

BOY SCOUTS OF AMERICA TROOP 416 BYLAWS

Saint Mark's
United Methodist Church
Brandon, MS



400 Grants Ferry Road
Brandon, MS 39047

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ABBREVIATIONS

SM – Scout Master	PL – Patrol Leader
ASM – Assistant Scout Master	APL – Assistant Patrol Leader
SPL – Senior Patrol Leader	CC – Committee Chair
ASPL – Assistant Senior Patrol Leader	COR – Chartered Organization Rep
	PLC – Patrol Leader Committee

Section 1 - Introduction

1.1 – Purpose - Troop 416 BYLAWS establishes troop policies, procedures, and guidelines as expressed in the Boy Scout Handbook and other official Boy Scouts of America (BSA) publications. Some information contained herein is in addition and supplemental to the charter and bylaws of the BSA and is intended to provide guidelines for Troop operations.

1.2 – Scope - The Troop 416 “BYLAWS” describe how Troop 416 does things under the higher policies of the BSA rules and guidelines. In the event that any guideline set forth in this document contradicts a guideline set forth in any official BSA publication, the BSA publication will always take precedence. Any contradiction should be reported to both the Scoutmaster and the Troop Committee. These procedures apply to all members of Troop 416, and to all authorized guests of members of Troop 416, when engaged in any sanctioned troop activity.

1.3 – Annexes - Annexes are part of the BYLAWS, but may be updated individually and distributed separately, subject to Committee approval, without effect on the rest of the YLAWS.

1.4 – Responsibility - The Troop Committee is responsible for the content of Troop 416 BYLAWS and for all modifications to the same. Any committee member may make recommendations for changes or enhancements to this document in writing to the Troop Committee Secretary for consideration.

1.5 - Boy-run Troop - Troop 416 is a boy-run troop focused on the Methods of Scouting as practiced by the Boy Scouts of America. Troop 416’s program emphasizes the patrol method, leader development, and outdoor programs (as defined by BSA regulation).

Section 2 - Troop Organization

2.1 - Chartered Organization - Troop 416 is sponsored by the Saint Mark's United Methodist Church of Brandon, Mississippi. The chartered organization is obligated by the BSA Charter Agreement to provide an adequate meeting place, storage for troop equipment that is used during weekly meetings or Court of Honors, and approve new troop adult leaders. The Chartered organization appoints a Chartered Organization Representative (COR) to be the key liaison between the troop and the chartered organization. The COR is a member of the Chartered Organization and should have Scouting experience with working knowledge of both the Church and the Troop. The Chartered Organization has the ultimate responsibility to ensure that the troop operates in full accord with BSA policies. The COR has a term of 3 years in accordance with United Methodist Ministries. He must be appointed by the Executive Officer and has the first right of refusal should they want to continue in that role for an extended period of time. The COR has a vote on the Troop Committee.

2.2 - Troop Committee

2.2.1 – Troop Committee Responsibilities - The troop committee is responsible for the management and operation of the troop. The committee is led by the committee chairman who has overall responsibility for the function and composition of the committee. The committee chairman works closely with the COR and other troop leaders to ensure adequate leadership is recruited to operate the troop. The troop committee is made up of registered adults that are committed to the ideals and goals of scouting. The committee has three major functions.

- It is responsible to secure new adult leaders as vacancies occur.
- It approves troop programs and activities as planned by the Patrol Leaders Council and the Scoutmaster.
- It provides troop program support as requested by the Scoutmaster especially transportation, logistics planning, reservations, and adult leadership on outings.

The Committee shall function in accordance with the National Committee and the established guidelines of the BSA. The Committee will meet on the second Sunday of each Quarter except as coordinated by Committee Chair. Additional Responsibilities:

- Oversees the program of the troop
- Arranges transportation needed to carry out the troop's program
- Plans and Assists the troop in fund raising
- Keeps troop financial record; and approves budget
- Provide for special needs and assistance for individual Scout
- Approves or disburses funds for troop activities and equipment purchase
- Provides Long Range Planning for the Troop

- Inventories and maintains troop equipment
- Maintains Scout attendance and advancement records
- Serves on board of reviews and at honor courts
- Develops community service projects
- Conducts Charter renewal process

If a 51% quorum of the Committee is present a vote can be made. IF a 51% quorum is not present the vote may not take place and the item must be tabled for discussion at the next committee meeting. If an item cannot wait until the next meeting, Email correspondence can be decided with a vote.

2.2.2 - Committee Members - The troop committee draws its members from one of the following:

- The Chartered Partner, Saint Mark's United Methodist Church
- Registered adult leaders of the troop
- Scout parents
- Other interested citizens of the church or community

2.2.3 - Committee Chair Positions - Positions are described in the Committee training materials, and the Scoutmaster's handbook. At a minimum the Committee will consist of the following members:

- Committee Chair; Term limit 2 years.
- Advancement Chair; voting member.
- Secretary; voting member
- Treasurer; voting member
- Chartered Organizational Representative; voting member.
- Scoutmaster; Term Limit 2 years; 1 vote for SM and ASM.

Additional voting Committee member positions include:

- Transportation Chair
- Fund Raising Chair
- Service Projects Chair
- Membership Chair
- Webmaster Chair

- Quartermaster Chair
- Activity/Outings Chair
- Training Chair
- Summer Camp Coordinator
- New Guy Patrol
- Grubmaster
- Board of Review
- Public relations
- Health and Safety officer
- Any additional Committee member can be added as necessary

2.2.4 – Training - All Committee members will be registered with the BSA and complete the Boy Scout Leader Fast Start training. All are required to complete Youth Protection, New Leader Essentials and Troop Committee Challenge training.

2.3 – Troop Adult Leaders (Scoutmaster and Assistant Scoutmasters)

2.3.1 – Committee -- The Scoutmaster and Assistant Scoutmasters (ASM) are part of the troop committee and receive one vote and can delegate one of the ASM. The Scoutmaster will attend committee meetings and ASMs are encouraged to attend. In the event the Scoutmaster cannot attend a committee meeting, he assigns one of the ASMs to attend in his place.

2.3.2 – Scoutmaster– The Scoutmaster is the primary interface to the Scout leadership in the troop. The Scoutmaster’s duties include program planning with the PLC and attending monthly committee meetings. The Scoutmaster guides the Senior Patrol Leader (SPL) and develops the leadership skills of the SPL and ASPLs. The Scoutmaster assumes full responsibility for all program decisions of the troop. The Assistant Scoutmasters operate under the direction of the Scoutmaster. They are to train and guide boy leaders and use the methods of Scouting to achieve the Aims of Scouting. The term is two years with option to extend if necessary as long as the troop committee approves the extension. The Scoutmaster receives one vote on the Troop Committee that is combined with all Assistant Scoutmasters.

2.3.3 – Training – The Scoutmaster and ASMs will complete Fast Start and BSA Youth Protection Training, read The ‘Guide to Safe Scouting’, read the Scout Handbook and the Scoutmaster’s Handbook. Scoutmaster and ASM s are expected to take the Scout Leader Basic Training (leader specific training and Individual Outdoor Leadership Sessions) offered by the BSA.

2.4 – Troop Scout Leadership

2.4.1 – Positions – Troop 416 leadership consists of the Patrol Leaders Council and Jr. Assistant Scoutmasters (JASM). They serve under the guidance of the Scoutmaster, and the Assistant Scoutmasters. All positions are described in the Jr. Leadership training handouts and in the BSA Jr. Leadership Handbook.

