

Troop 53, BSA



Policies and Procedures

Approved 5-07

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Section I: Introduction/Overview

General:

When a boy joins the Boy Scouts he enters an environment in which the youth leaders are intended to plan and carry out the meetings and teach basic scouting skills to the new Scouts. When a new Scout learns a skill he must demonstrate it to a leader who may then sign his Scout Handbook to show satisfaction of the requirement. When he completes all the requirements for a specific rank the Scout will have a conference with the Scoutmaster, who will satisfy himself that the Scout is prepared for advancement. If so, the Scout will be invited before a Board of Review, consisting of three adult Troop Committee Members, who will review his progress and his eligibility for advancement. With approval of the Board, the Scout may be advanced to the next rank.

To help in the advancement process, parents¹ are asked to encourage their son in learning and practicing his skills. Since Troop meetings are rather short, and if we try to teach both a skill, and examine and pass the Scout on that skill, only a few skills can be covered. Therefore, by parents helping to prepare their Scout, they will help to move him along.

Service to Others:

Periodically there are service projects that emphasize that a Scout is Helpful, one of the points of the Scout Law. These are activities that assist some community group, and all members of Troop 53 are expected to take part. A member of the Troop Committee usually coordinates the project and provides information for the parents on when, where and in what uniform the Scout should show up in. One of the traditional service projects is Scouting for Food, in which the Scouts distribute plastic bags and notices one Saturday in November and pick up the food donations the following Saturday. This is the most public demonstration of Scouts serving the community and the Troop expects 100% of the Scouts to participate.

Outings:

Going on outings is 75% of Scouting. It is in the great outdoors that the Scout has the full opportunity to practice the skills he learned in the meeting hall. The goal of the Outdoor Program is to teach the Scout proficiency in outdoor skills, leadership skills, and teamwork. The Troop encourages parent participation and the adult leaders will attempt to provide tasks for the adults that match their skills and match also the priorities for the outing. There shall be not less than two (2) adults on any outing, one of whom must be over twenty-one (21) years of age. Parents volunteering to act as drivers for an activity will receive priority when requesting to participate in an activity.

¹ The term "parent" is used throughout and is intended to mean "guardian" when appropriate.

Scout Policy Manual:

The purpose of this manual is to explain the organization and functioning of Troop 53, which is a unit of the Mohican District of the Rip Van Winkle Council, Boy Scouts of America.

It is written for both the parents and the Scout. Our objective is to set forth guidelines and procedures of the Troop, so the new Scout and his family can quickly become involved. It also serves as a reference for established members. The format provides information on how the Troop is supported by parents and other interested adults; it outlines the responsibilities of the parents in general; it explains the basic policies of the Troop; how the Troop is sponsored, organized internally, and overseen by a committee; and it explains the advancement process.

If you have questions or comments, please notify the Scoutmaster or a member of the Troop Committee.

Section II: The Parents

Parent Responsibilities to the Troop:

There are parental responsibilities to the Troop that extend beyond the immediate parent-child relationship. Parents must assist in providing a good program for their Scout by serving on the Troop Committee or as an Assistant Scoutmaster. Parents also must drive occasionally on troop outings and on occasion to camp overnights, to support the Scoutmaster. Studies show that boys who get the most from the Scouting program are those whose parents also become involved.

Scout Oath and Law:

The new Scout is learning ideals on which he may base his behavior. If you, as a parent, learn the Scout Oath and Law or if you have a copy handy, you can tie behavioral or disciplinary problems to points of the Law, thus emphasizing the applicability of the Law in everyday life.

Medical Information:

When a Scout first joins the Troop a parent **MUST** complete a Class 1 BSA medical form. In addition, a parent of each Scout shall be required, annually, to complete a medical authorization and release form to enable the Scout to participate in the activities of the Troop. This form allows the leaders to provide and obtain emergency medical treatment, should an emergency occur and the parent not be available.

Permission Slips:

Parents are required to provide a signed permission slip for each activity their Scout attends away from the normal Troop meeting. These permission slips provide details of the outing, such as, what uniform is to be brought and/or worn, meal arrangements, time to meet for departure,

time of return; any cost for the outing, and if any equipment is required a list will be attached. These slips must be completed and signed by a parent and returned by a date specified on the slip, along with a check or cash in the amount specified on the slip.

Troop Resources Survey:

Parents are required to complete the "TROOP RESOURCES SURVEY" which is provided to them when their son joins the Troop. By completing this survey and advising as to positions they would like to hold within the Troop or Troop Committee, and any special interests, skills, or hobbies they might have, as a basis for Merit Badge Counseling, they assist greatly in integrating themselves into the Troop.

