

**TROOP GUIDE**

**FOR**

**BOY SCOUTS OF AMERICA**

**TROOP 449**

**The Journey Is the Reward**

This version of the troop guide is a draft and does not yet include sections on scout leadership position or fundraising/financial. Revision 4/14/2010.

Acknowledgements: Assembled and edited by Larry Mandelkehr, Troop 449 Committee Chair, additional thanks to Daniel Hilgenberg for initiating the creation of the Troop Guide, to Al Townsend, Joel Dunn, Ed Lowdermilk, David Kuzminski and members of the troop committee for their feedback and ideas and to Troop 622 in California for their permission to use their by-laws document as a template.



## **I. INTRODUCTION**

The name of this organization is Boy Scouts of America Troop 449, Oconneechee Council, Orange District and is chartered by the New Hope Presbyterian Church of Chapel Hill, NC.

### **Purpose of The Boy Scouts Of America**

The purpose of the Boy Scouts of America is to provide an effective program designed to instill within youth desirable qualities of character, to train them in the responsibilities of participating citizenship, and to help develop their personal fitness, providing this country with citizens who:

1. Are physically, mentally and emotionally fit
2. Have a high degree of self-reliance as evidenced in such qualities as initiative, courage, and resourcefulness
3. Have personal and stable values firmly based on religious concepts.
4. Have the desire and skills to help others
5. Have a clear understanding of the governmental, social, and economic systems of the United States
6. Are knowledgeable about the history of the United States and its role in the world
7. Have a keen respect for the basic rights of all people
8. Are prepared to fulfill the varied responsibilities of participating in and giving leadership to the people of the United States and others in forums throughout the world.

### **Boy Scouts of America Mission Statement**

It is the mission of the Boy Scouts of America to serve others by helping to instill values in young people and, in other ways, to prepare them to make ethical choices during their lifetime in achieving their full potential.

The values we strive to instill are based on those found in the Scout Oath and Law. By joining Scouting, your son has become a part of the largest youth movement in the United States and in the world. There are nearly 6 million boys and leaders are currently registered in the Boy Scouts of America and more than 28 million brothers and sisters in 216 countries and territories where he would be welcomed as a member.

### **The Transition from Cub Scouts to Boy Scouts**

Cub Scouting and Boy Scouting are two distinctly different programs. Cub Scouting is primarily a family organization: events are organized, planned, and carried out by adults and the boys are participants. Boy Scouts is a youth-lead organization; the boys learn how to organize and lead the Troop. They learn by being taught, by experience, by failure, and by success. With supervision from the adult leaders, the boys run the show, and bond to form a dynamic and functional group.

As they travel on their trail to Eagle, Scouts will not only learn how to lead a team to a goal, but they will actually lead teams of Scouts in a number of situations. Many Eagle Scouts put their accomplishments on their résumés and find they are often considered in obtaining acceptance into college or the work force.

Troop 449 tries to provide for the growth of moral strength and character, as well as enhancing the development of physical, mental, and emotional strength and fitness. This is all done in the spirit of fun, adventure, and responsibility.

Please take a few minutes to read Chapter 1 of your son's Boy Scout Handbook and the section about the Patrol Method.

### **What to Expect**

Youth lead Scouting is a continually evolving and improving process that is sometimes “messy”. A youth lead meeting is generally very fast moving and activity-oriented and may often appear to be a chaotic mess. It is a delicate balance between structure and fun; if a meeting is too rigid and structured it becomes too much like “school”, resulting in a loss of interest, if a meeting is too loose it is of no benefit to the Scouts. All troops struggle to find the optimum for their particular group of Scouts.

Robert Baden-Powell, more commonly known around the world as B-P (or for those who observe the proprieties, 1st Baron Baden-Powell) was the founder of Scouting. Troop 449 follows the teachings of Robert Baden-Powell as closely as practicable. Many quotes (and attributed quotes) from B-P are used in modern Scouting as touchstones for guidance. Some quotes from B-P....

“The patrol method is not a way to operate a Boy Scout Troop, it is the only way. Unless the patrol method is in operation you don’t really have a Boy Scout troop.”

“Never do anything a boy can do.”

“The Scoutmaster teaches boys to play the game by doing so himself.”

“To get a hold on boys you must be their friend.”

“The sport in Scouting is to find the good in every boy and develop it.”

“The more responsibility the Scoutmaster gives his patrol leaders, the more they will respond.”

“When you want a thing done, 'Don't do it yourself' is a good motto for Scoutmasters.”