2.4.2 – Scout Leadership – In addition to the qualifications for each specific office, a Scout seeking any office on the PLC must:

2.4.2.1 – Be a member in good standing of Troop 416. See “Member in good Standing”, Appendix A

2.4.2.2 - Hold active status in Troop 416. See “Active Status”, Appendix A.

2.4.2.3 - Have the recommendation of the Scoutmaster.

2.4.2.4 - Troop SPL - The Troop Senior Patrol Leader is the ranking Scout leader in the troop.

2.4.2.5 - Troop SPL Elections - Unless otherwise listed under the position description, the SPL Position is elected by members of the troop if a new SPL is needed. Typically the ASPL will become the SPL and the Troop votes on a new ASPL. Elections will be held twice a year typically in the months of May and November. The newly elected ASPL and Scoutmaster will assign the position(s) within the Troop to an eligible Scout meeting the requirements for leadership at that level. The ASPL along with the SPL and Scoutmaster will assign the remaining troop leadership positions from among the eligible Scouts in the troop. The SPL and all new troop leaders will assume their positions the first of the month following elections (typically on May and December.) This allows for a trained SPL at Camporees and Summer Camp events, which should be the major leadership opportunities of the SPL term. The Patrol Leaders Council (PLC) will list the date for the elections on the troop calendar during the annual planning session. The election night will be announced at least one month in advance so that candidates can prepare a campaign speech to be given on election night. Voting will be by secret ballot and a simple majority will determine the winner. If no candidates fit the eligibility requirements, the Scoutmaster will determine who will be eligible for the SPL position.

2.4.3 - Descriptions of Scout Leadership Positions - Detailed description of each Leadership Position is found in the Junior Leader Training kit and Junior Leader handbook.

2.4.3.1 - Senior Patrol Leader

- Elected by the troop for a 6-month term or moves up from the ASPL position.
- Scoutmaster's Recommendation required
- Served at least one creditable term as Patrol Leader or Assistant Senior Patrol Leader
- The SPL is the troop leader. He works with the Scoutmaster and runs the PLC.
- He is also a PLC voting member.
- Minimum Rank: Life or on track to be a Life scout during the term
- Term limit: 1 term

2.4.3.2 - Assistant Senior Patrol Leader

- Voted on by the Troop for a 6-month term
- Scoutmaster's Recommendation required
- In charge of the other troop officers, stands in for SPL
- A PLC voting member
- Minimum Rank: Star
- Term Limit: 1 term

2.4.3.3 – Quartermaster

- Appointed by the ASPL for a 6-month term
- Scoutmaster's recommendation required
- Will work with the Adult Quartermaster to keep troop equipment in good order and Scout storage areas organized
- Minimum Rank: Star
- Term Limit: 2 consecutive terms

** Each patrol can have their own Quartermaster that will work in conjunction with the Troop Quartermaster.

2.4.3.4 – Scribe

- Appointed by the ASPL for a 6-month term
- Scoutmaster's recommendation required
- Will work with the PLC and keep current troop attendance and minutes of the PLC meetings.
- Minimum Rank: First Class
- Term Limit: 2 consecutive terms

2.4.3.5 - Troop Guides/Instructor

- Appointed by the SM for a 1-year term
- Will provide instructional/tutorial session at least once a quarter and assist any patrol until the patrol is at least first class rank.
- A PLC voting member
- Minimum Rank: Star
- Term Limit: None

2.4.3.6-Sargent of Arms

- Responsible for uniform inspection and making sure the boys are prepared and clean for rank advancement.

2.4.3.7 – Librarian

- Appointed by the ASPL for a 6-month term
- Scoutmaster's recommendation required
- Will keep track of troop written materials
- Minimum Rank: First Class
- Term limit: 1 term

2.4.3.8 - Chaplain's Aide

- Appointed by the ASPL for a 6-month term
- Scoutmaster's recommendation required
- Minimum Rank: First Class
- Term limit: 1 term

2.4.3.9 – Historian

- Appointed by the ASPL for a 6-month term
- Scoutmaster's recommendation required
- Will locate or create 2-3 articles per quarter, and organize photo albums and historical records of troop events
- Minimum Rank: First Class
- Term limit: 1 term

2.4.3.10 – Bugler

- Appointed by the ASPL for a 6-month term
- Scoutmaster's recommendation required
- Must play and provide own Bugle, know reveille and taps
- Minimum Rank: Tenderfoot
- Term limit: 1 term

2.4.3.11 - Patrol Leaders

- Elected by the patrol for a 6-month term
- Member of patrol electing the position
- Leader of the Patrol
- A PLC voting member
- Minimum Rank: First Class
- Term limit: 1 term.

2.4.3.12 - Assistant Patrol Leaders

- Selected by the patrol leader for a 6 month term
- Member of patrol electing the position
- Does not meet criteria for creditable leadership position
- Term limit: 1 term

2.4.3.13 - JASM (Junior Assistant Scoutmaster)

- Selected by the Scoutmaster
- Will work with the Scoutmaster and Assistant Scoutmasters to help guide the troop
- Required to attend PLC meeting and assisting and guide planning of the troop
- Program JASM are normally older youth who have held Senior Patrol Leader position in the past.
- Minimum Rank: Life
- Age Limit: Must be 16
- Term limit: None

2.4.3.14 - Den Chief

- Selected by Scoutmaster and approved by the Den Leader. Must complete Den Leader Training.
- Minimum Rank: First Class
- Term limit: None

2.4.3.15 - Other Positions - These office holders are selected by patrols on an as needed basis for terms that vary in length from one outing to several months. These are not accepted to fulfill advancement requirements.

- Patrol Scribe: maintains patrol attendance and dues records, works with the Troop Scribe
- Patrol Quartermaster: maintains patrol equipment, draws troop equipment from
- Troop Quartermaster
- Patrol Grub master
- Chief Cook

2.5 - Junior Leadership Training or National Youth Leader Training (NYLT)

2.5.1 - Junior Leader Training (JLT) is conducted in two major parts. The first session is a Scoutmaster conference with each new Scout Leader about the responsibilities with expectations of his new leadership position. This is an informal session to introduce the Scout to resources available to him to be successful.

2.5.2 - Second session is an all day or week long formal team building training session involving all newly selected Troop Leaders and others at the discretion of the Scoutmaster. This formal JLT session will be held shortly after each Leadership Election. Training dates will be scheduled during the annual planning session and posted on the Troop calendar. Each Scout elected to a position must attend the training session or complete a Scoutmaster approved substitute training session on his own within 1 month of the troop-conducted training. If a Scout is unable to complete this training requirement, the Scoutmaster may appoint another trained Scout to fulfill that office.

2.5.3 - The Scoutmaster or Assistant Scoutmasters will conduct additional informal one-on-one training/mentoring sessions throughout a Scout's leadership tenure. These periodic meetings will focus on how well a Scout is performing his duties and discuss available program resources.

2.6 - Patrol Leaders Council (PLC)

2.6.1 - The Senior Patrol Leader (SPL) conducts the PLC monthly under the guidance of the Scoutmaster for the purpose of program planning. The operation of the PLC is a key means of leadership development. The Scoutmaster and Assistant Scoutmasters train the Patrol Leaders Council members. All boy leaders can participate in the PLC but only those Scouts indicated as PLC voting members in section 2.4.3 will vote on decisions during monthly planning sessions. The Scoutmaster and Troop Committee have veto power over all PLC decisions but will exercise it only on rare occasions when the plans of the PLC would violate BSA policy or jeopardize safety.

