



MASON UNITED
METHODIST CHURCH

Guidelines for BSA Troop and Crew 194 Mason, OH

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1 Introduction

Boy Scout Troop 194 was first chartered in February 1998 with the American Legion Post 194 in Mason, Ohio under the leadership of Scoutmaster Lou McGuinness. We re-chartered in April 2000 with Kingsway Community Church. In February of 2007, we re-chartered with Mason United Methodist Church, which is now our current chartering organization. Our troop is in the Hopewell District within the Dan Beard Council. Troop 194 subscribes to the goals of Scouting, which are to build character and leadership, foster citizenship, and to develop physical and spiritual fitness. Our troop participates in at least one special activity each month. Each year we also attend summer camp, which is a week long camp where the scouts can earn merit badges, advance in rank, cope with challenges, and have fun. The Troop expects scouts to follow the Scout Oath, abide by the Scout Law, give respect to leaders, and to show Scouting Spirit along their scouting experience.

Please visit the Troop 194 website often. Information regarding the Troop calendar, upcoming events, Patrol duties, monthly themes, outing permission slips, and much more can be found on our website. The troop's website address is:

To All Parents of Troop 194, from the Troop Committee, Scoutmaster, and Assistant Scoutmasters:

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

2 Membership

Membership is open to all boys who have completed fifth grade, or are 11 years of age, or have earned the Arrow of Light Award, but are younger than 18 years of age, and who subscribe to the Scout Oath, the Scout Law, and the BSA Declaration of Religious Principle. An excerpt of this declaration can be found on all youth and adult leadership applications. The excerpt from the declaration of religious principle simply states: "The Boy Scouts of America maintains that no member can grow into the best kind of citizen without recognizing an obligation to God and, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and the organization or group with which the member is connected shall give definite attention to religious life. Only persons willing to subscribe to this Declaration of Religious Principle and to the Bylaws of the Boy Scouts of America shall be entitled to certificates of membership." If any scout or adult leader is interested in reading the entire Declaration of Religious Principle, they can find it at www.bsa-discrimination.org/html/review_bsa_god.html.

3 Troop Organization

Troop 194 is structured similar to any business or organization. Like any business or organization, everyone in the troop has someone they must report to. Below is a brief description of the troop's organizational chart:

- **Chartering Organization** – Every troop must have an organization that the troop is chartered through. This organization must provide troop support and assign a representative to communicate troop information back to that organization.
- **Chartered Organization Representative** – This person is a member of the Chartering Organization and is the liaison between the Chartering Organization and the Troop Committee Chairman.
- **Troop Committee Chairman** – This person is responsible for running the troop. His responsibilities include, but are not limited to, assuring a quality unit and to appoint the Scoutmaster and Troop Committee.
- **Troop Committee** – This is the business portion of the troop. It is comprised of adult leaders, each having a specific job or task within the troop. The Troop Committee must consist of a Committee Chairman, Scoutmaster, Secretary, Treasurer and Advancement Chairman. Depending on the size of the Troop Committee, other positions may be assigned by the Committee Chairman.
- **Scoutmaster** – This person is responsible for laying out the plan set forth by the Troop Committee. The Assistant Scoutmaster, Senior Patrol Leader, Junior Assistant Scoutmasters, Troop Instructors, Troop Guides and Order of the Arrow Troop Representative all report to the Scoutmaster.
- **Assistant Scoutmasters** – Their function is to aid the Scoutmaster in running the leadership portion of the troop. The Patrol Leaders and Assistant Patrol Leaders report to the Assistant Scoutmasters.
- **Senior Patrol Leader** – This person is the one that runs the youth leadership portion of the troop. The Assistant Senior Patrol Leader reports to the Senior Patrol Leader.
- **Assistant Senior Patrol Leader** – This person assists the Senior Patrol Leader in helping to run the youth leadership portion of the troop. The Bugler, Quartermaster, Chaplain Aide, Troop Historian, Librarian and Scribe report to the Assistant Senior Patrol Leader.
- **Patrol Leaders** – These individuals are responsible for running their patrols. They are responsible for communicating troop information back to the scouts in their patrols. The Assistant Patrol Leader is the second in command within the patrol. In the event the Patrol Leader cannot be reached, the scouts from the patrol must make contact with the Assistant Patrol Leader.

