

# BSA Troop 53 Handbook

New Berlin, WI



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# Introduction

Welcome to BSA Troop 53 on New Berlin, WI.

The emphasis of the BSA Scouting program is to promote and encourage youth leadership. In support of this program, Troop 53 adult leaders are present as advisors, ensuring safety and keeping the program oriented toward scouting ideals.

There may be times when you will probably ask the questions: “Why are they so disorganized?”, “Why are the meetings so noisy and unproductive?”, “Why don’t the adults step in and do something?”

In Scouting, the belief is that the best way to develop leadership is to let the boys have as much freedom as possible while applying just enough adult authority to keep them safely focused on the task at hand. As long as they are sincerely trying to accomplish the duties of their positions, they are learning the rudiments of leadership.

This document outlines the application of general BSA policy to specific situations regarding Troop 53.

The troop committee will attempt to review the Troop 53 Handbook annually. Any parent or registered member can make a request which should be submitted in writing to the committee chair. Requests will be considered at the next committee meeting.

BSA policy is written in various official publications and is the final authority for resolving questions of policy. The troop committee is the final authority for implementing BSA policies in Troop 53.

Again, welcome to Troop 53. Please remember that Scouting is a family activity and we encourage parents to be involved in their Scout’s development.

# New Scouts

## Overview

Troop 53 welcomes new scouts advancing from the Webelos / Arrow of Light scout program and transfers from other troops, or any boy of scouting age.

Parents or Guardians of all applicants should meet with the Scoutmaster, an Assistant Scoutmaster or the Committee Chairman for a personal interview before a boy is 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.

Upon joining the troop, the youth will be supplied with a Boy Scout Handbook. In addition, if the troop is currently wearing a neckerchief as part of the uniform, the neckerchief and slide will be supplied.

## Attendance Commitment

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

- Each Scout will attend at least some of the camping/outings during the year.
- Each Scout will attend Courts of Honor and Troop required functions, such as troop elections, OA elections, etc.
- Each Scout will participate to the best of his ability in troop community service projects.

## Uniform Policy

Wearing a uniform "shows Scout spirit." It is not the purpose of the Scout uniform to hide the differences between youth or make them feel they are all the same. Scouts come from all racial and ethnic backgrounds. They have their own religious beliefs and family traditions. Scouting wants youth to take pride in these differences rather than to hide them or be ashamed of them. There is one way all Scouts are alike. Whenever a Scout sees another Scout in uniform he knows he is like that person because both have committed to the principles of the Scout Oath and Scout Law. The Scout Oath and Law bind all Scouts throughout the world in a common purpose. The Scout uniform identifies Scouts openly as having the same beliefs and values. By wearing the uniform, Scouts are taking an open stand for their convictions.

BSA policy allows a troop several options regarding uniforms. Troop 53 has elected the following:

## **Field Uniform**

- Scout shirt (long or short sleeve) with current insignia.
- Scout neckerchief
- Neckerchief slide
- Clean pants or shorts with belt loops
- Closed-toe shoes or boots with socks
- Scout pants / shorts, scout socks, and green web belt are optional

## **Activity Uniform**

Must be authorized to be worn by the Scoutmaster / adult in charge for specific events / meetings or travel to/from Scouting events. If not specified/authorized, the Field Uniform is to be worn.

- Troop 53 Scout t-shirt or other Scouting t-shirt as directed by the Scoutmaster or adult in charge.
- Clean pants or shorts
- Closed-toe shoes or boots with socks (Scout socks are optional)

## **Calendar**

Troop meetings and other events are planned by the Scouts at the patrol leaders' council (PLC) meetings and approved by the troop committee.

**Troop Meetings** are held every Monday throughout the year. Generally, the only exception to this rule are for major holidays, bad weather, or as established by troop leadership.

**Courts of Honor** are held three times a year to recognize our Scouts' hard work. Courts of honor are a family affair.

**Summer Camp** gives Scouts the opportunity to achieve BSA goals for long-term camping. Troop 53 attends at least one week of camp at an approved BSA facility during each summer.

**Short term Camping** or a special event is typically planned for each month. Short term camping trips promote advancement opportunities, fun, fitness, and comradeship.

