



Troop 41 Guidebook

TROOP 41 Guidebook - Rosamond, CA
Adopted April 14, 2000

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ACKNOWLEDGEMENT SHEET

Read, sign, and return this last page to the Scoutmaster.

1. WELCOME

This package was created to assist new parents, scouts and present troop members in better understanding the Boy Scouts of America and Troop 41's role in bringing the Scouting program to them. Troop 41 is sponsored by American Legion Post 490 (chartered organization). American Legion Post 490 "owns" the troop. Underneath the chartered organization is the troop committee. The troop committee is the troop's board of directors and supports the troop program. It ensures that quality adult leadership is recruited and trained and advises on all policies relating to Boy Scouting. The Scoutmaster is responsible for the image and program of the troop and reports to the troop committee. The entire Scouting program is carried out by the Scoutmaster and Assistant Scoutmasters who work directly with the Scouts, under the direct supervision of the Troop Committee as prescribed by the National Council of the Boy Scouts of America.

We are always happy to admit a new Scout into the Brotherhood of Scouting. The affiliation request of each new Scout gives the Scoutmasters an opportunity to meet with the parents and exchange ideas and ideals and to describe the basic Scouting concepts of Troop 41. The Troop Committee and Scoutmaster pledge to you to assist each Scout in the development of his duties to God and Country, to others and to himself. We hope to develop an awareness of self-reliance, to improve individual and group skills, and to increase his abilities and knowledge, particularly those of the outdoors and nature. The vehicle to accomplish the above will be the Patrol Method.

In turn, we ask the Scout's parents to continue encouragement of his efforts, especially in planning and helping for his advancement. We also ask for direct participation when called upon to assist the Troop. Such assistance will usually be for transportation, refreshments, Courts of Honor, troop activities, campouts and other special events. However, parents can assist in other ways such as serving on the Troop Committee, Assistant Scoutmaster or as a Merit Badge Counselor. Parents can especially help the Troop achieve goals by their willingness to help, especially during fundraisers (See Appendix – Duties of Parents).

Scouting involves more than the basic activities usually associated with the program, such as tying knots, cooking, and camping. While this is an integral part of Scouting, Troop 41's program also includes both adventure and work, with emphasis on growth and advancement in all phases of character building, citizenship, acceptance of responsibility, planning, execution, and evaluation.

Should a question arise or problems develop, please contact one of the Scoutmasters. Such contact is particularly necessary should any situation arise that may affect the Scout's relationship with his fellow Scouts, Patrol, or Troop. This is not to say the Troop policies will be changed or action will be taken to address the problem every time such a situation arises. The Scoutmasters must first weigh the facts and determine what, if any, action is to be taken. If there is no feedback from parents, the Scoutmasters must assume that all is well within the Troop.

The Troop Committee and the Scoutmaster recognize that Scouting has become expensive and can be a strain on a household budget. Troop 41's program includes a variety of activities. There are fundraisers which help Scouts to pay for part or all of their camp fees (see Fundraisers). No Scout should be prevented from participating for financial reasons. All discussions will be held with the utmost confidentiality.

1a. Policies and Procedures

The Troop Committee adopts the Troop 41 Bylaws, with the advice of the Scoutmaster and incorporates all the Policies and Procedures and Bylaws of the Boy Scouts of America in the implementation of this Scouting program.

1b. General

The unit charter of Troop 41 is granted by the Western Los Angeles County Council, Boy Scouts of America to American Legion Post 490 in accordance with the requirements of the bylaws, rules and regulations of the Boy Scouts of America.

1c. Boy Scouts of America Mission Statement

It is the mission of the boy Scouts of America to serve others by helping to instill values in young people and to prepare them to make ethical choices during their lifetime in achieving their full potential. The values we strive to instill are based on those found in the Scout Oath and Scout Law.

1d. Ideals

The ideals of Scouting are spelled out in the Scout Oath, Law, Motto and Slogan.

The 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.

The Scout Law

A Scout is: Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent.

The Scout Motto

“Be Prepared”

The Scout Slogan

“Do a Good Turn Daily”

The Outdoor Code

As an American, I will do my best to –
Be clean in my outdoor manners,
Be careful with fire,
Be considerate in the outdoors, and
Be conservation-minded.

1e. Activities

Special community, Council, District, and Troop activities are held throughout the year. ALL SCOUTS are expected to attend as a Troop. These activities include, but are not limited to:

Campouts, Camporees, Scout-O-Ramas, Good Turn Projects, Service Projects, Patrol Leaders Council Service Projects, Courts of Honor (parents also participate), and Fundraisers (parents also participate).

2. Membership and Leadership

2a. Joining Troop 41

A parent or guardian should accompany his/her son to a troop meeting at the time the decision is made to join Troop 41. A membership packet will be given to the parent for review and for completion of the necessary forms. The parent, with son, may meet with the Scoutmaster on any Wednesday night of the month at 7:00 p.m. to discuss Troop 41's Scouting Program, and Bylaws. If this causes hardship or serious inconvenience, a meeting can be arranged with the Scoutmaster or designee for another troop meeting or day of the week. The boy will not be permitted to participate in any Scouting function until he is properly registered and all his fees are paid. He may visit **one** troop meeting before joining. Webelos may attend up to three troop meetings, usually in the Springtime. Webelos are strongly encouraged to complete the Boy Scout joining requirements so that upon joining they may immediately have their Scoutmaster conference and receive their Scout badge and neckerchief.

The Membership Packet includes:

- a. Application with Personal Health and Medical Record - Class 1**
- b. Annual Permission Slip and Medical Card**
- c. Troop 41 Guidebook**
- d. Troop Resource Sheet**
- a. Latest Newsletter**

Each Scout's parent or guardian is asked to contribute to the Troop and its activities in some way. See Appendix – **Duties of Parents**. Many resources and talents are required to operate a Troop and to have a quality program. The Troop is in need of your help. If

the Troop Resource Questionnaire does not address your abilities, discuss with the Scoutmaster ways you can assist the Troop. It is expected that each Scout's family unit will contribute to the Scout's Troop and its program.

2b. Boy Scout Handbook

The first item each Scout **must** obtain is the Boy Scout Handbook, which contains information on rank requirements and general information on the Scouting program. The Boy Scout Handbook is needed at every Troop meeting and **must** be brought on every campout by all Scouts regardless of rank.

2c. Membership

Active membership in Troop 41 is not limited. Active membership means that a Scout is participating in at least 50% of all Troop and Patrol activities (troop/patrol meetings, outdoor activities, and scheduled service projects) and in required uniform. Advancement occurs as a result of a Scout's participation in Troop and Patrol activities. It is expected and highly encouraged of each new Scout. A scout should make every effort to attend all meetings. The Scoutmaster will assign each boy to a Patrol as soon as possible.

Scouts shall be considered in good standing as long as their weekly dues are current, and they are not suspended (see Behavior Policy).