Serving the Troop:

At least one parent of each Scout is expected to serve on the Troop Committee or as an adult leader as a first step in contributing towards the support and monitoring of his/her son. A boy's Scouting experience demands parent/child teamwork. This means that when your son joins the Troop, you also embark on a new experience.

Merit Badge Counselors:

All parents of Troop 53 Scouts are encouraged to become Merit Badge Counselors. Each Merit Badge Counselor must be registered with the Council; fees are not required. Counselors must register using the Adult Registration Application (BSA form No. 28-501) and the Merit Badge Counselor Information sheet (both available from the Advancement Member of the Troop Committee), both completed forms are submitted to the Council. Each individual Counselor may be registered to counsel up to ten merit badges.

A complete list of the merit badges can be found in the Official Scout Handbook or online at <http://usscouts.org/advancementTOC.asp>. A complete list of the requirements for each merit badge may be found at the same website or in the individual merit badge pamphlet available at the Scout Store or through the Committee's Advancement Member.

Information Flow:

On joining the Troop, parents receive a copy of the Troop 53 policy and information manual, and an annual program with dates of all the outings and special events for that year. These dates can help you to plan family events so they hopefully do not conflict with Scouting events. Other information concerning Troop activities is often discussed at meetings, sometimes with printed information handed out to the Scouts. On occasion Troop Leaders will pass information by phone calls. Check to make sure your son is receiving and properly acting upon the information he receives. Encourage your son to keep you

informed. In addition, information will be disseminated on the Troop website located at: www.Troop53BSA.org.

Section III: Policies

I. Adult Leadership:

- A. All Troop 53 meetings, trips, or outings require two (2) deep leadership coverage including one (1) registered adult leader and a Scouter or Parent over the age of twenty-one (21)
- B. Each adult leader must have completed "Fast Start" and "Youth Protection" training.

II. Discipline:

- A. All Scouts must conduct themselves at all times in accordance with the Scout Law.
 1. This especially refers to "A Scout is Obedient," but also pertains to Helpful, Friendly, Courteous, Kind and Clean.
- B. Through self discipline a Scout contributes to the smooth functioning of the Troop and provides for the feeling of brotherhood between fellow Scouts.
- C. Any violation of the Scout Law can be corrected by one of the Youth Leaders (Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leader, or Assistant Patrol Leader).
 1. Examples of such violations:
 - i. Failing to obey or disobeying a youth leader or supervising adult
 - ii. Using foul or blasphemous language
 - iii. Such actions as hitting, kicking, or pushing
- D. Youth Leaders should be careful to make corrections in private and not in front of other Scouts.
- E. Adults present are encouraged to refrain from taking part in this process unless requested by the Youth Leader involved.
- F. Discipline Policy:
 1. First violation:
 - i. Warning: Correction may consist of a warning, in which the offending Scout is told that his behavior was contrary to the Scout Law and that he should not repeat such behavior.
 2. Second violation:
 - i. Time Out: A Scout committing the same infraction a second time or committing another violation of the Scout Law at the same meeting may be given a "Time Out".
 - ii. The Youth Leader making the correction will report to the Scoutmaster (or Adult Leader in charge), with the offending Scout, and explain the situation.
 - (a) The Scoutmaster or Adult Leader in charge will keep the offending Scout in his charge until satisfied that he thoroughly understands his

violation of the Scout Law and also understands his obligation to the Troop in obeying the Law.

- iii. The Scoutmaster will ALWAYS be informed of the incident.
3. Serious violations:
 - i. Immediate Time Out: A Youth Leader, Assistant Scoutmaster, Scoutmaster, or Supervising Adult in charge may issue an immediate Time Out without a warning for more serious offenses.
 - (a) These "Time Outs" will be handled as described in the preceding section.
 - (b) Examples of violations:
 - (1) Picking fights
 - (2) Taking another Scout's property and not returning it when requested.
 - ii. Suspension: For some more serious offenses an Adult Leader may issue a suspension of the offending Scout for at least one (1) meeting.
 - (a) Contact will be made with the parents of a Scout who is suspended, explaining the suspension and the reason for it.
 - (b) If a Scout is suspended, he will not be allowed to attend any activity such as an outing or campout.
 - (c) Examples of violations:
 - (1) Purposely hurting another Scout
 - (2) Stealing, or willfully destroying another Scout's or Troop property.
4. Special Board of Review:
 - i. If a Scout continues to be a disciplinary problem the Scoutmaster may recommend a Special Board of Review to examine that Scout's future in Scouting.
 - ii. This Board of Review would be set up and called by the Committee Chairperson