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

Troop 194 conducts elections every six months (normally during the months of September and March) to elect new Senior Patrol Leader (SPL) for the Troop, Assistant

Senior Patrol Leader (ASPL) and a new Patrol Leader (PL) and Assistant Patrol Leader for each patrol. Other elected positions include Instructors, Troop Guides, Scribe, Quartermaster, Historian, Librarian, Chaplain's Aid, Bugler and Den Chiefs. The Scoutmaster, prior to the elections being conducted, must approve scouts seeking Troop Leadership positions. Other Troop positions will be elected or appointed following the general Troop elections. All newly elected scouts and appointed leaders 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 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.

The Patrol Leaders Council (PLC) meetings will be held once a month. It is imperative that all 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 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 the information back to his parents/guardians so he and his parents/guardians 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.

4 Troop Website

The Troop website is under the direct control of a currently registered adult volunteer, the Webmaster. The Webmaster manages the Troop 194 website with the guidance and direction of the Committee Chairman, Troop Committee and Scoutmaster.

While the National and the Dan Beard Council provide guidelines for Troop websites, this site is the product and possession of Troop 194. The Troop 194 website is wholly controlled by the troop.

Troop 194 has made arrangements for the Website hosting and will maintain control of the domain name, site content, and server space.

The Troop Scoutmaster, Troop Webmaster, and Troop Committee govern the troop website, define the goals of the website, and determine the content and resources that will be published in pursuit of those goals. The Webmaster reviews all materials destined for the website before they are published. Website content is subject to Scoutmaster, Webmaster and Committee oversight.

While troop scouts and scouters are encouraged to develop files for the website, the Webmaster will control the content of the website by maintaining administrative access (FTP, telnet, etc.) to the files on the web server.

4.1 Publication of Photographs

For photographs taken by the troop leaders, parents or by photographers hired by the troop, a “talent release” must be obtained for every person shown in the photos. To satisfy this requirement, a Talent Release Form will be obtained from all scouts and scouters upon joining.

When using photographs of youth members it is important to consider their safety and privacy when choosing captions or text. Troop 194 will only publish, at the most, the first name and last initial for youth under the age of 18.

4.2 Website Content

A username and password is provided to Troop Leaders, Scouters, Scouts, and Parents for access to Troop Roster information. This is done to ensure that resources in this secure area are viewed and used only by troop members. This secure area exists to support administrative, operational and information needs. If any username or password becomes compromised it will be changed as soon as possible to ensure the security of the information.

It is especially important for all Troop Leaders, Scouts, Scouters and Parents to treat contact information carefully. Troop 194 ensures that it will be used only for the purpose for which it was provided. It is unethical and in some cases illegal to use this data for any solicitation or communication outside the context in which it was provided. The issue is particularly serious regarding contact information for children under the age of 18.

Contact information will be treated with care since it is personal in nature (home addresses, residential telephone numbers, and private e-mail accounts). This information will always be held in a password-protected, secure area of the Website to which the general public has no access.

Scouts are also provided with a username and password for their “Personal” web page. This web page contains information about themselves, and their current status in the Troop. Their account balance will be provided by the Troop Treasurer and updated periodically on this personal web page. Only the scout, his parent(s) and the Webmaster know this username and password.

5 Meetings

Boy Scout Troop 194 meets at Mason United Methodist Church, 6315 South Mason Montgomery Road, Mason, Ohio. Meetings are held every Tuesday night from 6:30 – 8:00. In the event schools are cancelled or close early due to inclement weather, scout activities are cancelled for that evening. Special events may cause variations in the schedule. Parents are expected to wait until their sons are able to get inside the building or church. We do not recommend parents dropping off their sons and leaving until they are sure their sons can get inside. Scouts will be informed in advance of trips and other special events.

