

Boy Scouts of America
Troop 774
LAKELAND, FLA.
Gulf Ridge Council, Thunderbird District



Policies and Procedures

Revised 03/20/2006

TROOP 774 POLICIES & PROCEDURES

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Section 1. General Information

Meeting Day: Year round on Mondays except those dates when the Troop's Patrol Leader Council (PLC) meets and on certain holidays.

Meeting Time: 7:00 to 8:30 p.m.

Meeting Place: Lake Gibson Church of the Nazarene or as otherwise announced.

Charter Organization: Lake Gibson Church of the Nazarene

Website: <http://www.>

Section 2. Dues

Dues are \$35.00 per scout per year, \$12.00 per registered adult leader per year. This covers registration, insurance, advancement awards, and basic operating supplies and subscriptions to Boys Life. Dues of \$35 for new members are prorated based on the actual date joining the troop. Registrations must be paid by the first troop meeting in February of each year for scouts and/or adults to participate in any and all activities.

Section 3. Troop Structure

Troop 774 is in the Thunderbird District of the Gulf Ridge Council of the Boy Scouts of America. The troop follows all guidelines of the national BSA organization. The troop is made up of patrols consisting of 6-12 scouts. Each patrol has a Patrol Leader (PL) and Assistant Patrol Leader (APL). The patrols operate as a group during meetings and activities, and each patrol chooses a patrol name, yell and flag. The Senior Patrol Leader (SPL) and the Assistant Senior Patrol Leader (ASPL) run troop meetings. The SPL is elected by the troop, and the ASPL and all other troop offices other than Patrol Leader and Asst. Patrol Leader are appointed by the SPL. The SPL shall be a Star scout or above and PL shall be First Class or above. The term of office for all Scout positions in the troop is six months. Certain offices specifically, Jr. Asst. Scoutmaster, Troop Instructor, Troop Guide and Den Chief are appointed by the Scoutmaster and normally hold a one year term in that office.

The Patrol Leader Council (PLC) is comprised of the SPL, ASPL, PL's, and other troop officeholders. Meetings are held once a month on a Monday in place of a Troop meeting. The SPL presides over the PLC and the Scoutmaster attends to offer support and guidance, and to act as a liaison between the PLC and the Troop Committee.

The Troop Committee oversees the operations and activities of the troop, and it is comprised of the Committee Chairman and Committee Members. The Scoutmaster and Asst. Scoutmasters attend as non-voting members to the committee. All members of the Committee shall be registered adult Scouters through the troop. All interested adults are encouraged to attend and give input. The Committee shall make all final decisions. The Troop Committee shall meet on a regular basis as best suits the schedules of the Members, but the Committee may be called upon at any time to make decisions outside the regularly scheduled meetings.

Troop meetings normally include a time of awards and announcements at the end of the meeting. **Parents/guardians are encouraged to be at the meeting place at 8:15 p.m. to observe and hear this portion of the meeting.**

Campouts always have a published gathering time and leaving time. At the gathering time, we do a headcount, gear check, and driver briefing. We try to leave on time, so please arrive early to facilitate this. On the top part of the required permission

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Slip (parent/guardian keeps) is a contact number for emergencies and a description of the time and place of the event. Please keep this should the need arise to contact your scout.

Section 4. Uniforms

Scouts are to wear their Class A Boy Scout uniform to all meetings, to and from campouts, Courts of Honor, Scoutmaster Conferences, Boards of Review, and all other functions at which they represent the troop.

An 'activity' uniform may be worn during campouts, hikes, backpacks, and other activities not requiring an official uniform as determined by the Troop Committee. The Field or official Boy Scout uniform consists of the official Scout shirt (long or short sleeves) with appropriate insignia and patches; the official BSA pants or shorts, blue jeans, shorts, or other acceptable pants; belt; hiking boots or tennis shoes with socks BSA hat, or other 'plain' hat; merit badge sash or Order of the Arrow sash (not both) (optional).

The 'activity' uniform consists of any Troop 774, Order of the Arrow, or BSA T shirt or collared shirt other than the official Scout shirt; BSA pants or shorts, blue jeans, shorts or other acceptable casual pants; hiking boots or athletic shoes with socks.

