

# TROOP 448 BSA OFFICIAL POLICY



Green Mountain Presbyterian Church  
Lakewood, Colorado 80228

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## **I. GENERAL INFORMATION**

### **POLICY:**

1. This Policy is to aid and explain the standing operational procedures of the Troop, and to provide guidance in situations where there is no official BSA policy.
2. So far as is possible, Troop 448 will be lead by the Patrol Leaders Council ("PLC"). The voting members of the PLC are the Senior Patrol Leader ("SPL") who is also its chairman, the Assistant Senior Patrol Leader(s) ("ASPL"), the Patrol Leaders, and the Troop Guide(s). Appointed Troop officers may serve as nonvoting members of the PLC.
3. The Scoutmaster serves as coach/counselor to the PLC and may veto any of its decisions. The Scoutmaster or the Scoutmaster's representative must be present at all meetings of the PLC.
4. The PLC will have the responsibility of planning, implementing, and evaluating the Troop meetings, activities, and outings.
5. On all Troop outings and activities, Scoutmaster's word is law. The Scoutmaster may assign leadership to another adult for a specific activity(ies), in which case that adult will act in the Scoutmaster's behalf.
6. The term "Troop" refers specifically to Troop 448, the term "Committee" refers to Troop 448 Troop Committee. The terms "Scout," "boy", or "youth" refer to the boy members of the Troop, and the term "Scouter" refers to the registered adult leaders of the Troop. The term "Policy" refers specifically to this document.
7. The following Troop 448 Policy solely expresses the opinions of Troop 448 Troop Committee and is not an official policy of the Boy Scouts of America. This Policy is to provide for the smooth and effective operation of Troop 448 activities, and to ensure that the Scouts have a safe, continuous, and well-rounded experience of Boy Scouting. At no time should this document be looked upon as absolute, but rather should be used as the ideal approach to managing the troop, and providing for the safety of Scouts and Scouters, and the continuity of the Troop.
8. Any situation not provided for in this Policy shall be resolved by the PLC, the Scoutmaster, or the Committee. In the event of a dispute, the Troop Committee will determine a final decision.
9. This Policy becomes effective on the date it is finally adopted by the Scout Troop Committee. Any amendments or rewriting become effective when approved by a two-thirds (2/3) majority of the Committee members present. Proposed amendments will

be submitted in writing to each Scout Troop Committee member at least 30 days prior to a vote.

10. This Policy is to be reviewed by every family currently with the Troop and all incoming families, and the acceptance statement shall be signed by both the parent(s)/guardian(s) and the youth. Upon signing, the last page is to be returned to the Scoutmaster for filing. A signed copy is to remain with the family's copy of the Policy.

This Policy, ratified on XX April 1998, is the Official Policy of Troop 448. Previous editions are void, and this Policy shall stand until amendments or a rewrite occurs.

## **II. PURPOSE**

### **The Mission of the Boy Scouts of America**

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 prepare them to make ethical choices over their lifetime in achieving their full potential.

The purpose of the Boy Scouts of America (BSA) is to provide for boys an effective program designed to build desirable qualities of character, to train in the responsibilities of participating citizenship and leadership, and to develop in them personal fitness, thus to help in the development of American citizens who:

- Are physically, mentally, and emotionally fit;
- Have a high degree of self reliance as evidenced in such qualities as
- initiative, courage, and resourcefulness;
- Have personal and stable values firmly based on religious concepts;
- Have a desire and the skills to help others;
- Understand the principles of the American social, economic, and governmental systems;
- Are knowledgeable about and take pride in American heritage and understand America's role in the world;
- Have a keen respect for the basic rights of all people; and

- Are prepared to fulfill the varied responsibilities of participating in the giving of leadership to American society and the forums of the world.

The values we strive to instill are based on those found in the Scout Oath

and Law:

### **Scout Oath**

On my honor I will do my best  
To do my duty to God and my country  
and to obey the Scout Law;  
To help other people at all times;  
To keep myself physically strong,  
mentally awake, and morally straight.

### **Scout Law**

*A Scout is:*

Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent.

### **The Aims and Methods of Scouting**

Troop 448 is one that believes that every Boy Scout activity and design strives toward the three aims of Boy Scouting in the development of a boy:

- A. **Building Character:** his personal qualities, his values, his outlook.
- B. **Fostering Citizenship:** he learns his obligations to other people, his community, and his country.
- C. **Developing fitness:** mentally, morally, and physically. Scouting and Troop 448 use the following eight methods to achieve the three aims:
  - Ideals: the Scout Oath, Law, motto, and slogan.
  - Patrol Method: the "family circle" within the troop family.
  - Outdoors: the Scouting program is designed to take place in the outdoors.
  - Advancement: provides a series of reachable goals and steps to overcome.

- **Adult Role Models:** boys learn from the example of their adult leaders.
- **Uniform:** makes the troop visible as a force for good and creates a positive youth image in the community.
- **Leadership Training:** the program encourages boys to learn and practice leadership skills.
- **Personal Growth:** occurs as Scouts plan their activities and progress toward their goals.

### **III. CODE OF CONDUCT**

#### **POLICY:**

Scouts are required to attend and be prompt to all scheduled meetings and activities. Scouts are to maintain good behavior and follow the Code of Conduct. Scouts not following the Code of Conduct may, at the discretion of the Scoutmaster or appointed activity leader, be asked to leave the meeting or activity and/or have their parents or guardians pick up the Scout from the meeting or activity. The Scout will be welcomed back at the next meeting or activity unless specifically asked to terminate membership after deliberation by the Scoutmaster & the Committee (see Section IV: Membership).