III. Problems/Grievances

- A. If a Scout has a problem with another Scout he should bring it to the attention of the Patrol Leader, Assistant Senior Patrol Leader, or Senior Patrol Leader, and, if necessary, the Assistant Scoutmaster or Scoutmaster
 1. As this is a youth run organization all efforts should be made to resolve the issue internally within the youths before any adult involvement
 2. If a parent is aware of a problem his or her scout is having with another scout the parent should bring this to the attention of the Scoutmaster
- B. If a parent has a problem or grievance:
 1. First the parent should bring it to the attention of the Scoutmaster

2. Second, if the parent is unsatisfied with the response from the Scoutmaster
 - i. The parent needs to submit the issue, in writing, to the Troop Committee at the next scheduled Committee meeting
 - ii. If immediate action is needed the parent should contact the Committee Chairperson or other committee member and request an emergency committee meeting
 - (a) The parent needs to submit the issue, in writing, to the Troop Committee at this meeting

IV. Dues / Fees:

- A. A boy may visit the Troop for one (1) meeting as a guest. To attend a second meeting or more, he must register as a Scout and pay the required fees.
- B. Annual dues of \$45.00 must be paid by each Scout.
 1. These dues are further outlined below in Section V, General, III, C & D.
- C. Transfer:
 1. Any Scout transferring into the Troop must pay a \$1.00 transfer fee plus an additional \$25.00 to cover the cost of dues and the Troop neckerchief.

V. Camping trips/Outings/Events:

- A. These must be self-supporting.
- B. The fees (e.g. cost of camp reservations, food, and supplies) vary by activity and are the responsibility of each individual Scout, and may be paid out-of-pocket or from his scout account.
 1. Payment:
 - i. Some activities may require payment of fees several weeks in advance.
 - ii. In the event of cancellation or inability to attend
 - (a) Some activities may have fixed costs that are not refundable.
 - (b) Refunds: (The Troop will attempt to make a refund).
 - (1) After all expenses for the event are paid, the Treasurer will determine what funds remain and will credit the Scout account of the Scout involved to the degree possible.
2. Summer camp:
 - i. Fees for summer camp are set by the council.
3. High Adventure Activities (Backpacking and Canoe Treks):
 - i. Fees will be based on the cost of reservations, food, transportation, insurance and equipment rentals if any.
4. Council and District Events:
 - i. Fees are set by the Council or District.

C. Equipment Inspections:

1. Periodic inspection of each individual Scout's equipment will be conducted by the Scoutmaster or Assistant Scoutmaster.
2. Personal equipment:
 - i. Each Scout should own the following camping equipment:
 - (a) An appropriately framed backpack
 - (b) Sleeping bag
 - (c) Sleeping pad
 - (d) Waterproof ground cloth
 - (e) Rain gear
 - (f) First aid kit
 - (g) Water bottle
 - (h) Flashlight, WITH SPARE BATTERIES & BULB
 - (i) Sun protection & Lip balm
 - (j) Insect repellent
 - (k) Pocket knife
 - (l) Eating and cooking "Mess Kit"
 - ii. Please speak with one of the Troop leaders before purchasing any equipment to assure that the equipment is suitable for Scout use.
 - (a) Experienced Scouts and leaders will suggest places to get the best price, quality and selection.
3. These are to assure they have sufficient equipment to be safe and comfortable and not be a burden on the other Scouts.

D. Participation:

1. A Scout must be paid up in dues and have attended 75% of the weekly meetings, unless absences are excused by the Scoutmaster, in order to be eligible to attend Outdoor Activities.

E. Permission slips:

1. These must be returned to the Committee's Outings Coordinator by the date specified on the slip with the fee stated thereon.

F. Medical and health information must be current and complete.

VI. Purchases:

- A. Purchases of troop equipment costing more than \$75.00 require prior approval of the Troop Committee.
- B. Expendable supplies, such as, rope, first aid supplies, propane, etc., may be purchased by the Scoutmaster or his designated representative without prior approval of the Committee.
- C. Reimbursement:
 1. Persons who pay for goods or services for the Troop are entitled to reimbursement.
 2. To receive reimbursement the individual must provide an itemized cash register receipt, or a signed receipt enumerating the goods or services, to the Committee's Treasurer or to the Committee Chair.

VII. To serve as Scoutmaster, Assistant Scoutmaster, or on the Committee an adult must be registered.

- A. The Troop pays fees for adult volunteers.