2.6.2 - The Voting Membership of the PLC is the Senior Patrol Leader, the Assistant Senior Patrol Leader, the Patrol Leaders or patrol representatives, and the Troop Guide(s). Patrol Leaders and Troop Guides present the ideas and concerns of their patrols, and then take the PLC's decisions to the rest of the troop members. All PLC members are expected to be trained in their position and have attended a recent JLT session. Regular participation in the PLC is required for successful completion of leadership positions (See Section 9, Advancements).

2.7 – Patrols - The patrol method is the most important and distinctive characteristic of Scouting. All the boys are assigned to a patrol of their own. The SPL, ASPL, and JASM make up the core of the Leadership Patrol. See the Leadership Patrol requirements below. A patrol is made up of five-12 boys. A patrol has one leader and an assistant leader. Each Patrol elects its own leader who represents the Patrol to the PLC. The Patrol Leader then selects his assistant patrol leader. Other positions will be assigned as needed by the patrol. The Patrol functions are described in the Scout Handbook.

2.7.1 - Leadership Patrol - The Leadership Patrol is a separate patrol led by the SPL and ASPL. All JASMs are members of this patrol as well. The Leadership Patrol is a Service Oriented Group with members expected to provide service back to the troop. Membership in the Leadership patrol can be earned by meeting the following requirements.

- Attain Life Rank
- Be an Active Scout in Good Standing. (Annex A)
- Have a current, non-voting position in the PLC (Troop leadership position)
- Cannot be Patrol Leader or Troop Guide
- Provide significant monthly Scoutmaster Approved Service back to the troop. This service could be work on troop equipment, training other Scouts, or other approved projects.
- Members are expected to provide the troop with leadership and provide an example to the rest of the Troop. Leadership patrol membership will be evaluated quarterly by the Scoutmaster.

2.7.2 – Patrols - The standard patrols are made up of experienced Scouts that are older or have been in a new guy patrol for at least one year. This type of patrol makes up the heart of the troop as most of the patrols in the troop will fall into this category. A patrol leader and assistant patrol leader have the responsibilities for running their patrol as described in the Scout handbook.

2.7.3 - New Guy Patrols - The New Guy Patrol is made up of Scouts that are within their first year of boy scouting experience. Generally, these Scouts are Arrow of Light recipients, and have bridged-over from a Cub Scout pack and joined the troop. However, boys who attained the age of 10.5 years old or completed the fifth grade may also join the troop and will be placed in the New Guy Patrol. The troop will have as many new guy patrols as necessary to accommodate the number of new Scouts joining the troop. The New Guy Patrol members will stay in this patrol for a full year at which time they will either remain as a patrol or be redistributed among the existing patrols in the troop. The New Guy Patrol is run by a Troop Guide and/or Assistant Troop Guide. The Troop Guide will guide and train the boys in the patrol method, letting the patrol leader learn under his guidance. The Troop guide will also make sure they attain the rank of Tenderfoot for the New Guy Patrol during this first year. The “New Guy Patrol” ASM is in direct charge of the Troop Guides to assist with the New Guy Patrol.

2.8 - Leadership Review - The Troop Committee, including members of the Troop's Chartered Partner, will appoint and review performance of the adult leaders of the troop. The Committee Chair is empowered to appoint and replace adults from their positions. The COR may appoint and replace the Committee Chair according to BSA/Charter Organization regulations. It is the job of the Chartered Organization to assure that the Troop is run in accordance to the Rules of the BSA. The Chartered Organization has a representative on the Troop Committee that oversees and participates in many decisions in the running of the troop. The Scoutmaster and Assistant Scoutmasters will review the performance of the current PLC office holders, and the requirements for the Leadership Patrol members. It is the Scoutmaster's responsibility to assure that the boys deserve the credit for the position they hold. The Scoutmaster may remove a Scout from any office for disciplinary reasons or lack of acceptable performance. In such case, the Scoutmaster may appoint a replacement for the remainder of the term.

2.9 – Parents - Parents are encouraged to participate as active members of the troop in order to give their sons the best chance of success in scouting (as described in the BSA Mission). It has been shown that boys whose parents are actively involved with the troop get more out of scouting. Adults are needed to drive the boys on outings, as committee members, or as adult leaders for meetings and activities. The Troop Committee Chair or someone assigned by the Committee Chair will assist parents in finding and in placing adults where participation is needed. If the Scoutmaster determines a need for a new troop committee adult position, he will coordinate his request with the Committee Chair. The Scoutmaster may, at his discretion, recruit parents as needed to assist him during program execution at troop meetings, campouts or other activities. All parents are required to take Youth Protection.

Section 3 - Troop Uniforms

3.1 – Uniforms - Troop 416 recognizes two categories of Boy Scout Uniform:

3.1.1 - Class ‘A’

Shirt - Official BSA long- or short-sleeve tan shirt, clean and reasonably pressed, no tears, all proper patches and pins neatly attached in the proper places

- Pants - Official BSA Scout pants
- Belt - Official BSA Scout belt and buckle
- Hat – Official BSA Hat is the only hat that can be worn at scouting events. (if hats are worn)
- Neckerchief – Troop 416 red neckerchief with any slide unless the Scout is an Eagle Scout. The

Scout may then wear the official Eagle Rank Neckerchief. Neckerchief uses will be decided by Troop and all Scouts will wear same neckerchief or none at all. It is not required all times but must be worn at ceremonial events.

- Merit Badge - Official BSA merit badge sash, all proper merit badges neatly Sash attached in the proper places. Required at “dress” occasions such as Courts of Honor for all Scouts that have earned merit badges. Must have a minimum 6 merit badges on a sash in order to wear it.
- Socks - Official BSA socks.
- Shoes - Leather or canvas. Neat and clean. Closed toe shoes.

3.1.2 - Class ‘B’

- Shirt - Troop 416 T-shirt or any scouting T-shirt from summer camp, Camporee or other official Scouting events or BSA designated shirts. Clean, no tears.
- Pants - Clean, solid color pants with no tears.
- Belt - Official BSA Scout belt and buckle or Belt/buckle from summer camps or other official Scouting events.
- Hat – BSA related hat or Troop 416 hat (optional).
- Shoes - Leather or canvas. Neat and clean.

3.2 - Uniform Wear

3.2.1 - For normal meetings Scouts should wear Class A uniform without Merit Badge or OA Sashes. Modified Class A uniform is scout shirt with blue jeans or shorts and closed toed shoes and belt.

3.2.2 - For activities outside of normal meetings, Scouts should wear Class A uniforms unless wear of Class B uniform has been approved by the Scoutmaster.

3.2.3 - Any Scout unable to comply with uniform and/or Scout expenses due to financial hardship should contact Committee Chairman or COR for consideration. Committee Chair and/or COR will submit information anonymously to Committee for consideration.

Section 4 - Troop Meetings

4.1 - General Troop Meetings

4.1.1 - Troop meetings will begin promptly at 7:00 p.m. every Monday night at the meeting place designated by the troop committee, usually the Susannah Wesley Building. The NWR School calendar is the foundation of calendar planning. During the school year, meetings will not be held on Mondays that are school holidays unless designated by the Troop Planning Committee. Adult leaders will be present at 6:30 for Scoutmaster Conferences or Board of Reviews. Scouts needing SM conference or BOR should be there at 6:30.