The Troop operates under a "Safe Haven" policy at Troop meetings, on outings and all Scout-related activities. Under this policy all Troop activities constitute a Safe Haven, free from fear of physical and verbal abuse, where Scouts can take chances with new skills and ideas in a supportive atmosphere without fear of ridicule or retribution from other members of the Troop family. Adult supervision and Scout self-discipline are keys to making this policy work. The Code of Conduct will be used to enforce this policy.

The Code of Conduct for members of the Troop, Scouts, and Scouters is the Boy Scout Law:

1. **Trustworthy:** Besides telling the truth, dependability is just as important in your relationship with your fellow Scouts and Scout Leaders.
2. **Loyal:** The Troop is a family in the community of Scouting and other troops are extensions of our family, they deserve to be treated as family.
3. **Helpful:** New Scouts look to older Scouts as role models; you should be generous with your skills and be aware of your behavior. Younger Scouts also need to be aware of their responsibilities and behavior.

4. Friendly: All Scouts are part of the brotherhood, and appreciation of different customs and styles of behavior or dress are part of being friendly.
5. Courteous: Good manners are minimum standards and make social interactions work with all types of people. The Scout shall endeavor to be punctual and respect others value of time.
6. Kind: At about 15 years of age, muscle mass increases dramatically in males . . . the 11 to 14 year old Scout can't really compete on the same physical level. The older Scout needs to understand this difference and act accordingly. Younger Scouts also need to understand this and treat the older Scouts with the same respect. No Scout should let looks or personality be a major influence in how they act with fellow human beings.
7. Obedient: Scout Laws and community laws have the same goal and that is to prevent chaos while minimizing limitation of freedoms. Whether a law is good or bad does not change the law.
8. Cheerful: "Cheerful service" is the motto of the Order of the Arrow, but should be a guideline for all of us. Requests from your adult or youth leadership should not be answered with looks of anger or disgust. The family has to function together and bothersome tasks happen to all of us.
9. Thrifty: Besides money, natural resources have to be conserved; besides these, time and property should be used with the realization that they are not endless.
10. Brave: Part of being Scout-like is having courage regarding personal convictions while not being reckless or having a mindless macho approach in your relationship with others.
11. Clean: A Scout keeps his mind and body fit and clean, and associates with others who believe in these same ideals. A Scout is expected to leave for camp out or arrive for troop functions with clean clothes and clean body. Abusive or foul language is inappropriate to the Scouting movement and disrespectful to others, as are racial slurs, ridicule and insults.
12. Reverent: A Scout is respectful of all religions and faiths, and is faithful in his own religious duties.

First Offense:

Scout will be dismissed from meeting or activity at the discretion of the activity leader and a parent/guardian will be notified and asked to come pick Scout up. This will count as a one (1) un-excused absence with reinstatement on the following meeting.

Second Offense:

Scout will be dismissed from meeting or activity ONLY to be reinstated after a meeting with the Scout Troop Committee, including the Scoutmaster, the activity Leader, the parent(s)/guardian(s) and the Scout. Final Decision will be made by a majority vote of the Scout Troop Committee present.

Third Offense:

Termination of Troop membership by recommendation of the Scoutmaster and the Scout Troop Committee.

## **IV. MEMBERSHIP**

### **POLICY:**

To seek out, encourage, and invite all boys aged 11 to 18 to join the Scouting movement. To accept and register any boy who desires to join the Troop upon receipt of the proper registration fees and dues. To operate the Troop with membership extended equally to all in a bond of brotherhood and comradeship.

1. To become a Troop member a boy must:
  - A. Meet the membership requirements set by the Boy Scouts of America (BSA) National Council,
  - B. Visit a Troop meeting,
  - C. With his parents, discuss membership with the Scoutmaster or Scout Troop Committee representative, and
  - D. Agree to live by the Scout Oath and the Scout Law.
2. Membership will become effective upon receipt by the Scoutmaster of an application accompanied by appropriate fees and dues and the receipt of a signed statement of acceptance of this Policy.
3. Dual membership in a Boy Scout and Explorer program is allowed by the BSA, as both groups are a part of the Scouting movement.
4. A Scout may have his membership in the Troop terminated for any of the following reasons:
  - A. He transfers to another Scout unit.
  - B. He decides not to remain active.
  - C. He does not live by the principles of the Scout Oath and Law, and his membership is terminated by action of the Scoutmaster and the Scout Troop Committee.
  - D. Violation of the Code of Conduct:

5. A Scout who left the troop in good standing may rejoin the troop upon:
  - A. Filling out a new registration form if his has expired, and
  - B. Payment of appropriate dues or fees determined at time of reinstatement.

## **V. FEES, DUES AND FINANCES**

### **POLICY:**

To accurately and efficiently account for all moneys paid by or on behalf of each Scout to the Troop for registration, Boys Life, dues, camp fees, transportation or any other fee. To encourage each Scout to pay his own way, meet his financial obligations, and develop the traits of thrift and self-reliance.

1. All funds for the Troop will be held within an escrow account. This account will be the responsibility of the Troop Treasurer. This account is known as the Troop 448 General Account.
2. The registration or transfer fee shall be paid by each boy upon submitting his application or transfer (registration must be renewed by March 1 of subsequent year) and shall be a necessary requisite for Scout membership. This registration fee shall include the sum of the full registration fee required by the National Council of the BSA, and the prorated cost of one year's subscription to Boys Life magazine. Scouts will be provided with opportunities to meet his financial obligations through fundraising activities outlined below.
  - The total registration/dues (dues) for each registered Scout shall be thirty one dollars (\$31.00) per charter year (\$41.00 for new Scouts entering the Troop to help cover the cost of the official Troop neckerchief).
  - Dues will be assessed on a yearly basis, and be paid by February 1 of each year. The preferred method of payment for registration/dues is by check for the entire or prorated yearly amount to minimize paper work.
  - Scouts joining or crossing-over other than at the rechartering time will be charged a prorated share of dues based on the number of months remaining in the charter year.
  - In the event of transfer or decision to be inactive, the prorated share of dues may be refunded.