“An individual step in character training is to put responsibility on the individual.”

“Correcting bad habits cannot be done by forbidding or punishment.”

“The uniform makes for brotherhood, since when universally adopted it covers up all differences of class and country.”

“The Scoutmaster guides the boy in the spirit of another brother.”

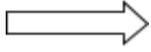
### **References**

This document primarily addresses those areas in which the BSA policy allows council discretion and presents procedures for carrying out BSA policy within the Occoneechee Council. The following material was referenced in creating this document.

- Boy Scouts of America, Boy Scout Handbook, Publication #33105.
- Boy Scouts of America, Advancement Committee Policies & Procedures, Publication #33088E.
- Boy Scouts of America, The Scoutmaster Handbook, Publication #33009B
- Boy Scouts of America, Troop Committee Guidebook, Publication #34505B
- Boy Scouts of America, Guide to Safe Scouting, Publication #34416E

## **II. SCOUTING PROGRAM**

### **Meeting Times and Dates**



The Troop meetings are held 7:15 PM - 8:45 PM on Tuesday evenings at New Hope Presbyterian Church on Highway 86 in Chapel Hill, NC. The Patrol Leader Council (PLC) meets on the first Tuesday of each month at the church.

Any changes to the meeting schedule will be announced at the weekly Troop meeting and/or the Troop leadership will contact Scout members via email or telephone.

### **Meeting Format**

Troop meetings are conducted by the youth. Adult leaders, i.e. Scoutmaster and Assistant Scoutmaster, will be present only to provide supervision and assistance as requested and/or appropriate. This helps to foster responsibility and independence in the Scouts by leaving all aspects of the meeting up to them. It also, most importantly, gives the Scouts a far greater sense of “ownership” of the Troop. By doing this, the registered adult leaders and parents of the unit are able socialize and conduct Troop/Committee business as necessary, typically in a separate location so as not to disrupt the youth meeting.

### **The Patrol Method**

The Troop is a group made up of several (or a few) patrols. Each Patrol usually consists of a Patrol Leader, Assistant Patrol Leader, and no less than four Scouts. The Patrol Leaders, with the Senior Patrol Leader as their head, form the Patrol Leaders’ Council, which plans the activities and runs the Troop meetings. Adult participation is primarily in the form of observation when the patrol method is in good operation.

Most youth leadership positions are elected, including the Patrol Leaders and Senior Patrol Leaders. Youth members also vote on their own initiatives at their discretion.

A detailed description of leadership positions is described later in the document.

### **Uniforms**

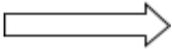
The Scout uniform helps to achieve the objectives of Scouting. The uniform by itself cannot make a good Scout or a good Troop, but its use has been proven to improve both the Scout and the Troop because it is a visible symbol of Scouting and unity. The uniform also provides de facto social equality for each boy. The uniform conveys no information about social class or standing, just membership and standing within the BSA. Each scout is required to have and wear, within a reasonable amount of time after joining the Troop, the following uniform items:

## **BSA Official Uniform**

### **Official and Activity Uniform (Labor Day – Memorial Day)**

- Tan Scout shirt with appropriate insignia and patches.
- Troop number (obtained from Troop).
- Troop 449 neckerchief (obtained from Troop and only worn for ceremonial purposes).
- Neckerchief slide (can be purchased or made by Scout).
- Olive drab Scout pants or shorts.
- Boy Scout Hat (Optional).
- Scout web or High Adventure (eg. Philmont) belt and buckle
- Tennis shoes or hiking boots. Socks are required.

### **Summer Uniform (Memorial Day – Labor Day)**



- Scout activity shirt (the “grey shirts”)
- Scout pants or shorts w/belt
- Scout socks
- Tennis shoes or hiking boots

Uniforms and insignia are worn a certain way. The Troop Leaders and staff at the Scout Shops will be able to answer any questions you might have on where to put what badge, as well as tips for how best to affix them to the uniform. Inside the cover of the Handbook there are guides for badge placement.

In all cases, the uniform presents an image that must be maintained appropriately. Shirts must be tucked in the trousers, and the neckerchief and slide worn correctly.

Scouts are expected to purchase their own official uniform items. The troop may have used uniform items available.