**High Adventure** provides older scouts an opportunity to challenge themselves in a more advanced outdoor experience. This may be at a BSA high adventure base or through a troop organized high adventure. Age policies may vary by the adventure but typically the youth must be at least 13 years old.

**Annual Calendar** is prepared prior to the annual parents meetings. The senior patrol leader will canvas the troop for desired events. The senior patrol leader will then hold a meeting of the

patrol leaders' council and prepare a proposed calendar for approval by the troop committee. The troop committee will consider the youth's desires for an annual program with respect to the ability to support the program. Once the troop committee approves the calendar of events, this will be distributed to the troop.

## Resources

The troop maintains a list of resources at <http://www.pacunits.org/t53/resources.html>. This includes the following:

- This document
- Troop Calendar
- Scout Book URL for advancement tracking, RSVP's, Permission Slips, etc
- Health Forms
- Driver Forms
- BSA Forms

## Dues

Troop dues or Annual Financial Obligation represents the per scout of troop expenses for the upcoming year. See the Financial section for more details about expenses and fundraising.

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 choose to pay this amount in two or three installments, in October, November and December. If this obligation is not paid by January 1<sup>st</sup> each year when the Troop recharter, 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 scouts 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.

## Scouting is for ALL youth

Troop 53 and BSA believe that scouting is for ALL youth, including those with special needs. In support of this the troop is committed to:

- Practices inclusion and accepts youth into the troop of all abilities.
- Showing acceptance and working with each scout's family to make sure they are also part of each scout's journey. This also helps leadership understand the strengths, learning styles, challenges or triggers that each youth may have.
- Regularly provides youth and adult training on disability awareness .
- Is willing to learn about disabilities or conditions scouts may be living with.

## Parent Participation

### Overview

The adults who provide supervision, support, and time to make Troop 53 a success are volunteers. They will need your help. How you support your son's troop depends on your talent and available time. Both mothers and fathers can give a few hours to provide transportation, help maintain troop equipment, be a merit badge counselor, serve on our troop committee, or serve in a leadership position. 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.

### Transportation

#### **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.

#### **Transportation Home**



Parents are responsible for picking up their scouts 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 youth is to be dropped off somewhere other than their 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.

## Funding

Each scout is asked to share in the costs of the scouting program. These costs include, but are not limited to: registration fees, joining fees, troupe dues, outing fees, food costs, transportation costs, awards, advancement costs, and any other costs needed to run the program. Encourage your Scout to participate in the fundraising activities approved by the troop and to look for opportunities where he can earn his own money to cover the cost of activities and personal equipment. "A Scout is thrifty". See the Finance and Fundraising sections for further details.

## Annual Parents Meeting

The Troop Committee Chair 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 should notify the Committee Chair in advance.

## Troop Organization

### Overview

Troop 53 is organized in accordance with BSA guidelines. The following descriptions highlight areas within the troop's organization.

### Organization

**Chartering Organization:** Forest Park Presbyterian Church in New Berlin, WI is the Chartering Organization (CO) for BSA Troop 53. The charter allows the church to host a BSA troop for its community and youth objectives. In turn the church agrees to support the troop by providing a safe meeting place with adequate facilities.

**Chartered Organization Representative:** A member of the church who serves on the troop committee and acts as a liaison between the Troop 53 and the chartering organization. This person helps recruit other adult leaders, assists in troop charter renewal, encourages service to the organization, and is an active member of the troop committee.

**Troop Committee:** The troop committee is a group of adults, generally but not always, parents of the Scouts. It supports the troop by insuring that the troop's adult leadership is adequate by providing various support functions, delivering quality troop programming, handling troop administration, and by insuring that the troop is functioning according to official policy. Committee meetings are held each month, as indicated on the annual calendar. The troop committee consists of a chair, a secretary, a treasurer, an activities coordinator, an advancement coordinator, a fundraising coordinator, and a quartermaster. (See BSA Troop Committee Guidebook for further information.) Only registered committee members of Troop 53 have voice and vote during committee meetings. The Scoutmaster, Assistant Scoutmasters, and non registered parent of guardian of Troop 53 has a voice, but no vote during committee meetings.

