp-out Fees

Many trips and district camp-outs require the payment of fees for participating in the event. Payment of these fees is the responsibility of the individual Scout. These fees need to be paid up-front and must be paid by the specific due date. Due dates are announced and published before the event. It is the goal of the Troop leadership that each Scout learns to accept responsibility for their action or inaction. If a required fee is not paid by the specific due date, then that Scout will not be able to participate in that event. This policy also applies to the requirement to turn in a parental permission slip for a specific trip. This policy is not intended to be exceedingly harsh but to teach Scouts to take responsibility early in life.

Troop trips to some locations require the payment of user fees for camp site reservations. Trips to distant locations may require that Scouts share transportation costs. At times, these campsite reservation fees are non-refundable and must be paid months in advance. The Troop leadership will do its best to survey the Scouts for interest and reserve enough capacity for the desired interest level. Scouts will be asked to commit to participating in trips and pay required fees in advance. Scouts who cannot commit by the reservation deadline will be placed on a waiting list. As the event date gets closer those Scouts on the waiting list that wish to participate will be allowed to participate if both campsite and transportation capacity are available, no guarantees. Each camping event will be run on a break even basis and costs will be shared by all participants. The Troop is not financially able to buy excess capacity for Scouts who are unable to make a commitment by a specified deadline.

3.2.4 Payment of Patrol Meal Fees

Unless otherwise stated, the procurement of food for meals for camping activities is the responsibility of each patrol. The patrol leader or his assistant will determine and collect the fee for meals from each Scout. Fees should be collected as far in advance as needed so that the food can be bought for the event without inconveniencing the patrol leader or any supporting parent.

Adequate food should be bought to feed the patrol members without exceeding the predetermined budget amount. The patrol leader and assistant patrol leader with parental assistance should ensure that the patrol meal budget is maximized. This amount has generally been determined to be about \$10.00 per Scout for a typical weekend camp-out. Patrols should not forget to occasionally buy incidental items for their patrol boxes such as paper towels, dish soap, foil, etc. Each patrol member participating in an event is responsible for assuming his fair share of the cost and prepaying that cost up front.

Scouts who do not prepay their meal fees to the patrol leader by the specified date should not expect to participate in the event. If a Scout is unable to participate in an event after paying his meal fees, he should notify his patrol leader as soon as possible. If the patrol leader has already bought food for the patrol, the Scout is not entitled to a refund. If the patrol leader has not yet bought food, then a refund should be given to the Scout and the shopping list adjusted accordingly.

Each patrol has a savings account designated for excess patrol money. Patrol leaders should turn in any excess moneys to the Troop treasurer for safekeeping until needed. Money deposited in this account can be later used for reducing the meal fee for a particular trip or used to cover unexpected budget shortages.

3.2.5 Refunds for No-shows

Scout are required to pay for specific event fees in advance. A Scout who prepays a fee and is then unable to attend the event may request a refund of a prepaid fee. If the Troop has not and will not incur a financial loss as a result of this cancellation, a refund will be granted. If refunding the fee will result in a financial loss to the Troop, a refund should not be expected and will not be granted.

3.3 FINANCIAL AID

3.3.1 Philosophy

It is the policy of this Troop that no Scout be prevented from participation in Scouting for financial hardship reasons. To assist in accomplishing that goal, a specific portion of the Troop's yearly budget will be earmarked for financial assistance.

It is also the policy of the Boy Scouts of America and the Troop 313 leadership that no fee should ever be totally waived. Some good faith effort to pay part of any fee must be made by the disadvantaged Scout. One of the requirements for advancement to all ranks is to "demonstrate Scout spirit by living the Scout Oath and Scout Law in your everyday life". A Scout cannot ignore the Scout Law, "Thrifty".

3.3.2 Savings Accounts

The use of Scout savings accounts is encouraged to save for long-term events (summer camp, etc.). This savings account may also be used to save a little each week for camp-out fees, yearly dues, etc. It is not unreasonable to expect a Scout to earn and save one dollar each week toward Scouting expenses.

3.3.3 Council Support

Our local BSA council does not have a formal written policy on financial aid to disadvantaged Scouts. They do have some funds available to directly help disadvantaged Scouts or they will put the Scout in touch with a sponsoring individual or business. Assistance can range from "camperships" at the local summer camp to assistance with the fees associated with Scouting on a month to month basis. It is also the council policy that the Scout must share in the payment of fees. There is no stated policy on what percentage of the cost a Scout should be required to pay.

3.3.4 Required Action to Receive Financial Aid

Requesting aid for a disadvantaged Scout requires coordinated action by both the Troop and the Scout's parent(s). The Troop committee must write a letter to the council requesting the aid and explaining the family's need. The letter must explain what the need is for (what kind of fees) and

an estimated amount of support required for the year. The parent(s) of the disadvantaged Scout must also write a letter to council requesting assistance for their Scout to remain active in Scouting. It is expected that the parents of any Scout in financial need contact the Troop leadership to explain their situation and request assistance. The Troop leadership is more than willing to work with any family in need but the first step must be taken by the family. Of course, any information provided to the Troop leadership will be held in strictest confidence.