### **Special notes about dress**

- The Boy Scouts of America strictly forbids the wear of any hunting or militaristic clothing. This includes ANY form of civilian hunting, military, or vanity pattern camouflage, or any type of military (surplus or otherwise) gear: belts, suspenders, field gear, etc. Non-militaristic looking surplus boots are permitted. This is in accordance with BSA Rules and Regulations, Article X, Section 4, Clause 4.
- No open-toed shoes are allowed. Sandals without toe protection (Texas, Flip-flops, etc.) are not to be worn. Sandals with toe protection (Crocs, etc.) are permitted. This is in accordance with BSA safety policies.

## **Required Equipment**

Each Scout is expected to provide their own mess kit, sleeping bag, ground pad, flashlight, and necessary personal articles for each outing (see: Appendix B, BSA 10 Essentials). Each Scout is strongly encouraged to acquire his own tent and backpack as soon as possible. Until a Scout has a backpack he should pack his gear in a duffel bag.

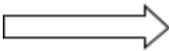
No Scout will be denied participation in any Scouting activity due to financial need. Each situation will be dealt with individually by the Scoutmaster, parents, Troop Committee Chair and Treasurer.

## **Troop Program Planning Conference**

Each year during the month of August, the Troop will conduct a Planning Conference. Members of the PLC are expected to attend, although all troop members are encouraged to participate. Committee members and interested parents are invited to observe and assist as needed. The Conference should use the Occoneechee Council Calendar, Orange District calendar, and all relevant school calendars for planning purposes. The Conference should plan for Troop activities including, but not limited to:

- Monthly camping trips and other activities
- Sustaining membership enrollment
- District Camporees
- Boards of Review
- Courts of Honor
- Recruitment activities
- Fund-raising activities
- Service projects

## **Troop Equipment**

 Troop 449 equipment is managed by the Youth leadership and is maintained by the Troop Quartermaster under the supervision of the Troop Committee Quartermaster. The Troop Quartermaster will be responsible for the inventory of the equipment stored on behalf of the Troop. All Troop equipment should be stored in Troop Hut located behind the church where the troop meets. When Troop equipment is removed from the Troop storage area, the Troop Quartermaster must be notified. After each trip, Scout Patrols should arrange for the cleaning and replenishment of the patrol equipment. The equipment should be stored clean, dry, and in proper working order, and should be inspected by the Troop Quartermaster to ensure proper procedure.

All requests for new or replacement equipment must be sent to the Troop Committee Quartermaster for review and submission to the Committee. The Committee must approve purchases of all Troop equipment.

### **Adult Supervision on Scout Activities**

Troop 449 complies with BSA policy requiring two-deep leadership (a minimum of two adults for all activities) at all times. Two adults, one of which must be a registered adult leader and one of whom must be 21 years of age, are required on all trips and outings.

In addition, every campout and short term camp must have a qualified adult leader, at least 21 years of age, in charge, and at least one more responsible adult participating – more adults if the group is large. If the Scoutmaster cannot attend, an Assistant Scoutmaster or qualified troop committee member may take his place. However, the Scoutmaster is required to designate authority to one individual to act as the leader in charge.

### **Transportation to Outings**

Parents are responsible for transporting their youths to the meeting location from where the troop will leave for campouts and other Troop activities, usually New Hope Presbyterian Church.

All parents are expected to drive on at least one campout or activity each year.

All riders must wear seat belts while traveling as required by North Carolina law.

### **Transportation Home**

Parents are responsible for picking up their youths after each Troop meeting or activity, or make other arrangements with another troop parent. As a general rule, Scouts should not be dropped off at their home after a Troop activity unless a responsible adult is present. If a boy is to be dropped off somewhere other than his residence address, or to be picked up by someone other than a family member or the parent of another Scout in the Troop, the adult leader must be informed by the parent prior to the Troop, preferably in writing.

Adult leaders are to contact the Scoutmaster and/or Committee Chair immediately should the occasion arise that a parent is not available when a Scout must be dropped off, or if no parent is available to pick up a Scout.

### **Health Forms**

The Committee will provide a health form to the parents of each Scout. All health information will be maintained by the Committee Chair or their designee. It is the responsibility of the parent to notify the Committee Chair in the event of a change in insurance or health status of a Scout. The health forms will be available only to adult leaders for use on Scout activities such as Summer Camp.

## **Tour Permits**

Tour permits establish high standards of health and safety for our Troop, and assure parents and the Council that our tour will be wisely planned, safe and fun. It is the responsibility of the Scoutmaster, the Outdoor Activity Chair or their designee to coordinate and obtain a tour permit. The completed tour permit must be submitted to the Occoneechee Council for approval at least two weeks in advance for local tour permits, one month in advance for national tour permits, of the scheduled outing to allow for proper clearance.