Patrol Leaders Council (PLC) meetings are held the first Tuesday of every month from 6:00 – 6:30. Scouts holding a troop leadership role are expected to attend this meeting.

There is a parent's meeting on the first Tuesday of each month, after the regular Troop meeting. This meeting is intended to bring parents up to date with upcoming troop activities and its planning. We encourage all parents to attend this meeting. It's a great time to find out what's going on within the troop and to ask questions.

6 Scout Participation

Each Scout that is a member of Troop 194 is expected to 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 Assistant Scoutmaster if no one else can be contacted. Attendance is considered an indicator of Scout Spirit.

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

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.

6.1 Active Scouts

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

- a.) Scouts transfer 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.
- 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 exists, 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 Chairman 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.

6.2 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 the Troop meeting. Their inactive status can be changed once their attendance and advancement are back on track with the rest of the Troop and their patrol leader and adult leader recommend a status change. Inactive scouts will be removed from the roster when the troop re-charters in December.

6.3 Excused Absences

The more involved a scout is in the Troop, the more he will benefit. Therefore, scouts are encouraged to attend all meetings 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. Scouts are also considered excused if he is involved in other scouting events, such as Order of the Arrow (OA), Venture Crew or district and council supported activities. All the mentioned excused absences count toward active participation within the troop. Anytime the scout cannot attend he must first call his patrol leader, Senior Patrol Leader, or Assistant Scoutmaster to let them know for the absence to be excused.

7 Uniforms

Scouts are expected to obtain and wear an official scout uniform. This uniform should be worn to all scouting events and is worn with pride. The uniform is an onward sign that a scout believes in and stands for the values expressed in the Scout Oath and Scout Law. It demonstrates that he takes pride in the way he looks and in displaying the badges and awards that testify to his advancement. The uniform provides the scout with a feeling of belonging, not only to his patrol and troop, but to the worldwide brotherhood of Scouting. Wearing of the uniform builds the identity of the troop. The uniform presents a wholesome image to the community and reminds the scout that he is a scout and that people will expect him to act like one at all times. The display of the scout uniform is the best way to show Scout Spirit.

Scout Uniform (Class "A")

- Official Scout shirt with patches sewn on
- Official Scout pants (optional) or shorts
 - worn with scout belt and scout socks
- Appropriate footwear

Activity Uniform (Class "B")

- Troop tee shirt or any BSA tee shirt
- Appropriate pants or shorts

- Scout pants/shorts, belt, and socks (optional in class "B" uniform)
- Appropriate footwear

Pants appropriate for wearing with Troop uniform are clean and of good repair and of colors and materials that complements the uniform. Examples are blue or black denim jeans, olive or khaki casual slacks ("chinos"), or olive green (not camouflage) fatigue pants. Bright or clashing colors, oversize pants, and pieces of sports uniforms are not appropriate.

Appropriate shoes depend on the activity. Hiking boots that provide ankle support are recommended for most outdoor activities. Sneakers or athletic shoes may be appropriate for troop meetings and in-camp wear. Sandals are appropriate only for showering and for certain boating activities. They do not provide adequate foot protection for general activity.

Scouts should wear their Class "B" uniforms to all meetings (with the exception of advancement night which is the first Tuesday of every month when they should be in full Class "A"). Class "A" uniforms should be worn to Courts of Honor, Eagle ceremonies, Scoutmaster conferences, boards of review, departure and return for Scout Trips outside the Ft. Ancient District, and whenever the troop appears before the public. Class "B" uniforms should be worn during summer camp events, camping trips, and other activities not listed above.

8 Respect

Scouts will show respect for Troop and adult leaders and for each other at all times. This includes showing common courtesy and following directions. Scouts who fail to show respect for others are not displaying good Scout Spirit and may be delayed for advancement. Persistent lack of poor respect will result in disciplinary action.