- Dues are required to be current and a Scout may be denied attendance at activities if dues are not current.
  - Dues are collected to cover the costs of advancement, educational materials, and other incidental expenses.
3. After the first year, the Troop will cover the cost of Boy's Life magazine for Scouts who are in good standing with the Troop, with registration fees and dues paid on time.
  4. Adult registration fees of seven dollars per year (\$7.00) shall be paid by the adults desiring registration.
  5. Camp fees, backpacking fees and other special (activity/trip/event/equipment, etc.) fees may be established by the action of the Committee and/or activity Leader and shall be required to be paid equally by all Scouts participating in each of the separate events. The Committee may provide for or limit the extent of refund ability of said fees. All camp or special fees must be paid in advance and in full by all participating Scouts, unless other arrangements are made. The troop will schedule several fundraising activities during the year. Some of these fundraising activities will be for the purchase of Troop 448 equipment. Funds raised by these activities will be placed in the Troop 448 General Account.
  6. Some fundraising activities will be scheduled to raise money for individual Scout's Scouting-related fees. A prorated share of the funds raised by the Scout during these activities will be held in an escrow account within the Troop 448 General Account. This account will be known as Scout Account. The Troop Scribe and the Troop Treasurer will have the responsibility of accounting for each Scout's Scout Account. Scouts are entitled to know the balance of their own Scout Account, and a statement will be provided by the Troop Treasurer at least once a year.
  7. Funds may be dispensed to Scouts or transferred to the Troop 448 General Account upon written request. These requests are known as "drafts." Drafts are to include the scout's name, the amount of the draft, their estimate of their balance of their Scout Account, and the purpose of the draft. Requests for cash reimbursement from their Scout Account must be accompanied by all receipts, or an explanation of expenses, to include the date, the item(s) purchased, the purpose, the amount, and their name. Scouts may only submit drafts on their Scout Account to pay for Troop-related expenses. Funds may be dispensed for, but not limited to:
    - Camping fees for food, travel, lodging, etc.
    - Uniform and insignia fees (Scouts may submit request for clothing purchased for the purpose of Scout activities, i.e., gloves, boots, wool pants, etc.)
    - Annual registration fees
    - Boy's Life subscription charges

- Individual camping equipment (equipment must be used at least one time on an official Troop or BSA outing)
  - Funds may not be dispensed for items not directly relating to Scouting. In the event of a dispute, the Scout will have the opportunity to submit a written request to the Committee, and a final decision will be made by a majority of the Committee members.
8. Scouts who terminate their membership in Troop 448 will forfeit all funds designated to their Scout Account; as these funds are generated by Troop 448 fundraising activities. These funds will then convert to Troop 448 General Account funds, to be used for Troop 448 expenses.
- Scouts who are reinstated in Troop 448 who submit a written request for reinstatement of their Scout Account may have a part or all of their funds transferred back to their Scout Account upon approval of the Committee.
  - Scouts who transfer to another Scouting organization may submit a written request for their share of their Scout Account. Request should include the name and address of the new Scouting organization's Treasurer. Upon approval of the Committee, a check for the balance of the Scout's Scout Account may be issued to the Scout's new Scouting organization.
9. Payment of any and all fees are encouraged to be made by check payable to Boy Scout Troop 448, unless cash is requested by the activity or outing Leader. Drafts drawn on a Scout Account can be used in lieu of a check, providing there are adequate funds in the Scout Account to cover the amount of the draft. A note on the check or draft indicating what fees the check or draft represents is appreciated and helpful to both the treasurer and the parent.
10. Scholarships are available through the Troop and Denver Area Council, Boy Scouts of America.

To be eligible for a Troop scholarship:

- A Scout must have participated in Troop sponsored fund raisers (during the last 12 months) at a level of participation that will be determined by the Committee Chairman and the Scout Master.

**And**

- The Scout must be in good standing with the Troop by having current dues and fees paid in full as well as being an active participant in Troop activities.

For Scouts requesting a scholarship, funds in the Scouts' personal scout account must be used first and then scholarship funds, if approved, may be used to supplement payment for

the outing. A maximum of \$136 per calendar year per scout may be made available provided sufficient Troop funds are available to support Scout scholarships.

To start the process of getting a scholarship a Scout or parent must communicate their need to either the Scout Master or the Committee Chairman and must complete a Troop Committee approved application form.

The Scout Master and Committee Chairman must agree that the Scout is in need of a scholarship.

At the next scheduled committee meeting the Chairman or Scout Master will inform the committee that there is a Scout who has been given scholarship status. Also at that time they will confirm with the treasurer that there are sufficient troop funds to allow the scholarship.

At no time is the Scout's name to be inquired about, or be placed in meeting minutes.

## **VI. MEETINGS**

### **POLICY:**

To provide all Scouts in the Troop with the opportunity to progress in the Scouting Program and to encourage and instill the desire to participate regularly in Troop, Patrol, and PLC Meetings held to discuss, plan, organize and participate in Scouting activities. Also, to hold regular adult officer and Scout Troop Committee meetings in support of the program outlined by the Scout Troop Committee.