A local tour permit (34426E) must be filed for any overnight outing within 500 miles of our primary troop meeting location, or as directed by the Occoneechee Council. A national tour permit (4419C) must be filed for any outings more than 500 miles distant. A copy of the tour permit must be in the possession of the Scoutmaster or Event Leader in charge at all times during the outing.

At least one adult on the tour or trip must have completed BSA Youth Protection training.

## **Youth Skills**

### **Instruction**

Whenever feasible, Scouts will instruct the Troop in Scout craft skills. It is the responsibility of the Scoutmaster and the Assistant Scoutmasters to ensure an adequate number of Scouts available for instruction of Scout skills.

### **Testing**

Scouts must successfully demonstrate that he has mastered the requirements for rank advancement in the presence of the Scoutmaster or Assistant Scoutmaster before the skill may be signed off. Scouts may only be tested and signed off for skills by the Scoutmaster or Assistant Scoutmaster. Committee members may test Scouts only when acting under the direction of the Scoutmaster or Assistant Scoutmaster.

An adult leader who has a son in Troop 499 may sign off their own son for skills testing

### **Service Projects**

Service projects are an important method for teaching Scouts about responsibility to the community. Scouts may participate in Troop service projects and individual service projects for the requirements for Scout rank. The Committee Community Service Chair will plan Troop service projects, subject to Scoutmaster Approval. A Scout who wishes to work on an individual service project must obtain approval from the Scoutmaster before beginning any work. The Scoutmaster will also be responsible for signing the Scout's handbook upon completion of the service

## **Outdoor Program**

Troop 449 has an active outdoor program. For each camping trip, the Scoutmaster or his designee is in charge of each camping activity and supervises the Scout leaders as they lead the Troop.

## **Camping Rules**

- Appropriate uniform and dress will be set by the Scoutmaster or designee
- Radios/cassette players/video games/iPods, etc. will not be allowed in camp
- Board or other games may be played as a Troop activity at the discretion of the Scoutmaster or designee (adult in charge of the activity)
- Any device with an open flame and/or catalytic heater will not be permitted in the tents. For all backpacking trips, pack inspections should be done at the Troop meeting prior to the weekend of the outing.

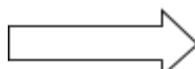
Violations will be handled at the discretion of the Scoutmaster or designee on a case-by-case basis.

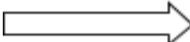
## **Patrol Rosters for Campouts**

During Troop meeting prior to the outing, it may often be necessary to combine Patrols due to lack of attendance by all Patrol members. The Senior Patrol Leader, with the approval of the Scoutmaster, will designate Patrols for the campout to facilitate the preparation of meals and advancement activities. The Senior Patrol Leader will also designate the Troop Scout leadership if the elected or appointed leaders do not attend the campout.

## **Planning of activities**

Each year's activities are planned at the Annual Planning Meeting. Changes to this schedule (such as date changes, new service opportunities, etc) may be made during the year by the Scoutmaster, the PLC, the Outdoor Activity Chair, the Service Chair, or on recommendation from the Troop Committee.

 Each activity should be jointly planned by a designated Event Planner and a designated Scout. Additional supervision will be provided by the Committee Outdoor Activity Chair or Committee Service Chair. The Activity Planning Guide should be used to record all information about the activity including location, departure and arrival details (time, date and location), participants, drivers, fees, and reservations, as well as communications and sign-up deadlines for the Event. Copies of the Planning Guide Spreadsheet, Tour Permit Guides, and Financial Documentation Spreadsheets are available in the Troop 449's Google Groups site. Specific data about usage of these documents is included in the documents.



## **Commitment and Accountability for activities**

The participation list, for activities which require advance planning, needs to be finalized early enough to make realistic logistics possible. These activities include, but are not limited to the annual ski trip, high adventure activities, city/historical trips, or climbing outings. The Event Planner is responsible to communicating the sign-up deadlines to the Scouts, Parents, and Committee.

Once the sign-up deadline has passed, any Scout or adult who is signed up to participate but it unable to attend is responsible to pay for the activity or find someone to take their place. Personal or family illness is a permissible excuse, but still recommend find a replacement.

If a Scout or adult wants to sign up after the deadline has passed, the Event Planner will try to find a way to allow them to participate, but participation is not guaranteed. Logistical factors in the planning process make changes difficult once reservations and other commitments have been made.