VIII. Safety: Safety is a top priority at all times.

- A. Safety requirements stated on Tour Permits and road signs must be obeyed on all trips.
- B. The principles of "Safe Swim Defense" and "Safety Afloat" must be obeyed on all water trips.
- C. Troop 53 will adhere to the published BSA Guide for Safe Scouting (Publication Number 34416).

IX. Training:

- A. Each youth elected or appointed to a youth leadership position must attend the next available Troop-Level Junior Leader Training Course after election or appointment.
- B. The Scoutmaster must receive "Fast Start" and "Youth Protection" training and attend a New Leader Essentials and Scoutmaster Training course.
- C. All Assistant Scoutmasters of the Troop must receive "Fast Start" and "Youth Protection" training and are encouraged to attend a New Leader Essentials and Scoutmaster Training course.
- D. Troop Committee Members should attend the New Leader Essentials and Troop Committee Training Course offered by the council.

X. Transportation:

- A. All parents are expected to provide transportation for trips in proportion to the number of Scouts in the Troop and to bear the cost within that proportion.
- B. In case of hardship the Committee Treasurer will make adjustments.

XI. Troop Meetings:

- A. Troop 53 will hold its meetings each Tuesday from 7:00 PM to 8:30 PM at the Kaaterskill United Methodist Church in Tannersville.
- B. Scouts should arrive between 6:50 and 7:00 to ensure a timely start.
- C. Changes to the meeting schedule, or location, or special meetings, will be announced as early as possible to allow for proper planning.

XII. Uniform:

- A. Uniform and insignia shall be worn according to the "Insignia Guide," available in the Troop Library, or as outlined/shown on the inside covers of the Scout Handbook.
- B. The Official Field Uniform must be worn to:
 - 1. All Troop meetings (except for summer months as determined by the SM)
 - 2. All Courts of Honor
 - 3. SM conferences
 - 4. All Boards of Review.
- C. The activity uniform is appropriate for events like:
 - 1. Outings
 - 2. Summer camp
 - 3. Service projects
 - 4. Car washes
- D. The Permission Slip for each Outing will specify the uniform to be worn on that outing.

- E. The Scoutmaster and Assistant Scoutmasters are required to wear their uniforms to every meeting.

XIII. Fundraisers:

- A. The Troop Committee organizes fund raisers as necessary.
- B. Each family is expected to support the fund raiser to the fullest extent.
- C. Unless otherwise specified all profits are divided as follows:
 - 1. 50% goes into the Troop General Account, with the remaining 50% into the individual Scout's Account based on the number of hours each Scout has worked on the fund raiser
 - 2. The Troop General Account supports all Troop activities.
 - 3. Individual Scout Accounts
 - i. Generally support the cost of participation in Scouting events.
 - ii. The funds in this account are available to the individual Scout for such things as paying dues, paying registration fees, paying costs of monthly outings, and paying Summer Camp costs.
 - iii. By arrangement, a Scout may also use his Scout Bucks at the Scout Store in Kingston or another Scoutmaster or Committee approved outfitter
 - iv. When a Scout leaves Troop 53 for any reason, his Scout Account shall be used first to pay any dues and/or other obligations he has to the Troop. The remainder shall be considered a donation to the Troop General Account

D. Examples:

- 1. Traditional Troop fund raisers:
 - i. Popcorn sales:
 - (a) Each spring and fall the Troop participates in the Council Popcorn Sales. This is an important fund raiser for the Council and benefits the Scouts as well.
 - (b) There are sales at which the popcorn is sold on the spot (Show and Sell) and sales in which the Scout takes orders for later delivery.
 - (c) A parent or parents organize and supervise the popcorn sales for the Troop.
 - (d) 100% of the profit generated by each individual Scout goes into his individual Scout Account.
 - ii. Pie Bake:
 - (a) This is a great fundraiser for both boys and the troop.
 - (b) With each pie an individual scout sells, \$2.00 will go into that individual Scout's account.
 - iii. Candy bar Sales.
 - (a) This fundraiser is run by the council in conjunction with the Scout Show.

2. In addition to the traditional fund raisers, other possibilities include:
 - i. Garage sales, car washes, dinners, etc.
 - ii. The Troop welcomes new ideas or opportunities to raise money for equipment, training and trips.

XIV. Policy Manual Changes:

- A. Additions, deletions or modifications to this Policy manual will be made only by a majority vote of registered Committee members.
- A. Committee members, parents, Scouts and all Scouters will be given specific notice of meetings in which the Troop Committee might consider changes in Troop policies. Such notice will be given at least seven (7) days in advance, except in urgent situations when such time is not available.
 1. In urgent situations notice will be given as far from the date of the meeting as possible.
- B. It will be the responsibility of the Committee Secretary through the Committee Chairperson to make the notifications.