1. Troop meetings shall be held regularly at a time and place specified by the Scout Troop Committee, but at least once a month. Meeting time will normally be 7:00 p.m. to 8:30 p.m. each Tuesday Evening. Service Patrols may be asked to arrive earlier and/or stay a few minutes later.
2. Troop meetings shall be conducted by the SPL of the Troop. Troop meetings will be designed to strengthen each Patrol, provide each Scout with a common experience, and give each Scout the chance to learn new skills that will make his Scouting experience more enjoyable and valuable.
3. Each Patrol is encouraged to hold regular patrol meetings. Patrols will be allotted time for Patrol corners as a part of each Troop meeting. Meetings are recognized as a must if the Patrol is to coach Scouts, develop teamwork, and provide the Patrol Leader with leadership opportunities.
4. The Patrol Leaders Council (PLC) shall hold regular meetings each month as scheduled by the Senior Patrol Leader (SPL) and/or Scoutmaster. Short review meetings will be held as required at the end of each Troop meeting. PLC members are expected to attend PLC meetings unless excused by the SPL.

5. All Scouts are encouraged to be in regular attendance at all Troop and Patrol activities. When unable to attend any meeting, each Scout should notify his Patrol Leader or SPL in advance of his intended absence. An absent Scout should be contacted by his Patrol Leader or SPL. Continued absences should be reviewed by the Scout Troop Committee. Attendance at meetings and activities is considered necessary to demonstrate "Scouting Spirit". SPECIAL NOTE: The Boy Scouts of America and Troop 448 authorize excused absences due to commitments to a Scout's church, school, family, or illness.
6. The Scout Troop Committee shall hold a regular meeting on the second (2nd) Sunday of each month and any other such meetings as requested by the Scout Troop Committee Chairperson. Meetings shall be from 7:00 to 9:00pm, unless notified otherwise. All registered adults are encouraged to be in attendance and all Scout parents are openly invited to attend.

## **VII. TROOP LEADERSHIP AND ELECTIONS**

### **POLICY:**

To provide all Scouts in the Troop with the opportunity and instill the desire to undertake an active leadership role in the direction and operation of the Troop, and to provide leadership opportunities necessary to meet rank advancement requirements.

1. Troop leadership shall be considered those identified positions in the Scoutmaster's Handbook.
2. The Senior Patrol Leader (SPL) is the youth leader of the Troop. In his absence, the Assistant Senior Patrol Leader(s) (ASPL) will assume the SPL responsibilities.
3. The SPL, ASPL, and Patrol Leaders constitute the voting members of the Patrol Leaders Council (PLC) which may also include the other Leadership Corps positions.
4. The PLC is responsible for carrying out their role in support of the annual calendar, Troop events, and other functions as described in the Patrol Leaders Handbook.
5. There will be Patrol Leader elections every six (6) months. Patrol Leader candidates will be at least Second Class rank and have the approval of the Scoutmaster. Each Patrol Leader will select his own assistant. Patrol Leaders may succeed themselves once.
6. Election of the Senior Patrol Leader (SPL) will occur at least every six (6) months. The SPL candidates will be at least First Class rank, and must have the approval of the Scoutmaster, and attend Big Horn Training. The SPL will select the other appointed

positions, with input from the Scoutmaster to identify those who need to fulfill positions of responsibility for advancement.

7. Should an elected or appointed leader be inactive with the Troop, or be determined to continue to be ineffective or unwilling after adequate counseling from the adult Troop leaders, he will be replaced in that office. The Scoutmaster will appoint a replacement until such time as an election can be held by the Troop.

## **VIII. ACTIVITIES**

### **POLICY:**

To provide all Scouts of Troop 448 with the opportunity and instill the desire to participate in a year-round outdoor program totaling a minimum of ten (10) days and nights of hiking, overnight camping, camporee and summer camp or backpack experiences with adequate equipment and supervision and involving a balance of Scouting skills, training, teamwork, conservation, service, physical fitness and fun.

1. The PLC with the guidance and approval of the Troop Committee shall develop a yearly schedule of activities. This schedule shall outline the Troop activities for the entire Scout year and shall be published and distributed to all Scouts, Troop Committee members and Leaders, and parents. Other shorter duration schedules are encouraged, and should be developed as required.
2. The Troop shall plan, attend, and participate in at least two (2) conservation projects and two (2) service projects each year.
3. The reasonable standard of activity for each Scout in the Troop shall be:
  - A. Three (3) Troop meetings or scouting activities per month.
  - B. Ten (10) days and nights of Scout camping each year. (Attendance at Boy Scout Camps shall count towards this ten (10) day requirement.)
  - C. One (1) conservation and one (1) service activity each year.
4. The following items are prohibited from all BSA activities:
  - A. alcoholic beverages;
  - B. illegal drugs;
  - C. tobacco products;
  - D. pornographic materials;

- E. open blade sheath knives
  - F. any knife without possession of the "Totin' Chip" (applicable to Scouts only)
  - G. any instrument capable of emitting a projectile (i.e. BB guns, firearms, sling shots, pyrotechnics, bow and arrows, etc.)
5. Attendance at all Troop and Patrol activities by all properly registered Scouts shall be encouraged but may be restricted or limited to those who meet certain medical, experience, or advancement requirements established by the PLC.
  6. The Troop shall schedule and plan at least one (1) summer camp activity of at least one (1) week's duration each year. An additional week of camping may be scheduled subject to the approval of the Scout Troop Committee.
  7. Specific requirements are set forth as follows:
    - A. A Scout's parent or legal guardian shall be encouraged to accompany him on his first overnight outing. Each parent or guardian shall be contacted by a Scout Troop Committee Member as to equipment needs, camping details and requirements. Parent(s)/guardian(s) need to be made aware of their obligations if the Troop is to survive and remain strong and active.
    - B. Unless otherwise specified, all transportation is provided by parents of the Troop.
    - C. Attendance at any activities is highly encouraged but is contingent upon receipt by the Outdoor Chairman of an approved medical form, parental permission slip and full payment of camp fees.
    - D. To attend an extended backpack/high adventure trip a Scout must have:
      - 1) completed qualifications as determined by the Scoutmaster and PLC;
      - 2) completed ten (10) nights of Scout camping;
      - 3) submitted an approved medical form;
      - 4) have parental permission; and
      - 5) have paid the full trip fee.
    - E. Waiver of any of the above conditions shall be by Scout Troop Committee approval. The Scout Troop Committee shall consider waivers when requested or deemed justifiable by the majority of the Scout Troop Committee.