To be eligible for troop outings a Scout must: be in good standing and have a completed and valid Class III medical form on file.

Scouts are considered inactive by personal request, or if they have not attended any troop functions for more than **three consecutive months**.

2d. Troop Meetings

Every Wednesday night from 7:00 to 8:30 P.M. sharp at the Community Building! Please be punctual. Promptly pick up of your son at 8:30 P.M. Meetings are year-round. This meeting is for all Scouts registered with the unit. Merit Badge Classes, Boards of Review, and Scoutmaster Conferences take place during the regular meeting as needed.

2e. Patrol Leaders Council (PLC)

Once a month. This meeting is for all Patrol Leaders, Troop Guide, Scribe, Assistant Senior Patrol Leader, and Senior Patrol Leader. The Senior Patrol Leader is responsible for conducting the meeting. Present at each PLC will be the Scoutmaster or designee and one other adult (selected by the Scoutmaster, unless one was already invited by the PLC for other purposes – see below under “Junior Leadership”).

2f. General Leadership Information

The Scoutmaster is the adult leader responsible for the image and program of the troop. The troop is actually run by its boy leaders. With the guidance of the Scoutmaster and assistants, they plan the program, conduct the troop meetings, and provide leadership among their peers. The senior youth leader is the Senior Patrol leader and all other youth

leadership is subordinate to this position. The Scoutmaster and his Assistants serve to provide a quality program for the Scouts. The Troop Committee is comprised of parents and other adults who provide administrative and other support to the Scouts, parents, Scoutmaster, and Unit. All adult Scouters serving in the program are BSA TRAINED VOLUNTEERS, age 18 and over and serve in advisory positions to ensure that all activities of the unit follow the rules, regulations and policies of the Boy Scouts of America.

2g. Junior Leadership

The Patrol Leaders Council (PLC):

The elected junior leaders of Troop 41 are known as the Patrol Leaders Council (PLC). Working under the guidance of the Scoutmaster or his/her designee, the PLC is the board of directors, so to speak, is the decision-making team. This includes planning the annual program, weekly meetings and carrying out Troop meetings and outdoor programs. In order to properly represent the members of the Troop, Patrol Leaders are required to meet **at least once a month** for a PLC. Each patrol Leader must represent his own patrol, and relate their needs and concerns. He must participate in the Troop's planning and decision-making, and help plan outdoor events. The Senior Patrol Leader, or the Assistant Senior Patrol Leader in his absence, will preside over this meeting and will call for any votes. The Troop Scribe will record any decisions made and will prepare them to be reviewed by the Scoutmaster.

Other youth and adults may be invited to the PLC by the Senior Patrol Leader to assist with planning of activities as needed.

2h. Troop Committee

The Troop Committee is the troop's board of directors and supports the troop program. It shall be composed of interested adults and/or parents of Scouts registered in Troop 41. The committee consists of a minimum of the following five (5) positions essential for quality troop operation: Chairperson, Secretary, Treasurer, Outdoor/Activities, and Advancement. Additional positions may be created as needed. There is no maximum number of committee members. Additional members will be assigned to assist in one of the above areas.

Duties are as described in the *Troop Committee Guidebook*. Only members of the troop committee are entitled to vote. A quorum is required for any decision to be made by the troop committee. A quorum is defined as a simple majority of the committee. If there is a quorum present, votes may pass by a simple majority. The lone exception is in passing bylaws. See section 12 for more details. Roberts Rules of Order Revised shall be used for all parliamentary procedures.

2i. Retiring Scoutmaster

A retiring scoutmaster shall assist the troop committee chairperson in finding a new scoutmaster, bringing their recommendations to the committee for approval who shall then forward them to the chartered organization representative for final approval. The

scoutmaster subject to committee approval shall select the assistant scoutmaster(s). Selection requirements are described in the *Troop Committee Guidebook*.

3. Discipline

3a. Termination of Leadership Position

As it is vital to the smooth operation of the Troop, **ALL** Scouts in leadership positions are requested to attend **ALL** meetings. In the event of **three** unexcused absences, that Scout will be removed from the position he is currently holding, and an appointment will be made. In the case of a Senior Patrol Leader or Patrol Leader, the Assistant Senior Patrol Leader or Assistant Patrol Leader will then immediately fill the position until the next election.

3b. Zero Tolerance – Drugs or Alcohol

Any Scout caught using any drugs or alcohol during any Scouting event or activity will be removed from the leadership position he is currently holding by the Scoutmaster (**this type of situation will automatically incur Step 5 of “Enforcement of Behavior Policy”**) .and may not run for any leadership position again for a minimum of six months, and only then, when approved by the Scoutmaster.

3c. Troop 41 Behavior Policy

In accordance with the Scout Oath and Law, Troop 41 has adopted these policies for the Troop regarding behavior. They are:

- j. **Hands Off:** Unless participating in a contact game, all Scouts will abide by a “hands-off” policy with their fellow Scouts and adult leaders.
- k. **Respect Others:** All Scouts will show proper respect toward all adults and fellow Scouts.
- l. **Respect Property:** All Scouts will show proper respect toward any property put in their trust.

Here are some examples of inappropriate behavior that should not be tolerated at Scouting events (and indeed, if the principles of Scouting are to be taken seriously, not ever):

- h. Failure to follow reasonable directives of an adult or junior leader
- i. Unnecessary or inappropriate physical roughness
- j. Threatening or intimidating another person by word or action
- k. Foul language that offends or degrades common decency, as well as negative and derogatory banter
- l. Actions or language offensive or discriminatory with respect to sex, race, religion, ethnicity, sexual orientation or physical/mental disability.
- m. Behavior that displays disrespect for other persons, personal property or the environment
- n. Smoking
- o. Possession or use of fireworks

- p. Unauthorized use or possession of firearms or other weapons.
- q. Use or possession of sheath knives (or any knife with a blade longer than 3 1/2 inches), axes or hatchets without permission of the Scoutmaster or other responsible adult leader
- r. Use or possession of alcoholic beverages or controlled substances (except medication of which the adult leadership is aware)
- s. Possession of pornographic or offensive materials (books, magazines, decals, posters, etc.)

This list is not exhaustive. Both junior and adult leaders must judge cases as they arise, and those under their leadership must respect their authority to make judgments. A Scout should obey any direct order (one that deals with the Scouting activity at the moment and refers to matters of safety, behavior or work) from an appropriate junior or adult leader.