Section IV: Sponsorship

General:

- I. Each Scout unit (Cub Scout Pack, Boy Scout Troop, Venturing Crew, etc.) is sponsored by some civic organization, church, service club or other group of interested adults. The sponsor is referred to as the Chartered Organization and is granted a charter by The Boy Scouts of America.
- II. The Chartered Organization generally is responsible for providing a safe meeting place, equipment storage space, and for insuring that there is adequate trained leadership in the Troop.
- III. The Chartered Organization appoints a Representative (CR) to serve as the liaison between the Troop and the Chartered Organization.

Troop 53:

- I. The Rip Van Winkle Lions Club is the Chartered Organization for Troop 53.
 - A. The head of the Chartered Organization is the President of the Rip Van Winkle Lions Club.
- II. The Haines Falls Fire Department has agreed to provide facilities for our unit.

Section V: The Troop

General:

- I. The Troop consists of registered boys (Scouts) and registered Adults (Scouters).
- II. The Unit Commissioner is the liaison between the individual Troop and the District Council
 - A. The Unit Commissioner is appointed by the District Commissioner
- III. To be eligible to register as a Scout:

- A. A boy must be at least eleven (11) years of age but not over eighteen (18), have completed his Arrow of Light Award in the Cub Scouts, or have completed the fifth grade in school.
 - B. They must complete a youth application for membership in the Boy Scouts of America.
 - 1. The application requires the approval of the Committee Chairperson and the Scoutmaster.
 - C. New Scouts
 - 1. The boy must complete and sign a youth application for membership in the Boy Scouts of America with his parent showing acceptance of the terms.
 - 2. The boy must pay an initial dues of \$45.00, which includes:
 - i. The cost of one (1) year's registration.
 - ii. A Troop 53 neckerchief and slide.
 - iii. A year's subscription to Boys Life.
 - iv. All badges and patches earned in the first year
 - v. A copy of the Scout Handbook.
 - D. Returning Scouts
 - 1. For each consecutive year after a boys initial year there are dues of \$45.00, which includes:
 - i. The cost of one year's registration.
 - ii. A year's subscription to Boys Life.
 - iii. All badges and patches earned that year.
 - iv. The replacement and repair of Troop equipment
- IV. To be eligible to register as a Scouter
- A. A person must be at least eighteen (18) years of age and be of demonstrated good character.
 - B. They must complete an adult application for membership in the Boy Scouts of America and provide three character references.
 - 1. The application requires the approval of the Committee Chairperson and of the Chartered Organization.
 - C. Fees for adults are paid by Troop 53.

Organization:

- I. The Scouts are organized as follows:
 - A. The Troop:
 - 1. A Senior Patrol Leader (SPL)
 - i. He is elected by all the Scouts in the Troop at biannual elections, held every January and June.
 - ii. Eligibility
 - (a) The Scout should be at least First Class.
 - (b) The Scout should have held a previous Troop leadership position.
 - iii. He is the youth leader of the Troop.
 - 2. An Assistant Senior Patrol Leader (ASPL)

- i. He is appointed by the SPL with approval of the Scoutmaster.
 - ii. The ASPL is in charge and acts in the SPL's absence.
- 3. A Troop Guide
 - i. He is appointed by the Scoutmaster.
 - ii. Eligibility
 - (a) He normally is an older Scout who is proficient in both Scouting and leadership skills.
 - iii. He is also available for special assignment on request of the SPL or the Scoutmaster.
- 4. A Troop Scribe
 - i. He is appointed by the SPL with approval of the Scoutmaster.
 - ii. He is responsible for keeping attendance records and records of meetings and troop events.
- 5. Any additional positions as outlined in this Section under Functioning (I)(G).
- 6. One or more Patrols consisting of between 5 to 8 Scouts each, including:
 - i. A Patrol Leader (PL)
 - (a) Elected by the members of that Patrol at biannual elections held every January and June.
 - (b) Eligibility
 - (1) The Scout should be at least Second Class.
 - ii. An Assistant Patrol Leader (APL)
 - (a) Appointed by the PL with the approval of the Scoutmaster.
 - (b) The APL is in charge and acts in the PL's absence.
 - iii. 3 to 6 individual Scouts.
 - iv. New Scout Patrols
 - (a) A Troop Guide will assist these new patrols
 - (b) Scouts in new patrols will take turns sharing leadership responsibilities
- 7. General eligibility requirements for all Troop leadership positions:
 - i. The Scout must demonstrate ability and interest in holding a leadership position.
 - ii. The Scout must be making an effort to advance in rank.
 - iii. The Scout must display leadership potential.
 - iv. The Scout must attend a minimum of 75% of the Troop's activities, unless he has been excused by the Scoutmaster from an activity.
 - v. Strive to live up to the Scout Oath and Law in his daily life.
- B. A Patrol Leaders Council (PLC)
 - 1. Consisting of the SPL, ASPL, PLs, Troop Guide and the Scribe.
 - 2. Each month the PLC meets to plan in detail the program for the next month.