- F. Each parent should thoroughly review the waiver and health record portion of the BSA registration permission slip to ensure that the Scout's safety and medical condition are safeguarded.

## **IX. EQUIPMENT**

### **POLICY:**

Troop 448 will, within its financial limits, provide the best equipment possible for the use of the Scouts and Scouters.

1. The Troop Quartermaster will have the responsibility of inspection, inventory, maintenance, storage, and cleanliness of all Troop 448 equipment.
2. Troop equipment will be purchased as approved by the Scout Troop Committee.
3. Troop equipment is for the use of the Troop members while participating in official BSA functions. Variance from this Policy must be approved by the Scoutmaster. Any use for other than official Troop functions will incur reimbursement by the appropriate person(s) for expendable supplies and repairs/maintenance as a result of such use. Abuse/misuse of Troop equipment may result in denial of further use.
4. All Troop equipment will be issued on or before the day of departure at the location designated by the Activity Leader. Equipment will be returned promptly upon termination of an activity, or at a time designated by the activity Leader. Abuse/misuse of Troop time and/or Troop equipment will result in denial of use and/or an assessment for damage or repair.
5. Troop equipment will be inventoried after each outing to determine required repairs, suitability, and safety. Equipment deemed beyond repair shall be surveyed by Scout Troop Committee and disposal of the equipment shall be approved by the Scout Troop Committee.
6. In the event that Troop 448 should be disbanded, the Troop's equipment and remaining assets will become the property of the Charter Organization (Green Mountain Presbyterian Church). There will be no rights by existing or former members of the Troop to claim any property owned by the Troop without consent of the Charter Organization.

## **X. ADVANCEMENT**

### **POLICY:**

To provide a planned program to each Scout in the Troop with the opportunity to grow and develop through experiences in Scout teamwork, Scout craft and Scout spirit and as a result, advance in rank from Scout to Eagle in a steady process of preparation, qualification, review and recognition. It is recognized that advancement is not the desired end, but is simply the direct result of what has taken place, the growth and development of a Scout in knowledge, skills, Scout spirit and ideals.

1. All Scouts are encouraged to earn the various ranks within the stated periods as follows:
  - A. Tenderfoot - 3 months after Scout
  - B. Second Class - 3 months after Tender Foot
  - C. First Class - 6 months after Second Class
  - D. Star - 12 months after First Class
  - E. Life - 12 months after Star
  - F. Eagle - 18 months after Life
2. The Scoutmaster and/or a designated adult leader and/or the Advancement Chairperson shall meet and counsel with each Scout (and parent(s)/guardian(s) if deemed advisable) upon advancement in rank or at least once a year. At this meeting, each Scout will be asked to commit himself to a definite goal date for his next rank.
3. All Scouts shall be provided the following opportunities for advancement:
  - A. To prepare and learn on his own and in Troop and Patrol activities.
  - B. To qualify or test: by successful demonstration of proficiency through actual experience.
  - C. To be reviewed: to assure well-rounded growth.
  - D. To be recognized: for the satisfaction of acknowledged accomplishment.

4. Approvals of qualification for the various advancement tests are:
  - A. Active Service: Approved by the Patrol Leader or Troop Scribe.
  - B. Scouting Skills: Approved by the Patrol Leader, Scouting Skill Instructor, Senior Patrol Leader or Assistant Senior Patrol Leader(s) (who have that skill award) or by such other persons authorized by the Scoutmaster.
  - C. Scout teamwork and spirit: Approved by both the Patrol Leader and the Senior Patrol Leader prior to the Scoutmaster's Conference.
  - D. Or by a qualified Leader and/or adult designated by the Scoutmaster.
  - E. To avoid the appearance of conflicts of interest, parents or siblings are discouraged from approving advancements for related Scouts.
5. The Scoutmaster or an adult assigned by the Scoutmaster shall hold a personal conference with each Scout following the completion of all rank advancement requirements to determine that the Scout is learning the true principles and purposes of Scouting. Prior to the conference, the Troop Treasurer will provide the Scoutmaster with a list of those Scouts whose dues are in arrears, whose registration is not current, or whose other financial responsibilities are in arrears. All Scouts in arrears must clear up their obligations before they are eligible to appear before the Board of Review.
6. Merit Badge advancement requires approval and signature of the Scoutmaster on the Merit Badge Card prior to contacting the appropriate Merit Badge Counselor. It is the Scout's responsibility to obtain the Scoutmaster's signature and approval.
7. The Troop Committee or the Advancement Chairperson shall conduct a Board of Review, at a location designated by the Advancement Chairperson, for each Scout recommended for advancement by the Scoutmaster or authorized assistant in accordance with BSA guidelines. It shall be the responsibility of the Scout to schedule a Scoutmaster's Conference with the Scoutmaster and to schedule a Board of Review with the Advancement Chairperson. In addition, each Scout is required to obtain all signatures and advancement documents prior to the Board of Review.
8. The Troop shall schedule a minimum of four Boards of Review and Courts of Honor each year. Additional Boards of Review will be held upon the request of the Scoutmaster.

9. Scouts appearing before the Board of Review shall be in full uniform and shall have his:
  - A. Advancement record signed by Scoutmaster; and
  - B. Boy Scout Handbook.
10. Scouts appearing at a Court of Honor for advancement, award or appointment of office shall be in full uniform. Parent(s)/Guardian(s) are urged and expected to be in attendance.