3d. Enforcement of Behavior Policy

The Scoutmaster and his assistants monitor the behavior of Scouts in the Troop to ensure that reasonable standards of Scout behavior are observed at all Scouting events. If an unacceptable situation arises, and junior leaders are unable to restore order to the group, the Scoutmaster or his assistants or a designated adult should intervene. (See BSA Scoutmasters Handbook)

The Scoutmaster, Assistant Scoutmasters, and other designated adult leaders should follow the procedure outlined below when disciplinary problems arise. **Notify the Scoutmaster immediately of any infractions after a warning is given.**

- a. **Warning:** The Scout will be warned about his behavior and reminded of the discipline rule he has violated.
- b. **Sit Out:** The Scout will be asked to sit out the present activity, and the Scoutmaster will be appraised of the problem.
- c. **Parent Contact:** The Scoutmaster will initiate parent contact to discuss the situation and advise the parent/guardian that if the situation is not corrected, the Scout's participation will be limited to parent-attended activities.
- d. **Risk Dismissal:** The Scoutmaster will again contact the parent/guardian and advise the family that if the situation is not corrected, the Scout will risk dismissal from the troop. The Scoutmaster and at least one Assistant Scoutmaster may suspend the Scout temporarily until such a meeting occurs.
- e. **Committee Action:** The Scoutmaster will notify the Committee Chair and formally agendize the situation for Committee action regarding dismissal of the Scout from the Troop.

3e. Severe Situation

Any severe disruption or infraction, such as fighting, creating of a dangerous situation, or overt resistance to adult leaders, will result, with the consensus of the adults involved, in the Scout being removed from the activity and immediately sent or taken home *if that is feasible*.

This type of situation will automatically incur Step d.

3f. Grievances

Use of the chain-of-command within both the youth and adult leadership is encouraged whenever possible. For minor grievances, Scouts should first talk with their Patrol Leader, who may take the matter up with the Senior Patrol Leader. The Senior Patrol Leader, in turn, may utilize the Patrol Leaders Council and/or the Scoutmaster as resources to settle disputes or resolve issues. Similarly, Assistant Scoutmasters are encouraged to bring issues to the Scoutmaster's attention for resolution. The Scoutmaster may utilize the Committee Chairman or any member of the Troop Committee as necessary.

For major grievances, disputes, and infractions of the "Behavior Policy," the Scout may go to any adult Scouter directly for resolution.

Parents who perceive inequities or any infractions of the "Behavior Policy," or who wish to discuss any issue, are encouraged to speak with the Assistant Scoutmaster or Scoutmaster (or designee at the time) to resolve any concerns.

4. ELECTIONS

4a. Patrol Leaders Council - Voting

The Senior Patrol Leader and Patrol Leaders will vote on all issues and proposals at the PLC. Each member of the PLC will have one vote. Issues concerning policy, equipment purchase, or Troop events must be first voted on at a PLC, and then be ratified and approved by the Scoutmaster and finally by the Troop Committee. A quorum, at least 2/3 of the PLC voting members, must be present before a vote can be taken. If there is a quorum present, votes may pass by a simple majority.

The following positions comprise the Patrol Leaders Council (PLC):

- a. Senior Patrol Leader (SPL): Shall be elected by the majority of Scouts registered in the Troop. He shall be at least **Star rank or above and age 14 or more (can be waived by Scoutmaster to First Class and age 13 only if there are no qualified candidates, but never lower than First Class)**, and shall have served at least one term as Patrol Leader, Scribe, Assistant Senior Patrol Leader or other junior leadership position approved by the PLC. His term, which can start at any time, will be for a period not to exceed 6 months, after which an election must be held to determine the next SPL. He shall preside over the Patrol Leaders Council (PLC). He guides the Patrol Leaders and other junior leadership positions. The Senior Patrol Leader may be re-elected and there is no limit to the number of terms he can serve.
- a. Assistant Senior Patrol Leader (ASPL): Appointed by the SPL with the approval of the Scoutmaster, and must meet all the requirements of the SPL. He will take over the job of the SPL in his absence, and will assume the position of SPL for the remainder of the term in the event the current SPL is unable to continue in that capacity.

- b. Patrol Leader (PL): Shall be elected by a majority vote of the members of his individual patrol by secret ballot. -His term can start at any time, and will be for a period not to exceed 6 months, after which an election must be held to determine the next Patrol leader. There is no limitation to the number of times he can hold the office.
- c. Assistant Patrol Leader (APL): Appointed by the Patrol Leader to assume the duties of the Patrol Leader in his absence.
- d. (Note: In the event both the SPL and the ASPL are absent for any reason at the Troop function, the Patrol Leader with the highest seniority (highest rank and time in rank) will temporarily assume the duties of the SPL for the function.)

4b. Other Junior Leadership Positions

The Senior Patrol Leader with the advice and counsel of the Scoutmaster appoints the following troop-level positions. These positions are: Assistant Senior Patrol Leader, Quartermaster, Scribe, Librarian, Historian, Den Chief, and Bugler.

4c. Patrol Organization

The following positions within each patrol are **appointed** by the Patrol Leader (with Scoutmaster or Assistant Scoutmaster approval) and serve for a term of 6 months: Assistant Patrol Leader, Patrol Scribe, Grubmaster, Patrol Quartermaster, and Cheermaster

4d. Elected and Appointed Junior Troop Leaders and Their Terms

| | | |
|--------------------------------------|--------------------------|----------|
| Senior Patrol Leader | Elected by Troop | 6 months |
| Assistant Senior Patrol Leader | Appointed by SPL | 6 months |
| Patrol Leader | Elected by Patrol | 6 months |
| Troop Guide | Appointed by SM | 1 year |
| Quartermaster | Appointed by SPL | 6 months |
| Scribe | Appointed by SPL | 6 months |
| Librarian | Appointed by SPL | 6 months |
| Historian | Appointed by SPL | 6 months |
| Bugler | Appointed by SPL | 6 months |
| Instructor | Appointed by SM | 1 year |
| Jr. Asst. Scoutmaster (16 or older)* | Appointed by Scoutmaster | 1 year |
| Den Chief* | Appointed by Scoutmaster | 1 year |

*Refer to Junior Leader Training handbook for training requirements.

4e. Troop Elections

Troop elections will be held semi-annually, in October and April on the **second** Wednesday of the month for election of Patrol Leaders and the Senior Patrol Leader.

The Scoutmaster will oversee elections. Troop members will be notified in advance by letter and/or phone to attend the meeting and its purpose. **Ballots will be made secret.** The Senior Patrol Leader must be elected by a majority of the youth members present at the election. No adult leaders may vote.

Junior Leader Training (JLT) **must** be held within four weeks after troop elections. It will be scheduled by the Scoutmaster, and held on a Saturday generally to last no more than eight hours. It should be scheduled so that all junior leaders can attend. **All** newly elected and appointed junior leaders described above are **required** to attend. For those unable to attend some sort of make up must be done as directed by the Scoutmaster.

5. FINANCES

5a. Dues and Registration

Troop dues are **\$52** per year or \$1.00 per week. Fifty cents \$.50 of each dollar will go toward the Scout's camping fund. The remainder to the troop's general fund.

A Scout is responsible for all weekly dues regardless of whether or not he attends each weekly meeting. The Scribe will collect them each week from the Scout.