**Troop Committee Chair:** The committee chair serves as the "chair of the board", the board being the troop committee.

**Scoutmaster:** The Scoutmaster is responsible for overseeing the operations of the troop. The Scoutmaster serves as the "chief executive officer." His main responsibility is the Scouts of the troop and all assistant Scoutmasters. The Scoutmaster attends troop committee meetings reporting the status of the troop and the annual program of events. In the event the Scoutmaster is unable to attend, he will assign one of the Assistant Scoutmasters to lead the troop meeting.

**Assistant Scoutmaster:** The assistant Scoutmasters are assigned duties by the Scoutmaster.

**Senior Patrol Leader:** The senior patrol leader is the youth leader of the troop elected by the fellow Scouts. He sets the agenda, presides at all patrol leaders' council meetings, runs the troop meetings, appoints other boy leaders, and assigns specific responsibilities as needed.

**Assistant Senior Patrol Leader:** The assistant senior patrol leader, appointed by the senior patrol leader, assists the senior patrol leader in conducting meetings and acts as the senior patrol leader in the senior patrol leader's absence. He is responsible for training and giving direction to the quartermaster, scribe, historian, librarian, and instructors.

**Patrol Leaders:** Patrol leaders, chosen by their patrol members, are responsible for their individual patrols at all times. They preside at patrol meetings, represent their patrol at patrol leaders' council meetings, and report to the senior patrol leader for all matters concerning their patrol.

**Instructors:** An experienced Scout(s) who has advanced in rank and training. He provides a core of skills and knowledge on which the senior patrol leader can develop training programs in support of the troop's annual training objective.

**Troop Guide:** An experienced Scout appointed by the Scoutmaster. He will help younger Scouts progress through the First Class rank.

**Other appointed jobs:** For additional job descriptions see the Youth Leader Handbook.

## Patrols

The "patrol method" gives Scouts an experience in group living and citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it. The patrol method builds patrols into strong active units. This is best accomplished through long-term association with shared, common experiences from camping or special events.

Troop 53's goal is to maintain a patrol's integrity through as much of a Scout's career as possible. Given the dynamics of the people of our community, that is not always possible. If it becomes necessary to reorganize patrols as a result of attrition, the Scoutmaster and adult leadership will determine new patrol organization.

Troop 53's goal is to maintain patrols of approximately 6-8 Scouts each. When one of the patrols reaches more than 10 members and the others have six or more members, a new patrol may be formed. Formation of the new patrol will be decided by the Scoutmaster with approval of the Committee Chair.

**Intra-troop Transfers:** After troop elections, a Scout may request to change patrols. The Scoutmaster will make the final decision.

# Adult Leader Guidelines

## Overview

The adult leadership of Troop 53 has a few major goals.

- Provide an environment for the boys to live the ideals of Scouting, including a chance to develop and demonstrate leadership abilities.
- Provide a safe and fun environment where boys are able to learn skills through experiences.
- Allow boys to try new things, fail and learn from their mistakes.
- Provide an adult organizational structure that can adapt to changes in its staffing requirements.

In keeping with these goals the adult leaders will act primarily as advisors giving maximum opportunity for the Scouts to lead and show responsibility.

## Adult Leader Positions

**Committee Chairman** - Responsibilities are as stated in **Organization** section.

**Secretary** - Attends all committee meetings, takes minutes, types and distributes minutes for approval.

**Chartered Organization Representative** - Responsibilities are as stated in **Organization** section.

**Treasurer** - Responsible for the entire troop's financial records (this includes the recording of all incoming and outgoing money) and provides a monthly written report on troop finances to the troop committee.

**Advancement Coordinator** - Responsible for the administration of the troop advancement program, keeps records, and prepares reports for submission to the council.

**Fundraising Coordinator** - Researches and recommends fund raising projects to meet the troop's financial requirements. Organizes volunteers to assist in fundraising.

**Equipment Coordinator** - Responsible for working with the troop quartermaster in the organization and maintenance of troop equipment.

**Activities Coordinator** - Helps in securing permission to use camping sites. Promotes the troop's annual calendar of events. Works with the Scoutmaster to determine transportation requirements for camping trips and special events. Organizes drivers and vehicles for events. Secures tour permits for all troop activities.

**Membership Coordinator** - Serve as welcoming ambassadors for the unit. Work with the unit committee in developing and implementing the Unit Membership Plan.