Scout Spirit describes a scout's general attitude toward principles upheld by Boy Scouting and his interaction with other scouts and his leaders.

When a boy is truly committed to Scouting, he will enthusiastically take part in Troop activities, attend Troop meetings, proudly wear his uniform, follow directions of his Troop and adult leaders, and show respect and cooperation to other Scouts. He will actively seek advancement along the Trail to Eagle, seek to grow in character, leadership, and fitness, and to become a good citizen of his community, his nation, and the world. Along the way, he will gladly share his skills with younger scouts, no matter how many times he has done so in the past.

A boy who demonstrates Scout Spirit conducts himself in an appropriate manner while enjoying the challenges of the Scouting experience. He makes these activities fun for himself and for others around him.

Scout Spirit will be considered during the Board of Review when a scout is considered for advancement. Poor Scout Spirit is cause for disapproval of advancement. Persistently poor Scout Spirit is cause for disciplinary action.

9 Troop Equipment

The troop maintains a significant amount of outdoor equipment (tents, dining fly's, stoves, lanterns, patrol boxes, etc.) for use by scouts. The Quartermaster (QM) is responsible for maintenance and inventory of the equipment. All equipment must be signed out from the QM prior to use. The scout is responsible for care of the equipment that he has signed out and for returning the equipment in as good or better condition. Scouts may be assessed the replacement costs for Troop equipment damaged through neglect or misuse while in their possession. All equipment must be returned clean and dry! Equipment is expected to be returned at the next Troop meeting after use.

The troop also has a bus for transporting scouts and equipment to and from scout outings and activities. The bus is used strictly for that purpose. The adult leaders and troop committee felt this acquisition was necessary to take some of the transportation responsibilities away from the scout's parents. Even with the bus and troop trailer, the troop is still limited to the number of scouts and equipment that can be transported to and from outings and activities. Parents may still be called upon from time to time to assist in transportation depending on the number of scouts attending that outing or activity. All Troop equipment, with the exception of the Troop trailer, is owned by the Chartering organization.

10 Advancement

10.1 Tenderfoot – Life Rank

The Scouting program provides many opportunities to learn skills and take part in adventurous and fun activities. It recognizes achievements by awarding badges of rank. Active participation and advancement go together. To advance in rank, one must complete all requirements listed in the Boy Scout Handbook for each rank. The process of advancement is an endless cycle, where older scouts teach newer scouts how to do the tasks required, and thereby develop their own leadership skills.

Only the Scoutmaster, Assistant Scoutmasters, Junior Assistant Scoutmasters, Senior Patrol Leader, and Scouts that are First Class and above may sign off requirements. When the scout has completed all the requirements for rank, he must then:

- Schedule a peer review
- Schedule a Scoutmaster conference after completing his peer review
- Schedule a Board of Review with the Troop Advancement Chairman after completing his Scoutmaster conference

The scout is responsible for demonstrating the accomplishment of each requirement to the scout performing the peer review. The scout or leader is expected to verify the completion of the requirement before signing it off (month, day and year). Parents are not permitted to sign off advancement requirements without prior approval from the Scoutmaster.

Upon completing the requirements for a rank, the scout appears before a Board of Review. The Board of Review is comprised of at least three but not more than six members of the Troop Committee. If a Committee Member signs off a requirement for a scout, he/she may not serve on the Board of Review for that rank. The Scoutmaster, Assistant Scoutmasters, and the scout's parents or guardians may not serve on the Board of Review. (Community leaders and Eagle scouts may be invited to sit in on an Eagle Board of Review.) It is the scout's responsibility to arrange the Board of Review in advance with the Advancement Chairman, allowing time to schedule attendance by Troop Committee members.