Each Scout must complete a Boy Scouts of American (BSA) registration form which the parent or guardian must sign, prior to participation in any Scout activities. Annual registration is every December for re-charter. The fees are as follows:

| | | |
|--------------|---------|---|
| Registration | \$10.00 | (for scouts and scouters – paid by each) |
| Insurance | 1.29 | (required for scouts – paid by the scout) |
| Boy's Life | 9.00 | (for scouts or scouters – paid by each, subscriptions must be sent to the homes of all scouts in order for troop to earn Quality Unit Award) |

Fees must be paid every year prior to December.

5b. Additional Costs/Transportation

The cost of food for outings will be shared equally by the Scouts participating in the activity. This money needs to be paid prior to the outing and needs to be paid in cash to the Scout ("Grubmaster") that is selected to purchase the food and supplies for the outing. All other fees and moneys will be paid to the Troop Committee Treasurer. At times there will be special outings, etc. These fees will be collected on an individual event basis prior to the event (refer to Campout Guidelines for details). At times there may be Unit fundraising projects to defer these costs.

5c. Fundraisers

Fundraisers are necessary in maintaining a financially viable troop program. The scout's \$10.00 annual registration fee goes to the BSA to support the national program. Some of the troop expenses will include advancement and rank badges, literature for the troop library, camping gear, program supplies and a reserve fund (for unexpected expenses). Dues cover some of this. The remainder must come from fundraisers. Funds raised in the troop fundraisers are shared between the troop's general account and each boy's

individual account (camp savings), depending on how many hours the boy and his family participate in the fundraising activity. Generally, half of the total funds earned in the fundraiser go directly to the troop's general account, while the other half is prorated to each boy's individual account.

When the Scout leaves the troop and the BSA program, the funds in his individual account will revert back to the troop's "Campership" fund, which is used to assist Scouts in financial need. Donations are always welcome to the Camp Savings for individual Scouts who have a need. If you want to donate, but don't know which Scouts are in need, please see the Scoutmaster. If a Scout is transferring to another troop he may take his Camp Savings with him. Once he has joined his new troop the Scout can send us a letter requesting that his funds be sent to him. The letter must be signed by the Scout, his parents and new Scoutmaster and be sent to Troop 41, P.O. Box 141, Rosamond, CA 93560-0141. A check will be made out to his new troop for him.

Troop 41 has various fundraisers, but only two are well defined at this time; the pancake breakfasts (usually Veterans Day and Memorial Day), and the paper drive. The paper drive is a year-round activity. The storage bin is owned by the troop and is stored in the at O'Kieffe & Sons yard. The paper must be taken to the recycle place twice each month. A schedule is available listing the names and dates of those responsible for taking the paper to the recycle place. Other fundraisers will be considered as the situations arise.

5d. Reserve Fund

A reserve fund of \$500 must be kept at all times in order to meet unexpected expenses that may occur. If the reserve fund falls below this amount, it should be restored immediately either through a money-earning project or other means.

5e. Petty Cash Fund

The Scoutmaster is authorized a petty cash fund of \$40. It is for unplanned miscellaneous articles. When most of this fund has been paid out, the Scoutmaster accounts for it with the receipts for purchases and secures a new advance from the treasurer.

5f. Bank Account

- a. The troop shall keep a bank account in which all moneys are to be deposited.
- b. The treasurer is required to provide a complete report of Troop funds at every committee meeting.
- c. The troop's bank account must be set up so that two signatures are required on each check issued. Those with the authority to write inclusively include the Troop Treasurer, Scoutmaster, Committee Chairman, and assistant to the Troop Treasurer. The two signatures recommended are the Scoutmaster and Troop Treasurer.

5g. Income & Expenses.

- f. Income shall include, but not be limited to, dues, donations, fundraising, campout costs, and registration fees.
- g. Expenses shall be budgeted. Budgeted expenses will be paid if within budget.

h. Unbudgeted expenses or expenses incurred without prior committee approval may not be paid and may be considered a donation to the troop on the expender's behalf.

i. If an unbudgeted expense does occur and the expender wishes reimbursement, he/she shall plead their case at the next committee meeting. They must justify why the expense was made without prior approval.

The Committee Chair has the authority to authorize an unbudgeted expense, however this will be done only in cases of extreme time constraints (i.e. deadlines, etc).

6. EQUIPMENT

6a. Semi-annual equipment audit

a. Each January the Quartermaster with the Assistant Scoutmaster in charge of equipment will conduct an audit of all Troop equipment and submit an equipment report to the Troop Committee. The report will identify equipment type and quantity, condition, place of storage, and any new or replacement requirements. Recommendations for new, repair, or replacement equipment and/or sale of any Troop equipment are to be approved by the Troop Committee on a case-by-case basis.

6b. Monthly equipment checks.

b. Each month, one week after a troop outing, the Quartermaster with the Assistant Scoutmaster in charge of equipment will conduct an equipment check of all Troop equipment used and report findings to the Scoutmaster. The report will identify equipment condition, return to storage status, and any new or replacement requirements. Recommendations for new, repair, or replacement equipment of any Troop equipment is to be approved by the Troop Committee on a case-by-case basis.

7. TRAINING

7a. Basic Scout Leader Training

The Scoutmaster, all Assistant Scoutmasters and Committee Chairman are required to take part in the Scoutmaster Fundamentals and Youth Protection Plan Training within six months of registering with the Troop and are encouraged to attend the Council sponsored Wood Badge course within two years.

All other registered adults are encouraged to attend the District sponsored Scoutmaster Fundamentals and Youth Protection Plan Training within 1 year of taking a position. Participation in the Council sponsored Wood Badge courses is optional or as needed.

All Merit Badge counselors must attend a certified District Merit Badge Counselor Seminar.

One registered adult is assigned responsibility for Youth Protection Training.

8. UNIFORMS

It is recognized that Scout uniforms are expensive! However, **a Scout or Scouter is encouraged to obtain a uniform as soon as possible, but not until he's sure he wants to stay in Scouting.**

The Boy Scouts of America has always been a uniformed body. The uniforms help create a sense of belonging. They symbolize character development, citizenship training, and personal fitness. Wearing the uniform gives the youth and adult members a feeling of:

Personal Equality * Identification * Achievement * Personal Commitment

When properly and smartly worn, the uniform can build good unit spirit, and when worn on correct occasions, can attract new members.

The Leaders of Scouting, both volunteer and professional, promote the wearing of the correct complete uniform on all suitable occasions.

For more information on uniforms see your Boy Scout Handbook, Scoutmasters Handbook, or the BSA Insignia Guide.

Uniforms and other Scout accessories can be purchased through the local Scout supplier, which is the Scout Shop in Lancaster, or from the JC Penney Catalog. You may also obtain an official Boy Scout Catalog from the Scout Shop.

Each Scout should have his uniform when he receives his Scout badge. If your Scout outgrows his uniform, the Troop has a uniform closet, which lends uniforms to troop members or they may be purchased for a nominal fee. PLEASE donate your Scout's outgrown uniforms.