4.1.2 - Troop meeting plans are the responsibility of the Senior Patrol Leader and the PLC.

4.1.3 - As allowed for in Troop Meeting Plan Form (see Annex D of this BYLAWS, Planning Forms), the agenda for a regular troop meeting will typically include the following:

- 6:30 is pre-opening. Setup for meeting and start time for food and fellowship
- 7:00 pm. Formal Meeting and Opening ceremony

Skills instruction (Tailored for new and experienced Scouts.)

Patrol meetings (Patrol corners for patrol business.)

Inter-patrol activity

Closing ceremony

Post-closing (after the meeting) and meeting clean-up

4.2 - Patrol Leaders' Council Meetings

4.2.1 - Patrol Leaders' Council (PLC) meetings are held at least once a month.

4.2.2 - See section 2.6 of these BYLAWS, Patrol Leaders' Council, and refer to the Junior Leader Handbook for a BSA description of the Patrol Leaders' Council.

4.2.3 - The purpose of the monthly PLC meetings, in general, is to plan details for the regular troop meetings and for any troop campout or other troop activities scheduled in the coming month. PLC Meetings are led by the SPL and attended by all Troop badged leaders. The main responsibility is to plan the month's activities with the patrol leaders. The SPL leads this planning process to generate agendas for the upcoming meetings, the ASPL is in charge of the other badged leaders (historian, scribe, librarian, instructors, quartermaster, etc). The ASPL may expect short reports from these Scouts on their responsibilities during the PLC. Information summaries should be presented to the Scoutmasters. Other issues important to the troop will also be discussed in this meeting.

4.2.4 - An agenda for a PLC meeting can include the following:

- Opening (by Senior Patrol Leader);
- Roll Call (by Troop Scribe);
- Previous PLC meeting log review (by Troop Scribe);
- Patrol Leaders' reports (on patrol activities and advancement progress since last PLC meeting);
- Scribe's report (on troop finances, dues, optional);
- Quartermaster's report (on troop equipment, optional);
- Review of any old (unfinished) business;
- Review/finalize plans for upcoming events (troop meetings, campouts, etc.) and discuss any other new business;
- Scoutmaster's minutes and meeting adjournment (by Senior Patrol Leader).

4.2.5 - Additional PLC meetings can be called by the Senior Patrol Leader for planning purposes. Such meetings must be announced in advance so that participants can make the necessary arrangements. These meetings, when called, require adult Scouter support.

4.3 - Annual Planning Conference - The Annual Planning Conference sets the Troop calendar for the upcoming year. Troop 416's calendar runs September 1 through August 31st each year. The annual plan establishes outings, service projects, committee meetings, and Courts of Honor.

Annual Planning is conducted in two parts.

4.3.1 - PLC Planning - A special PLC is held in early August and creates a list of major troop events for the upcoming year. The PLC will select monthly themes for troop meetings and outings. The SPL and Scoutmaster will present the PLC's proposal to the Troop Committee for approval.

4.3.2 - Committee Planning - The Committee will take the PLC's proposal, overlay calendars of NWR Schools, Council, District and holidays. The Committee will add dates for Courts of Honors, service projects, and special Council/District events. The Committee will decide which of the proposed outings are supportable and assign event coordinators for each event.

4.4 - Scout Responsibilities - Meetings are led by the boys. The SPL chairs the meeting and is supported by the ASPL. The boys are expected to provide proper respect to the leaders chairing the meeting, or doing instruction. A lot of information is provided during every meeting on future activities. The boys are expected to have paper and pencil in order to take notes on these events, and to communicate to their parents if need be.

4.5 - Adult Leader Responsibilities - Scouting is meant to be a boy led activity. Adults oversee the meetings and assure that the behavior and activities are appropriate and safe. Sometimes adults are asked to speak, teach, or demonstrate things for the Scouts.

4.6 - Merit Badge Counselors, when asked to teach, will advise the SPL and SM of any support needed for his classes i.e. amount of time, audio visuals, etc.

Section 5 – Ceremonies

-See Court of Honor

-At times the Troop participates in Ceremonies outside of Scouting for public events. Class A uniform as defined in Annex C should be observed.

Section 6 - Troop Campouts and Activities

6.1 - Three quarters of scouting is OUTING. Here are some of the rules around campouts.

6.2 - The following rules apply on troop campouts:

- Always wear shoes. Footwear used on all campout must have closed toes and heels.

Exceptions are activities such as swimming, when water shoes can be worn and in the shower, when flip-flops or sandals can be worn.

- Pillows must be in a Scouts pack or luggage and not loose.
- Campsites must be kept clean, neat and safe.
- All garbage must be secured nightly, and during the day if left unattended.
- Wastewater must be disposed of properly.
- Food must be properly stored in containers and coolers.
- Cooking equipment and eating utensils must be cleaned and stowed after each use.
- Troop, patrol, and personal items must be stored neatly when not in use.
- Unauthorized items on a campout will be confiscated and returned to the Scout's parents after return from the campout.

6.2.2 - Unauthorized Items. Items not authorized on troop campouts (Unless Scoutmaster has designated the use) are:

- Electronics of any sort (radios, Game Boys, iPods, etc.)
- Two-way radios can be used with Scoutmaster approval..
- Carbonated beverages (Pepsis, Cokes, etc.)
- Chewing gum and candy
- Obscene material as defined by the Scoutmaster
- Any knife other than a folding or lock blade knife
- T-shirts with off-color remarks
- Foul/abusive language
- Bad tempers
- Bad attitudes
- Liquid fuel (except for backpacking stoves)

- Fireworks
- Zippo-style lighters
- Other items that would typically be prohibited in a youth organization

6.3 – Fees - Typical Fees for food for campouts vary but are usually \$25 for a weekend outing. This is just to cover the costs of food and supplies. The Troop Committee will adjust this fee if needed. Additional fees for particular campouts will be added to this fee as needed. Fees need to be paid up before going on the campout. Preparation and food buying require that an accurate count of attending Scouts be generated no later than the last meeting prior to the campout.

6.3.1 - Buying Food - Menus are planned for the outings by the patrols. Each patrol will get together before the campout and plan the meals that they will fix. Menu preparation also includes planning for the equipment to cook the meal. Each patrol has a patrol box of additional supplies that can be drawn on for meals and preparation. Patrols arrange menus and plan meals for campouts. A patrol member will then take the menu and attempt to buy all the items necessary for the campout on a budget or however the patrol decides to buy meals. Making substitutions and decisions on how to best achieve the goal of his patrol is the responsibility of the Scout buying the food. This responsibility will rotate through all the members of the patrol. The goal is to teach the Scouts how to plan and shop under a budget.

6.3.2 - Camping Fees - The troop camping fees for food are typically \$25 for a weekend outing, which is meant to cover the cost of food and supplies. The Troop Committee will adjust this fee if needed. Additional fees for particular campouts will be added to this fee as needed. Fees need to be paid before going on the campout. Preparation and food buying require that an accurate count of attending Scouts be generated no later than the last meeting prior to the campout.

6.3.3 - Event Fees - The events we attend as Scouts sometimes require additional fees such as council and district run events. These fees will be identified to the boys and costs will be collected before the event.

6.3.4 - Summer Camp Fees - The fee to attend summer camp is set by the camp we attend. The fees are set by the camp, but Scouts can expect fees to average \$250 dollars. We encourage parents and Scouts to make installments throughout the year; \$20 a month put into the Scout's account will cover the costs of a typical summer camp.