“Be Prepared”. Activity planning is necessary on both sides of the activity. Planners need to make comprehensive plans for good outings, and participants need to make decisive commitments in a timely fashion.

## **Cancellation of Troop Events**



The decision to cancel any Troop activity will be made at the discretion of the Scoutmaster and/or Outdoor Activity Chair. After the decision has been made to cancel an event, it will be their responsibility to make every reasonable effort to contact the affected people. Troop activities will be canceled due to severe weather conditions, safety hazards, or lack of a reasonable number of participants. The Scoutmaster and Senior Patrol Leader are responsible for contact Scouts and other participants when this occurs.

## **Merit Badges**

To the fullest extent possible, the merit badge counseling relationship should be a counselor-Scout arrangement in which the boy is judged on his performance of the requirements, but receives maximum benefit from the knowledge, skill, character, and personal interest of his counselor.

Group instruction and orientation are encouraged where special facilities and expert personnel make this most practical, or when Scouts are dependent on only a few counselors for assistance. However, this group experience should be followed by attention to each individual candidate’s projects and his ability to fulfill all requirements.

Merit badge counselors may make a presentation during a unit meeting to cover the highlights of a merit badge subject. However, each Scout must demonstrate to the counselor that they have mastered each requirement to receive for merit badge.

### **III. ADULT LEADERSHIP**

#### **Role of Parents**

The role of parents within Troop 449 is to be supportive of the Troop's efforts and to provide the atmosphere Scouts need to learn and excel. Parents should try to:

1. Read their Scout's handbook and understand the purpose and Methods of Scouting
2. Show support to both the individual Scout and the Troop by attending all Troop Courts of Honor
3. Assist, as requested, in Troop activities
4. Be prepared to give the Scouts enough space to grow and find their own way ("letting go"), even if difficult
5. Be aware of the Troop calendar and ensure that their Scout is attending regularly
6. Ensure that their Scout arrives on time for meetings and events, especially those that require the Troop to travel and leave on time
7. Ensure that all pertinent communications arriving over the Troop email system are effectively communicated to the Scout.

#### **Troop Committee Responsibilities**

The Troop Committee responsibilities are:

- selection of Leaders for the troop
- development of community service projects
- arrangement of transport
- plan and assist in fundraising
- provide for special needs and assistance for individual Scouts
- serve on Boards of Review and attend Courts of Honor
- maintain records of troop finances and advancement
- assist in the charter renewal process
- help with the annual Friends of Scouting campaign
- provide assistance, support, and encouragement to the Scoutmaster.

#### **Troop Committee Membership**

The Committee will consist of at least the Committee Chairmen, Treasurer, Popcorn Kernel (Fundraising) and Advancement Chair. All Committee members must be registered adult leaders of the Boy Scouts of America, and must complete the BSA Youth

Protection training. Specific responsibilities of committee positions are described later in this section.

### **Committee Meetings**

The Committee will meet on the last Tuesday of each month to discuss Troop business. Meetings shall be scheduled by the Troop Committee Chair who will also provide a written agenda. The Committee meetings are open to all parents and others interested in the Troop.

The Committee will be responsible for raising funds, providing adequate equipment, administering the financial and advancement records of the Troop and assuming Troop positions that are required for a quality Troop and a quality program. The Committee members will also be responsible for providing Boards of Review.

### **Boards of Review (except Eagle)**

It is the responsibility of the Troop Committee and the Advancement Chair to arrange Boards of Review (as requested) for Scouts who have completed all of the requirements and Scoutmaster Conference for Tenderfoot, Second Class, First Class, Star, Life, and Eagle Palms. It is the Scout's responsibility to contact the Committee Chairman or Advancement Coordinator to arrange for a Board of Review at least one week in advance.

When a Scout has completed all the requirements for a rank, he appears before a Board of Review composed of at least three committee members designated by the Advancement Chair. All Board of Review participants must be registered Committee members. The review is not an examination; the board is not to retest the candidate; rather, the board should attempt to determine the Scout's attitude and his acceptance of Scouting's ideals. The review has three purposes:

- to make sure that the work has been learned and completed;
- to find out what kind of experience the Scout is having in the Troop;
- to encourage the Scout to progress further.