Section 5. Advancement

All requirements for advancement are tracked using the Official Boy Scout Handbook. The Handbook is the Scout's official record of advancement, and, therefore, it should always be kept in good condition. Scouts are encouraged to purchase a book cover in order to protect their Handbook. Each Scout should have his handbook at all troop meetings and functions. Advancement requirements may be approved and 'signed off' by any registered Scouter (adult) other than the Scout's parent/guardian, and by any Scoutmaster-approved Scout (normally Troop Guides).

Rank patches are awarded to the Scout at the earliest possible troop meeting following his Board of Review. A Scout must wear his uniform to the Board of Review. Formal recognition and written rank card are awarded at the Courts of Honor, held three times a year, April, August, and December. Scouts should retain rank advancement cards as proof of completion.

Section 6. Merit Badges

Merit badges are required for Scouts to advance to Star, Life, and Eagle ranks. When a Scout has chosen a merit badge to work on, he is encouraged to find one or more other Scouts to work on it with him. These Scouts should then obtain merit badge cards and counselor names, if necessary, from the Scoutmaster before beginning any work on the badge. The Troop Committee keeps a current list of all available merit badge counselors in the Troop. The Scout then makes arrangements with the merit badge counselor to meet and complete the badge.

Upon completion of the merit badge, the Scout has the counselor and Scoutmaster Sign the card, and then turns it in to the Awards Chairman. If merit badge booklets are required; the troop has a library with a number of books to loan. The Scout may also purchase his own booklet at Nathan's men store or the council Scout Shop in

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Tampa Fl. Booklets borrowed from the troop library should be returned as soon as practical upon completion of the merit badge.

Section 7. Troop Activities

Troop 774 plans an outdoor activity at least once each month. These activities may include camping, hikes, backpacking trips, bicycle rides, field trips and day trips. Due to national BSA policy, uniforms are required while traveling to and from these activities. All participants (youth and adult) at troop activities are expected to behave in an appropriate manner consistent with the ideals and policies of the Boy Scouts of America. General safety and youth protection are of the utmost importance on all outings. Any necessary disciplinary actions will follow the stated troop discipline policy (see Section 12).

Permission slips are done in January and cover all year activities .Any required fees must be turned in on or by the date designated. for the activity or the scout may not be allowed to attend the event. It is the Scout's or Scouter's responsibility to see that this is done on time.

Early departures from overnight activities are not allowed unless an emergency exists or unless cleared with the Scoutmaster, Assistant Scoutmaster or Leader in Charge in advance.

Adult leadership/participation, when required, shall be at least 'two deep' (at least two adult leaders at each event). At least one adult shall be 21 years of age or older.

All registered adults participating in Troop outings and events must complete Youth Protection Training.

This training must be renewed every three years. Evidence of completion of training should be provided to the Troop Training Coordinator. Fees are variable for any given activity. Most activities will have the fee listed at the top of the sign up sheet in the Scribe's notebook and on the permission slip. All activities will include a minimum fee of \$10.00 for food unless meals are otherwise provided in the camp fee.

All individuals that sign up for a particular activity are required to pay the full fee by the due date specified in order to participate. Fees for outings *may* be refunded if the participant cancels **prior to** any food and/or other materials for the outing being purchased or in the event of an unforeseen emergency. All refunds must be approved by the Troop Committee and will be applied to the participants campership account.

On overnight activities, Scouts cannot share tents or other sleeping accommodations with adults other than their own parent/guardian, in accordance with BSA policy. Adults of the opposite sex shall not share a tent unless they are legally married.

Overnight camping gear should include the items listed in the Boy Scout Handbook. Pocketknives may only be used after a Scout has earned his Totin' Chip. Items **not** allowed include:

- Axes or hatchets
- Sheath knives or any knife with a blade longer than 4 inches
- Wire saws
- Butane lighters
- Glass containers
- Firearms, munitions, or fireworks
- Electronic devices (approved for traveling to and from activity)
- Excessive amounts of snack food or candy

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Section 8. Camp/Activity Fee Scholarships

Camp Scholarships maybe provided by Boy Scout Troop 774, if funds are available, up to one half (½) or less of the full camp fee (based on Troop Funds). The Troop recognizes the advantage to youth in participating in camp programs and wants to aid legitimate need cases. It does not, however, want to assume the total responsibility. The Troop does want to assist the family. Full camp fee for purpose of this policy is defined as the total cost that would otherwise be incurred by the scout's family including activity fees and meals. It does not cover additional fees such as merit badge fees, souvenirs, etc. that are not included in the original camp fee.