3. The number of meetings in a month will depend on the amount of business to be covered.
- II. The Scouters are organized as follows:
- A. Scoutmaster (SM):
 1. A registered, trained adult over twenty-one (21) who provides leadership to the Troop and training for the youth leadership.
 2. The SM is appointed by the Troop Committee and is responsible directly to them.
 - B. Assistant Scoutmasters (ASM):
 1. Any number of registered adults over the age of eighteen (18) who support the ideals of Scouting and who wish to be active in Scouting.
 2. ASMs are recommended by the SM and approved by the Troop Committee.
 - C. SMs and ASMs must attend appropriate training courses within first year of appointment.
 1. Exceptions
 - i. Youth protection training must be completed prior to appointment.
 - ii. The Troop Committee may allow appointment prior to certain required trainings under special circumstances.
 - D. Youth protection training should be taken by all Scouters within the first year of registration.

Functioning:

- I. The Scouts:
 - A. The SPL
 1. Organizes and directs the troop activities, issuing instructions directly to the PLs.
 2. Plans and conducts the Troop and PLC meetings in cooperation with the SM.
 3. Plans and supervises Scouting activities.
 4. Addresses disciplinary problems among the Scouts.
 - B. The ASPL
 1. Assists the SPL as he requests, such as teaching Scouting skills, organizing a game, or organizing equipment for a trip.
 - C. The Troop Guide
 1. He is available for special assignment on request of the SPL, and when he is not utilized as such, he may function as a member of a Patrol.
 - D. The PLs
 1. Report directly to the SPL.
 2. Organize and lead their Patrols in all activities at Troop meetings, on trips, and at major outings such as the District Camporee and the Klondike Derby.

3. Are responsible for ensuring Patrol equipment is properly cleaned and repaired, and for ensuring that lost or damaged items are properly replaced.

E. The APLs

1. Assist their PL as requested.

F. Individual Scouts take part in Scouting activities (meetings, games, outings, etc.) under supervision of their PL.

G. Individual Scouts may also perform in the following positions, whose duties are given in more detail in the Scout Handbook:

1. Scouts are appointed to each position by the SPL with the approval of the Scoutmaster.
2. Troop Quartermaster:
 - i. Supervises the storage and status of Troop equipment.
 - ii. Inspects equipment after each outing and reports shortages or items needing maintenance to the PLs, SM and to the Troop Committee.
3. Troop Historian:
 - i. Maintains a file of historic photographs, photographs current Troop activities, and records items for the Troop history.
 - ii. Helps in the maintenance of the Troop website.
4. Troop Librarian:
 - i. Maintains the library of Merit Badge Pamphlets and other literature for the Troop.
 - ii. Keeps the publications current.
 - iii. Informs the SM when new publications must be purchased.
5. Chaplain Aide:
 - i. Helps prepare programs for Vespers and assists the SM and/or Chaplain in conducting Vespers.
 - ii. Provides "Grace" at mealtimes, and offers prayer at appropriate times.
6. Bugler:
 - i. Provides bugle calls at appropriate times, such as, Reveille, Assembly, and Taps.
7. Instructor:
 - i. Assists the SPL by providing instruction to the Troop in selected subjects, primarily Scouting Skills.
8. Den Chief:
 - i. Helps the Troop recruit new Scouts by working with a Cub Scout Den as a youth assistant to the Den Leader.

II. The Scouters.

A. The SM

1. Oversees the entire Troop operation so as to promote harmony among Scouts and to assist in their continual growth in Citizenship, and Physical and Moral strength.
2. Advises the SPL in planning and conducting Troop meetings.

3. Advises the SPL on the agenda for and the conduct of PLCs.
4. Assigns duties to his ASMs to assure proper functioning of the Troop at meetings and on outings.
5. Attends the Troop Committee meetings and is responsible for reporting on the activities, progress, programs, and problems of the Troop.