3.4 SAFETY

3.4.1 Philosophy

The health and safety of the Scouts are the primary consideration in all Troop activities. It must be recognized by Scouts, parents, and adult leaders however that almost all activities in Scouting involve some degree of risk of personal injury.

3.4.2 Permission Slips

No Scout will be permitted to attend a Troop sponsored outing without a completed Troop Permission Slip. These forms will be distributed well before each activity and are the Troop's way of knowing that a Scout's parents are aware of his location and activities. They also provide the Troop with an emergency number, known illnesses or allergies, and health insurance information. Parents should keep the portion of the slip that provides information on the Troop's location and emergency contact numbers. For some activities, additional forms and signatures may be required, including witness by a Notary Public.

3.4.3 Transportation

All transportation of Scouts will be according to National and Council policies. Namely, a tour permit will be filed at the Council office showing the dates and itinerary of each event. Part of the Tour Permit requires the driver's license number and insurance information for each driver and vehicle that will be transporting Scouts. Further, a seat belt shall be available for each Scout and will be used at all times. No one may ride in the back of an open truck at any Scouting event. All drivers must be over 21 years of age.

3.4.4 Youth Drivers

Before a Scout is allowed to drive to a Scout meeting, he and his parents/guardians must meet with the Troop Committee to discuss Troop guidelines and BSA policies. During the meeting, the following policy will be discussed:

1. The Scout will not be allowed to drive by himself (without an accompanying adult, at least 21 years of age) to a meeting until the Scout is 16 and has held a drivers license for six months.
2. The Scout will not be allowed to drive another Scout to a meeting (unless the Scout is a sibling and the parents/guardians have agreed to allow it during the Troop Committee, Parent/Guardian, Scout meeting).
3. The Scout will not be allowed to drive on a Scout trip.

4. If the Scout does not follow this procedure (drives another Scout or drives to a Scout outing), his parents/guardians will be notified and he will be suspended from Scout activities (meetings and trips) for one month and cannot drive to a meeting for six months.

3.4.5 Use of Cutting Tools and Fire

All new Scouts will earn the *Totin' Chip* and *Firem'n Chit* early in their Scout careers. To earn these items a Scout must be familiar with the safe use of knives, saws, hatchets, axes, and fire building tools and methods. Scouts should have these cards in their personal gear whenever they will be using cutting tools or building or tending a fire. Since the cards will likely be abused when brought on camp-outs, Scouts may want to keep a duplicate card at home. Any time a Scout is seen using unsafe practices a corner may be cut off the appropriate card. When all four corners are gone, the card will be taken away and can only be re-earned when the Scout teaches other Scouts the appropriate safety course.

3.4.6 Youth Protection

Prevention of child abuse (verbal, physical, and sexual) is of paramount concern in a youth organization such as Boy Scouts. Council policy now states that all adult leaders participate in a Youth Protection Training session at least once every three years. Merit Badge Counselors and parents are strongly encouraged to attend as well. District and Council schedule these sessions at regular intervals, but Troop training can be arranged whenever there is a need.

All registered adult leaders must complete an Adult Application that requires listing of several references and asks questions regarding the person's character and practices. The Troop Committee will investigate the references before the Committee Chair signs the application. The Chartered Organization Representative must also sign each adult application and has the right to refuse to sign any application. Merit Badge Counselors must register with the BSA but need not complete the reference portion of the application. The Chartered Organization does not need to approve Merit Badge Counselor applications. All Adult Applications are submitted to the Council Office and are subject to further review and investigation by the Council.

The primary protection method used in Boy Scouts is the "Two-Deep Leadership" rule. This rule states that no Scouting activity may take place unless two or more adults are present at all times, one of whom is over 21 years of age and one of whom is a registered adult leader. No meeting in an enclosed space should take place unless two or more adults are present. Any private meetings between an adult and a Scout must be in plain sight of other Scouts and adults. Scouts must use the "buddy system" when participating in Scout activities.

A booklet entitled "How to Protect Your Children from Child Abuse and Drug Abuse: A Parent's Guide" is included in the front of each *Boy Scout Handbook*. One of the joining requirements is for the parent and Scout to discuss the contents of the booklet. A periodic review of its contents is strongly encouraged.