## Other Committee Positions

**Refreshments/Court of Honor Coordinator** - Coordinates the bi-annual court of honors.

**Leader Training Coordinator** - Coordinates the required training for youth and adults.

**Eagle COH Coordinator** - Coordinates an Eagle court of honor.

**Community Service Coordinator** - Helps planning the troops community services projects.

**Website Administrator** - Maintains the troops website, Scout Book, Calendar, and other forms of electronic communication. This may include coaching the troop youth leaders in using these tools.

b. The following positions reside at the troop level:

### **Scoutmaster**

### **Assistant Scoutmasters**

Positions will be filled as supported by the number of adult volunteers. If the number of adult volunteers isn't sufficient to fill all requirements, the committee chair and/or the Scoutmaster may combine committee or troop positions.

## Adult Leader Training

Adult leaders of Troop 53 are required to complete the required online Youth Protection Training and appropriate Fast Start Training. Additional training is strongly encouraged. Courses are available through the [myscouting.org](http://myscouting.org) website or as opportunities arise through the council. This training insures that the troop's adult leaders remain on target with the aims of Scouting.

- Youth Protection (required)
- Fast Start Training (required)
- Position Specific Training
- This is Scouting
- Oak Leaf (includes Introduction to Outdoor Leader Skills and others topics)
- Wood Badge
- Merit Badge Counselor Training
- Safety Afloat
- Safe Swim Defense
- Trek Safely
- Climb On Safely
- Weather Hazards
- STEM Orientation
- STEM NOVA Counselor Training

- CPR/ First Aid
- The Fundamentals of Training
- The Trainers EDGE

## Adult Leader Meetings

Meeting will be conducted in an open forum and may be attended by any interested parties. Adult leaders are encouraged to become involved with all aspects of the Scouting program. (All parents/guardians are always welcome to attend any level of the Troop's meetings) The following is a list of some of the suggested meetings that adult leaders may attend:

- Troop committee meetings
- Troop meetings
- Council district roundtable

## Committee Approval Policy

Quorum will exist when any four of the key committee officers are present at a committee meeting. Meetings are permissible without a quorum; however, no matters requiring a vote may be decided.

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.

## Adult Leader Conduct

Adult leaders will always exhibit the ideals of Scouting when working with the Scouts. They will strive to set the example in their handling of the Scouts. Standards of conduct in personal habits, language, hygiene, and interaction with Scouts will be in accordance with the Scout Oath and Scout Law. Adult leaders are responsible for their own conduct, Conduct issues will be referred to the committee chair and/or the Chartered Organization Representative.

## Removal of Adult Leaders

Adult leaders may be removed for the following violations and will follow parliamentary procedure:

- A. Violation of Youth Protection -- The Potawatomi Area Council Scout executive. The Scout executive is to be notified. The final decision for removal will be made through a collaborative effort of the committee chair, Scoutmaster, and chartered organization

representative.

- B. Removal due to violation of Troop BSA policies -- Discussed with committee chair, Scoutmaster, and chartered organization representative. Parliamentary procedures apply.
- C. Personality Conflicts will be resolved between the parties involved. Committee chair, Scoutmaster, and chartered organization representative will encourage working out any problems without the involvement of the troop committee.

## Youth Leader Policy

### Overview

Like any other activity, a leadership role within Scouting requires an extraordinary commitment. A leadership role with Troop 53 demands time and sacrifice of the Scout. Although Scouting is open to any boy at least 10 years and six months of age, Troop 53 leadership positions should only be considered by those boys who:

- Live by the Scout Oath, Scout Law, and show Scout Spirit
- Are willing to put troop activities on a higher priority than other comparable activities.

### Positions

#### **Elected positions:**

- Senior patrol leader -- elected by the troop
- Patrol leader -- elected by individual patrols

#### **Appointed positions** (with the Scoutmaster's approval):

- Assistant senior patrol leader -- appointed by the senior patrol leader
- Junior assistant Scoutmaster -- appointed by the Scoutmaster
- Scribe -- appointed by the senior patrol leader
- Chaplain's aide -- appointed by the senior patrol leader
- Quartermaster -- appointed by the senior patrol leader
- Librarian -- appointed by the senior patrol leader
- Historian -- appointed by the senior patrol leader
- Troop guide - appointed by the senior patrol leader
- Instructor - appointed by the senior patrol leader
- Assistant patrol leader -- appointed by the patrol leader
- Patrol scribe -- appointed by the patrol leader
- Patrol quartermaster -- appointed by the patrol leader

## Troop Elections

Troop elections are held biannually at a troop meeting. Current and retired leaders will be recognized at the next scheduled Court of Honor.