B. The ASMs

1. Assist the SM at meetings and on outings.
2. Assume SM duties in the absence of the SM.
3. May be designated to work with a specific Patrol to assist the PL in developing Scouting skills or creating Patrol spirit.
4. May help plan and organize Troop meetings to assist the advancement program.
5. May help prepare activities to be accomplished on outings.
6. ASMs are not members of the Troop Committee, however, the SM may designate an ASM to sit in his place at the monthly committee meeting.
 - i. They may still attend Troop Committee meetings, even if not designated as the SM's alternate, and when they are not needed at Troop meetings.

Uniforms:

- I. Scouting is a uniformed program. Each Scout is required to have and wear, within a reasonable amount of time after joining the Troop, the following uniform items:
 - A. Official Field Uniform:
 1. Tan scout uniform shirt with appropriate insignia and patches
 2. Scout pants or olive green alternative (shorts for summer)
 3. Troop neckerchief (furnished by the Troop) and slide
 4. Scout belt and buckle
 5. Scout hat
 - B. Activity Uniform:
 1. Troop T-shirt or Polo
 2. Scout pants or scout shorts
 3. Scout belt and buckle
 4. Scout hat

Section VI: The Troop Committee

General:

- II. The Troop Committee consists of parents of Scouts in Troop 53 as well as other adults (over twenty-one (21)) who are interested in advancing the ideals and goals of Scouting.
 - A. Parents should represent boys in all age groups within the Troop to provide continuity of the Committee as Scouts depart.
- III. Duties and responsibilities
 - A. The Committee is responsible for the administration of the Troop.

- B. Establishing policies under which the Troop operates.
 - C. Providing the support needed by the SM in carrying out the Troop Program.
 - D. Troop Committee duties are described in more detail in the "Troop Committee Guidebook," published by Boy Scouts of America.
- IV. Troop Committee meetings
- A. The meetings are open, and attendance by all parents and other interested adults is encouraged.
 - B. The Committee meets on the Fourth Monday of each month unless otherwise notified.
 - C. Meetings begin at 7:00 p.m. and are held at the Haines Falls Fire Dept.
 - D. Committee members, parents, Scouts and all Scouters will be given specific notice of meetings in which the Troop Committee might consider changes in Troop policies. Such notice will be given at least seven (7) days in advance, except in urgent situations when such time is not available.
 - 1. In urgent situations notice will be given as far from the date of the meeting as possible.
 - E. A quorum for Committee meetings shall consist of at least four (4) Committee members.
 - 1. When the Troop Committee consists of less than seven (7) members a quorum shall consist of a majority of the Committee members.
 - F. Meetings will be conducted in accordance with normal parliamentary procedures.
 - G. Minutes of each Committee meeting will be recorded by the Committee Secretary and presented for approval at the following Committee meeting.
 - H. A vote shall be taken on all matters that require formal Committee approval.
 - 1. Approval requires a simple majority of all members present.
 - I. Decisions establishing or affecting policy or procedures for the Troop shall be noted in the minutes to amend this Troop Policy Manual.

Organization and Functioning:

- I. The Troop Committee shall consist of seven (7) members appointed by the Chartering Organization.
 - A. All Committee positions are open to any individual, however, the Chairperson, Secretary, Treasurer, and Advancement Member positions require at least one (1) years prior experience as a Committee Member or prior personal experience dealing with the requirements of the position.
- II. The Committee positions are as follows:
 - A. Chairperson
 - 1. Maintains contact with the Committee Members, prepares a monthly agenda, chairs monthly Committee Meetings, and calls any additional meetings as necessary.

- i. The Committee Chairperson may create any necessary subcommittees.

B. Secretary

1. Prepares committee meeting minutes and notices, letters and other correspondence, and completes the annual Troop rechartering each March.

C. Treasurer

1. Pays Troop obligations and maintains financial records.

- i. The record year shall be April 1 through March 31.
- ii. The Troop will maintain a checking account at an FDIC approved banking institution.

- (a) This checking account will consist of funds belonging solely to the Troop, as well as funds belonging to each individual Scout as earned through his fundraising efforts.

- (1) The Treasurer will maintain separate records show the balance of funds belonging to the Troop and each individual Scout.

- iii. The Treasurer and Committee Chairperson will be authorized to draw upon the Troop checking account.

- (a) The signatures of both authorized individuals will be required on all checks.
- (b) In the event there is a personal relationship, as determined by the Troop Committee, between the Treasurer and Committee Chairperson, the Committee Chairperson will be removed as an authorized signature and replaced by the Secretary, Advancement Member, or the Scoutmaster, as determined by the Troop Committee.

- iv. Each year an audit of the finance records shall be made by two adults, other than the individuals authorized to sign, appointed by the Troop Committee.