NO SCHOLARSHIP WILL BE AWARDED FOR 100% OF THE CAMP/ACTIVITY FEE.

- Scholarships are available ONLY to youth members who are registered members of Lake Gibson Boy Scout Troop 774 for at least four (4) months prior to the date the scholarship application is made. (Exceptions are made for new scouts entering the Troop prior to Summer Camp).
- It must be understood that all other sources of financial help have been exhausted including the youth member's own earning power and his family's resources. The scout's agreed upon share of the activity fee must be paid PRIOR TO the date of the campout/activity.
- Scholarships are limited to Troop campouts and activities only OR a district or council sponsored activity the scout as an individual may participate in for the betterment of the troop. • Scholarship Applications may be obtained from the Troop Committee Treasurer.
- Applications with ALL information completed and signed by the scout's parent/guardian should be submitted to the Troop Committee Treasurer before the Troop Committee Meeting immediately prior to the deadline for payment of the activity fee for which the scholarship is requested.
- NO SCHOLARSHIP APPLICATION WILL BE ACCEPTED WITHOUT THE SIGNATURE OF A PARENT/GUARDIAN.
- Scholarships are based on available Troop funds and will be reviewed by the Troop Scholarship Committee consisting of the Troop Committee Chairman, Treasurer, Secretary, and Advancement Chairman. If the Scholarship is granted, the family will be notified by the Troop Committee Chairman or Troop Treasurer **ALL SCHOLARSHIP APPLICATIONS WILL BE HANDLED ON A CONFIDENTIAL BASIS BY THE TROOP SCHOLARSHIP COMMITTEE.**
- In consideration of awarding a scholarship to a scout, the committee may take into consideration (in addition to the families financial ability to pay) the scout's overall involvement in Troop activities, including meetings, service projects and campouts, participation in Troop fundraisers and prior scholarships awarded. The Troop Committee may elect to finance the entire amount or greed upon portion of the activity/camp fee or may seek assistance from other sources in financing the amount.
- If financial assistance is provided, the scout will be expected to provide future service to the funding source at a later date.
- Once the scholarship application has been approved or rejected by the Scholarship Committee, the application will be either returned to the family or destroyed. A ledger will be kept of all financial assistance provided to scouts by activity and date.

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- While there is no requirement or expectation on behalf of the Troop, awarded scholarships may be paid back to the troop's scholarship account. The family's ability or inability to do so, however, will have no impact on the decision by the scholarship committee whether or not to award the scholarship.

Section 9. Youth Training

The troop recognizes the importance and benefit of qualified youth leaders in the troop. Annually the Council offers National Youth Leader Training (NYLT). To be able to attend this training, scouts must be at least 13 years of age and First Class or above. Candidates must possess strong leadership skills, have a desire to better themselves, and regularly attend and participate in troop meetings and activities. Participation requires approval of the Scoutmaster. Normally the troop will send a maximum of two scouts to training annually, however the troop may elect to send more depending on the size and needs of the troop. To ensure an adequate group of trained scouts the troop will pay 50% of the fee for this training. The remaining portion of the fee is the scout's responsibility.

Section 10. Service Time

Scouts are expected to earn community service time towards rank advancement and in support of the Boy Scout motto "Do A Good Turn Daily". Service time includes volunteer work to a community, school, church, or other non-profit organization. In order to earn service time towards rank advancement, scouts MUST be working as a Boy Scout during the time the service is provided and not as a part of what would normally be expected or done as a member of the organization the scout may be affiliated with. All service time must be approved by either the Scoutmaster or Service Time Coordinator PRIOR TO the service time being completed.

Section 11. High Adventure Activities / Venturing Patrol/Crew

All High Adventure activities must be presented to the Troop Committee for approval prior to the activity. High Adventure activities are normally geared towards older, higher ranking scouts to maintain a new and challenging Scouting experience. Requirements for High Adventure participation are as follows:

- Scouts must be at least fourteen years old to become a member of the Venturing Patrol/Crew and/or to participate in High Adventure Campouts and activities unless otherwise waived.
- All participants must be 'blue' swimmers as determined by QSR requirements when aquatic activities are included in the activity.
- At least one adult must have a current certification in First Aid and CPR.
- A minimum of one adult leader must complete Safe Swim Defense training, have a commitment card (No. 34243) with them, and agree to use the eight defenses in this plan when aquatic activities are included in the activity.
- All swimming activity must be supervised by a mature and conscientious adult age 21 or older who understands and knowingly accepts responsibility for the

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well-being and safety of youth members in his or her care, who is experienced in the water and confident of his or her ability to respond in the event of an emergency, and who is trained in and committed to compliance with the eight points of BSA Safe Swim Defense. (It is strongly recommended that at least one adult or older youth member is currently trained as a BSA Lifeguard to assist in the planning and conduct of all swimming activity.)