- A. A general election of the entire troop will be conducted by the senior patrol leader. The current senior patrol leader will preside over the election. Voting will be conducted by secret ballot. Election for senior patrol leader will be conducted first to allow candidates not selected to run for patrol leader. The Scoutmaster or his designee will count and verify the vote. The candidate receiving a simple majority of the members present will be declared winner. If more than two boys are running for a position and no one receives 50 percent of the votes a revote will be taken between the two candidates getting the most votes until one candidate receives the majority of votes.
- B. Individual patrols will elect their patrol leader. Only patrol members will vote for their respective patrol leader. Voting will be conducted by secret ballot. Ballots will be counted and verified by Scoutmaster or his designee.
- C. All other leadership positions will be recommended by the senior patrol leader and approved by the Scoutmaster.
- D. An attempt will be made to get 100 percent of the troop's membership in attendance during the night of the election. No election will be conducted if less than 50% of the general membership is present.

## Qualifications

- A. Senior Patrol Leader: Each Scout running for the office of senior patrol leader must have prior Scoutmaster approval, be a First Class Scout, must be 13 years of age, and must have attended (or agree to attend) Youth Leader Training.
- B. Assistant Senior Patrol Leader: Each scout eligible for the office of assistant senior patrol leader must be a First Class Scout, must be 13 years of age and must have attended (or agree to attend) Youth Leader Training
- C. Patrol Leader: Each scout eligible for the office of patrol leader must be a first class scout, 13 years of age (except in the New Scout Patrol), and must have attended (or agree to attend) Youth Leader Training

## Youth Leadership Training

When instructors are available, the troop will offer a Youth Leadership Training (YLT) course



once per year. For a Scout to be eligible to hold a troop leadership position he must have attended at least one of the YLT training courses or agree to attend the next available course.

## Leader Removal / Replacement

If a Scout is not performing the duties required of his position, a conference between the Scoutmaster, senior patrol leader, and the Scout will occur. The Scout may be given a chance to perform the duties of the position or the Scout may be removed from the position, at the discretion of the Scoutmaster.

## Patrol Leaders' Council (PLC)

The patrol leaders' council is responsible for planning and conducting the troop's activities. The troop committee interacts with the patrol leaders' council through the Scoutmaster,

a. The patrol leaders' council comprises the following voting members:

- senior patrol leader -- leads the patrol leaders' council
- assistant senior patrol leader
- patrol leaders -- one for each patrol
- scribe
- quartermaster
- Scoutmaster or his designee

b. The patrol leaders' council meets as needed to:

- Plan the annual calendar of events
- Plan monthly events
- Plans and organizes troop meetings and assigns responsibility for planned events in accordance with the monthly activity
- Complete the Troop Meeting Plan form for each troop meeting
- Discuss problems and devise solutions
- Promote participation in fundraising activities
- Make recommendations on improving troop operations

# Advancement

## Overview

Advancement is the process by which youth members progress from rank to rank, a means to an end, not an end in itself. It is designed to help the boy have an exciting and meaningful Scouting experience.

Education is the chief function of the Scouting movement and the basis of the advancement program. A fundamental principle of advancement is that the boy's progress is a natural outcome of his activities in his patrol and troop. The rank requirements shall furnish the basis of the activities of the unit. Recognition is gained through leadership in the troop, attending and participating in its activities, living the ideals of Scouting, and proficiency in activities related to outdoor life, useful skills, and career exploration.

All advancement procedures shall be administered under conditions that harmonize with the aims and purpose of the BSA; to strengthen character, body, mind, and the concept of being a participating citizen.

The current Boy Scout requirements for rank advancement will be used.

Ranks are Scout, Tenderfoot, Second Class, First Class, Star, Life, and Eagle. Eagle Palms may be awarded for additional merit badges until the Scout's 18th birthday.

The responsibility of the troop committee is to ensure that the troop's program is conducted in such a way that the Scouts have an opportunity to advance.

