

Troop 982

TROOP 982 POLICIES AND PROCEDURES

Lansburg Virginia

APPROVED

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TROOP 982 POLICIES AND PROCEDURES

The following excerpt is from the final letter Baden-Powell wrote to scout:

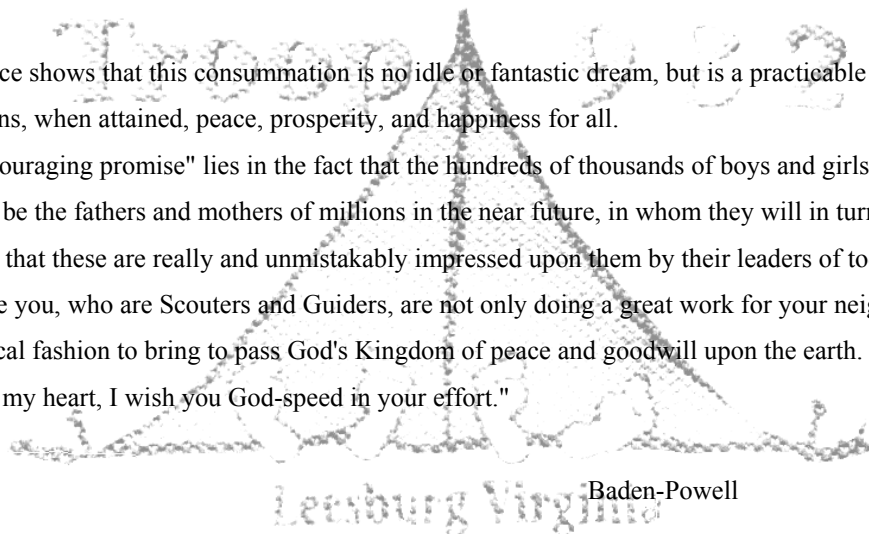
"Its aim is to produce healthy, happy, helpful citizens, of both sexes, to eradicate the prevailing narrow self-interest, personal, political, sectarian and national, and to substitute for it a broader spirit of self-sacrifice and service in the cause of humanity; and thus to develop mutual goodwill and co-operation not only within our own country but abroad, between all countries.

"Experience shows that this consummation is no idle or fantastic dream, but is a practicable possibility - if we work for it; and it means, when attained, peace, prosperity, and happiness for all.

"The "encouraging promise" lies in the fact that the hundreds of thousands of boys and girls who are learning our ideals today will be the fathers and mothers of millions in the near future, in whom they will in turn inculcate the same ideals - provided that these are really and unmistakably impressed upon them by their leaders of today.

"Therefore you, who are Scouters and Guiders, are not only doing a great work for your neighbor's children but are helping in practical fashion to bring to pass God's Kingdom of peace and goodwill upon the earth.

"So, from my heart, I wish you God-speed in your effort."



INTRODUCTION / HISTORY: BSA Troop 982 was formed on July 31, 1982. The Troop's Venture Program was also started in 2000. Since its inception Troop 982 has maintained the goal of developing young men to their fullest ability under the precepts and ideals of the Boy Scouts of America. Affirmation of that commitment can be seen through the numerous Eagle awards earned by the Scouts. It is the intention of these Policies and Procedures to adhere to the Policies as set forth by the National Council of the Boy Scouts of America. The Procedures herein stated are designed for the good of the Troop and comply with the Guidelines set forth by National, as they apply to Troop 982. Scouting will help our young men grow by emphasizing three basic goals: building character; fostering citizenship; and developing physical, mental and moral fitness. The values we strive to instill are based on those found in the Scout Oath, Law, Motto, and Slogan.

Please visit the Troop 982 web site regularly at <http://t982.eagletrail.com/>. Information regarding the Troop calendar, upcoming events, Patrol duties, monthly themes, outing permission slips, and much more can be found on our web site.

To All Parents of Troop 982 Scouts, from the Troop Committee, Scoutmaster, and Assistant Scoutmasters:

There are a variety of ways for parents to get involved and to contribute to the success of the Troop ranging from being a registered leader (i.e. Committee Member) to assisting with outings (i.e. being an outing organizer or a regular outing driver).

If our sons pledge to do their best . . . how, as adults, can we do less?

POLICIES AND PROCEDURES

ELIGIBILITY: Boys who have not reached their 18th birthday and who have earned the arrow of light or completed the fifth grade, or are 11 years old or older and in the fifth grade or above, are eligible to join Troop 982. Scouts transferring from another Troop must be scouts in good standing and present the proper transfer forms from that Troop.

JOINING REQUIREMENTS: Boys who meet the eligibility requirements must meet with the Scoutmaster or his designee and the parents must have a parent's conference with the Committee Chairman or designee. These conferences assist all parties in the exchange of information and provide a clear understanding of the direction of the Troop. Once the conferences are completed, the application approved, and fees collected, the boy is considered part of BSA Troop 982.