Section 12. Patrol Cooking

The troop uses patrol cooking as often as possible. Patrol cooking provides a fun learning experience for Scouts and fulfills necessary rank advancement requirements. Patrol menus must have the approval of an adult leader. A fee of \$10.00 for food is included in the activity fee. Each patrol is responsible for planning a patrol menu and grocery list prior to the outing and having it approved by an adult leader. The patrol will elect a grubmaster to purchase the food or the patrol can go together as part of a patrol meeting. The patrol will have a grocery budget of \$10.00 per patrol member participating in the event. Any charges above the allotted amount will be the responsibility of the grubmaster to collect from the patrol members who participated in the event. Any funds left over will be placed in the Patrols general equipment fund and will be used to replenish patrol box supplies.

Patrol boxes are available through the troop. Some supplies are in the boxes, but each patrol should make sure that their patrol box is stocked with all necessities and for notifying the Troop Quartermaster of any needed supplies. Each Scout is responsible for his own mess kit, drinking cup and utensils.

Section 13. Medical Procedures

All youth and adults who wish to participate in troop activities are required to complete a Troop 774 Medical Form once a year or as medical conditions change. This form provides the troop with basic medical, physician and insurance information. Medical forms shall be updated annually in January.

Medical forms are taken to all troop activities so the adult leadership can deal with medications and other situations appropriately.

Council or other medical forms may be required for certain functions such as summer camp and High Adventure activities. These forms will be required in addition to the troop medical forms when appropriate.

Prescription medications and over-the-counter medications should be given to a leader for safe keeping and appropriate dispensing during an activity. Parents/guardians attending activities may keep the medications and administer them to their son.

Section 14. Youth and Adult Behavior

Scouting activities are fun, memorable experiences and the Troop Committee wants the Scouts and Scouters to enjoy themselves at all times. The participants' fun and enjoyment must, however, stay within the boundaries of proper behavior. All Scouts and Scouters must abide by the Boy Scouts of America "Guide to Safe Scouting" and participate in Youth Protection Training. Misbehavior and inappropriate activities will not

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be tolerated and will be dealt with as described in the 'Disciplinary Policy' section (Section 15) of this document. Examples of inappropriate behavior are as follows:

- Acting in a disrespectful manner
- Disobeying rules of the activity
- Being uncooperative
- Intentionally damaging property or equipment
- Physical aggression or name calling
- Leaving a designated area without permission from a leader
- Using inappropriate language or gestures
- Hazing

Section 15. Disciplinary Policy

During all events and activities, the Scouts and Scouters are expected to live up to the rules and guidelines established by the BSA and Troop 774. In the event a Scout or Scouter does not follow these rules and guidelines, or threatens the health and safety of any participants, the leader in charge may take immediate remedial action as deemed appropriate, including, but not limited to, immediate suspension from the remainder of the activity. Depending on the circumstances, the parents/guardians will be required to pick up their Scout immediately. Should such behavior re-occur by the same Scout or Scouter, that individual may be subject to permanent dismissal from the troop as determined by the Troop Committee. A Scout or Scouter who continually disrupts activities or whose actions endanger him or others will be sent home.

Section 16. Fundraisers

All fundraisers must be approved by the Troop Committee and Council Office prior to the event. Proceeds generated from fundraisers will be split up to 50/50 between those who participated and the Troop general fund. Participant earnings will be deposited to their 'campership' account. When undertaken, all Scouts should participate in fundraisers to support the troop and their individual participation in scouting events and activities. The Troop Committee reserves the right to designate certain fund raisers for the sole purpose of replenishing the Troop's scholarship and/or equipment fund when needed.