Scoutmasters, Assistant Scoutmasters, relatives, or guardians may not serve as members of a Scout's Board of Review. A Scout must present himself to the Advancement Chair and request to appear before the Board, and meet the following requirements:

- be in complete Official Uniform as described in Troop policy and procedures;
- have in his possession his Scout Handbook, completely filled out for the rank he is requesting a Board of Review;

### **Eagle Boards of Review**

Board of Reviews for Eagle Scouts are initiated by the Orange District Advancement Committee. The Eagle Review board is composed of a minimum of three and a



maximum of six members, 21 years old or older. These members should be BSA Troop Committee members or Scoutmasters and have an understanding of the importance and purpose of the Eagle board of review. One Troop Committee member from the same troop as the Eagle candidate can participate in the Eagle Board. The rest will be from different Troops.

A member of the (Eagle) Advancement Committee will contact the Troop Committee Chairman who will coordinate time and location of the Board. Eagle Board volunteers may be asked to participate in Eagle Boards for other Troops as well.

### **Courts of Honor**

The Court of Honor is a special ceremony scheduled to formally recognize advancement, achievements, and awards of Troop members. When the Scout advances, he should be recognized as soon as possible – preferably at the next unit meeting. He is recognized a second time at a public ceremony called a Court of Honor.

The main purposes of the Court of Honor are to furnish formal recognition for achievement and to provide incentives for other Scouts to advance. Formal Courts of Honor are conducted on a quarterly basis. All Scouts who have advanced since the previous Court of Honor are honored. Their parents and friends should be invited to attend the ceremony. This is a family event and the whole family is encouraged to attend.

All merit badges, patches, rank advancement patches, and awards are provided by the Troop.

Eagle Courts of Honor are an opportunity to honor an individual Scout for reaching Scouting's highest honor. These are typically handled by the Scout and his parents with assistance from the Committee as requested.

### **Troop Communications: Listserve e-mail, Web Site, Google Group Site**

These functions are managed by the Committee Communications Chair

The Troop utilizes a Listserve which publishes to all Troop participants signed up in the Troop e-mail system. The e-mail address is [bsa-troop449@googlegroups.com](mailto:bsa-troop449@googlegroups.com).

In order to not overwhelm the system and its recipients, the following posting guidelines are recommended:

E-mails of a general nature that need to be seen by all troop participants should be sent via this method. E-mails of a specific nature should be addressed to specific recipient(s). By default, when e-mails sent via the ListServe are answered, they are addressed back to the original sender and not to the ListServe at large. This feature should not be defeated unless there is specific need to publish to all participants.

The Troop web site is maintained by the Communications Chair or their designee, and it is the responsibility of the Committee to approve the site's contents. This site is visible to the General Public, and secure information will not be published therein.

The Troop Google Groups Site provides access to our e-mail list, Troop calendar, and planning guides. Participation is available only to Google Groups members, with additional approval required by Troop 449 site administrators.

## **Committee Positions**

The success of the Troop Committee depends on the active participation by parents, other family members and friends of the troop. The titles and job descriptions are as follows:

### **Chartered Organization Representative**

- Selected with approval of Chartered Organization (CO)
- Is an active and involved member of the CO
- Troop Representative to Chartered Organization
- Helps recruit other adult leaders and encourage training
- Ensures appropriate Boy Scout activities are put on Charter Organization's Calendar
- Assists with unit rechartering
- Encourages service to the Organization

### **Committee Chair**

- Selected with approval of the Chartered Organization
- Secures trained individuals for Troop leadership
- Assists with charter review and re-charter as needed
- Organizes the Committee and sees to it that all functions are delegated, coordinated and completed
- Maintains a close relationship with the Chartered Organization Representative and the Scoutmaster
- Encourages Troop Leaders and Committee members to participate in training opportunities
- Calls, presides over, and promotes attendance at monthly Troop Committee meetings and any special meetings that may be called
- Verifies Scout Applications
- Verifies Eagle Applications
- Verifies Adult Applications
- Ensure Troop re-charter is completed in a timely manner

### **Treasurer**

- Handles all Troop funds (dues, payments, disbursements, etc.). Pay bills on recommendation of the Scoutmaster and authorization of the Troop Committee.
- Maintains checking and savings accounts

- Trains and supervises the Troop Scribe in record keeping
- Keeps adequate records
- Supervises monetary aspects of money earning projects
- Reports to Committee Chair at monthly meeting
- Leads in the preparation of the annual Troop budget

### **Secretary**

- Keeps minutes of meetings and send out Committee meeting notices
- Prepares and mails correspondence