## **XI. UNIFORM**

### **POLICY:**

The Boy Scouts of America is a uniformed organization. The Official Boy Scout uniform instills a sense of belonging and pride in the Scouting movement. The Troop Committee encourages all Scouts of Troop 448 to secure and properly wear the approved complete Boy Scout uniform and insignia at all approved Troop and BSA meetings, events and activities, except work details and as otherwise excluded. Adult leaders should set an example by wearing the proper adult uniform. Two types of uniform are worn in Troop 448, the formal Class A uniform and the Class B uniform for less formal occasions.

1. The approved Class A uniform shall consist of:
  - A. A regulation Boy Scout shirt (either long or short sleeved) as described in the uniform regulations. Insignia and awards shall be displayed in accordance with the regulations set forth in the Boy Scout Handbook.
  - B. The official black Troop 448 Boy Scout neckerchief. New Scouts who have not reached the rank of Scout wear the approved tentative neckerchief, and will receive the official Troop neckerchief at an appropriate Court of Honor in recognition of that achievement. The neckerchief is to be worn under the shirt collar, with a neckerchief slide.
  - C. Official Boy Scout pants or shorts, or a pair of appropriate pants or shorts.
  - D. A merit badge sash is worn by Scouts that have earned at least one merit badge and should only be worn at ceremonial functions of Troop 448.

2. The approved Class B uniform shall consist of:
  - A. A Troop T-shirt or other official BSA T-shirt.
  - B. Official Boy Scout shorts, or a pair of appropriate jeans, pants or shorts.
3. The proper uniform to wear is determined according to the nature of the activity or outing. The Class A uniform should be worn to Courts of Honor, Troop meetings, when traveling on outings and to other official Troop, District or Council functions. The Class B uniform is worn on work details, when dirty or strenuous activities are planned, at summer camp and for other informal Scouting occasions.
4. The Troop shall provide the following items to all Scouts who's membership dues are in good standing:
  - A. One (1) Troop neckerchief, valued at approximately \$8.00.
  - B. One (1) insignia of rank, leadership position, patrol patches, awards, and other insignia as they are earned or awarded to the Scout.
5. The Scout is responsible for obtaining the following:
  - A. One (1) Denver area Council patch, valued at approximately \$2.50.
  - B. One (1) set of red shoulder loops, valued at approximately \$1.00.
  - C. The world crest insignia, valued at approximately \$1.15.
  - D. One (1) Troop 448 T-shirt, valued at approximately \$5.00.
  - E. One (1) Troop 448 numeral patch, valued at approximately \$2.00.
  - F. One (1) set of Venture Scout insignia and shoulder loops, valued at approximately \$2.00, if authorized.
6. All insignia earned or awarded to a Scout becomes the property and responsibility of said Scout to have and to hold in perpetuity.
7. The Scout may, at his discretion, purchase additional items named above at his own expense, for the purpose of additional uniforms, provided that he is authorized to hold said items.
8. "Experienced" uniforms are available at a minimal cost to those who wish to follow the ninth point of the Scout law: A Scout is Thrifty. These uniforms are available from the Troop 448 uniform bank. Scouts are encouraged to donate uniforms which they have outgrown.

9. All Scouts shall be in the approved uniform when appearing before the Board of Review and receiving an advancement or award at a Court of Honor. Failure to be in full uniform at a Board of Review or Court of Honor is considered to indicate a lack of ability to live by the Scout Oath and Law. Advance permission to appear out of uniform can be granted by the Scoutmaster.
10. All Scouts are expected to wear only the badges and insignia they are entitled to wear and then in strict accordance to instructions by the National Council.
11. Scouts are expected to promptly remove all badges of office following their removal from office, election or appointment of a successor.

## **XII. ADULT PARTICIPATION**

### **POLICY:**

To provide adequate, trained and qualified adult leadership to operate the Troop in accordance with this Troop 448 Policy, rules and guidelines of the Denver Area and National Councils of the BSA, and the purpose, aims and ideals of the Scouting program; to encourage participation, and provide opportunity for involvement in Troop 448 affairs to all parents of member Scouts; to enhance and enrich the parents' own relationship with all member Scouts.

1. The Charter Organization (Green Mountain Presbyterian Church) in conjunction with the Scout Troop Committee will select and appoint a Scoutmaster, using the BSA six-step plan #3072 "Securing A Scoutmaster." In addition, the Charter Organization is responsible for approving all other adult leaders of the Troop.
2. Assistant Scoutmasters are selected by the Scoutmaster with assistance and approval of the Scout Troop Committee.
3. The Scout Troop Committee shall obtain and provide leaders in accordance to the By-laws and Rules of the Denver Area and National Councils of BSA. The Scoutmaster and Assistant Scoutmasters will become trained within one year of assuming Troop leader responsibilities. Training for all other adults holding Committee positions is strongly encouraged. The Troop will reimburse the cost of training to those who successfully complete the course.
4. The Troop's adult leadership can be parent(s)/guardian(s) of the Scout membership and/or persons not related to a Scout member who are interested in the Troop.
5. The Scout Troop Committee shall strive to be composed of the adult officers whose duties of office are shown in the attached job description sheet.