- (a) This audit is both to protect the financial interests of the Troop and to protect the Treasurer and other individuals authorized to sign from potential accusations of wrong doing.

- (b) The Auditors will prepare a report showing the results of the audit and recommending any changes or modifications that should be made to the accounting system.

- (1) The report shall be presented to the Troop Committee at the next scheduled meeting following the audit.

- (2) This report shall be retained in the Troop records.

D. An Advancement Member

1. Monitors and encourages individual Scout advancement.
 2. Maintains advancement records which must be kept for each Scout until he achieves his Eagle award or until he leaves the Troop.
 - i. If a Scout moves to a different Troop, the Advancement member will provide a transfer record to the receiving Troop.
 3. Organizes periodic Boards of Reviews and Courts of Honor, keeping appropriate records to assure the continued advancement of individual Scouts.
- E. A Communications Member
1. Gathers information on Troop activities, and prepares articles for the District newsletter and to the local newspaper.
- F. An Equipment Manager
1. Procures and manages the storage and maintenance of an adequate quantity and quality of equipment to meet the needs of the Troop program.
 2. Maintains a list of all equipment owned by the Troop showing the quantity of items, cost when purchased, the date purchased, and the equipments condition.
 3. Inventories all equipment annually in February, so maintenance or replacement can be taken care of before the spring and summer camping programs begin.
- G. An Outdoor Coordinator
1. Obtains permits for those outdoor activities listed in the Troop Program
 2. Prepares Permission Slips for each outing
 3. Maintains a list of drivers
 4. Arranges transportation for all Scouting activities based on attendance forecasts provided by the SM.
- III. The SM attends committee meetings and is responsible for reporting on the activities, progress, programs, and problems of the Troop.

Section VII: Advancement

I. Types

A. Scout Ranks

1. In ascending order the ranks a scout may obtain are: Scout, Tenderfoot, Second Class, First Class, Star, Life, Eagle,
2. Individual rank requirements may be found in the Official Scout Handbook
3. SM Conferences
 - i. After completing all the requirements for a rank the Scout must meet with the SM who will ensure all the requirements were properly completed
4. Board of Review

- i. After a SM Conference the Scout appears before three (3) to six (6) adults, selected by the committee, who will certify the Scout has met the requirements of that rank and should be entitled to receive it
- ii. Eagle Rank
 - (a) The Board of Review for Eagle Scout rank is administered by the District Eagle Coordinator and may contain three (3) to six (6) people including representation from our Troop Committee.
 - (b) An additional adult, such as the Scoutmaster, accompanies the Eagle Scout candidate as a non-voting advocate.

B. Merit Badges

1. A Scout may earn any merit badge listed in the Official Scout Handbook
2. Individual merit badge requirements may be found online or in the individual merit badge pamphlet available from the Scout Store or the Committee Advancement Member
 - i. As individual requirements change on a regular basis be sure you are using the most current requirements
3. A list of current merit badge counselors may be obtained from the SM or Committee Advancement Member
 - i. The requirements for each individual merit badge needs to signed off by a registered Merit Badge Counselor, for that specific merit badge

C. Other Awards

1. In addition to the above a Scout may earn special awards during his scouting career
2. A list of these awards and their corresponding requirements may be found online at <http://usscouts.org/advancementTOC.asp>

II. Advancement through the scouting ranks, merit badges, and awards is the sole responsibility of each individual Scout.

- A. Scouts complete the requirements as slow or as fast they themselves want
- B. Scouts may work on any merit badge or award they wish, but must complete the Scout Ranks in order
- C. The Scout may work on any of the requirements for the above items at Scout Camp, troop outings, scout meetings, or on an individual basis

III. Upon completing an award, merit badge, or rank (except Eagle Scout), the Scout will be recognized and awarded the appropriate regalia as soon as possible, formal public recognition will take place at the next Court of Honor

IV. Courts of Honor

- A. At least once a year a Court of Honor will be held
- B. Purpose
 1. To honor each Scout and award the Scout with all the merit badges, rank advancements and/or other awards he has obtained since the last Court of Honor

2. To recap the years activities and make any presentations emphasizing such activities

C. Organization

1. The Court of Honor will be organized and run by the Committee Advancement Member and any additional members of a subcommittee created by the Committee Chairperson

D. Eagle Rank

1. When a Scout(s) attains the Eagle Rank a separate Court of Honor may be held to specifically honor the Scout(s) for his achievements
2. When making plans for this Court of Honor special effort needs to be made to include the individual Scout(s) and to incorporate his wishes