8a. Uniform Requirements

Troop 41 is a "Uniformed" unit. All Scouts should have a complete Class A uniform.

Class "A" Uniform:

The following must be obtained first:

14. Boy Scout cap (baseball style – worn outdoors)
 - a. Official BSA khaki shirt (long or short sleeve)
 - b. Red epaulettes
 - c. Red Troop neckerchief with American Legion patch (worn under collar and ends open) presented to the Scout when he joins the troop. See below for details.
 - d. Insignia for Shirt:
 - c. Western Los Angeles County Council patch
 - d. American flag patch
 - e. Patrol patch
 - f. Numerals "41"
 - g. 50-year veteran unit bar
 - h. Rank insignia

For the remainder of the Class "A" the Scout has up to six months to obtain. They are:

- a. Green Scout pants (long or short, but the Scout may obtain both if he wishes)

- b. Scout belt with buckle
- i. Red and green scout socks for shorts

Neckerchiefs. The troop will purchase the red troop neckerchief and have the American Legion patch sewn on. The neckerchief will be presented to the new scout (when he earns his Scout badge) or **after the sixth troop meeting for a transfer scout** immediately upon joining to welcome the scout to the troop.

Please refer to the front and back covers of the Official Boy Scout Handbook for proper placement of insignia on the shirt, or see the Scoutmaster or another adult Scouter.

Class “B” Uniform:

- a. Troop 41 T-shirt with Scout shorts, pants or blue jeans (**only blue jeans - no other color**)
- b. If wearing Scout shorts, red and green Scout socks must be worn.

Class “C” Uniform:

- c. Any Boy Scout T-shirt and any pants or shorts (except camouflaged). To be worn on extended campouts and all other activities where Class A or B could be damaged through the activity. A Scout T-shirt is usually obtained as a Scout participates in Scouting and goes to camp or other events where they are available, but some general ones can be bought at any time from catalogs.

8b. When to wear the uniform

It is the policy of Troop 41 that the **Class A** uniform is to be worn at *all* troop meetings *from Labor Day through Memorial Day*. The Senior Patrol Leader will conduct a uniform inspection *at different times throughout the year*. A Scout having a Scoutmaster Conference and facing a Board of Review is always required to wear his Class A uniform along with Courts of Honor and most indoor functions. It should also be worn during special outdoor occasions. In addition, the merit badge sash should be worn with the Class A for Boards of Review, Courts of Honor and other special occasions if the Scout has one with merit badges on it. Scouts and leaders will always travel to Scout activities in their Class A uniform and return in their Class A unless circumstances don't permit it and they are already in their Class B or C. The Scoutmaster or designee will determine this and inform the Scouts at the activity.

At all troop meetings *from Memorial Day through Labor Day* the **Class B** uniform is to be worn. The Class B uniform may also be worn at campouts after arrival, at troop service projects and other events where the activity may damage the Class A uniform.

Participation in Troop meetings and activities requires proper uniform. Scouts arriving to a scheduled Troop meeting or *activity out of uniform or not in the proper uniform* for no good reason, and without prior approval, may be asked to call their parents for immediate pickup.

9. ADVANCEMENT

Advancement is the process by which Scouts progress from rank to rank in the Scouting program. The purpose of advancement is to strengthen character, body, mind, and the

concept of being a participating citizen. The Boy Scout requirements for rank are the basis for advancement. There are five steps in the advancement procedure: learning, testing, reviewing, recognition, and participation in all Troop activities including Troop meetings, campouts, service project, etc.)

Boy Scout Ranks are as follows:

- a. Scout (this is not a rank but a joining requirement)
- b. Tenderfoot
- c. Second Class
- d. First Class
- e. Star
- f. Life
- g. Eagle

e. Currently the only youth leadership approved by the Scoutmaster that can sign off advancement requirements Scout to First Class are the Senior Patrol Leader, Assistant Senior Patrol Leader and Patrol Leaders, and only if that rank is below their own (i.e., a First Class Scout cannot sign off First Class Requirements, but may sign off Second Class, Tenderfoot or Scout requirements). The Scoutmaster will determine those qualified to sign off rank advancement from Star to Eagle. The requirement of “**Scout Spirit**” in all ranks is specifically **reserved** for the Scoutmaster’s approval, as part of the Scoutmaster’s Conference. No parent is permitted to pass his/her own son on any requirement with the following exception: an authorized registered adult leader who has obtained prior approval from the Scoutmaster. In fairness to all, it is highly recommended that an authorized person other than a scout’s own parent/guardian sign his rank advancements.

9a. Rank Requirements

Boy Scout Rank Requirements are set forth in the current Boy Scout Handbook, Boy Scout Requirements, or Scoutmasters Handbook.

9b. Scoutmaster Conference/Boards of Review

As each Scout completes the requirements for the next rank, the Scoutmaster during a Scoutmaster’s Conference reviews his progress. The Scoutmaster’s Conference helps the Scout evaluate his accomplishments and set new goals. Once this conference is complete, the Scout is prepared for his Board of Review.

Advancement occurs as a result of a Scout’s participation in troop and patrol activities. Boards of Review help measure the quality of the troop’s program. The Boards of Review for the ranks of Tenderfoot to Life is the responsibility of the Troop Committee Advancement Chairperson. A periodic review of the progress of Scouts is vital in the evaluation of the effectiveness of the Scouting Program. The purpose of the Board of Review is as follows:

- a. To make sure the Scout has done what he was supposed to do for the rank. That the work has been learned and completed.
- b. To see how good an experience the Scout is having.

- c. To encourage the Scout to progress further.

The review is not an examination. The Scout has learned and has been examined prior to the review. The Scout reviews what he did for the rank or palm. From this review, it can be determined whether he did what he was supposed to do.

One regularly scheduled Board of Review will be held on the **third Wednesday** of every month at 8:00 p.m. If others are needed, they should be scheduled with the Troop Advancement Chairperson one week in advance. Members of the Troop Committee conduct boards of Review. The board is composed of at least three and no more than six adults who are members of the troop committee. The Board of Review should last about fifteen minutes for all ranks except Eagle. The decision of the board must be unanimous. If it is not unanimous the Scout is told what must be done to rework his weaknesses and schedule another board of review. A follow-up letter must be sent to the Scout turned down for advancement, confirming the agreements reached on the actions necessary for advancement. Should the Scout disagree with the decision, he may appeal at the next level. In ascending order, levels are unit, district, local council, and national Boy Scout Committee. (See *Advancement Committee* book for more details)

It is required that each Scout appearing before a Board of Review for advancement will **present himself in a complete Class "A" uniform** with proper insignia and current badges of rank and office permanently and neatly affixed to the uniform. Scouts not wearing a uniform as described above will not be reviewed and will forfeit their opportunity for advancement until the next scheduled Board of Review.