Section 17. Individual Campership Accounts

Monies earned through certain opportunities are put into Scouts' individual 'campership' accounts. The Troop Treasurer will track each Scout's account separately. The funds may be used by the Scout to cover the cost of troop activities and annual registration and dues. The treasurer will require a signed note from the Scout's parent/guardian stating the amount of funds needed and for what purpose before the funds may be used.

Monies in an individual's campership account will be transferred to another Boy Scout Troop should the individual Scout transfer his membership. Monies in an individual's campership account will be transferred to Troop 774's general fund should the individual Scout quit Scouting.

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Section 18. Parent/Guardian Participation

The troop needs the support and participation of the Scouts' parents/guardians. The Troop Committee requests that parents/guardians be willing to help with at least one activity per year. Parents/guardians who are active in the troop tend to enhance their son's overall experience in Scouting. All parents/guardians are welcome and encouraged to become an adult member of the Troop Committee by registering with BSA.

Parents/guardians desiring to participate in troop activities are required to attend Youth Protection Training.

Section 19. Adult Advancement Record

Registered adults and Scouters wishing to hold an office in Troop 774 or those wishing to be Assistant Scoutmasters or Scoutmaster must meet each of the following requirements:

- Be a registered Scouter.
- Attend and complete an activity with bead recognition.
- Wear the Official Scout uniform with correct patches at all Scouting Events
- Attend Troop 774 Committee meetings.
- Assist with patrol meetings.
- Troop 774 Assistant Scoutmaster must earn the 'trained' patch by completing the following:
 1. Fast Start
 2. New Leader's Essentials
 3. Scoutmaster/Assistant Scoutmaster specific training
 4. Introduction to Outdoor Leader's Skills
- Troop 774 Scoutmaster must:
 1. Complete requirements for Assistant Scoutmaster.
 2. Obtain approval from the Troop Committee and Chartering Organization.

Section 20. Leader/Driver Responsibility

The troop uses parents/guardians as transportation resources and leadership at activities. When accepting this responsibility, adults are expected to set an example of good scouting and act in accordance with the Scout Oath as well as the policies and procedures outlined in this document. Adults are a role model for the Scouts. Adults volunteering to drive to activities must be at least 18 years of age and have a valid driver's license that has not been suspended or revoked for any reason. If the vehicle to be used is designed to carry more than 15 persons, including the driver, the driver must have a commercial driver's license (CDL). Drivers are expected to show up early at the designated departure location. Vehicles should be in good operating condition with seat belts for all occupants. All vehicles must be covered by automobile liability insurance with limits that meet or exceed requirements of the state of Florida. It is recommended that coverage limits are at least \$50,000/\$100,000/\$50,000. Any vehicle designed to carry 10 or more passengers is required to have limits of \$100,000/\$500,000/\$100,000. Proof of insurance should be on file with the Scoutmaster. The Troop Committee shall

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make all final decisions regarding suitability of drivers and/or vehicles for any and all transportation needs.

Any Scout or Scouter with concerns about a vehicle or driver should bring it to the attention of the Leader in Charge of the activity. These concerns may include condition of the vehicle, impaired abilities of a driver to alcohol or drug use, or any other concern. Appropriate action will be taken as soon as possible. Safety is paramount and the troop will not compromise on this issue.

Adults driving and participating in a troop activity will not be allowed to leave early unless an emergency dictates otherwise. Should a driver wish to depart earlier than the bulk of the group, prior arrangements must be made to transport all affected

Section 21. Smoking and Alcohol Usage By Adults

Smoking or use of tobacco products of any form is strongly discouraged at troop activities as per BSA policy. Tobacco use, by legal adults, should be done discreetly. In any case, tobacco use will not be allowed by or around the Scouts or in the immediate vicinity of tents or campsites.

Alcohol consumption of any kind is strictly prohibited at all times by Boy Scouts of America.

Section 22. Troop Newsletter/Website

The troop produces a monthly newsletter which is sent out the first of each month. The newsletter gives important information about upcoming events as well as summaries of recently concluded happenings. Patrol news is also offered. A monthly calendar is also included so that each household can keep track of the month's planned activities.

The Troop also maintains a website with additional information and updates at <http://www.>

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Acknowledgement and Agreement

This is to acknowledge we have received a copy of the Troop's Policies and Procedures and agree to read and abide by them as written. We understand that any exceptions to or deviation from these policies and procedures must have prior approval from the Troop Committee.

Scout's Signature

Parent/Guardian's Signature

Date