6.5 - Required equipment

6.5.1 – Personal - Each Scout should have:

- A Scout Handbook. This is where the Scout will track their advancement and learn new skills.
- A Scout uniform, Class A. (The Troop maintains a small uniform bank of previously owned gear available for troops)
- Personal plate and eating utensils (Mess kit)
- The Scout Handbook has a suggested list of personal gear for Scouts.

- Most outings will require a Scout to have a sleeping bag.
- A backpack is not required for every outing, only the overnight backpacking trips; on car camping trips a duffel bag is suitable to pack personal gear in.

6.5.2 - Troop (gear the troop provides if available)

- Tents
- Patrol Cook Stoves
- Cooking Gear
- Tarp
- Rope

6.6 – Fires - Scouts are not allowed to "play" with fire. Handling fire is a serious responsibility and is treated accordingly. For a Scout to use fire, he must have in his possession a Fireman's Chit. The rules for earning a Fireman Chit are explained in the Scout handbook. Fireman's Chit training will be held on campouts as needed. Scouts will be held to the rules for fire handling;. Mishandling fire will earn corners cut from their chit. When all four corners are missing the scout will be required to retake the Fireman's Chit class before being allowed to handle fire again. Any adult leader may take one or more corners off of a chit. Troop Leaders may take a corner off for observations that they have made of Scouts mishandling fire, or they may report the problems to the adult leadership. Forgetting a chit at home during a campout is not an excuse. If the chit is not on the Scout's person, they cannot use fire. They may re-earn the chit during the campout though. Scouts should not own more than one chit. If they have earned a second chit the earlier chit is invalid. Chits do not stock pile.

6.7 – Knives - Similar to the rules about fire, the rules about handling knives and sharp tools help to keep the Scouts safe and teach them the proper way to handle a knife with respect. In order to use a pocketknife or sharp tools like hatchets, the Scout must earn a Totin` Chip. The rules for this are in the Scout handbook. Scouts will be held to the rules for tool and knife handling. Mishandling knives will earn corners cut from their chip. When all four corners are missing the scout will be required to retake the Totin` Chip class before being allowed to handle a knife again. Any adult leader may take one or more corners off of a chip. Troop Leaders may take a corner off for observations that they have made of Scouts mishandling knives, or they may report the problems to the adult leadership. Forgetting a chip at home during a campout is not an excuse. If the chip is not on the Scout's person, they cannot use knives. They may re-earn the chip during the campout though. Scouts should not own more than one chip. If they have earned a second chip the earlier chip is invalid. Chips do not stock pile. If a scout has earned a Totin` Chip, and has taught it to other Scouts, he can earn the Paul Bunyan Woodsman Badge. See the description in the Scout book.

6.8 – Stoves - Boys will be trained in the use of the troop stoves. Before using them they will earn a Fireman Chit. Stove setup needs to be done correctly before attempting to light them. Young Scouts are required to cook meals for their patrols for signoffs. The Troop will provide training in how to setup and light the stoves.

6.9 – Medications - Any medications, prescription or non-prescription are required to be handled by the adult leadership. On campouts any medications used by the boys should be given to the Scoutmaster or designated adult. The medication needs to be clearly labeled with the Scout's name and dosage instructions need to be on the container. Exceptions are medications, which may be needed on an immediate basis by the Scout (such as allergy medication, inhalers, etc.) The Scoutmaster still needs to know that the Scout possesses the medication, and needs to be informed when the Scout has used it. In summer camp settings the medications are required to be kept in a locked container.

6.10 - Emergency Procedures - Scout leaders need to be able to take the boys for medical help if an accident occurs. The Boy Scout registration provides a minimal parental permission for this purpose. The health forms the parents fill out provide the basic information on the Scout's medical history for medical personnel. The Troop will send home permission slips for parental signatures for events.

6.11 - Medical Histories - All Scouts are required to provide a simple medical history to the troop. This is the Class One medical form filled out by the parents. It should be updated with any major changes in the Scouts health, or every year regardless. For summer camp the boys are required to have a physical performed by their doctor. These need to be renewed every year. Adult rules are the same as for the boys.

6.11.1 - Emergency Contact Number - The Scoutmasters need an emergency contact number for parents during the campouts. There is an occasional need to remove a Scout from a campout. If necessary the Scoutmaster will call the Scout's parent or guardian to come pick the boy up during the campout or outing.

6.12 – Transportation - Transportation is arranged by the Troop Committee. Scout parents and troop leaders will be required to help with Transportation duties.

6.13 - Parental Responsibility - Parents are required to deliver the Scout and their personal gear to the pickup point {normally St. Marks Parking lot} and to pick the Scout up on return. The parents should be available and accessible by phone during the planned return time, or have prearranged an alternative pickup. We also expect that all transportation required by the troop will be provided by the parents. Hopefully all the parents will volunteer when they can so that the transportation duties can be shared by all and no one is unfairly burdened.

6.14 - Tour Permits - The Transportation Chair will complete the applicable tour permit before any travel with Scouts. All drivers and vehicles will be identified on the tour permit. The driver's insurance policy number is also required.

6.15 - Driver Qualifications - Drivers will be 21 or over, with current insurance to state standards. Over 18 youth drivers may drive themselves, but may not drive other boys. All vehicles will have seatbelts for all passengers. All drivers require Youth Protection Training.

6.15.1 - Insurance Requirements - The standard current insurance requirements satisfy BSA requirements.

6.15.2 - Vehicle Safety - Your vehicle should be safe and in good working condition. Seat belts for all passengers are needed as well.

6.16 - Trip Leader Responsibilities (see Annex D)

Section 7 - Troop Finances

7.1 - Troop funds are derived primarily from annual registration and fundraisers but also come from donations. All moneys collected go into the troop's checking account for general fund use.

7.1.1 - Adult leader's annual registration for active leaders is paid by the troop if funds are available. Scout's registration is paid by the troop using moneys collected from dues.

7.1.2 - Fundraisers - The troop holds fundraisers each year. It also contributes to the Council's Fundraiser programs. The Scouts are encouraged to work at these but not required. One fundraiser a year will go toward the boys individual fund (for gear, camp, or dues). The troop has a goal of 5 fundraisers a year. Business sponsorship will go toward general fund.

7.2 - The Treasurer will maintain all Troop funds. Funds are deposited into the Troop checking account. Disbursement of funds from this account requires two signatures – either the Treasurer or designated co-signer.

7.2.1 - Three categories of troop funds will be maintained:

- General funds (checking account),
- Anniversary Fund (recharter or summer camp)
- Boys individual fund

7.2.2 - Treasurer will provide a written financial report at each troop committee meeting showing new receipts and payments by category since the last financial report, the current balance of each category of troop funds, and other financial reports as requested by the Troop Committee.

7.2.3 - Although the Treasurer will maintain all troop funds, he or she will provide direct oversight for budgeting and managing the troop's general funds.

7.3 – Expenditures

7.3.1 - General funds finance all troop expenses incurred throughout the year. Troop expenses include, but are not limited to: Troop camping supplies and equipment, training aids and materials, trailer maintenance, administrative supplies, and items awarded to Scouts as they advance through the program (badges, patches, pins, etc.).

7.3.2 - Prior to the beginning of a new troop calendar year, and based upon the Troop's approved annual plan, the Treasurer, with assistance from Scouters and the Troop Committee members, will submit a budget for the management of the troop's general funds for the coming fiscal year to the Troop Committee for approval. Specific fund raising targets will be established. A copy of the approved general funds budget will be provided to the charter organization and kept by the Treasurer to provide guidance in the disbursement of general funds.