### **Advancement Chair**

- Encourages each Scout to advance in rank
- Records advancement and awards for each Scout
- Assists the Scoutmaster in planning Troop activities to enhance Advancement
- Obtains and disburses rank badges and awards
- Arranges and coordinates Troop Boards of Review
- Verifies results of Boards of Review
- Helps plan Courts of Honor as requested
- Prepares order form and reports for Court of Honor
- Develops and maintains a Merit Badge Counselor list and ensure its accuracy with District and Council Records
- Secures badges
- Works with the Troop Librarian to build and maintain a Troop Library of merit badge pamphlets
- Ensures all Boy Scout and adult applications are correct and completely filled out and the proper funds collected and submitted to Treasurer
- Maintains an accurate roster of all Boy Scouts and adult leaders
- Ensures parents complete a Personal Health and Medical Summary on each Scout and maintains a copy in Troop records

### **Fundraising Chair (Popcorn Kernel)**

- Coordinates fundraiser and enlists volunteers
- Ensures that Treasurer receives all monies received from fundraiser
- Reports on fundraisers at Committee and Troop meetings

### **Membership Chair**

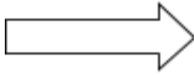
- Assists Scoutmaster with Webelos visits
- Maintains contact with Cub Scout packs in the area which have Cub Scouts who are eligible to advance to Troop 449
- Arranges for Scoutmaster and Assistant Scoutmasters to participate in crossover ceremonies
- Coordinates Troop/Pack activities
- Assists with parent orientation for new Scout families

### **Activities/Outdoor Chair**

- Encourages monthly outdoor activities or special activities
- Helps scouts plan overnight campouts and other activities
- Identifies, coordinates and/or secures overnight stays at campgrounds, hostels, hotels, etc.
- Works with Scoutmaster or their designee to arrange for tour permits
- Arranges and provides transportation for all Scouting activities
- Works with Troop Quartermaster on inventory, storage, and proper maintenance of Troop equipment

### **Community and Service Projects Chair**

- Recommends to the Scoutmaster and PLC service projects for the Troop to perform
- Promotes service projects for the Chartered Organization
- Serves as consultant for Eagle Scout service projects as requested



### **Communications Chair**

- Administers the Troop Listserve and Google Groups site
- Administers the Troop Web-site

### **Scoutmaster**

The Scoutmaster is the adult leader responsible for the public image and program of the troop. The Scoutmaster and Assistant Scoutmasters are responsible for working directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of guidance will affect every youth and adult involved in the troop. The Scoutmaster is selected by the Committee and appointed by the head of the Chartered Organization. The Scoutmaster's duties include:

- Train and guide boy leaders.
- Conduct Scoutmaster Conferences
- Assist in recruiting Assistant Scoutmasters
- Train and guide Scout leaders to run the Troop
- Use the Methods of Scouting to achieve the Aims of Scouting.
- Meet regularly with adult leaders to coordinate efforts in support of the program.
- Meet regularly with the PLC (Patrol Leaders' Council for training and coordination in planning troop activities.
- Attend all troop meetings or when necessary, arrange for a qualified adult substitute
- Attend Troop committee meetings
- Take part in annual membership inventory, charter review meeting, and charter presentation.
- Ensure Troop representation at monthly Roundtable Meeting

### **Monthly Planning**

The Troop supports the BSA goal of encouraging a “boy run” troop. Each month, the Scoutmaster shall meet with the youth leaders of the troop with the goal of establishing a program for the following month. This program will include monthly campouts, monthly themes for the meetings, and upcoming Summer Camp options. The Scoutmaster is encouraged to discuss the financial issues related to the Scouts’ chosen activities.

### **Assistant Scoutmasters**

The Scoutmaster and Troop Committee are responsible for selecting and recruiting assistant Scoutmasters. The Scoutmaster is responsible for placing and coaching new Scoutmasters into positions that best fit the needs of the troop. There is no set number of Assistant Scoutmasters that the troop must have, but a good measure would be one Assistant Scoutmaster for each patrol.

The Assistant Scoutmasters will work closely with the Scoutmaster and must be prepared to fill in as the troop leader in the Scoutmaster’s absence, on either a temporary or permanent basis, with approval of the Troop Committee. In addition, each assistant Scoutmaster may be assigned by the Scoutmaster to specific program duties or support of a specific patrol.

### **Merit Badge Counselors**

The essence of quality Scouting is having sufficient qualified leaders. Nowhere does this become more apparent than in the need for adults to serve as merit badge counselors. All counselors must have an understanding of their role in Boy Scout advancement and be registered as a Merit Badge Counselor with the Boy Scouts of America. They must be men and women of good character, age 18 or older, and recognized as having the skills and education in the subjects for which they are to server as merit badge counselors, as well as having the ability to work with Scout age boys.