Merit badges are required for the ranks of Star, Life, and Eagle. Merit badges are awarded for fulfilling requirements in specific fields of interest. Merit badges are completed under the guidance of merit badge counselors. Merit badge counselors are registered adult members of the Boy Scouts of America who are 18 years of age or over, of good character, and who possess sufficient skills and education to instruct the subjects for which they are registered. When a boy feels he is ready to earn a merit badge, he must do the following:

- Obtain an Application for Merit Badge (a.k.a., the "blue card")
- Obtain the name of a counselor from the Scoutmaster, who has access to the list of registered counselors maintained by the Ft. Ancient District.
- Meet with the counselor to discuss requirements for the merit badge.
- Complete all requirements for the merit badge.
- Meet with the counselor after all requirements for the merit badge have been completed.
- Get "blue card" signed by the counselor.
- The scout should retain all blue cards and rank advancement cards for future reference. Although other records are maintained, these cards are accepted as proof of completion of any requirement that is challenged. (The use of plastic photo album or baseball card collection sleeves to organize and store the cards is recommended.)

Because the Boy Scouts of America does not permit a youth member to work alone with an adult, each scout must have a buddy scout to accompany him, or the session must take place in full view of other participants, such as a Troop meeting. The counselor will sign the scout's blue card upon completion of the merit badge requirements. Parents are encouraged to support the Scouting program by becoming registered Merit Badge Counselors in fields of interest to them. Although opportunities to earn merit badges are frequently presented at summer camp and during Troop

meetings, it is the scout's responsibility to arrange for and earn the merit badges needed for advancement.

Service hours are required for rank advancement to Second Class, Star, and Life. Service hours must be of benefit to a school, religious or public institution, the community, or the environment. They cannot directly benefit the scout or the Troop, a business, or an individual. Service hours can be earned by participation in an approved Eagle Scout service project. Participation in Troop fundraisers does not qualify for rank advancement service hours. **The scout should obtain permission from the Scoutmaster before performing the service project.**

10.2 Eagle Scout Rank

A formally documented and reviewed service project demonstrating leadership, organization, and planning is required for advancement to the Eagle Scout rank. The requirements for this project are contained in the **Eagle Scout Leadership Service Project** packet that is available from the Troop Committee upon completion and earning Life rank. **Work on the project may not commence prior to formal approval.** The approval process is as follows:

- The service project has been presented and approved by his Scoutmaster.
- The service project has been presented and approved by the Troop Committee.
- The service project has been presented and approved by the District Advancement Chairman.

The scout must follow this procedure in the order it is given. Not following this process can, and most likely will, void his project, and he will have to start the project from scratch again.

Any Eagle Scout candidate or parent that has any questions while working on the Eagle Scout packet should contact the Troop Advancement Chairman.

11 Courts of Honor

The Troop normally conducts two Courts of Honor (September and March) each year (this does not include Eagle Courts of Honor). Courts of Honor are family events and everyone is encouraged to attend. This is an opportunity to present the Scout his awards while recognizing his achievements. Family members can honor their scouts and other Scouts in the Troop by attending these important events.

12 Venture Crew

Troop 194 has another affiliate associated with the troop, Venture Crew 194. The purpose of the Venture Crew is to provide more challenging, high adventure activities to older more experienced scouts, and other individuals, as an incentive to remain active in scouting and continue to advance toward the rank of Eagle. Each Venturer selects, plans, and executes their own Venture activities. To apply to be a member of

the Venture Crew, an individual must be 14 years old. Each crew member is assigned an Advisor to act as his advisor.

Participation is strictly voluntary with each Venture activity. To participate in any Venture activity the person must meet all requirements set forth for that particular activity. This may include special training and participation in fundraisers and shakedowns, plus there may be extra financial fees required to participate. While participating as a Venturer, a scout may remain part of his assigned patrol, continue to advance in rank, remain active in normal Troop activities, and may hold leadership positions within the Troop. Venture activities will be selected by the Venturer 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, bungy jumping, etc.

To meet the financial expenditures, the Venture may be required to hold special fundraisers. These fundraisers must meet the guidelines set forth by the BSA.