7.3.3 - Prior to expenditures being made (other than routine expenditures such as badges, etc.), a proposal must be presented to the troop committee in regards to items needed/ wanted, and the dollar amount to be spent. This proposal must be voted on and passed before the treasurer will be allowed to issue reimbursement check.

7.3.4 - Other than the Scoutmaster petty cash amount, all general funds will be disbursed from the Treasurer to the designated Scouter or Committee Member, with approval from the Troop Committee, as necessary to finance committee-approved expenditures. An invoice will support reimbursement of purchases made and/or proof of payment and indicate the category the purchase should be allocated to. Scoutmaster petty cash can be used only if funds are available.

7.3.5 - Fees for weekend camping, summer camp fees, and all other fees collected for outings are reported as funds on the budget report when collected. These fees are recorded as an expense as soon as the fees are paid to the recipient. Normally, fees will maintain a zero balance.

7.4 - Scoutmaster Discretionary Fund (if funds are available)

7.4.1 - A portion of the general funds annual budget will include a petty cash amount that the Scoutmaster can draw upon throughout the year for scouting purposes without special approval. Although special approval is not needed, all expenses will be justified through receipt or other verifiable documentation. The specific amount the Scoutmaster is allocated, as with most items in the general funds budget, will be a function of the number of Scouts who register, in a given year.

7.5 – Fees

7.5.1 - Event Fees - The events we attend as Scouts sometimes require additional fees. These fees will be identified to the boys and costs will be collected before the event.

7.5.3 - Camping Fees - The troop camping fees vary for a weekend outing, which is meant to cover the cost of food. Boys buy their own groceries before the weekend. Gas money should be provided to the driver of at least \$10 for in state trips. Out of state trips gas money is \$20 a head.

7.5.5 - Summer Camp Fees - The fee to attend summer camp is set by the camp we attend. Scouts can expect fees to average \$250.00. (but may change) We encourage parents and Scouts to make installments throughout the year; \$20 a month put into the Scout's account will cover the costs of a typical summer camp.

7.5.6 – Annual Dues-Annual fees are \$100 and include the recharter fee for the scout for 1 year beginning in January 1st of each year. The remainders of the annual fees go toward awards and general funds. This amount will be reviewed each year.

Section 8 - Troop Planning

8.1 - General

8.1.1 - Scouts, with advice and support from the Scoutmaster, his assistants, and members of the troop committee, plan and conduct troop activities, including troop meetings, Courts of Honor, troop campouts, service projects, fund raising projects, hikes, and other troop events.

8.1.2 - The following resources are available in the troop library from the Troop Librarian, in support of troop planning: Boy Scout Handbook, Junior Leader Handbook, Boy Scout Requirements booklet, Boy Scout Songbook, Troop Program Planning Kit, BSA merit badge pamphlets, copies of Boy's Life magazines, etc. (If these resources are available in the Library) Online resources are always available.

8.2 - Annual Planning

8.2.1 - For planning purposes, the troop year begins on August 1st and ends in July 31st of the following year. The calendar year budget shall be prepared taking into consideration this planning.

8.2.2 - The Annual Planning Conference has three main objectives:

- Set goals for the troop for the coming year and identify monthly themes.
- Define the calendar of events, activities, campouts, projects, etc., necessary to achieve the goals set for the troop and have fun doing it.
- Identify the resources (human and otherwise) necessary to achieve the goals set for the troop.

8.2.3 - The plan produced by the Troop at the Annual Planning Conference is submitted to the Troop Committee by the Scoutmaster for review and approval.

8.2.4 - The Troop Committee will review the annual plan produced by the PLC in terms of feasibility, desirability, community and committee support required, and in light of the anticipated troop budget for the upcoming year. When approved, the annual plan is returned to the PLC for implementation.

8.2.5 - Once approved, the annual plan, as represented by the troop calendar, should be posted on the troop bulletin board, website, at all regular troop meetings, and a copy of the calendar should be distributed to all Scouts, Scouters, and members of the Troop Committee at the beginning of the troop year.

Section 9 - Advancement

9.1 - This section describes advancement procedures, Scoutmaster Conferences, Boards of Review, and Courts of Honor.

9.2 – Advancement - There are four steps to advancement:

- A Scout learns.
- A Scout is tested.
- A Scout is reviewed.
- A Scout is recognized.

9.3 - Completing Requirements for Rank Advancement

9.3.1 - Signing off on Requirements - Once a Scout has demonstrated each skill he has learned, he can request sign-offs. ASMs can do sign-offs. In addition, the scoutmaster may approve any adult, or scout who is star rank or higher. Normally the signer has either observed the Scout performing the skill in question on an outing, or the Scout will be required to perform the skill being signed off for the signer to their satisfaction. If the Scout fails this skill test they may come back after working on the skill to improve. Usually at the next meeting. Retest is not allowed immediately. The Scoutmaster may also ask the Scout to repeat these skill tests during a Scoutmaster conference for rank advancement. The object is that the Scout has learned these skills, not just to obtain the requirement.

9.3.2 - Annex A defines an “Active Scout”. Exceptions may be granted by the SM for extenuating circumstances (illness, injury, family emergencies, etc).

9.3.3 – Leadership - When a rank advancement calls for a leadership position, the Scoutmaster will be the final approval for successful completion. Simply being assigned the position for a period of time does not automatically complete the requirement.

9.3.4 - Scout Spirit - Scout Spirit refers to the effort that the Scout makes to live up to the ideals of scouting. The Oath, Law, motto, and slogan serve as everyday guidelines for a good life. Showing Scout spirit includes wearing the uniform correctly, showing up to meetings prepared, helping out, and demonstrating a good attitude. The Scoutmaster will determine when a Scout has demonstrated Scout Spirit sufficiently for the next rank advancement.

9.3.5 - All Scouts are expected to participate in Eagle Projects, Scouting for Food, or other community service projects to earn their required hours of service.

9.4 -Merit Badges

9.4.1 - Scouts must obtain approval from the Scoutmaster or advancement chair prior to beginning any merit badge. Scoutmaster or Advancement Chair will sign the blue merit badge card or workbook indicating approval.

9.4.2 - To earn a merit badge the Scout must first get approval from the Scoutmaster or Advancement Chairman, then the Scout finds a merit badge counselor available from the list of registered merit badge counselors. The Scout will call the counselor to request the counselor's assistance with the merit badge. When the Scout has done the work to earn the merit badge, the counselor will sign the card or workbook and the Scout returns the completed card or workbook to the Scoutmaster or Advancement Chair for a final signature. At the next Court of Honor, the Scout will be recognized for earning the merit badge. While the troop will record the merit badge earned, we recommend that the Scout keep a record of their badge for their personal records. Workbooks can be used to record explanations. However scouts must Demonstrate or Show when the requirement is stated.

9.5 - Scoutmaster Conference - A Scout who has completed all the requirements for his next rank is then ready for his Scoutmaster conference.

9.5.1 - A Scoutmaster conference is a formal review of a Scout who is a candidate for rank advancement.

9.5.2 - The purpose of the Scoutmaster Conference is to evaluate the Scout in his accomplishments. The Scoutmaster will discuss the Scout's skills, his goals, and attitude. This is also the opportunity for the Scout to ask the Scoutmaster questions directly. The Scoutmaster and the Scout will use this time to get to know each other better.