Note: A board of Review may also be called for by the Scoutmaster, Troop committee member, Adult Scout Leader or Patrol Leaders Council for reasons of non-advancement, poor performance, or specific cause.

Advancement occurs as a result of a Scout's participation in troop and patrol activities. Boards of review help measure the quality of the troop's program.

9c. Merit Badges

Through the Merit Badge Program, a Scout learns career skills, develops socially, and may develop physical skills and hobbies that give a lifetime of healthful recreation.

When a Scout is interested in earning a merit badge, he must obtain a blue card #34124 and requirement-tracking sheet from the Scoutmaster or an Assistant Scoutmaster if designated by the Scoutmaster. The Scoutmaster will also give the Scout the name and phone number of the Merit Badge Counselor** who is registered with the BSA for the Scout to contact. The Merit Badge Counselor ONLY will certify progress and completion of a Merit Badge. The Advancement Chairman will also be notified of the Merit Badge Activity (Scout's name, date begun, progress and completion). Scouts should utilize the buddy system in working on Merit Badges. After the Scout completes the Merit Badge and returns the signed blue card to the Scoutmaster, the Merit Badge data will be entered in the Scout's records by the Advancement Chairman, and the Merit Badge will be awarded to the Scout. The Scout will be formally recognized at the next Court of Honor.

Scouts are encouraged to complete any Merit Badge requirements within one year. This includes any partial work done at summer camp.

Boy Scout Merit Badge Requirements are set forth in the current individual official BSA Merit Badge Books, or Merit Badge Requirements.

9d. Court of Honor

A Court of Honor will be scheduled at least quarterly (i.e., every three months). Scouts receiving awards and recognition, in addition to those Scouts attending the Court of Honor, are required to be in complete, properly worn Class "A" uniform (see Scoutmaster for exceptions). Scouts who are not in uniform will not receive their awards, rank advancement, or recognition and may forfeit such recognition for their accomplishments until the next regularly scheduled Court of Honor.

9e. Service Projects

A major emphasis of most religious faiths and Scouting is SERVICE, doing something for others.

One of the guiding principles of the Boy Scouts of America is the development in each Scout of a spirit of selflessness and an awareness that he and his troop can make a difference in the community by responding to needs that would otherwise go unmet. Service to others is required for advancement to each rank from Second Class to Eagle.

Eagle Service project ideas must be presented to the Scoutmaster before any plans can be presented to the Troop Committee Chairman prior to any project being started to ensure that the current guidelines for Western Los Angeles County Council have been followed and completed. **The Eagle Candidate must notify the Troop Committee chairman prior to the regularly scheduled committee meeting to make arrangements for presentation to the Troop Committee.**

NOTE: District approval must be obtained before any Eagle project is begun.

Upon completion of the project, the *Eagle Scout Service Project Workbook*, properly filled out, is submitted with the Scout's Eagle application. The Committee Chairman will sign the Eagle application once the Troop Committee approves it.

The Troop Committee Chairperson will coordinate all service projects in consultation with the Scoutmaster, the Senior Patrol Leader, and the Patrol Leaders Council.

Service hours utilized for rank advancement requirements (2nd Class, Star and Life) must **be approved in advance** by the Scoutmaster.

9f. Order of the Arrow

The purpose of the Order of the Arrow is fourfold:

15. To recognize those Scout and Scouter campers who best exemplify the Scout Oath and Scout Law in their daily lives and who by such recognition cause other campers to conduct themselves in such a manner.
16. To develop and maintain camping traditions and spirit.
17. To promote Scout camping, which reaches its greatest effectiveness as part of the Troop's camping program, both year-round and summer camp.
18. To crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

To become a member, a youth must be a registered Boy Scout and as a minimum hold the rank of First Class. The youth must have experienced a minimum of 15 days and nights camping (including a 6-day/night resident camp). Scouts are elected by their fellow Scouts, following approval by the Scoutmaster.

Adult Scouters can become members and must meet the same requirements as above, with the exception that an adult is nominated by the unit and voted on by the executive committee of the Lodge. The Scoutmaster will nominate the adult after consultation with other adult OA members. The Chapter Vice-Chief of Elections will contact the Scoutmaster for the need of a unit OA election.

10. OUTDOOR PROGRAM

10a. Outings/Camping Trips

Outings are the heart of Troop 41's Scouting Program and the Troop usually takes one outing per month. Parent note: if your son has been sick the two or three days preceding a campout he probably should not go on the campout, especially if he has been absent from school. As a general rule, if he is well and has gone to school the day before it's probably okay to go on the campout.

Scouting requires that a boy learn to live in the out-of-doors. In order to advance in Scouting, a boy must go camping regularly. A Scout who does not advance soon loses interest. Special trips are planned and the Troop participates in District and Council events. Scouts are also encouraged to attend Summer Camp, National and World Jamborees, and Philmont Expeditions.

All outings require at least two adult leaders to be present, with at least one registered with the BSA. The BSA "two-deep leadership" policy will pertain to all troop functions. Scouts and adults from other troops who are invited to participate in troop activities or outings must have Patrol Leaders Council and Troop Committee approval in advance.

All Scouts and Scouters will adhere to the *Outdoor Code*.

10b. Tour Permits and Permission Slips

Tour permits **will be** required for all camping trips as well as all other activities that take place **outside** the regular meeting place and time by the troop **prior to the event**. The

Troop Outdoor/Activity Chairperson will obtain them. If the location of the campout is changed after the tour permit is obtained, the District Executive (661 942-0582) must be notified of the change prior to leaving. A phone call will suffice. Patrol activities, or a few scouts meeting on their own, do not need a tour permit. In these cases the parent/guardian is responsible.

In addition, Permission slips **are required** from the parent/guardian and must be submitted **on the Wednesday, the week before** (10 days) the scheduled activity. They are provided by the troop three to four weeks prior to an activity (see Camping Commitment Form). Any boy failing to submit a permission slip **will not** be allowed to participate in the scheduled activity. If your son cannot attend the meeting when the slip is due, the parent/guardian must phone the tour leader on the slip explaining that they will be going and the slip will be turned in later. Any boy not having a permission slip puts all registered troop leaders at risk in that they can be held personally liable for any accident.

The unit leaders will carry with them a complete medical history and permission slip for every participant attending each Scouting activity.

10c. Health/Accident Insurance

Parent or legal guardians are encouraged to have health/accident insurance on their Scout. All vehicles used to transport Scouts must have the minimum insurance required under BSA Policy which is: \$50,000/\$100,000/\$50,000 each person/accident/property damage. Each Scout and Scouter must purchase United of Omaha accident insurance (see above under Dues and Registration). This insurance also covers Scouts to and from **troop** meetings, activities and campouts. It is supplemental coverage for those who have insurance, but basic for those who do not.