The responsibility for merit badge qualifications shall rest with the counselor. Merit badge counselors shall be registered adult members of BSA who are merit badge counselor trained. The merit badge counselor shall prepare and qualify youth members. Public recognition may be given at a court of honor.

## Guidelines

Advancement in BSA is totally dependent upon the boy. Each boy is expected to pursue the various advancement requirements, awards, badges, and ranks at his own pace. We encourage him to involve his family, other Scouts, the Scoutmaster, and any other sources to help him.

The troop's routine program will emphasize Scouting skills and leadership training; both at weekly meetings and at camping trips.

Advancement requirements for all ranks are listed in The Boy Scout Handbook. Advancement to Scout, Tenderfoot, Second Class, and First Class concentrate on Scouting skill rather than merit badges. Advancement requirements for Star, Life, and Eagle emphasis merit badge work only after a boy has a solid foundation of basic Scouting skills. The Scoutmaster shall hold

Scoutmaster Conferences as needed. Boards of review shall be conducted as needed and organized by the Troop Committee Advancement Coordinator with the assistance of other committee members.

Eagle Advancement: An advancement packet discussing Eagle requirements can be obtained at [www.scouting.org](http://www.scouting.org), upon completion of the Life Scout award. The following items are needed:

- National BSA application
- Letters of recommendation (four required)
- Eagle service project workbook .
- Other guidelines for Potawatomi Area Council requirements.

## Merit Badges

Earning merit badges give Scouts self-confidence by teaching them to overcome obstacles to achieve a goal. The Scout also learns career skills, develops socially and may develop physical skills and hobbies that give a lifetime of healthful recreation. To earn merit badges the following Sequential procedures are to be followed:

1. Obtain merit badge application ("blue card") from the Scoutmaster. The card must be signed by the scoutmaster showing his approval prior to starting work on the merit badge.
2. Contact the Merit Badge Counselor and arrange meetings
3. Complete the merit badge requirements under the guidance of the counselor
4. Ensure the counselor signs the card verifying completion of all requirements
5. Return the card to the Scoutmaster and obtain his signature to indicate completion of the merit badge requirements
6. Present the completed card to the advancement coordinator for recording into Scoutbook and procurement of the badge.

The BSA Youth Protection Program policy requires that a Scout must have at least one other person with him when he meets with his Merit Badge Counselor.

BSA policy prohibits one-on-one situations between adults and Scouts. The buddy can be a parent or guardian, brother, sister, relative, friend, or another Scout.

**Merit Badge Counselor:** The Potawatomi Area Council and District Advancement Committee must approve merit badge counselors. Counselors must be registered adult Scouters.

## Service Projects

**Any Rank Scout:** Able to participate in Troop arranged service projects or can arrange service projects themselves that benefit the community. However, if the project will require Troop 53 resources, then the project should be presented to the patrol leaders' council for discussion, scheduling, and Scoutmaster approval.

**Star and Life:** Work on service project hours for credit toward advancement to Star and Life

ranks shall be approved by the Scoutmaster. Only adult leaders are authorized to sign off service project requirements

**Eagle:** Eagle Scout service projects shall be of lasting value to the community rather than completion of routine upkeep and preventive maintenance. Potawatomi Area Council suggests the project be a minimum of 100 man hours of labor and planning. The Scoutmaster, committee chair, and advancement coordinator in advance of beginning any work, shall approve the project. The Eagle Scout candidate must take into consideration the lead-time required for troop and district committee approval in planning work schedules. The schedule of work should not interfere with any planned troop and/or patrol activities.

## Scout Spirit and Participation

In order to fulfill the requirements for Scout spirit, the Scout must demonstrate Scout Spirit by living the Scout Oath and Scout Law in his everyday life, as defined by the Scoutmaster.

All Scouts of Troop 53 are welcomed and encouraged to take advantage of all troop activities.

## Religious Emblem Program

Scouts of Troop 53 are encouraged to work toward earning the BSA religious emblem for their individual religion. Workbooks for both instructors and scouts can be obtained at the local scout shop. This is not a merit badge but is a program designed in cooperation with different faiths. Moral and ethical values expressed in the Scout Oath and Law are reinforced by the troop promoting the earning of religious emblems.