TROOP MEMBERSHIP LIMITATIONS: Troop 982 prefers to maintain an active scout roster not exceeding 60 scouts (the patrols normally have 8 to 10 scouts each) and youth leaders. Exceeding that number will require additional logistical (parental) support and equipment and could cause undue hardship on the youth leadership. [Normal capacity: 48 to 60 active scouts plus Senior Patrol Leader (SPL), Assistant Senior Patrol Leader (ASPL), and Junior Assistant Scoutmasters (JASMs)] **Exceptions:** Brothers of active Troop members requesting to join will always be welcome.

In the event there are families who wish to join Troop 982 and the Troop cannot take them in because of this limitation, it is the responsibility of the adult scout leaders in the Troop to help that family find another Troop suitable to their needs. Help from the District Unit Commissioner should be requested. **Troop 982 will not turn away a boy without offering assistance in finding an alternative Troop.**

TROOP PROGRAM: The Troop conducts a year round program of Troop meetings and outings. An annual plan/calendar is prepared by the Patrol Leader Council (PLC) and must be approved by the Troop Committee. The yearly program calendar is published and distributed to each scout after each of these planning sessions. Any changes will be announced to the scouts and posted on the Troop web site. The details of the monthly activities are developed by the PLC and approved by the Scoutmaster. Each Troop activity will have assigned a Scout-In-Charge and an Adult-Advisor responsible for the logistics required to plan and coordinate the activity. The Scout-In-Charge is the primary person responsible for seeing that information is passed via the PLC and Troop meetings, arranging for any necessary training prior to the activity, and the overall success of the activity. The Adult-Advisor is responsible for providing guidance and assistance to the Scout-In-Charge (not doing the work for him) and providing the interface to the Troop Committee. See also: Leadership Duties Addendum.

The safety of the scouts and the success of our activities require proper advance planning and logistical support. All information (attendees, cost, adult support, activity agenda, menus, etc.) should be identified in advance of the activity.

The Troop has established a two-week requirement for identifying all of this information. If there are concerns regarding the logistics planning for an activity, the Scoutmaster or the Troop Committee Chairman may cancel the activity.

TROOP ORGANIZATION: The Troop operates on the patrol method. The Scoutmaster and Assistant Scoutmasters act as advisors to the Scout Youth Leaders.

Troop Leadership: Troop 982 shall conduct elections every six months (normally during the months of April and October) to elect a new Senior Patrol Leader (SPL) for the Troop and a new Patrol Leader (PL) for each patrol. Prior to the elections being conducted, the Scoutmaster must approve scouts seeking the position of Senior Patrol Leader. Other Troop positions will be elected or appointed following the general Troop elections. All newly elected scouts and newly appointed Assistant Senior Patrol Leaders (ASPLs) and Assistant Patrol Leaders (APLs) must attend Junior Leader Training (JLT) for their new positions (regardless of whether they have attended JLT in the past). Failure of a scout to attend JLT or to perform his duties may constitute reason for removal from his office by the Scoutmaster. If removed from office, the Troop Committee will determine if the scout's tenure served in office prior to removal may be counted toward his rank advancement.

New Scout Patrols (if formed) shall conduct elections for PL and APL every two months to provide an opportunity for each patrol member to experience the leadership position. An older scout will be assigned to the New Scout Patrol as a Co-Patrol Leader to assist the patrol. After the Troop summer camp, and before the next Troop election, the New Scout Patrol will either be infused into existing patrols or shift to the six-month election cycle as a regular Patrol.

Patrol Leaders Council: Patrol Leaders Council (PLC) meetings will be held once a month. It is imperative that the SPL, ASPL, all Patrol Leaders (or their assistants in their absence) and other youth leaders be prepared for and attend the PLC. The youth leaders will represent each patrol and take part in the planning and decision making process for the upcoming events. It is the responsibility of the patrol leaders to communicate pertinent information gathered from the PLC back to their patrol members. Individual scouts need to work with their patrol leaders to get their questions answered or to express their interest in upcoming events. The individual scout must stay aware of the planned activities (outings and service projects.) The individual scout is responsible to take that information back to his parents so he and his parents can be prepared to provide the proper commitment to the event, have the fees ready when needed, and provide support in the way of logistics and drivers, as needed.

Information Flow: The Patrol Leaders Council (PLC) meeting is the primary information exchange for the Troop. The SPL informs the Patrol Leaders of coming events and information pertinent to the Troop and his Patrol. The Patrol Leader is responsible to pass the information to his patrol members. The individual scout is responsible to get the information home to his parents. The parent is responsible to make certain that their scout has all the tools necessary to accomplish this task. Each scout should have a note pad and pen/pencil at every meeting so that he can accurately record and relay

any new information back home. The scout and parent should talk to each other about what happened at the last Troop meeting. The troop committee maintains a website to disseminate information to the troop, parents and adult leaders. Every effort will be made to keep this information up to date; however, the ultimate responsibility for communication rests with the individual scout.

TROOP MEETINGS: The Troop meets at the Leesburg Baptist Church on 835 Lee Avenue SW in Leesburg, Va., on Tuesday night beginning promptly at 7:00 PM (Please arrive by 6:50). The service patrol(s) is to arrive at the Troop meeting place no later than 6:45 PM so they can perform their duties prior to the meetings and not delay the start of the meeting. The meeting will normally end at 8:30 PM. As a general rule, the troop will not conduct a scout meeting if Loudoun County Schools closes that day due to inclement weather (i.e. snow day). The troop may elect to conduct a meeting on a “snow day” if it is apparent that it will not interfere with snow removal or impinge on safety. All scouts will help with the clean up at the end of the meetings with the service patrol(s) responsibility for the completion of the task. The meeting room will always be returned to a neat, clean, and orderly condition with tables and chairs properly arranged.

All scouts are expected to attend and participate in the Troop meeting in their scout uniform. A sign-in sheet will be available at each meeting. The Troop Youth Leadership and the Troop Committee have requested there will be no sodas or food consumed during the Troop meetings except for special events. Please respect this request and finish eating prior to entering the building.

UNIFORM₁: The scout is encouraged to have a full Class "A" scout uniform consisting of: an approved Scout hat, BSA dress shirt, BSA neckerchief (other Scoutmaster approved neckerchiefs may be worn on special occasions), slide, BSA socks, BSA long pants (BSA shorts in the summer), and BSA belt. Order of the Arrow (OA) scout apparel may be worn at OA functions. The Class "B" uniform consists of: an approved Scout hat, Troop "T" shirt (other Scoutmaster approved BSA shirts may be worn on special occasions), BSA socks, shorts, and belt. The scouts are to be in the Class "A" uniform for fall, winter, and early spring meetings and when traveling to and from Troop activities. The scouts are expected to present themselves in full Class “A” uniform for all Scoutmasters conferences, Boards of Review, all visits to merit badge counselors, Courts of Honor, and other Troop meetings and activities. The merit badge sash will be worn on special occasions only. The Class "B" uniform is generally worn to Troop activities during the summer months, and at other functions, as designated by the Scoutmaster. The scouts will be informed when the Troop will begin and stop wearing the Class "B" uniform. The Troop Committee maintains a small supply of ‘experienced’ uniforms to help with defraying some of the cost of uniforms. These uniforms have been donated by scouts who have outgrown these uniforms and therefore there is no cost to the next user. To maintain this supply of ‘experienced’ uniforms the Troop asks that families that no longer are in need of outgrown uniforms to please donate these uniforms to the Troop. In adherence with National

1 The ‘Official’ term used by the BSA is “Uniform” in its documentation. The Terms “Class A” and “Class B” are widely used throughout scouting to assist the scouts in recognizing the need for either the dress shirt or the Troop T-shirt.

Boy Scouts of America Policy, camouflage clothing or other apparel is not to be worn. Scouts who show up for a Troop activity in camouflage apparel may be sent home.

SCOUT SPIRIT: A Scout is expected to live up to the Boy Scout Oath and Law 24 hours of each day. Although wearing the uniform to each meeting is part of the Scout Spirit, the adherence to the Scout Law and his Oath, in the Scout's everyday life, is what will benefit the Scout and others more in the long run. Scout Spirit includes participation in Patrol and Troop functions, service projects, fundraisers, outings, and the adherence to the Scout Law and his Oath, in the Scout's everyday life.

PATROL MEETINGS & ACTIVITIES: In order for the scout to gain the most from his scouting experience, he must actively participate in his patrol. The patrol should meet at least once a month, apart from the Troop meeting. Like every Troop meeting each scout is expected to attend his patrol meetings, if he cannot he must let his patrol leader know why not so that he can be excused. At these meetings the scouts can work on their advancement skills/merit badge requirements, patrol spirit items, and prepare for the next Troop meeting.

In addition to patrol meetings, Patrols may plan their own outings separate from the Troop. Each outing must receive prior approval from the Scoutmaster. Patrols may use Troop equipment. Patrols must submit the required applications/forms as necessary, demonstrate that they have sufficient transportation in accordance with BSA guidelines, have their parents support, and if adult supervision is required ... have two-deep leadership.

SCOUT PARTICIPATION: Each Scout that is a member of Troop 982 is expected to be on time and attend all Troop meetings and functions. Any time the scout cannot attend he must first call his patrol leader to let him know. If he cannot reach his Patrol Leader or Assistant Patrol Leader, he should contact the SPL or ASPL then the Scoutmaster (if no one else can be contacted.) Part of a scout being courteous to others is being on time for meeting and other functions. The Troop can not delay departure time for tardy scouts. Be on time or risk being left behind.

Repetitive unexcused absences from Troop or PLC meetings, functions, and/or activities will cause the Troop Committee Chairman to contact the scout's parents to find out why he is not attending and if the scout is going to commit to attend future meetings.

Warning: A scout may not be permitted to participate in Troop outings if he has not attended the planning and preparation meetings prior to the outing. An excused absence may be permitted. *The Troop leadership has a responsibility to make certain the scouts are properly prepared for the upcoming event.*

Active Scouts: All scouts registered with the Troop are considered active unless one or more of the following occurs:

- a) Scout transfers to another Troop or moves away.

- b) Parents inform the Troop Committee Chairman that the scout is no longer participating in the Troop.
- c) The Scout fails to pay his dues or outing cost on time.
- d) The Scout does not attend the regular Troop meetings without being excused.
- e) Disciplinary action by the Troop Committee.

If one or more of the above circumstances exist the Scoutmaster or other Troop Leaders will recommend to the Troop Committee that the scout be removed from the active Troop roster. The Troop Committee Chair will contact the parents. Upon that contact, the Troop Committee will decide on the scout's continued membership in the Troop. Removal from the active roster under any circumstances must have the approval of the Troop Committee and will always be done after the Scoutmaster has counseled the scout for D or E above.

Inactive Scouts: A Scout may be considered inactive if he misses more than three unexcused meetings in a month or 5 meetings in a 3 month period (excused absence may be permitted.) Inactive scouts will not be permitted to participate in Troop activities outside of the Troop meeting. Their inactive status can be changed once their attendance is back on track with the rest of the Troop, and a status change is recommended by their patrol leader and an adult leader.

Excused Absences: The more involved a scout is in the Troop, the more he will benefit, therefore scouts are encouraged to attend all meeting or be responsible for being excused from a particular meeting. Excused absences will take into account (but not limited to) illnesses, organized team sports, schoolwork, and commitments to special family and school events. Anytime the scout cannot attend **he must first call his patrol leader, Senior Patrol Leader, or Scoutmaster to let them know for the absence to be excused.**

VENTURE PROGRAM: The purpose of the Troop Venture Program is to provide more challenging, high adventure activities to older more experienced scouts as incentives to remain active in scouting and continue to advance toward the rank of Eagle. Each Venture Crew selects, plans, and executes their own adVentures. To apply for a Venture Crew, a scout must be active in the Troop, and 13 years old and Star or 14 years old and First Class. Each crew is assigned a Venture Assistant Scoutmaster to act as an advisor.

Participation is strictly voluntary with each venture activity. A scout may participate in one activity, skip the next one and join in on the following one. However, to participate in any Venture activity the scout must meet all of the requirements set fourth for that particular Venture. This may include special training and participation in fund raisers and shake downs, plus there may be extra financial fees required to participate. Activities of the Venture Crew are not to conflict with Troop activities. While participating as a Venture Crew member, a scout will remain part of his assigned patrol, continue to advance in rank, remain active in normal Troop activities, and he may hold leadership positions within the Troop. Venture activities will be selected by the Venture Crew members and must be approved by the Scoutmaster. The crew

will be encouraged to select high adventure activities that are challenging and have both short and long term goals. The only restrictions on activities will be those which are prohibited by BSA policy... i.e. skydiving, bungee jumping, etc.

To meet the financial expenditures, the Venture Crew may be required to hold special fund raisers. These fund raisers must meet the guidelines set fourth by the BSA.

Coed activities are encouraged. Young women may not register as crew members, but can be guests and participate in some Venture events. If female guests are participating in a Venture activity, at least one uniformed female adult leader must be present at the activity. All guests must be physically capable of completing the activity. The guests must have a medical form on record with the Troop/Venture Crew and meet all of the prerequisites as the scouts in the Venture Crew and supply the troop with written parental consent to participate in the activity.

The Venture Crew will elect a Venture Crew Chief to represent the crew on the patrol leaders' council. Each Venture crew will have its own meetings, separate from the Troop meetings and will be scheduled as deemed necessary by the Crew Chief and Assistant Scoutmaster for Venture. All Venture activities must have at least two adult leaders present.

The size of each Venture Crew should not exceed 8 members (including guests.) As the number of scouts joining the Venture program increases, it may be necessary to form additional Venture Crews. Membership in any one Crew will be determined by the scout's commitment to the prerequisites for that Venture.

Completion of a Venture activity and award of the Venture Letter requires that the members of the crew are to have participated in the planning, fund raising, training, and accomplishment of the activity. Upon completion of their first adventure, crew members will be eligible to receive the Venture letter which can be worn on the Scout jacket and/or merit badge sash. They must also have an attendance record at crew meetings and activity meetings of at least 75% during the last 3 months and demonstrate to the Assistant Scoutmaster that they know and live by the Scout Oath and Law.

HEALTH, SAFETY, AND YOUTH PROTECTION: Troop 982 subscribes to and follows the BSA guidelines for Health, Safety, and Youth Protection. Training and periodic refresher courses will be required for all adults working directly with the scouts.

Medical Insurance: The Troop carries supplemental medical insurance and renews its policy every year. This insurance should not be confused with the BSA's liability insurance that it carries on all Scout units. The liability insurance provides adult leaders and sponsors with liability protection only. The medical insurance protects the scout and scouters in the event they need medical attention during a Troop function. In most cases, the scout's family insurance is the primary carrier and the Troop's medical insurance acts as the secondary insurance carrier. Further information on the Troop's medical insurance can be provided by the Troop's treasurer.

Parental Permission Slip: A permission slip is required for every outing and must be completed, signed by the scout's parent/guardian, and submitted to the adult leader responsible for the outing prior to departure. This is a BSA tour permit requirement. Failure to submit the signed permission slip will require the scout be excluded from the outing.

Medical Release Form: A medical release form will be kept on file with the Troop and will allow for emergency medical treatment while the scout is not under direct supervision of his parent or guardian.

The scout will not be permitted to participate on any activity unless the parental permission slip and the medical release form is prepared and signed by a parent or guardian.

Chronic Medical Conditions: The parents of the scout have the obligation to inform the Troop leadership of any special medical needs their scout might have. Scouts with an asthmatic or acute reaction conditions which requires an inhaler or injection may keep the inhaler or injection with them, if required by their doctor. Scouts under the care of a doctor with prescribed medication must remain on that medication while at Troop meetings, outings, and/or activities. Any deviation from that treatment must be under the doctor's written instructions. (It does no good that medication a scout normally takes at home is on the kitchen counter or in the car 5 miles away. **It is unfair to the scout, other scouts participating in the event, and to the adult leaders if the scout does not have the advantage of that medication while at a Troop function.**)

Control of Medication: All medication (except for inhalers and anti-reaction medications) must be turned into the Scoutmaster or his designee prior to leaving on the outing. The instructions for its use need to be provided in written form so that the adults can properly administer it during the outing. All prescription and non-prescription medication must remain in their original containers. The Scoutmaster is to be informed of any inhalers or anti-reaction medications that the Scouts have in their possession. **Notification of medical conditions and/or required medications to treat those conditions must be specified on the event permission slip for each outing.**

Youth Protection: Any incident of misconduct (as defined by the BSA Guidelines on Youth Protection) by a scout or adult is to be reported immediately to the Scoutmaster and the Troop Committee Chairman. These adult members will discuss the incident with the scout and, if it is possibly a Youth Protection issue, will report it to the District Scout Executive. The members of the Troop will not investigate nor discuss the details of the incident with anyone not directly involved in the incident. As a child care provider in the Commonwealth of Virginia, it is the responsibility of every registered leader to report any suspicion of child abuse to the appropriate authorities. The adults in Troop 982 will subscribe to the Standards of Conduct for Scouters.

Safety and Scouting: Scouts who deliberately show unsafe behavior will be given immediate counselling by the Scoutmaster or SPL. Any repetition of unsafe behavior may be grounds for immediate dismissal from the activity or from the Troop, upon the recommendation of the Scoutmaster and/or Senior Patrol Leader. (See Disruptive Behavior)

Two-Deep Leadership: Troop 982 adheres to the two deep leadership policy established by BSA. Two-deep leadership requires that at every activity there shall be at least two adults present to provide supervision. Parents are encouraged to attend all events and may be called upon to provide additional adult supervision when needed.

EQUIPMENT: The scouts will be trained and are expected to use all equipment in a safe and cautious manner. Scouts may be assessed the replacement costs for Troop equipment damaged through neglect or misuse. If a scout has not been trained on how to use a piece of equipment, they will not be asked to use that equipment. Any deliberate abuse of Troop or personal equipment is subject to disciplinary action (See Disruptive Behavior).

Troop Equipment: The Troop provides tents, dining flies, lanterns, propane stoves and fuel, patrol cooking equipment, chuck boxes for the cooking equipment, light duty tables, and wood tools for Troop outings. Troop equipment may not be borrowed for any non-Troop supported activities. The organization of the Troop equipment is the responsibility of the Troop Quartermaster.

Food preservation is the responsibility of the individual patrol Grub Masters and Quartermasters. The Troop has a limited number of small coolers for outings. Perishable food is not to be stored in the patrol chuck-boxes or coolers between outings.

Personal Equipment: The scouts are responsible to provide their personal items such as; a Class "A" and a Class "B" uniform, personal mess kits, Scout books, individual eating utensils, sleeping bag, back-pack, poncho, flashlight, appropriate clothes and boots (suited for the weather), compass, pocket knife, etc. Some of these items can be expensive. New scouts and their parents are encouraged to discuss this topic with adult leaders and older scouts, prior to making a large purchase, to assist them in buying quality equipment at the least cost. "Buy smart ... not quick". A few outdoor activities may require some special personal equipment to be purchased by the scout. The Troop will discuss the need and the performance requirements for special equipment prior to the outing. Special equipment needs will be listed on the additional information section of the outing permission slip. Additional information can be found in the Scout Handbook.

Clothing: "Be Prepared." The BSA handbook provides a list of items required for a good outdoor experience in varying weather conditions. Scouts should remember that many layers of light cloths are better than two layers of heavy cloths. Scouts not outfitted for the weather conditions will not be permitted to attend the outing.

Electronic Equipment: Electronic games, radios, tape/CD players, cell phones, televisions and the like are not allowed at any Troop function. These items will be confiscated if found at any Troop activity, and will be returned to the parents of the scout at a later time. Walkie-talkies and other communication devices maybe permitted at the Scoutmasters discretion. The Scoutmaster may occasionally designate an outing where these items will be permitted, as long as they do not disturb others. Adults, may at times, need to bring a cell phone. Adults should try to limit their use of cell phones.

TOBACCO, ALCOHOL AND UNAUTHORIZED DRUGS: Scouts in the possession of or using tobacco or alcohol at any Scout function or unauthorized drugs at any time will be subject to immediate dismissal from the Troop, upon the recommendation of the Scoutmaster. Adults will not smoke tobacco products in the immediate presence of the scouts.

Adults using unauthorized drugs at anytime; alcohol during any scouting function or activity; and/or repetitive use of tobacco products in the immediate presence of scouts during scouting functions/activities will be subject to dismissal from the Troop upon the recommendation of the Scoutmaster or Troop Committee Chairman and approval by the Troop Committee.

BEHAVIOR: All scouts and scouters are expected to follow the Scout Law and Oath. Any deviation from these will subject the scout or scouter to counselling and possible disciplinary action by the Troop leadership and possibly by the Troop Committee.

Disruptive Behavior: Any disruptive behavior (including acts of disrespect, disobedience, abuse, lack of attendance, and poor scout spirit) is subject to counselling and disciplinary action either by the Scoutmaster, Junior Leaders, or the Troop Committee. The Troop Committee will provide support to the Scoutmaster in these matters as needed. The disciplinary process is an opportunity for our Junior Leaders to use their leadership skills under the Scoutmaster's direction. (Unless the immediate safety of a scout is endangered, parents are asked not to deprive the youth leaders of a chance to use this leadership skill.)

If after repeated counselling the scout's behavior does not change, and there is continuing offenses, the Scoutmaster will submit the scout and the incidents for review by the Troop Committee. The Troop Committee will take action by reviewing the circumstance and the disciplinary action recommended including possible dismissal.

Possible action taken upon the recommendation of the Scoutmaster:

- The scout may be sent home from the function. Parents must come and pick up their son if contacted for disciplinary reasons.

- Disciplinary Boards of Review. This formal action will provide the scout a chance to explain his actions to a group of individuals prior to any possible disciplinary measures. The youth leaders, under the supervision of the Scoutmaster, may conduct the first Disciplinary Board of Review. If the scout's behavior does not change, and there are continuing offenses, the Scoutmaster will submit the scout for a Troop Disciplinary Board of Review conducted by the Troop Committee. If a Troop Disciplinary Board of Review is required, the scout and a parent or guardian must attend. The scout will not be permitted to attend Troop functions while awaiting a Troop Disciplinary Board of Review.
- Require parental supervision at all Troop activities.
- Suspend the scout from Troop outings as recommended by Troop leadership.
- Suspend the scout from one or more Troop activities including Troop meetings.
- Dismiss the scout from Troop.

Upon a unanimous vote for dismissal by the Committee members in attendance (The Committee Chairman and the Scoutmaster must be in attendance), the boy will be dismissed from the Troop. The Troop Committee Chair will contact the scout's parents and notify them of their decision.

TROOP COMMITTEE: The Troop Committee consists of BSA registered parents and other adults. The primary duties of the Troop Committee is to provide support for the Troop, ensure that the Troop Program meets the guidelines set forth by the Boy Scouts of America, and maintain a program that will provide the most benefit to the active scouts. The Committee will support the Troop in providing members for the Boards of Review, publish a Troop Committee Newsletter or WebPages, provide logistical and transportation support in Troop activities, manage resources for the Courts of Honor, and provide a health and safety watch over the Troops activities.

Committee Meetings: Troop Committee meetings are held once a month. All parents and registered leaders are welcomed and encouraged to attend the Committee meetings. The Scoutmaster, SPL, and ASPL have a major role in the committee meeting. The purpose of the committee meeting is to review past activities and procedures and plan for the upcoming events. The place, time and date of the committee meetings are published in advance.

Registered adults: Adults registered as uniformed leaders (SM, ASM, Committee Chairman, and Committee members working directly with the scouts) will make a commitment to take the BSA training, appropriate for their position in scouting, as it becomes available. Adult leaders are asked to commit to the philosophy of "Delivering the Promise".

TROOP TREASURY: the Troop Treasurer manages The Troop funds. The Treasurer is authorized and responsible for:

- Accurately maintaining the financial records of the Troop and the boy's individual "Scout Accounts".
- Keeping the checkbook balanced and reconciling the checkbook monthly.
- Collection and dispersion of Troop monies: dues, fundraisers, summer camp, monthly outings, etc.

- Paying the insurance premium for the Troop.
- Paying the recharter costs of the Troop.
- Making reimbursements to individuals for approved expenses incurred for scout supplies.
- Reporting on the financial well being of the Troop at the Committee meeting.

PARENT PARTICIPATION: Parental participation in Troop functions and activities is essential if the Troop is to be successful and provide the outdoor and leadership experience our scouts want and need. For this reason Parents are encouraged to take an active role in the Troop Committee, as a Uniformed Leader, Adult Activity Coordinator, Merit Badge Councilor, and/or provide logistic support. Drivers are always needed to transport the scouts and their equipment to and from activities. Without parental support outings may have to be postponed or cancelled. Parents of scouts are always welcome to participate in Troop outings and, at times, may be needed to meet the BSA's two deep leadership requirements. Parents, brothers, and sisters are strongly encouraged to attend the Courts of Honor.

SUMMER CAMP: Troop 982 participates in the week-long summer camp programs offered by the different BSA councils, normally in the general area of Virginia, Maryland, Delaware, and Pennsylvania. Each Scout is encouraged to take part in a week long camp each year.

TROOP / SCOUT EXPENSES:

Troop Dues: Troop dues are established each year by the Troop Committee based on the requirements of the Troop and fees established by the BSA. The Troop Committee documents these costs in its letters to the parents/guardians of Troop 982 scouts and to perspective parents looking to register their sons in Troop 982.

The total fees must be made by 15 March. Troop dues pay for: Boy's Life magazine, Registration, Accident Insurance for the scouts, operating costs to support the scout's advancement, and up to four Courts of Honor each year. Other expenses, like the purchase and/or repair of equipment are covered with Troop fund raising activities and donations. The Troop will not turn any boy away due to his family's inability to pay his dues.

All scouts need to pay for their accident insurance fees for units they belong to, regardless of how many units they that may be. The insurance is at the unit level. In the case of a scout with primary registration at another unit, such as a Venturing unit, his Troop 982 dues will proportionately less. Scout registration and Boy's Life will be paid for through his primary unit.

Summer Camp Fees: Deposits for summer camp are normally collected in January and are non-refundable but are transferable to other scouts registering late for camp. The balances of the fees are usually due by 1 May. All camp related forms, including medicals, must be turned in on time or you will be dropped from the roster and not able to attend summer

camp with the Troop. Information regarding Financial Assistance is available from Council upon request. Camperships may also be available from within our Troop (See the Committee Chairman for information.)

Normal Outing Fees: Each outing that Troop 982 conducts will require the collection of monies to cover the outings expenses. These expenses normally include:

- Registration fee (may be non-refundable)
- Transportation and parking fees
- Costs for food (varies by patrol and length of stay)
- Fees associated with the use of facilities

Each one of these will be treated separately since the reimbursement of these fees will depend on the outing at hand.

All fees must be collected at the Troop meetings prior to the event. The registration fee will pay for the event itself and may be non-refundable, depending on the activity. Transportation and parking fees will be assessed as needed according to the distance traveled, and distributed equally among the drivers. The Troop treasurer is responsible for the control and management of this collection.

Costs for food: Menu preparation is the responsibility of each individual patrol. All menus are to be approved by the Scoutmaster, an Assistant Scoutmaster or SPL. The patrol grubmaster, for the outing, is expected to purchase the food items on the menu only, substitutions should only be made due to lack of availability. The patrol grubmaster, for the outing, is responsible for staying within his budget and for the collection of the additional money for the food, or reimbursement, prior to the outing. The costs will be shared equally by each member of the patrol going on the outing and they will reimburse the grubmaster before they leave for the outing. **Any scout who drops out at the last minute is still responsible for the costs of the food even though he is unable to attend. The scout needs to inform the patrol QM before the food is purchased if he wants to be released of that responsibility.**

The Senior Patrol Leader, at the Troop meeting following the outing, will ensure that all debts have been settled. He will report any problems to the Scoutmaster for resolution by the Troop Committee.

Fund Raisers: Troop 982 conducts several fund raising projects each year. The money generated by these projects is used to purchase new Troop and patrol equipment. Fund raising projects are also opportunities for scouts to "earn-their-way-to-camp". Projects may be designated for these opportunities and each scout participating in the project will earn a percentage of the net profits, in the form of Troop Credits, to be applied toward a boy's individual "Scout Account". A Scout is Thrifty.... and all members of Troop 982 are encouraged to "earn-their-way-to-camp". Parents are expected to contribute their time and skills at these endeavors as needed to support the Troop.

Scout Accounts: Each scout in the Troop has a scout account set up for him by the Troop Treasurer, where the scout's Troop Credits are recorded and tracked. A scout may earn Troop Credits in several ways; the most common method is through participation in Troop fundraisers. Troop Credits can be used for the cost of attending Summer Camp, High Adventure treks, troop outings, or the purchase of required scouting equipment. Troop Credits may only be earned by registered scouts of Troop 982. Troop Credits may be transferred to a scout's sibling in the Troop. Troop Credits, although tracked as one credit being equivalent to one dollar, have no intrinsic value of their own and thus are non-redeemable for cash. Upon leaving the Troop, or becoming inactive, a scout's Scout Account will remain open for one year so the credits will be available to him if he decides to become active again in the Troop within the one year. After the one year the Troop Credits for that scout are dissolved. Scouts who "age out" (turn 18) of the program may continue to 'spend' their earned Scout Credits if they have registered as an adult with the Troop and remain active. Adults attending college are considered active if they remain registered with the Troop and they participate in Troop activities as their studies permit.

ADVANCEMENT: The program is designed to assist the Scouts in advancing; however, advancement is left to the individual scout to proceed at his own pace. Advancement requirements are stated in the BSA handbook. The scout must demonstrate the required skills to a Star Scout (or above), an adult scouter, or the merit badge counselor for the requirement to be signed off. The scout must inform his patrol leader when he is ready for advancement. The Scout then schedules a Scoutmasters conference and Board of Review through the Senior Patrol Leader or Assistant Senior Patrol Leader. Advancement is recognized and new rank badges are presented as soon as it is earned, if available. The official cards are presented at the next scheduled Court of Honor.

EARNING MERIT BADGES (MB): Once a scout has decided to work on a specific MB, the scout must choose a Merit Badge counselor from a list of counselors in the area. The scout must contact the MB counselor and be accepted by the counselor for the MB. The Scout must then obtain a blue merit badge card from the Scoutmaster, Committee Chairman or Merit Badge Counselor, fill out the merit badge card, and have the Scoutmaster sign the card. The card is retained by the scout. The scout, in conjunction with a partner (another scout or friend), must contact the MB counselor and make arrangements to meet. The scout is then required to satisfy the requirements set by the BSA merit badge under the counselor's supervision. This may require several visits to the MB counselor. The scout returns the signed MB card to the Advancement Coordinator when the MB is completed.

Records of the advancement are kept by the scout in his handbook and by the Advancement Coordinator. The scout is required to meet with the Advancement Coordinator after each Board of Review, and after completing the requirements of his new merit badge or after receiving any award. This procedure allows the Advancement Coordinator to document the scouts' achievements in the Troop records and to make certain the scouts handbook is properly maintained. The Scout is responsible for keeping his advancement and MB cards (blue and awarded MB card.)

LIFE TO EAGLE: When a Scout attains the rank of Life, he will take part in a "Life to Eagle Conference" with the Troop Eagle Coordinator (EC). The EC will walk the Scout through an assessment of his scouting resume to determine exactly what requirements the scout has left to accomplish. The responsibility, however, to complete all the requirements rests fully with the Scout. The EC will also explain to the scout the process and requirements for obtaining an Eagle Advisor (EA), completing the Eagle project, write-up, application, and Board of Review.

The rank of Eagle is awarded to scouts who have demonstrated their ability for leadership through the completion of the various requirements including the accomplishment of his Eagle Project. The scout's Eagle Advisor (EA) is a resource and a "sounding board" only. Neither the EA nor the scout's parents are to make any decisions for the scout. Scouts are encouraged to have their EA review all paperwork prior to submittal to the Troop Eagle Coordinator (EC). The EC will conduct training classes as necessary to keep the EAs current with changes in the BSA Eagle process. Scouts who have passed their Eagle Board of Review should meet with the EC regarding the preparation of their Eagle Court of Honor.

COURTS OF HONOR: The Troop normally conducts four Courts of Honor each year. They are scheduled at the yearly planning sessions. Each Court of Honor will vary in theme and style. Each Patrol is usually assigned something to bring with them to share with the Troop members. Courts of Honor are family events where the family shares in their scout's experience and excitement as he is honored by the Troop, his family and his friends for his achievement and receipt of any awards he may have earned recently. The Troop Committee strongly encourages all family members to attend this function as this public recognition is important in the growth of the scout's self-confidence.

COMMENT FROM THE TROOP COMMITTEE: Discipline in the Troop, as mentioned earlier, is the responsibility of the Scoutmaster and youth Scout Leaders --maintaining that discipline does not include abuse of any kind. Adult leaders may use reasonable contact to gain the attention of the scout in cases of an immediate danger or safety hazard. No adult or scout may exceed the guidelines for youth protection set forth by the BSA. Consequently, scouts that continue to display disrespect for each other and/or adult leaders will be asked to leave the event and submit themselves to disciplinary action as specified in our procedures. Mutual respect for both the Scout and Adult Scout Leaders will keep the Scout program where it belongs, focused on FUN and service to one and other and the community. The Troop resources will be focused on the truly active scouts so that inactive and disruptive scouts do not destroy the program for the scouts who live up to the Scout Oath and Law and show Scout Spirit.

PROMULGATION: The policies and procedures contained herein may require changes from time to time. All changes will be approved by the Troop Committee by a majority of the members in attendance at the time of the vote (The Committee Chairman and the Scoutmaster must be in attendance). Subsequent written notification of the change will be provided to the parents of each Scout.



AND

PROCEDURES