10d. Health Information, Medical Forms

Each Adult Scouter will have an annual Class 3 (required for those over 40 regardless of the activity) medical form on file with the unit. Each Scout will have a Class 2 (for any event that exceeds 72 consecutive hours) medical form on file complete with a physician's signed physical that has been completed within three years. The parent and/or legal guardian will complete a health questionnaire yearly and update information as needed. Every Scout joining the Troop must have a physical examination on file with the unit. It is recommend that the Scout obtain a Class 3 medical form soon after joining, as he will not be permitted to go on any camping activity. For those unable to afford a physical examination there are county health services and other places that provide them. Please see the Scoutmaster for more details.

10e. Camping Commitment Form

Each time there is a campout a **Camping Commitment Form** is handed out by the Assistant Scoutmaster in charge of the upcoming campout. This sheet contains all of the

important information about the campout. This form is to be filled out by the Scout and his parent/guardian. It is to be turned in to his patrol leader on the day indicated on the form. This is usually the Wednesday, the **week before** the campout (**10 days before**). (The only exception to this timeline is summer camp and Camporee, which will require an earlier commitment.) Turning these forms in on time is very important as we use this information to determine how many drivers are needed, how much camping fees will be, how much food to buy, etc.

It is the troop policy that if a Scout does not turn in a camping commitment form on the specified day, then that Scout will not be allowed to attend the campout. Also, the Scout must make sure that all camping fees are paid, that he is current with his dues and that all relevant medical forms are on file. **If the Scout cannot attend the troop meeting when the forms are due, it is his responsibility to call the Scoutmaster/Assistant Scoutmaster noted on the form and make a verbal commitment before the due date and arrange a date to return the form with payment.**

10f. Campout Guidelines

The following general guidelines apply to all campouts. Some campouts may have stricter requirements than those below, but never less than what follows here.

- aa. The Patrol Leader will be responsible for coordinating with the Troop Quartermaster to make sure that his Patrol has adequate tentage and Troop-furnished equipment for each camping trip. This should be done on Wednesday prior to the day of departure, or sooner if need be.
- ab. The patrol Leader will be responsible for assigning to different Scouts equipment that needs to be carried home for cleaning or drying. All cooking equipment must be clean and all Patrol equipment must be maintained in proper condition. The Patrol Leader will keep a written list of equipment assignments and turn a copy in to the Quartermaster whenever he requests it.
- ac. If any damage to Troop equipment is done in a negligent manner, the Scout or Scouter will be expected to replace such equipment or pay for repair.
- ad. IMPORTANT – It is the policy of the BSA NOT to allow any SHEATH KNIVES or folding LOCK BLADE KNIVES with a blade over 4 inches long to be worn or carried during any Scout functions or outings. The only exceptions are kitchen knives, which may be used in the cooking area only, and must be stored in the patrol cooking equipment box. Any violation will result in an adult taking the knife from the Scout and returning it to his parents.
- ae. Axes and saws are to be used only by those Scouts who have earned the BSA Tot'n Chit Card and then only for a task that requires the use of an ax or saw. In any case, saws and axes will only be used in a defined ax yard and under adult supervision.
- af. A Scout is only permitted to bring snacks from the following list: Trail Mix, Original Gorp (chocolate, raisins, peanuts), Pineapple Chunks, Banana Chips, Apple Chips, and Jerky. All other trail snacks must be pre-approved by the Assistant Scoutmaster. Items not meeting this criteria will be confiscated by the Assistant Scoutmaster. No individual items of food or drink, in cans or bottles will be permitted on camping trips except under the following conditions: canned goods,

snacks, cookies and candy will be purchased only in patrol-size quantities when they are on the menu and approved by the Assistant Scoutmaster.

ag. With outings being the heart of Troop 41's program, it is expected that each Scout **will attend** each campout. It must be emphasized that Scouts who have told their Patrol leader they are planning to go on the camping trip must pay their share of the food costs even if they do not attend, unless the patrol Grubmaster is notified 1 week (7 days) prior to the camping trip. Food will only be purchased the **last seven days** preceding the campout.

ah. Bare feet are never allowed except in waterfront areas, or for swimming. Sandal-type shoes will be allowed for aquatic activities. At no time are open-toe shoes to be worn in the ax yard or during meal preparation.

ai. Radios, tape or CD players, and video games are not allowed on any weekend camping trips and in summer camp. The Scoutmasters are not responsible for these items under any circumstances.

aj. **All Scouts must have** a Boy Scout Handbook on each campout. It should be protected with a plastic bag or waterproof container.

ak. The campsite **WILL** be left as clean, or cleaner, than it was found.

al. On backpacking trips, liquid fuel stoves designed for backpacking may be used, and extra fuel must be carried in containers designed for transporting these fuels in the backpacking environment. Only adult leaders will be allowed to refill liquid fuel stoves.

am. Fireworks or pyrotechnics are strictly forbidden.

an. Scouts are not allowed in other patrol sites or adult areas except when permission is obtained, or to see the Scoutmaster in an emergency.

ao. Each patrol will supply its own paper products, soap, food items, trash bags, etc.

ap. Each patrol will develop their own approved menu and duty roster; have them approved by the Scoutmaster or Assistant Scoutmaster of the patrol prior to the campout; and have them posted during the campout.

aq. No Scout will ride on the **OUTSIDE** of any motor vehicle. This restriction includes hanging or riding on bumpers, in trailers, in the beds of pickups, etc.

ar. Any Scout who drives a vehicle to a Troop event or campout must be at least 16 years of age; possess a valid California driver's license; and have his parent's or guardian's permission. He will do so only in accordance with the provisions of the tour permit for the event. Upon reaching the destination, the Scout will park his car and leave it parked until it is time to return. He will not transport any other Scout to or from the event without express written permission from the other Scout's parent/guardian, in accordance with the California Vehicle Code regarding new drivers (not in first six months after obtaining license). The written authorization will be turned in to the Scoutmaster prior to departure. For all trips outside Rosamond, California, all drivers must be 18 years of age.

as. The Troop will travel to and from events/campouts as a unit (but not in a convoy) **except** when the Scoutmaster grants permission for alternate travel. Parent cooperation is most appreciated. Each Scout will help load and unload Troop and individual gear.

FAILURE TO COMPLY WITH THE ABOVE CAMPING GUIDELINES MAY RESULT IN THE SCOUT NOT BEING PERMITTED TO GO ON THE NEXT CAMPING TRIP!

10g. Personal Camping Equipment List

The suggested equipment that is needed for each Scout and Scouter is listed in the BSA Handbook.

10h. Aquatics Activities

- a. All aquatic activities will follow the Safety Afloat and Safe Swim Defense Plan.
- b. Written plans for any aquatic activities will be submitted *at least two months* in advance to the Troop Committee.
- c. At least one or more adults will have attended the Council Canoe Safe Handling Course within the last 5 years for canoe activities.
- d. All Scouts will have a safety briefing and/or shakedown prior to any canoe or aquatic activity. Those that do not attend will not be allowed to participate in the activity.
- e. Adult Scouters operating a power boat will be required to have completed either a Coast Guard or Power Squadron Safe Boating Course.