There is no limit on the number of merit badges an individual may be approved to counsel for, but they must be approved by the council advancement committee for each specific badge. There is no limit to the number of merit badges a youth can earn from one counselor. An approved Merit Badge Counselor may counsel any youth member, including their own son, ward or relative.

### **Training**

All adult leaders are expected to attend the training specific to their position, in accordance with BSA policy for trained adult leaders.

## **IV. BEHAVIOR PROBLEMS AND DISCIPLINE**

Good behavior and discipline are necessary for an active troop. Troop 449 has the expectation that all participants (adults and youths) in the Scouting program will relate to each other in accord with the principles embodied in the Scout Oath and Law.

Misbehavior by any member in a Scouting unit may constitute a threat to the safety of the individual who misbehaves as well as to the safety of other unit members. Such misbehavior constitutes an unreasonable burden on a Scout unit and cannot be ignored.

Inappropriate behavior includes but is not limited to:

- The use of foul or vulgar language, sexual innuendo, calling people names, ethnic jokes or disparaging remarks
- Insubordination of a scout to another scout or adult leader (Scoutmaster, Asst. Scoutmaster, Committee Member, Parent, etc.).
- The use of matches or flammable chemicals for other than their intended purpose.
- Bullying, hazing, hitting, kicking, slapping, or any other action that could result in injury to the scout or anyone else.
- Improper use of Troop equipment, including, but not limited to: ropes, poles, stoves, knives, or any other item that could potentially cause harm to themselves or another individual.

It is the discretion of the Scoutmaster, the Assistant Scoutmasters or qualified Troop Committee members to determine if a violation of appropriate behavior has occurred.

Other parents may not participate in any disciplinary actions; all concerns regards scout behavior should be addressed to the Scoutmaster or an Assistant Scoutmaster. Any other concern should be addressed with the Troop Committee Chairman.

Any Scout that has experienced any problems with other Scouts in the Troop should immediately inform the Scoutmaster or an Assistant Scoutmaster. This is help resolve issues quickly.

Violation of the above will result in the following:

### **First Offense**

- A verbal reprimand and/or
- A conference with a scoutmaster, in order to work out the problem, and set a course of better behavior.

The adult leaders can and should handle discipline in most cases at the time of the incident with no further action. A Scout who exhibits behavior that is unacceptable or disruptive will be counseled by the Scoutmaster or the Assistant Scoutmaster in charge if the Scoutmaster is not present.

## **Second Offense**

- Notify the Troop Committee and schedule a conference between the parents, Scout, Scoutmaster and Troop Committee Chairman to discuss the problem and set a course of better behavior, and/or
- Send the Scout home from the activity (including Summer Camp). In the event this occurs, the parents/guardians of the Scout will be required to make travel arrangements. The Troop shall not be liable for any costs involved.

If the problem persists, the Scoutmaster and Troop Committee will seek the parents' involvement in developing a solution to the Scout's behavior. The Scout will be informed of the specific behavior problem and the recommended solution. The Committee may select, but is not limited to, one or more of the following remedies:

- suspension from Troop activities
- limited participation in Troop activities
- probation
- parents' mandatory participation with the Scout in all activities
- and/or monetary restitution for any damages or loss caused by the Scout

## **Third Offense**

- The Scout is suspended from the Troop.

Should this action be taken, the Scoutmaster and the Troop Committee Chair will work with the parents with the goal to integrate the youth back into the Scouting program. A Scout who is unable to correct his behavior to the satisfaction of the Troop Committee will be removed from the rolls of Troop 449. The Scout and his parents will be notified in writing by the Troop Committee Chair of the decision. The Chartered Organization representative will be responsible for notifying the Chartered Organization leadership.

## **Drug, Alcohol, and Tobacco Use**

Troop 449 prohibits the use of alcoholic beverages and controlled substances at activities involving participation of youth members. Any Scout caught violating this policy is subject to the disciplinary action stated above.

Troop 449 will not condone the use of tobacco of any form by a Scout during Troop activities, even with parental permission. Adult leaders should support the attitude that young adults are better off without tobacco and may not allow the use of tobacco products at any BSA activity involving youth participants. All Scouting functions, meetings, and activities should be conducted on a smoke-free basis, with smoking areas located away from all participants.

Troop 449 will not condone the use of alcohol in any form during Troop activities. Adults will not consume alcohol while in the presence of the Scouts at any time, or while attending any Scout activities.