6. Adult Leadership privileges may be revoked at any time by a two-thirds (2/3) vote of the Scout Troop Committee present or by the Charter Organization. Reasons for dismissal can be, but are not limited to:
  - A. Abusive behavior
  - B. Lack of participation in the Troop
  - C. Inappropriate participation in the Troop
  - D. Illegal activities within or outside the Troop
  - E. Failure to promote the ideals of the Scout Movement
  - F. Failure to abide by the Bylaws of the Troop and/or the regulations of the Boy Scouts of America
  - G. Failure to provide safe, wholesome activities
7. The Scout Troop Committee shall govern the Troop in accordance with this guide and the rules and guidelines provided by the Denver Area and National Councils of the BSA except that the Scoutmaster and Assistant Scoutmaster(s) shall be considered members of the Scout Troop Committee and are entitled to vote.
8. All adult leaders will be encouraged to fill out and periodically review a medical record form and review it at least once a year upon re-registration. Physical examinations or other health forms may be required to be filed for special activities and/or council activities.
9. "Two-Deep" Leadership will be provided on all Troop activities and functions. "Two-Deep" is defined as two adults or one adult Leader with one Junior Assistant Scoutmaster present at all times.
10. Meetings of the Scout Troop Committee will be held each month or as called by the Chairperson. Conduct of the meetings shall be in accordance to Robert's Rules of Order.
11. All Scout parents/guardians are invited and encouraged to attend the meetings of the Scout Troop Committee and monthly District Roundtable Meetings.
12. Parental participation and responsibilities to their Scout and Troop are as follows:
  - A. New Scout member: parent(s) or legal guardian(s) shall accompany their Scout to the first Troop meeting he attends.
  - B. The Scout's parent(s) or guardian(s) shall provide transportation for their Scout to and from all Troop and Patrol meetings. In keeping with the Troop's Safe Haven

policy, Scouts should be dropped off and picked up from supervised areas at meetings, outings and other activities. Unsupervised horseplay before and after meetings will not be allowed.

- C. The Scout's parent(s) or guardian(s) shall be encouraged to accompany his/her Scout on the Scout's first overnight outing.
- D. Transportation arrangements, when needed for outings and activities, shall be made by the activity Leader or the Scout Troop Committee. Designated drivers are expected to have a valid driver's license and proof of adequate insurance prior to leaving on an outing. Each Scout's parents are expected to provide transportation on a shared rotating basis, at the request of an activity leader.
- E. Each Patrol shall be encouraged to have at least one (1) parent/guardian on each outing and overnight to assist the Scoutmaster in supervising the outing. Two (2) adults for the first 5 boys, and one (1) adult for every 5 boys thereafter. Each Scout's parent or guardian is expected to volunteer his/her services at minimum, one (1) outing a year on a shared rotating basis.
- F. Parent(s)/guardian(s) of each Scout advancing or receiving recognition at a Court of Honor are expected to attend that Court of Honor. Guests of the honored Scouts are also encouraged. The parent(s)/guardian(s) of all Scouts are urged to attend all Courts of Honor.
- G. Each Scout's parent(s)/guardian(s) should become familiar with the advancement requirements for each rank as their Scout advances and are expected to encourage, guide and counsel their Scout on his advancement. They are expected to provide assistance to their Scout as necessary. Areas where a Scout may need help are transportation, equipment procurement, and developing study habits. (Parent/guardian involvement and participation at Troop meetings, outings and activities is important to their Scout's advancement). Questions on advancement should be directed to the Advancement Chairperson.
- H. Each Scout's parent(s)/guardian(s) are encouraged to assist their Scout in developing thrift and financial responsibility by requiring him to earn, at least in part, the money for registration, camp and transportation fees, dues, uniform and camping equipment. They should assist him in assigning jobs at home or locating outside work where he can earn his way. Each Scout's parent(s) or guardian(s) are urged to assist the Denver Area Council in obtaining the operating funds required to bring Scouting to their Scout by participating to the best of their abilities in the Friends of Scouting (FOS).

### **XIII. TROOP JOB DESCRIPTIONS**

#### **POLICY:**

To provide a uniform description of roles and responsibilities of adult leaders.

1. Scoutmaster
  - A. Train and guide Scout leaders
  - B. Work with other responsible adults to give Scouting to boys
  - C. Help boys grow by encouraging them to learn for themselves
  - D. Use the methods of Scouting to achieve the aims of Scouting
  - E. Meet regularly with the Patrol Leaders Council for training, coordination and planning of Troop activities
  - F. Attend all Troop meetings or have a qualified adult substitute
  - G. Attend Scout Troop Committee meetings
  - H. Attend training courses and District Roundtable meetings
  - I. Conduct regular parents' sessions to share the program and encourage parent participation and cooperation
  - J. Take part in annual membership inventory and uniform inspection, charter review meetings, and charter presentation
  - K. Conduct or delegate Scoutmaster conferences for all rank advancements
  - L. Provide a systematic recruiting plan for new members and see that they are promptly registered
  - M. Delegate responsibility to other adults and groups (assistants, Scout Troop Committee) so they have a real part in Troop operations
  - N. Supervise Troop elections for the Order of the Arrow
  - O. Make it possible for each Scout to experience at least ten (10) days and nights of camping each year.
  - P. Participate in Council and District events
  - Q. Build a sound program by using proven methods presented in Scouting literature

- R. Conduct all activities under qualified leadership, safe conditions, and the policies of the Chartered Organization and the Boy Scouts of America
  - S. Take part in Webelos Scout graduation ceremonies in packs related to your Troop
2. Assistant Scoutmaster (Physical Arrangements)
    - A. Be responsible to the Scoutmaster for Troop physical arrangements
    - B. Work with the Troop Quartermaster and Scout Troop Committee members (equipment and facilities)
    - C. Be responsible for health and safety in all Troop affairs
    - D. Participate in training
  3. Assistant Scoutmaster (Activities)
    - A. Serve as the Troop leader in the absence of the Scoutmaster
    - B. Be responsible to the Scoutmaster for program and activities of the Troop
    - C. Work with the Assistant Senior Patrol Leader (ASPL) in administering Troop operations
    - D. Be responsible for the Troop's participation in District and Council activities
    - E. Participate in Training
  4. Assistant Scoutmaster (Venture Advisor)
    - A. Serve as trainer and advisor to Venture Scouts.
    - B. Encourage eligible Scouts to participate in the Venture program
  5. Troop Committee Chairperson
    - A. Call and conduct regular monthly meetings of the Scout Troop Committee and any special meetings that may be called.
    - B. Organize the Scout Troop Committee to see that all functions are delegated, coordinated, and completed.
    - C. Work closely with the Scoutmaster in preparation of the order of business for the Scout Troop Committee meetings