More information can be attained about the Venture Crew by logging onto:

<http://www.crew194-mason.org>

13 Order of the Arrow

The Order of the Arrow is an honorary camper organization for older scouts who have camping experience, and is available to scouts that are First Class and above. To become a member, a youth must be a registered Boy Scout and must have experienced a minimum of 15-days and nights camping (including a 6 day/night resident camp). Scouts are elected by their fellow Scouts, following approval by the Scoutmaster.

The purpose of the Order of the Arrow is fourfold:

1. To recognize those Scouts and Scouters who best exemplify the Scout Oath and Scout Law in their daily lives and by such recognition cause other campers to conduct themselves in such a manner.
2. To develop and maintain camping traditions and spirit.
3. To promote Scout camping, which reaches its greatest effectiveness as part of the troops camping program, both year round and summer camp.
4. Crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

After the Scout has been elected into the Order of the Arrow he must then participate in the induction ceremony, called the Ordeal, which is conducted at Scout camp and is the first step toward full membership. During the experience, candidates maintain complete silence, receive small amounts of food, work on camp improvement projects, and are required to sleep alone, apart from other campers, which teaches them significant values.

Adult scouters can become members of the Order of the Arrow and must meet the same requirements above, with the exception that an adult is nominated by the unit and voted on by the executive committee of the Lodge. The Scoutmaster will nominate the adult after consultation with other OA members. The Scoutmaster will be contacted by the Chapter Vice-Chief of elections for the need of a unit OA election.

14 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, maintain the Troop Web Pages, provide logistical and transportation support in Troop activities, manage resources for the Courts of Honor, and provide a health and safety watch over the Troop activities.

Troop Committee meetings are held once a month (third Wednesday of the month.) All parents and registered leaders are welcomed and encouraged to attend the Committee meetings. The Scoutmaster and his assistants 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 and time are announced or published in advance.

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.

15 Parent Participation

Parental participation in Troop functions and activities is essential if the Troop is to be successful and provide the outdoor leadership experience our scouts want and need. For this reason parents are encouraged to take an active role in the Troop Committee, as Uniformed Leaders, Adult Activity Coordinator, Merit Badge Counselor, 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 encouraged to attend the Courts of Honor.

16 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 "Personal 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 re-charter 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.

17 Troop/Scout Expenses

The Troop dues are established at \$150 per scout per calendar year. The breakdown of the fee is \$70 for Troop fees, \$30 is placed in a Troop restricted fund for re-registering the scout each year, and \$50 in the bus restricted fund for license, insurance and maintenance. The payment of dues can be made in two installments per calendar year. The first installment of \$75 is due on January 1 and the final installment of \$75 is due on July 1. If payment is not received by these dates, then the funds are removed from the scout's personal account to cover his dues. In the event the scout does not have the funds in his personal account then all delinquent (negative) balances must be paid prior to the scout attending any Troop function. The Troop Committee also reserves the right to deny the request for a Board of Review for any scout with a delinquent account balance.

The Troop fees are used to cover Troop operating costs to support the scout's advancement, Troop Courts of Honor, camping equipment and adult and youth training.

The Troop will not turn any boy away due to his family's inability to pay his dues. In the event a family is experiencing a hardship, we encourage the family to keep their scout involved in the Troop. The Troop is financially equipped to help in this matter. Any and all hardships are kept confidential. If you are seeking hardship expenses within the Troop, the parent must first notify the Scoutmaster. The Scoutmaster will then arrange a meeting with the parent that is seeking the funds along with the Troop Treasurer and Committee Chairman. These are the only members in the Troop that will know of the situation. When the hardship has passed, the parent should notify the same Troop members and at that point it will continue business as usual.