10i. Other General Information

- j. All participants must attend the shakedown to participate in the activity.
- k. Scout participation from other troops must meet the same requirements and have their Scoutmaster's approval.

11. COMMUNICATION

We are an organization staffed entirely by volunteers. Everyone shares responsibility for making OUR troop be successful for OUR Scouts.

Communication is the key to insure that the Troop runs smoothly and is also important for making improvements. If anyone has a suggestion or comment, start communicating. The following procedure will help strengthen our Troop.

- d. If a Scout needs help, he should talk to the following people in order: Patrol Leader, Senior Patrol Leader, or Scoutmaster.
- e. If a parent needs help, he/she should talk to the following people in order: Scoutmaster, Committee Chairman, Charter Organization Rep, or Institutional Head of the Chartering Organization.
- f. Suggestions by Scouts or adults to help improve the Troop should be addressed to the Senior Patrol Leader, Scoutmaster or Committee Chairman.

Communicate! Communicate! Communicate!

12. POLICY REVISION, REVIEW AND APPROVAL

The Troop Committee will do any revision and approval of *Troop 41 Bylaws* with input from the Scoutmaster and other adult leaders. *Troop 41 Bylaws* will be reviewed annually by the Troop Committee in the month of January. They must be passed by a majority of the total committee membership or 2/3 of those present if announced at a prior meeting. Robert's Rules of Order Revised will be used.

In the event of any contradiction to policies and procedures in this operations manual, the rules, regulations and by-laws of the Boy Scouts of America will prevail over that which is written here.

13. APPENDIX

13a. Duties of Parents

1. Each Family Unit is expected to support at least **two major activities** each year (Jan-Dec). A major activity is taking part in an overnighiter or transportation to and from any activity site which is greater than 50 miles one way from the Community Building.
2. Each Family Unit is expected to assist in the Troop program in **one or more** areas by:
 - a. Serving as an active Assistant Scoutmaster (must be a registered Scouter)
 - b. Chairing or serving on committees to organize functions in support of the Troop program.
 - c. Providing refreshments for Courts-of-Honor and other occasions
 - d. Serving as a Merit Badge Counselor in area(s) of expertise (must be a registered Scouter and approved by the Council – this position requires no fees)
 - e. Serving as an active member of Troop Committee (must be a registered Scouter)
3. Each Family Unit is expected to contribute, when requested, in:
 - f. Providing transportation for Troop activities
 - g. Assisting Scout to purchase patrol food for campouts
 - h. Attending Courts-of-Honor (this is very important to your Scout – therefore each family has a standing invitation to be present at every Court-of-Honor)

13b. Troop Junior Leadership

The Patrol Leaders Council (PLC):

The PLC, *not the adult leaders*, is responsible for planning and conducting the Troop activities. The PLC is composed of the following voting members:

Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders, and Troop Guide.

The Troop's activities are selected and planned at the annual Program Planning Conference, **held in August**. The Troop's yearly plan is then submitted to the Troop Committee for approval. The Troop Committee either approves the plan or makes

alternative suggestions for the PLC to consider. At this monthly meeting, the PLC organizes and assigns activity responsibility for the weekly Troop Meetings. The Troop Committee interacts with the PLC through the Scoutmaster. Troop Committee Members, Assistant Scoutmasters and other Scouts in the Troop may be invited to the PLC meeting to assist in planning certain activities. The Scoutmaster or his designee attends the meeting to advise the PLC. *The Troop is actually run by its boy leaders.* With the guidance of the Scoutmaster and his/her assistants, they plan the program, conduct the meetings and provide leadership among their peers.

- a. Senior Patrol Leader (SPL) – Top elected junior leader of the troop. He leads the PLC and, in consultation with the Scoutmaster, appoints other junior leaders and assigns specific responsibilities as needed.
- a. Assistant Senior Patrol Leader (ASPL) – Fills in for the Senior Patrol leader in his absence. He is responsible for training and giving direction to the Quartermaster, Scribe, Troop Historian, Librarian, and Instructors.
- b. Historian – Collects and maintains troop memorabilia and information on former Troop members.
- c. Librarian – Keeps troop record books, pamphlets, magazines, audiovisuals, and Merit Badge Counselor list available for use by troop members.
- d. Instructor – Teaches one or more advancement skill requirements.
- e. Patrol Leader (PL) – Gives leadership to members of his patrol and represents them on the PLC.
- f. Assistant Patrol Leader (APL) – Fills in for the PL in his absence.
- g. Troop Guide – Advisor and guide to New Scout Patrol.
- h. Den Chief – Works with a Cub Scout or Webelos Den as a guide.
- i. Quartermaster – Responsible for Troop equipment and supplies. Keeps record of Patrol and Troop equipment and keeps it in good repair. He is responsible for checking out equipment and sees to it that it is returned in good order. He will make recommendations to the SPL as to the needs of new equipment.
- j. Scribe – The Troop secretary. Keeps a log of all Patrol Leaders Council decisions and maintains Troop advancement and dues records. He will also report to the PLC on any delinquent dues owed the Troop and maintain a weekly attendance and uniform log. The Troop committee Advancement Chairman and Treasurer will serve as advisors.

13c. Use of Assistant Scoutmasters

The Scoutmaster should help select assistant Scoutmasters. They must work together and they should be compatible.

Assistant Scoutmasters should expect to be used constructively and be assigned a meaningful job.

Assistant Scoutmaster – New-Scout Patrol

19. Be responsible to the Scoutmaster for new Scouts.
20. Work with the troop guide and counsel him on the performance of his duties.
21. Work with den chiefs and den leaders of Cub Scout packs related to the troop.
22. Attend functions planned by Scouts of the new-Scout patrol with at least one other adult.

23. Attend training courses and roundtables.
24. Meet with parents of new Scouts and explain their role in support of their son.
25. Act as instructor for Scout skills, if necessary.
26. Keep records of advancement through First Class. Use the sheet in the Troop Program Resources.

Assistant Scoutmaster – Venture Patrol (also applies to other patrols except new-Scout patrols):

- g. Be responsible to the Scoutmaster for the Venture patrol.
- h. Work with the Venture patrol chief and counsel him on the performance of his duties.
- i. Assist when needed to coordinate resources for outings.
- j. Assist when needed to recruit “experts” who can instruct.
- k. Keep the Scoutmaster apprised of Venture patrol activities.
- l. Hold advancement conferences as needed with patrol members.
- m. See that Venture patrol members fulfill their troop responsibilities.
- n. Meet with the parents of new Venture patrol members who have not been Scouts to orient them about the patrol and what the troop does.

Please sign and return this form to the Scoutmaster within one week of receipt.

I have read the Troop 41 Bylaws with my parent/guardian. I understand the contents and agree to abide by these rules.

Scout's Name

Date

Scout's Signature

Parent/Guardian Signature

Use the area below to add any comments or questions that you may have.