- D. Work Closely with the other members of the Committee to:
  - 1) Secure adult leaders
  - 2) Implement programs especially as related to district and council activities
  - 3) Recruit boys from the Chartered Organization and area Cub scout packs
  - 4) Recharter the Troop annually and arranging for charter review with the Unit Commissioner
  - 5) Provide two-way communications between the Chartered Organization and the Troop, District, and Council
- E. Conduct annual charter review
- F. See that adult leadership is assigned in the case of the Scoutmaster's absence or inability to serve
- 6. Secretary
  - A. Send out Scout Troop Committee meeting notices
  - B. Keep minutes of meetings
  - C. Be responsible for recordkeeping for all Troop properties
- 7. Outdoor Chairperson
  - A. Make certain that the Troop program plans to provide ten (10) days and nights of camping for each Scout
  - B. Maintain camping log
  - C. Work directly with Scoutmaster (or Assistant Scoutmaster if assigned) and Troop Quartermaster on acquisition, storage, and proper maintenance of Troop equipment
  - D. Be responsible for transportation arrangements to Troop outdoor events, tour permits, and arrangements for use of campsites
  - E. Work with Troop leadership in preparation for Camporees and other District and Council events and activities
  - F. Assist Troop leadership in planning for special camping opportunities such as high-adventure bases

## 8. Advancement Chairperson

- A. Be responsible for monthly boards of review
- B. Conduct Troop Committee Board-of-Review training
- C. Develop and maintain merit badge counselor lists
- D. Be responsible for Troop Courts-of-Honor and the proper presentation of all Scout-earned awards
- E. Work with Scoutmaster (or assistant) and Troop Scribe in maintenance of all Scout advancement records.
- F. See that advancement reports are sent to Council
- G. See that all supplies for Scout advancement are on hand: badges, certificates, insignia, merit badge application, and all other record forms as needed.
- H. Work with Troop Librarian in building a Troop library of merit badge pamphlets
- I. Advise with Scoutmaster and Eagle applicants on the Eagle Scout service project and help obtain approval from Council/District before applicant starts project.
- J. Serve as liaison to District and/or Council advancement committee.
- K. Help troop with all special awards

## 9. Hospitality Chairperson

- A. Coordinate refreshments at Courts-of-Honor and special activities/events with Program Patrol
- B. Coordinate gifts/cards to people with Troop Scribe
- C. Coordinate invitations to special guests with Troop Scribe

## 10. Troop Chaplain

- A. Provide a spiritual tone for Troop meetings and activities
- B. Give guidance to Chaplain's Aide.
- C. Give spiritual counseling service when needed or requested.
- D. Encourage Boy Scouts to earn their appropriate religious emblem

- E. Provide opportunities for Boy Scouts to grow in their relationship to God and their fellow Scouts

#### 11. Webelos Den program

- A. Assist in membership inventory and inspection program
- B. Plan for charter presentation program.

#### 12. Newsletter Chairperson Resource Person

- A. Work with Webelos Den Leaders of Dens related to Troop
- B. Coordinate joint Webelos Den/Troop activities
- C. Arrange for use of Troop equipment by Webelos Den.
- D. Assist in training and coaching of Webelos Den Chiefs
- E. Assist Webelos Den Leaders in securing instructors and activity badge counselors for Boy Scout skills.
- F. Arrange for proper welcome of Webelos Scouts graduating into Troop
- G. Invite all Webelos Scout parents to assist with Troop program using Troop Resource Survey sheet No. 4437.

#### 13. Membership Chairperson

- D. Conduct orientation for parents of new members.
- E. Serve as liaison with Pack Committee in orderly transition of Webelos to Scouts
- F. Assist with annual Charter Review as related to status of each individual Scout member and adult
- G. Supply individual Scout and adult application forms
- H. Plan for annual Parents Night
- I. Prepare, edit, print and distribute a troop newsletter containing information regarding past and future outings, important date and other items of general interest to the troop.
- J. Solicit articles for the newsletter from the Troop Committee, Scoutmaster, SPL and Patrol leaders.

#### 14. Program chairperson

A. Assist the PLC with planning and implementing the monthly programs.

15. Treasurer

A. Handle all troop funds.

B. Pay bills on recommendation of Scoutmaster and authorization of Troop Committee

C. Maintain checking and savings accounts

D. Supervise Troop budget plan and work with Troop Scribe in developing and maintaining proper record system for collection of dues

E. Maintain Scout account records and issue statements at least yearly.

F. Supervise money earning projects, including obtaining proper authorization

G. Be responsible for insurance program

#### **XIV. ACCEPTANCE STATEMENT**

##### **POLICY:**

To ensure that all Scouts and families are aware of the Policy of Troop 448. Please complete and submit this form to the Scoutmaster. If any Scout or family has a dispute with this policy or with signing this policy, please submit a short written explanation to the Scoutmaster, or the Committee Chairperson.

I (PRINT NAME OF SCOUT) \_\_\_\_\_ have read, understand, and agree to abide by these Policies of BOY SCOUT TROOP 448.

I/We (PRINT NAME(S) OF PARENT(S)/GUARDIAN(S) \_\_\_\_\_, as parent(s) or guardian(s) of the above named Scout, have read, understand, and agree to abide by the Troop Policy, and to help to the best of our ability to have our Scout live by the Scout Oath and the Scout Law and to obey the Policies of Boy Scout Troop 448.

SIGNATURES: SCOUT: \_\_\_\_\_

PARENTS: \_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_