Each outing that Troop 194 conducts will require the collection of monies to cover the outing expense. These expenses normally include:

- Registration fees
- Transportation and parking fees
- Costs for food (varies by patrol and length of stay)

- Fees associated with the use of facilities

Each 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 meeting prior to the event. The registration fee will pay for the event itself. Transportation and parking fees will be assessed as needed according to the distance traveled, and distributed equally among the drivers.

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. The scout needs to inform the patrol grubmaster before the food is purchased if he wants to be released of that responsibility. All monies collected will be turned over to the Treasurer to be deposited in the Troop checking account. Receipts must be given to the Troop Treasurer for reimbursement from the Troop account.

18 Personal Accounts

The Troop Treasurer maintains a personal account for each scout. The purpose of this account is to allow the scouts to have some say in how the proceeds from Troop fundraisers are used.

Money in the scout's personal account belongs to the Troop, not the scout. The account is provided to make it easier to pay for Scouting related activities, but the money does not belong to the scout.

After each fundraiser, the Troop Treasurer transfers a portion of the proceeds to the accounts of those scouts who participated in the fundraiser. Unless otherwise dictated by the Troop Committee, the proceeds from the fundraiser will be divided 80% to the scout's personal account and 20% to the Troop's General Fund. For fundraisers where the boy acts individually (e.g. Popcorn Sale), the scout's account receives the percentage of the proceeds attributed to his effort/sales. For a group effort fundraiser, a percentage of the proceeds is evenly split among the accounts of those who participated.

Since the money in the personal accounts belongs to the Troop, a scout who leaves the Troop forfeits the money in his personal account. That money is transferred to the Troop's General Fund. A scout who transfers to another Troop may request that the money in his account be transferred to the new Troop. The transfer requires Troop Committee approval. Because the money in the personal account is considered Troop money, any money placed in the account by the parent is considered a payment to the Troop, and is non-refundable.

19 Fundraisers

Troop 194 conducts several fund raising projects each year. Fund raising projects are 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 to be applied to a scout's individual "Personal Account" which can be used for the cost of attending Summer Camp or the purchase of equipment or any other "scout" related items. A scout can earn 80% of the net profits from these fund raisers. 20% of the net proceeds will be retained by the troop to help offset troop operating costs not covered by the yearly dues. A Scout is Thrifty...and all members of Troop 194 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.

20 Prohibited Items

Out of concern for the safety of others and respect for their enjoyment of the Scouting program, possession of the following items will not be permitted at either Troop meetings or special events:

Knives - No scout may carry a knife before earning the Totin' Chip, as required by BSA rules. Scouts are permitted to carry a folding knife having a blade length of 3.5 inches or less, when in possession of a valid Totin' Chip. Safe handling of the knife is required at all times. Unsafe handling can result in confiscation of the knife by a Scout leader and cutting of a corner from the Totin' Chip. If all four corners are cut, the scout must re-earn the Totin' Chip.

Other Prohibited Items include, but are not limited to:

- Firearms and ammunition
- Bows and arrows
- Fireworks
- Martial Arts Equipment
- Electronic equipment (e.g. TV, radio, CD player, tape player, games, beepers, laser pointers)
- Sheath Knives
- Pets
- Tobacco/Alcohol/Drugs and drug paraphernalia
- Pornographic Material
- Gasoline or Liquid Fuel

Any other item causing a distraction, safety hazard, or interfering with the conduct of the Scouting Program may be confiscated at the discretion of the Troop's leaders. Instances of misuse or possession of restricted items will be dealt with in accordance with the Discipline policy.

21 Health, Safety and Youth Protection

Troop 194 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.

21.1 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 that the scout be excluded from the outing.

21.2 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. There are three classifications of medical forms that must be completed depending on the activity:

Class I required for weekend campouts

- Renewed annually by parent signature.
- Forms due within 1 month of joining troop and annually in January thereafter.

Class II required for summer camp

- Renewed every 3 years and signed by doctor.
- Needs to be updated with any change in medical status.

Class III required for high adventure

- Renewed annually.

All forms are archived with the Troop Secretary

The scouts will not be permitted to participate in any activity unless the medical release form is prepared and signed by a parent or guardian.

21.3 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 to know 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.)

21.4 Control of Medication

All medication (except 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 needs to be provided in written form so that the adult leader can properly administer it during the outing. All prescription and non-prescription medication must remain in their original containers and will be kept in a locked container at the Troop function. 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.

21.5 Youth Protection

Any incident or misconduct (as defined by the BSA Guidelines on Youth Protection) by a scout or adult is to be reported to the Scoutmaster and the Troop Committee Chairman. These adult members will discuss the incident with the scout or scouter and, if it is possibly a Youth Protection issue, will report it to the District Scout Executive (DE). The members of the Troop will not investigate nor discuss the details of the incident with anyone not directly involved in the incident. It the responsibilities of every registered leader to report any suspicion of child abuse to the appropriate authorities.

21.6 Safety and Scouting

The Scoutmaster or SPL will give Scouts who deliberately show unsafe behavior immediate counseling. Any repetition of unsafe behavior may be grounds for immediate dismissal from the activity or from the Troop, upon recommendation of the Scoutmaster and/or Senior Patrol Leader.

21.7 Two Deep Leadership

Troop 194 adheres to the two deep leadership policies 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.

21.8 Raising Concerns

There may be times when a scout and/or the parent of a scout may have a question or concern about something or someone within the troop. This can sometimes put the

scout or parent in an uncomfortable situation because they don't know whom to address with the situation. In the event you have a concern about someone or something within the troop and you would like to keep it confidential, you may set up an appointment with the Scoutmaster. The Scoutmaster may then inform you that he will handle the situation or he may suggest that the concern be addressed at the Committee level. If it is moved up to that level, there will be a special committee (made up by the Committee Chairman and at least two other Committee Members) assigned within the Troop Committee to hear the concern. A decision will then be made at that level as far as what action that may or will be taken to resolve the concern. Again, the concern will be kept in the strictest of confidence known only by the parent or child, the Scoutmaster and the special committee.

21.9 Driving

Scouts under the age of 21 are not permitted to transport other scouts to and from meetings. This rule also includes but is not limited to scout activities outside the troop meeting place (such as troop campouts, district and council activities). The only exception to this rule is the transporting of a younger brother.

22 Discipline

22.1 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 recommendation of the Scoutmaster or Troop Committee Chairman and approval by the Troop Committee.

22.2 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 counseling and possible disciplinary action by the Troop leadership and possibly by the Troop Committee.

22.3 Disruptive Behavior

Any disruptive behavior (including acts of disrespect, disobedience, abuse, use of alcohol, tobacco products or illegal drugs, verbal or physical threat, hazing in any manner, blatantly disobeying youth or adult leaders, fighting, foul language, stealing, vandalism, violation of safety procedures (fuel, fire knives), possession of prohibited items, continued disruptive behavior and poor scout spirit) is subject to counseling 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 Scoutmasters 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 counseling the scout's behavior does not change, and there are 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 circumstances and the disciplinary action recommended including possible dismissal.

Possible action taken upon the recommendations of the Scoutmaster may include:

- 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 with 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.
- Suspension from Troop outings as recommended by Troop leadership.
- Suspension from one or more Troop activities including Troop meetings.
- Permanent dismissal 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.

23 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 any abuse of any kind. Adult Leaders may use any reasonable contact to gain the attention of the scout in cases of 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.

24 Promulgation

The policies and procedures contained herein may require changes from time to time. The Troop Committee will approve all changes 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.

Statement of Affirmation and Agreement

I hereby affirm that I have read and understand the policies and procedures of Troop 194. I agree to conduct myself according to these policies and to submit myself to the discipline of the Troop as set forth herein, as a condition of membership in the Troop. I will conduct myself courteously and show respect to my fellow scouts and to my Troop and adult leaders at all times.

Scout' Name (Printed)

Scout's Signature

Date

Witnessed by Parent/Guardian

Date