9.5.3 - The Scout is responsible for requesting and scheduling a SM conference with the Scoutmaster and is responsible for keeping that appointment.

9.5.4 - A Scoutmaster conference is normally held with the Scoutmaster but could be done with any of the Assistant Scoutmasters. It is conducted by the Scoutmaster/ASM in an open, public area. Unless unavoidable, a Scoutmaster or Assistant Scoutmaster should never conduct a Scoutmaster Conference for his own son. This avoids any conflict of interest and gives the Scout the opportunity to interact with other adults.

9.5.5 - Scout can wear any uniform authorized for troop meetings to a Scoutmaster conference, but he must wear a uniform. Class A uniform is recommended.

9.6 - Board of Review (BOR)

9.6.1 - A Board of Review is held after the Scoutmaster conference. It is a formal review of a Scout who is a candidate for rank advancement. This is the opportunity for the Scout to present himself before Adult Committee Members to discuss the troop, and for the Committee Members to verify that the requirements for his rank are being met.

9.6.2 - The Scout is responsible to schedule his Board of Review with the Advancement Chairman. The Scout is responsible for "being prepared" and attending his Board of Review as scheduled. A Scout may advance only one rank at a Board of Review.

9.6.3 - A Scout's dues must be current before scheduling a BOR.

9.6.4 - A Board is conducted by at least three adults drawn from the troop committee. Life Rank Scouts can be on the boards. The Scoutmaster or Assistant Scoutmasters may not be on the board. A Committee Member will not sit on a Board of Review for his/her own son. This avoids any conflict of interest and gives the Scout the opportunity to interact with other adults. Parents can be present but must only observe.

9.6.5 - Scout must wear a Class 'A' uniform to a Board of Review.

9.7 - Courts of Honor

9.7.1 - A Court of Honor is a major troop ceremony conducted twice a year for the purpose of formally recognizing Scouts for rank advancements, merit badges, and other awards earned since the last Court of Honor. It is the opportunity for the troop, parents, and leaders to show appreciation for the hard work that the Scouts put in. Our Troop's Courts of Honor happen two times throughout the year and are scheduled on the troop calendar.

9.7.2 - Courts of Honor may be planned and conducted by Scouts working on the Communications merit badge. The Senior Patrol Leader must arrange for such a Scout, or Scouts, to organize each Court of Honor. When no Scouts are available for this task, the Senior Patrol Leader can solicit assistance from the Advancement chairperson and/or Scoutmaster.

9.7.3 - A Court of Honor requires at least an opening and a closing as well as participation by other Scouts and presentation of awards.

9.7.4 - Scouts are required to wear their best Troop Class 'A' uniform to a Court of Honor and it should be clean and complete. This is a formal occasion!

9.7.5 - All Scouts are highly encouraged to attend Eagle Courts of Honor that formally recognize a fellow Scout who has earned the right and privilege to wear the rank of Eagle.

Section 10 - Discipline

10.1 – General - Misconduct is not permitted at any troop event. Scouts who choose to Misbehave, and are not living by the Scout Law, Oath, or Outdoor Code are making scouting less fun for everyone.

10.2 - Discipline Procedures

10.2.1 - Misbehavior is defined as violating any of the Scout Laws by deed, vocal action, physical gesture, an/or lack of action, which offends others, shows disrespect or disobedience to those appointed in authority or causes a serious disruption in troop activities. Examples of misbehavior include: cursing, swearing, obscene or indecent language, belittling accomplishments, pictures, false statements, obscene or indecent gestures, insults to religious or ethnic customs or traditions, and other such activities which violate one of the 12 Scout Laws. Offenses committed at other than scouting activities shall not be judged as misbehavior under this section unless the unacceptable behavior violates local laws, ordinances, military laws and regulations, or is of such a nature as to bring discredit upon the Troop. Scouts represent the Troop 24 hours a day. If there is an offense outside of the troop, he may be subject to discipline at the troop level. The procedures for dealing with misbehavior are as follows:

10.2.2 - Scouts who misbehave in a minor offense will be addressed by the acting SPL/ASPL or acting PLC for their first offense. The acting PLC will assess such restrictions or limits to activities and probation period (not to exceed 30 days) as is reasonable with respect to the offense, with approval of both the Scoutmaster and the Troop Committee Chairman.

10.2.3 - Scouts who misbehave either while performing the terms of their limitations or restrictions assessed by the Senior Patrol Leader or Assistant Senior Patrol Leader, or for a second time within the set probation period, will be counseled by the Scoutmaster or Committee Chairperson who will assess more severe penalties, restrictions, or limitations as warranted by the second offense.

10.2.4 - Scouts who misbehave a third time within 45 days of a second offense will be referred to the Troop Committee for further disciplinary action with parental inclusion including dismissal from the Troop if necessary.

10.2.5 - All limitations, restrictions, penalties, and other disciplinary action taken will be limited in nature, but designed to assist the Scout in recognizing the wrongdoing and taking corrective action to address the deficiency. No action will be taken which would ridicule, cause physical injury, or infringe upon personal privacy in correcting a Scout's misbehavior. Restrictions and limitations will be set for specific periods of time, aimed at next major events, campouts, or other activities.

10.2.6 - A serious offense is anything risking injury or damage to someone or something. Examples of serious offenses include: acts of violence with intent to injure including assault, possession of alcoholic spirits or illegal drugs, possession of a weapon not approved by the Scoutmaster, theft, arson, possession of tobacco products by anyone under 18 years of age, immoral exposure or touching, hazing, and vandalism. A serious offense is grounds for immediate action by the Scoutmaster which can include sending a Scout home from a troop activity. (Parents must be prepared to pick their son up at any time during a troop meeting, campout, or other activity.) The case will then be considered by the Troop Committee with recommendations from the Scoutmaster and Assistant Scoutmasters. Possible actions by the Troop Committee include temporary suspension from troop activities or dismissal from the Troop.

10.2.7 - Activities or behavior not specifically covered here, which violates regulations, attempts to circumvent rules, poses hazards, or offends the common sense and decency of others will be dealt with in an equal manner as offenses listed.

Appendix A

A.1 - Member in Good Standing. To be a member in good standing of Troop 416 the Scout must:

- Attend regular meetings and events or call his Patrol Leader prior to missing any meeting or event
- Have no unresolved troop disciplinary actions
- The Scoutmaster may make exceptions for extenuating circumstances at his discretion.

A.2 - Active Status. To be considered Active the Scout must:

- Pay Dues
- Participate as much as possible.
- Attend Service projects
- Live in a Scouting manner.

A.3 - Active Leadership Scouts designated as voting members of the PLC must attend at least five of six PLCs within a six month period. If a Scout Leader must miss a PLC, he must notify the Scoutmaster ahead of the meeting. If he is a Patrol Leader or Troop Guide, he must have a responsible assistant attend the PLC in his place. The Scoutmaster may make exceptions for extenuating circumstances at his discretion.

Appendix B

B.1 - The BSA Mission - The purpose of the Boy Scouts of America, incorporated on February 8, 1910, and chartered by Congress in 1916, is to provide an educational program for boys and young adults to build character, to train in the responsibilities of participating citizenship, and to develop personal fitness.

The Boy Scouts of America was incorporated to provide a program for community organizations that offers effective character, citizenship, and personal fitness training for youth.

Specifically, the BSA endeavors to develop 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 values based on religious concepts; have the desire and skills to help others; understand the principles of the American social, economic, and governmental systems; are knowledgeable about and take pride in their American heritage and understand our nation's role in the world; have a keen respect for the basic rights of all people; and are prepared to participate in and give leadership to American society.