3.4.7 Prescription Drugs

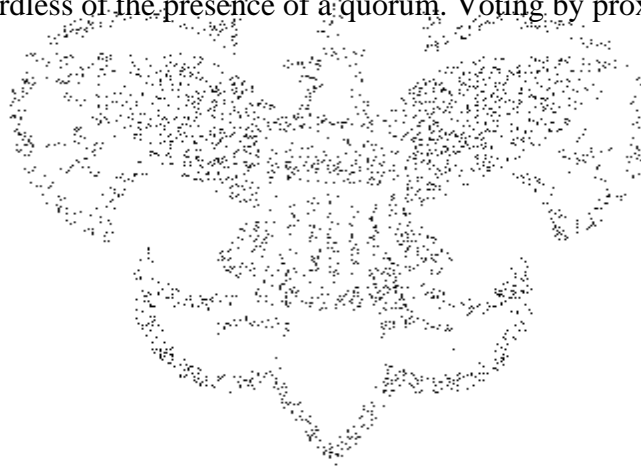
Any prescription drugs used by Scouts should be noted on the Troop Permission Slip for each outing. Scouts should not carry their medication; parents should give any medication to an adult leader with specific instructions for dispensing the medication.

3.4.8 Insurance

Inevitably boys will be injured during outdoor activities. The Colonial Virginia Council buys supplemental health insurance that covers all registered Scouts and adult leaders. The policy generally covers any out-of-pocket expenses incurred by a family as a result of an injury to a Scout during a Scouting event. The Council also buys liability insurance that protects registered adult leaders and the Chartered Organization from personal or organization liability claims resulting from Scouting activities.

4. AMENDING THIS DOCUMENT

As stated in the Introduction, it is fully expected that this document will need to be modified as the Troop and its members grow and change. Changes should not be made in haste however nor should they be made capriciously. Proposed changes should be publicized in the Troop newsletter or in an official notice to all adult leaders. The notice should explain the changes proposed and the reasons behind them. It should also include the date of a Committee or Patrol Leaders' Council meeting at which the change will be voted on. A quorum of 50% of the registered adult leaders must be present to vote on the proposed change. A majority of votes by registered leaders will be sufficient to make a change. If a quorum is not present, the change may be temporarily implemented until the next monthly meeting. The change should be further advertised during the intervening month and may be approved by a majority of registered leaders present at the next monthly meeting, regardless of the presence of a quorum. Voting by proxy is discouraged but permitted.



5. APPENDIX

5.1 LETTER TO PARENTS REQUIRING FINANCIAL AID

To the parents of (name):

It is the policy of this Troop that no Scout be prevented from participation in Scouting for financial hardship reasons. To assist in accomplishing that goal, a specific portion of the Troop's yearly budget will be earmarked for financial assistance.

It is also the policy of the Boy Scouts of America and Troop 313 that no fee should ever be totally waived. Some good faith effort to pay part of any fee must be made by the disadvantaged Scout. One of the requirements for advancement to all ranks is to "demonstrate Scout spirit by living the Scout Oath and Scout Law in your everyday life". A Scout cannot ignore the Scout Law, "Thrifty".

The use of Troop 313 Scout savings' accounts is encouraged to save for long term events (summer camp, etc.). This Troop saving account may also be used to save a little each week for camp-out fees, yearly dues, etc. It is not unreasonable to expect a Scout to be able to earn and save one dollar each week toward Scouting expenses.

Our local BSA council does not have a formal written policy on financial aid to disadvantaged Scouts. They may have some funds available to directly help disadvantaged Scouts or they will attempt to put the Scout in touch with a sponsoring individual or business. Assistance can range from "camperships" at the local summer camp (Camp Chickahominy) to some assistance with the fees associated with Scouting. It is the council policy that the Scout must share in the payment of fees. It is also the policy of the local council that "camperships" that they fund are only available for the local council summer camp (Camp Chickahominy).

Requesting local council aid for your son coordinated action by both the Troop and the Scout's parent(s). The Troop committee must write a letter to the council requesting the aid and explaining the family's need. The letter must explain what the need is for (what kind of fees) and an estimated amount of support required for the year. The parent(s) of the disadvantaged Scout must also write a letter to council requesting assistance for their son to remain active in Scouting. It is expected that the parents of any Scout in financial need contact the Troop leadership to explain their situation and request assistance. The Troop leadership is more than willing to work with any family in need but the first step must be taken by the family. Of course, any information provided to the Troop leadership will be held in strictest confidence.

The Scouts of the Troop have chosen to attend summer camp out of the local council area at Raven's Knob. The total fee for summer camp is \$205.

A number of Scouts have requested "campership" assistance this year. The Troop committee will make every effort to assist those truly in need with up to one-half of the required fee. If you require less than one-half "campership" assistance, please inform the committee chair in your request letter so that the maximum number of Scouts can be assisted. Upon committee approval of a "campership" amount you will be notified and informed of the specific amount. You are fully responsible for payment of all remaining fees by the specified periodic due dates.

Please furnish the Troop committee chair with your letter explaining your financial situation and reasons why you require financial aid for your son to attend summer camp as soon as possible. Please address any questions to the Troop committee chair or me.

Sincerely,

Donald J. Marois

Troop Treasurer