## Standards of Conduct and Discipline

### Overview

Discipline policy in Scouting is simple; the doors of Scouting are always open to those who strive to follow its law. Adherence to Troop 53 policies will, primarily, be handled by the boy leaders with adult intervention as needed.

### Standard of Conduct

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.

## Disciplinary Actions

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.

## Outdoor Activities

### Overview

The BSA program is designed for fun in the outdoors. The troop committee in support of the Scoutmaster will make every attempt to have at least one outdoor activity per month. These activities will most often be camping trips, but on occasion might be day events. The activities planned for these events will reinforce the skills and ideals of Scouting. All events will be conducted in accordance with the current BSA Guide to Safe Scouting. There may be a fee

associated with any outdoor event. Scouts participating in outdoor activities will be responsible for the cost of the event.

## Troop Outing Policies

**Patrol Method:** The Patrol Method will be used on all outdoor activities. Duty rosters will be used when needed.

**Outdoor Code:** All members of Troop 53 will observe the Outdoor Code. This will include leaving the campsite better than found.

## Equipment

### Overview

Troop 53 operates under the old adage "Take care of your gear and your gear will take care of you." Accordingly each Scout is responsible for providing his own personal camping equipment. The troop committee's responsibility is to secure adequate communal outdoor gear. The troop quartermaster is responsible for maintaining the troop's equipment with adequate repair and storage. All equipment used during Scouting activities will be used in accordance with the current BSA Guide to Safe Scouting.

### Scout Supplied Equipment

Each Scout is expected to provide their own personal gear including:

- Sleeping bag
- Ground pad
- Flashlight
- 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.

### Quartermaster Duties

Troop quartermaster is responsible for:

- Troop equipment, under the guidance of the equipment coordinator.
- Ensuring that an accurate inventory of troop equipment is maintained and that equipment is stored in a clean, neat and orderly manner.
- Issuing equipment for use by individuals or patrols.

- Ensuring that equipment is returned in a clean and serviceable condition.
- Making recommendations concerning equipment and its use to the equipment coordinator.

## Damage to Equipment

Individuals and patrols responsible for damage to loss of equipment will be held responsible for the replacement of that equipment. If the equipment fails due to normal wear and tear, it will be replaced by the troop as needed.

## Finances

### Troop Expenses

#### 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 leader
- 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)

#### Routine Expenses

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

- A. Bank charges and check printing Office Supplies
- B. Propane and other general outing necessities. Court of Honor expenses
- C. Copying, postage and refreshment expenses associated with the annual parents meeting.

#### 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.

## Scout Expenses

### **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.

### **Uniform**

It is the parent's responsibility to provide a complete uniform for the Scout. See the Uniform Policy for details of the Troop 53 Uniform Policy.

### **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 who attend should generally be charged a lower rate than the scouts.

### **Summer Camp**

Summer camp cost depend of the camp the troop selects to attend. See Camp Long Lake fees to determine the typical price. 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 parents 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.

### **Additional Expenses**

Each Scout is expected to provide the personal equipment. See the Scout Supplied Equipment list for details.

## Fundraising

### **Overview**

Fundraising opportunities are made available to the Scouts of Troop 53 by the troop committee. Participation by all is strongly urged. Participation shows Scout Spirit and helps each Scout



build a feeling of ownership in the troop. These opportunities allow the Scouts to earn funds to finance their Scouting events. Each fundraising opportunity will have specific guidelines as to the percent of profit to be credited to the Scout's account and the percent to be credited to the troop's account. These divisions will be decided by the troop committee and may differ greatly from event to event and year to year. Guidelines for each opportunity will be communicated to all scouts before the start of the event.

## Scout Accounts

Per the IRS, all money received by Troop 53 belongs to the troop. The troop may designate individual portions of raised funds to be allocated to Scout accounts to be used by the Scout to help defer the cost of his Scouting program. Scout accounts may specifically be used towards Scout outings, events, and annual obligation. The troop committee reserves the right to reallocate these funds as needed without prior notice.

## Prorated Fundraising

At any time a fundraiser is approved by the committee and undertaken by the troop for the benefit of the Scout's personal accounts and calls for volunteer time from the Scouts, the troop profits will be prorated based on time put in by the Scouts. It is the Scout's responsibility to sign up to volunteer during the fund raising event. A percentage of all proceeds earned must (per IRS guidelines) be credited to the general troop account.