B.2 - BSA Methods - The Scouting program has three specific objectives, commonly referred to as the "Aims of Scouting." They are character development, citizenship training, and personal fitness.

The methods by which the aims are achieved are listed below in random order to emphasize the equal importance of each.

Ideals - The ideals of Boy Scouting are spelled out in the Boy Scout Handbook. The Boy Scout measures himself against these ideals and continually tries to improve. The goals are high, and as he reaches for them, he has some control over what and who he becomes.

Patrols - The Patrol Method is the only method concerning Troop organization and function. The patrol method gives Boy Scouts an experience in group living and participating citizenship. It places responsibility on young shoulders and teaches boys how to accept it. The patrol method allows Scouts to interact in small groups where members can easily relate to each other. These small groups determine troop activities through elected representatives.

Outdoor Programs - Boy Scouting is designed to take place outdoors. It is in the outdoor setting that Scouts share responsibilities and learn to live with one another. In the outdoors the skills and activities practiced at troop meetings come alive with purpose. Being close to nature helps Boy Scouts gain an appreciation for the beauty of the world around us. The outdoors is the laboratory in which Boy Scouts learn ecology and practice conservation of nature's resources.

Advancement - Boy Scouting provides a series of surmountable obstacles and steps in overcoming them through the advancement method. The Boy Scout plans his advancement and progresses at his own pace as he meets each challenge. The Boy Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help a Boy Scout grow in self-reliance and in the ability to help others.

Associations with Adults - Boys learn a great deal by watching how adults conduct themselves. Scout leaders can be positive role models for the members of the troop. In many cases a Scoutmaster who is willing to listen to boys, encourage them, and take a sincere interest in them can make a profound difference in their lives.

Personal Growth - As Boy Scouts plan their activities and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Boy Scouting. Boys grow as they participate in community service projects and do Good Turns for others. Probably no device is as successful in developing a basis for personal growth as the daily Good Turn. The religious emblems program also is a large part of the personal growth method. Frequent personal conferences with his Scoutmaster help each Boy Scout to determine his growth toward Scouting's aims.

Leadership Development - The Boy Scout program encourages boys to learn and practice leadership skills. Every Boy Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership role of others and guides him toward the citizenship aim of Scouting.

Uniform - The uniform makes the Boy Scout troop visible as a force for good and creates a positive youth image in the community. Boy Scouting is an action program, and wearing the uniform is an action that shows each Boy Scout's commitment to the aims and purposes of Scouting. The uniform gives the Boy Scout identity in a world brotherhood of youth who believe in the same ideals. The uniform is practical attire for Boy Scout activities and provides a way for Boy Scouts to wear the badges that show what they have accomplished.

Annex C

Uniforms - Troop 416 has uniform standards for various events and meetings. For purposes of convenience they are described as Class A and Class B. These are internal reference names only. BSA does not have official standards corresponding to these names.

Uniform Classes:

Class A

- Official short or long sleeve shirt with full insignia;
- Official long pants or shorts, socks, belt and buckle;
- Troop neckerchief (If Troop Leadership decides to wear one)

Class T (travel);

- Official short sleeve shirt with full insignia

Class B

- Troop 416 T-shirt

Activities

Boards of Review, Class A

Campouts, hikes & activities, Class B (unless otherwise specified)

Camporee, Class A (arrival and departure), then Class B

Courts of Honor, Class A

Memorial Day service, Parades, Class A

Merit badge counselor meetings, Class A (Unless otherwise designated appropriate uniform)

Order of Arrow election meeting, Class A

Service projects (manual labor, digging, landscaping, etc...), Class B

Service projects (Scouting for Food, Christmas Tree Pick up) Class A

Summer camp, Class T (arrival only), then Class B

Traveling, Class A(unless otherwise stated)

Troop meetings, Class A

Uniform inspections, Class A

Troop 416 wears the neckerchief tucked under the shirt collar, the collar is not buttoned, neckerchief is secured with a slide and the ends of the neckerchief are left hanging loose.

The Order of the Arrow sash may be worn with the Class A uniform when appropriate.

The merit badge sash and Order of the Arrow sash may not be worn together.

Annex D

Troop Outing Planning (suggested)

Troop 416

Camping Flow Chart

Step 1 - PLC plans outing

Step 2 - Committee approves event based on safety

Step 3 - As early as possible, Trip Leader & Asst. Trip Leader is assigned to lead campout

Step 4 - Trip Leader takes over all aspects of this event as listed below

Step 5 - Three months prior to event:

- Advise Outings Chairman the location and makes reservations
- Outings Chairman should be available to answer Trip Leader questions throughout planning process.
- Prepare for registration (ex: if district or council event an event package is obtained)

Step 6 - Two months prior to event:

- Plan the program for the campout.
- Ask for assistance from SPL, SM or previous Trip Leader for camping theme to plan this program.
- If SPL is not attending the event another scout will be assigned as SPL for the campout and will notify the Trip Leader who it is.
- If Scoutmaster is not attending the event then he will assign an Asst. Scoutmaster to take his place and will notify the Trip Leader who will take his place.

Step 7 - One month prior to event:

- Prepare permission slips and flyers for event
- Set departure and return times
- Determine the cost of the event, including food.
- Distribute information sheet and permission sheet for campout at troop meetings and send a copy to the Webmaster.

- Collect permission slips and money at troop meetings for the event.
- Let Troop Instructors know what they must do to plan for the event, if applicable.
- Notify Troop Quartermaster what equipment will be needed for the campout.

Step 8 - Two weeks before event:

- Trip Leader closes out registration for the event.
- Compile list of adults attending (do we have enough seats, trailer hitches etc...)
- Turn in money collected to Treasurer and let him know how much to return to each Patrol Grubmaster for food purchase.
- Advise Transportation Chairman with necessary trip information for tour permit.
- Transportation Chairperson files tour permit at Scout Office
- Contact Health Forms Chairman to have Health Forms book at the next troop meeting.
- Patrols will turn in menu plan to SPL and Scoutmaster for approval.

Step 9 - Troop meeting prior to event:

- Advise Scoutmaster and SPL the number of boys & adults attending
- Pick up health forms book from troop meeting and take on trip.
- Treasurer will pass out money to Patrols for food purchase.
- Troop Quartermaster informs troop as to when equipment will be issued for the campout.
- Transportation Chairman turns over Tour Permit to Trip Leader.

Step 10 - Week of campout:

- Trip Leader will make final check of all plans
- Grubmasters will shop for food for the trip the week of campout

Step 11 - Day of Departure:

- Trip Leader will have a signed permission slip for each scout in attendance
- Trip Leader will have seat assignments for everyone attending.
- Trip Leader will remind drivers to keep headlights on during trip.
- Trip Leader will provide drivers with directions, if necessary, and cell phone numbers for other drivers as well as contact numbers for parents of scouts riding in his/her vehicle.
- Trip Leader and SPL will make sure everyone is in correct uniform for the trip.
- Troop Quartermaster will make sure everyone has equipment needed for the campout.

Step 12 - After Trip Action:

- Trip Leader forwards attendance sheet with number of nights camped and number of miles hiked to Troop Scribe.
- Trip Leader forwards any rank advancement information to Advancement Chairman.
- Trip Leader will pass out an after action questionnaire to scouts who attended for feedback on trip.

TRIP NOTES:
