



Standard Operating Procedures Troop 53 – Boy Scouts of America New Berlin, Wisconsin



I. PARENT'S RESPONSIBILITIES

1. Joining Troop 53.

Parents or Guardians of all applicants shall meet with the Scoutmaster, an Assistant Scoutmaster or the Committee Chairman for a personal interview before a boy will be registered with the Troop. The purpose for this meeting is to explain how Troop 53 functions, what the boy's and parent's responsibilities are, and allow the parents and boy to ask questions about the Troop. The Troop cannot function without the active involvement of every parent. Accordingly, the Troop must ask each parent to volunteer for a committee or adult leader position or participate in at least one outing or activity annually in a supervisory capacity and/or sit on monthly Boards of Review for the scouts on a rotating basis.

2. Scout Commitment.

On an annual basis, by being registered with Troop 53 every family commits to the following:

- a. Each Scout will attend at least four monthly outings during the year.
- b. Each Scout will attend all Courts of Honor and all Troop required functions, such as troop elections, OA elections, etc.
- c. Each Scout will participate to the best of his ability in Do A Good Turn Days and Scouting for Food.

3. Annual Parent's Meeting.

The Troop Committee Chairman will convene an annual Parents Meeting in late July or early August. The purpose of the meeting is to review plans for the next year, including the next year's Activity Calendar, proposed budget and associated fund-raising activities, approve key Committee officers, adult leaders and Troop Standard Operating Procedures. This meeting is mandatory for the parents/guardians of all boys currently registered with the Troop. Anyone who is unable to attend the meeting must notify the Committee Chairman in advance.

4. Transportation to Outings.

Parents are responsible for transporting their sons to departure points for campouts and other Troop activities. Carpools will be coordinated by the Adult-In-Charge of the Outing wherever possible, however the ultimate responsibility will lie with the parents. All carpool drivers must carry liability insurance that meets the BSA minimum requirements. All riders must wear seat belts while traveling as required by Wisconsin law. Parents and adult leaders must provide updated information about their vehicle(s) and associated insurance to the Troop annually. All drivers who take Scouts in their vehicle must be 21 years of age or older, on all Troop outings, no exceptions.

5. Transportation Home.

Parents are responsible for picking up their sons after a Troop activity, or make other arrangements with another Troop Parent. As a general rule, no leader should leave a Scout at home after a Troop activity unless a responsible adult is present. If a boy is to be dropped off somewhere other than his residence address or to be picked up by someone other than a family member or the parent of another Scout in the Troop, the adult leader must be informed by the parent prior to the Troop activity (e.g., a note on the permission slip for that activity). Adult leaders are to use common sense, and consider what is in the best interest of the Scout, should the occasion arise that a parent is not available when a Scout must be dropped off, or no parent is available to pick up a Scout.

II. TROOP COMMITTEE RESPONSIBILITIES

1. Troop Committee Organization and Responsibilities

The troop committee is the troop's board of directors and supports the troop program. The troop committee does the following:

- a. Ensures that quality adult leadership is recruited and trained. In case the Scoutmaster is absent, a qualified Assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is recruited.
- b. Secures adequate meeting facilities.
- c. Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization.
- d. Supports leaders in carrying out the program.
- e. Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- f. Obtains, maintains, and properly cares for troop property.
- g. Ensures the troop has an outdoor program (minimum 10 days and nights per year).
- h. Serves on boards of review and courts of honor.
- i. Supports the Scoutmaster in working with individual boys and problems that may affect the overall troop program.
- j. Provides for the special needs and assistance some boys may require.
- k. Helps with the Friends of Scouting campaign.
- l. Assists the Scoutmaster with handling boy behavioral problems.

2. Elected Offices.

Key Committee Positions include the following:

- a. Troop Committee Chairman
- b. Treasurer
- c. Secretary
- d. Outdoor Program Coordinator
- e. Advancement Coordinator
- f. Fund-Raising Coordinator
- g. Membership Coordinator
- h. Equipment Coordinator

Persons to fill these positions will be selected at the annual Parents' meeting and must be approved by the Chartered Organization. There shall be no limit to the number of terms for any of these positions. Any person selected to one of these positions is expected to serve until the following annual Parent's Meeting.

3. Other Committee Positions and Subcommittees.

In addition to the Key Committee Positions, the Troop Committee Chairman will seek persons to carry out numerous other tasks such as:

- a. Refreshments/Court of Honor Coordinator
- b. Leader Training Coordinator/ Merit Badge Counselor
- c. Eagle COH Coordinator
- d. Community Service Coordinator
- e. Website Administrator
- f. Troop Master Software Administrator

4. Committee Meetings.

The Key Committee Officers shall meet regularly to discuss Troop Business. Meetings shall be scheduled by the Troop Committee Chairman who will provide a written agenda. The meetings shall be open to parents, registered members of Troop 53 and non-key Committee officers. All Troop parents and other adults registered in Troop 53 have the authority to vote, when a quorum exists. A quorum will exist when any four of the eight key committee officers are present at a committee meeting. Meetings are permissible without a quorum; however, no matters requiring a vote may be decided.

5. Expedited Approval.

Should a need arise to obtain committee approval of an expenditure on an expedited basis, the Committee Chairman shall be authorized to contact the other key committee officers by telephone or electronic mail to discuss the matter and conduct a vote. In any such instance where a telephone or e-mail vote has been conducted, the results of that vote shall be ratified at the next regular Committee meeting.

6. Amending the Standard Operating Procedures.

Interim amendments to the Standard Operating Procedures may be made by majority vote of the key Committee officers after introducing the amendment at one Committee meeting and/or publishing the proposed amendment in the Troop Newsletter or by Electronic Mail. The amendment will be voted upon at the next committee meeting. Any interim amendment passed in this manner shall remain in effect only until the next Annual Parents Meeting, at which time it will be offered as a permanent change.

7. Committee Approvals.

As a minimum, the committee must approve the following:

- a. Troop's Scouter of the Year nominees
- b. Scouts to attend training events paid for by the Troop
- c. Adults to attend training events paid for by the Troop

8. Boards of Review.

It is the responsibility of the Troop Committee and the Advancement Coordinator to arrange timely Boards of Review for Scouts who have completed all of the requirements and Scoutmaster's Conference for Tenderfoot, Second Class, First Class, Star, Life and Eagle Palms. It is the Scout's responsibility to contact the Advancement Coordinator to arrange for a Board of Review. Boards of Review shall also be held for Scouts who are not advancing, to determine how the program is working for the Scout. Troop 53 supports the BSA goal of having every new Scout advance to First Class within one year.

III. SCOUTMASTER'S RESPONSIBILITIES

1. Delivering the Promise.

The Scoutmaster is the adult leader responsible for the public image and program of the troop. The Scoutmaster and assistant Scoutmasters work directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of guidance will affect every youth and adult involved in the troop. The Scoutmaster is selected by the Troop Committee and approved by the head of the chartered organization. The Scoutmaster's duties include:

- a. Train and guide boy leaders.
- b. Work with other responsible adults to bring Scouting to boys.
- c. Use the methods of Scouting to achieve the aims of Scouting. Meet regularly with adult leaders to coordinate efforts in support of the program.
- d. Meet regularly with the patrol leaders council for coordination in planning troop activities.
- d. Attend all troop meetings or when necessary, arrange for a qualified adult substitute
- e. Attend Troop committee meetings
- f. Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation.
- g. Take part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation.

2. Annual Planning.

The Troop supports the BSA goal of encouraging a "boy-led" troop. In August of each year, the Scoutmaster shall arrange meetings with the youth leaders of the troop with the goal of establishing a Program for the next year. This program will include monthly campouts, monthly themes for the meetings and upcoming Summer Camp options. The Scoutmaster is encouraged to discuss the financial issues related to the Scouts' chosen activities.

3. Disciplinary Actions.

Every Scout is required to live by the Scout Oath and Law at all times, especially when wearing the Scout uniform, or present at any Troop 53 outing or event. In particular, Troop 53 has a "zero tolerance" policy regarding the following:

- a. The use of foul or vulgar language, sexual innuendo, calling people names, ethnic jokes or disparaging remarks.
- b. The use of matches or flammable chemicals for other than their intended purpose
- c. Bullying, hazing, or any action that could result in injury to the scout or anyone else.

It is the discretion of the Scoutmaster and the Assistant Scoutmasters to determine if a violation of the zero tolerance policy has occurred. Violation will result in the following, in order of severity or recurrence:

- a. A verbal reprimand.
- b. A conference with a scoutmaster, in order to work out the problem, and set a course of better behavior.
- c. Notification of the Committee and a conference between the parents, scout and scoutmaster to discuss the problem.
- d. The Scout is sent home from the activity (including Summer Camp). In the event this occurs, the parents/guardians of the boy will be required to make arrangements to take custody of the boy. **The Troop shall not be liable for any costs involved; these will be solely the parents/guardians' responsibility.**
- e. A Board of Review, with the purpose of discussing the problem and setting a course of better behavior.
- f. The Scout is suspended from the Troop. Should this action be taken, the Scoutmaster and the Committee Chair will work with the parents with the goal to integrate the youth back into the Scouting program. Disciplinary actions will be dealt with in strict confidence. The Scout's parents will be fully informed of the issue. Together, the Troop Committee, parents, and Scoutmaster will work toward a solution with the Troop's best interest in mind.

With regard to the above guidelines, the Committee Chair is empowered to act on behalf of the Committee, so that disciplinary actions can be dealt with on a timely basis. The parent of a Scout involved in a disciplinary action, who is the Scoutmaster, outing leader involved, or the Committee Chair, shall defer to another leader or Committee member during problem resolution.

IV. SCOUT EXPENSES

1. Fee to Join Troop 53.

The parents of each new Scout registering with Troop 53 may be required to contribute the Prorated Program Fee toward the Troop's operating expenses for the year.

2. Uniform.

It is the parent's responsibility to provide a complete uniform for the Scout, including shirt and insignia. Pants or shorts, socks, hat, and green web belt is optional. The Troop maintains a uniform exchange. Parents and scouts are encouraged to donate used uniform items to the Troop uniform exchange. If the Council Service Strip, troop number and World Brotherhood of Scouting patches are left on the shirt, the Troop will supply those patches for the new shirts. When a Scout joins Troop 53, the Troop will provide him with his Boy Scout Handbook. When a Scout bridges into Troop 53 from Webelos Scouts, the Troop will provide him with his Boy Scout Handbook and his epaulets. When he completes the Joining Requirements, and is invested into the Troop at the Court of Honor, he will receive a Boy Scout neckerchief and slide, if the troop is currently wearing as part of the uniform.

3. Scout Dues.

The PLC will decide if Dues will be collected and payable at the Troop Meetings for the coming year. An amount of \$5 per month will help to facilitate the financing of Scout activities throughout the year. The Troop encourages the parents/guardians to have their sons pay their own dues. This is emphasis on the 9th Scout Law – A Scout is Thrifty.

4. Summer Camp.

Summer camp costs are always increasing. In 2011 it cost approximately \$280.00. Each Scout should be encouraged to earn this money himself through participation in Troop fundraisers or his own enterprise. Each year the Summer Camp Coordinator will provide parent's with a monthly payment schedule, starting in December or January, in order to minimize the financial burden of paying for summer camp. At the Committees discretion, one or more camperships may be given each year to help Scouts attend summer camp who would not otherwise be able to go.

5. Outing Costs.

Each Scout shall pay for his prorated portion of the outing costs and any activity fee (if applicable) for each campout or activity. Each Patrol will assign a grub master for the campout. The grub master will be responsible for coordinating the menu and shopping for the food. Camping permission slips and outing fees (if applicable) shall be collected by the Scout coordinator for that event and turned into the appropriate Adult-In-Charge two weeks prior to the activity. There is no refund if a scout cancels with less than three days notice before departure.

The cost of each outing can include a vehicle use reimbursement for each vehicle used to transport scouts or equipment. A higher rate per mile can be used for the vehicle that tows the Troop trailer. Also any special costs accrued by an adult participant should be discussed with the Adult-In-Charge of the outing to determine what should be included as a shared cost. Adults whom attend should generally be charged a lower rate than the scouts.

6. Additional Expenses.

Each Scout is expected to provide their own sleeping bag, ground pad, flashlight and necessary personal articles for each outing (mess kit, knife/fork/spoon set and cup). Each Scout is strongly encouraged to acquire his own backpack as soon as possible. Until a Scout has a backpack he should pack his gear in a duffel. No Scout will be allowed to carry gear in paper or plastic bags.

V. TROOP EXPENSES

1. Major Expenses.

The Troop shall be responsible for paying the following expenses from the general fund:

- a. Troop Registration (annually)
- b. Boy's Life (annually).
- c. Troop Insurance (annually)
- d. Troop equipment (as needed - Committee Approval required)
- e. Advancement pins, merit badges, rank patches, etc.
- f. Summer Camp fee for adult leaders.

- g. Leadership Training Costs for selected Scouts from the Troop. (Committee Approval required)
- h. Leadership Training Costs for selected Troop Adult Leaders. (Committee Approval required)

2. Routine Expenses.

In addition, the Troop has ongoing expenses, which are normally paid from the general fund:

- a. Bank charges and check printing
- b. Office Supplies
- c. Propane and other general outing necessities.
- d. Court of Honor expenses
- e. Copying, postage and refreshment expenses associated with the annual parent's meeting.

3. Expenditure Approval.

A vote of the key committee members will be necessary to approve any expenditure of Troop funds beyond the expenses described above or identified in the Troop Budget. Approval must occur prior to the expense, or the individual runs the risk of non-approval and non-reimbursement.

VI. TROOP FINANCING AND FUND RAISING

1. Goals of the Troop Financing Program.

The Troop Financing Plan has been designed to provide funds to operate the Troop on an annual basis. The program is intended to encourage the parents to have their sons participate in fundraising events with the goal of having them pay for 100% of the costs of operating the Troop. The program is intended to reward those scouts that participate in Fundraisers by having the funds collected reduce their contribution to the program.

2. Fiscal Year.

The Troop 53 Fiscal Year is from September 1 to August 31.

3. Annual Budget.

A proposed budget for the coming year will be prepared by the Scoutmaster during the Troop's Annual Planning meetings in August. The budget should provide an itemized month-by-month breakdown of all expected expenses needed to support the program for the next year. The Annual Budget will be reviewed and approved by the Committee, then presented to the Parents/Guardians at the Parents Meeting in October. (For 2010, the Annual Budget was established as \$4,600)

4. Program Fee.

The Program Fee for the next year will be established by dividing the Annual Budget by the number of scouts registered with the Troop minus the Scout Dues to be collected on an annual basis. (For 2010 this comes out to $\$4,600/23 = \200 per Scout)

5. Scouts Fund.

The Treasurer will create a Scouts Fund for each Scout. Contributions to this fund will be made by the collection of dues (if collected) and for each Scout that participates in the Fundraising events. The Treasurer will make this information available at the Parents Meeting and when requested to any parent/guardian. The Scouts Fund can be used to pay for all or a

portion of the Program Fee. In addition, the parent/guardian can elect to use the Scouts Fund to pay for Summer Camp, camping fees or scouting related expenses. Individual Scout Fund money earned by any Scout and not used by the time that Scout leaves the Troop shall be returned to the Troop General Fund. The Treasurer will deduct the Scout Dues (if collected) from the Scout Fund at the beginning of each quarter.

6. Fundraisers.

The Troop encourages the organization of fundraising events to allow the Scouts to pay for the Program Fee and supplement the cost of Summer Camp. The success (and failure) of this endeavor rests with the parents by encouraging the Scouts to participate. The parents should encourage the Scouts to participate in every fundraiser. In this way, the costs of the program can be borne by those that gain from it, the Scouts. Fundraising activities shall be supervised by the Fundraising Coordinator, but all Parents are encouraged to participate. These activities can include recycling drives, hike-a-thons, car washes, wreath sales and participation in at least one Council-sponsored fundraiser (i.e.: Trails End Popcorn) and other activities suggested by the PLC, the parents or the Troop Committee and agreed to by the key Troop Committee.

90% of the net income raised through fund raising events will be distributed to the Scouts Fund. The remaining 10% will be deposited into the Troop General Fund to pay for any costs associated with the Fundraising and to supplement the Program. Monies collected through fundraisers will be proportioned to the Scouts Fund of those Scouts that participate. The method off this distribution will be determined by the Fund Raising Coordinator with Committee Approval.

7. Annual Financial Obligation.

The Program Fee represents the cost per scout of providing the services and events for the upcoming year. The Annual Financial Obligation can differ from the Program Fee as described below. By continuing to be registered with Troop 53 all parents agree to comply with the following obligations:

- a. The Annual Financial Obligation will be the Program Fee reduced by the amount in the Scouts Fund at the time of the Parents Meeting. Should there be a balance remaining, it will be due and payable at the Parents Meeting. A family may chose to pay this amount in two or three installments, in October, November and December. If this obligation is not paid by January 1st each year when the Troop recharters, the Scout will **not** be re-registered with Troop 53, and will not be allowed to participate with the Troop. The Treasurer must be notified of and agree to the payment schedule.
- b. The annual obligation will be waived for new Scouts who join the Troop. The scout will be required to pay any outing costs or fees.
- c. The annual obligation will be prorated on a quarterly basis for Scouts who Age Out during the Program Year. In other words, scouts that are 18 years old between Sept 1 to Nov 30 - 25%, Dec 1 to Feb 28 - 50%, Mar 1 to May 31 - 75% and June 1 to Aug 31 - 100%.
- d. The Troop will work with any family that may have a financial hardship with meeting the Annual Financial Obligation. This should include an agreement to make a reasonable attempt

to assist the Troop with its financial obligations, including significant effort during Troop fundraisers. All requests for financial assistance should be directed to the Committee Chair.

VII. INQUIRIES AND COMPLAINTS

1. All complaints and/or inquiries shall be directed to the Scoutmaster and/or the Committee Chairman.

VII. RATIFICATION

The Standard Operating Procedures as set forth above were reviewed by the Troop Committee and approved by a majority vote during the Committee Meeting December 15, 2011.

Kevin Key, Scoutmaster
Gregory Schmidt, Committee Chairman

References:

The Boy Scout Handbook
The Troop Committee Guidebook
The Junior Leader Handbook
Guide to Safe Scouting
The Scoutmaster Handbook
Boy Scout Field book