



BSA Troop 243 Online Policy Manual
Approved February 20, 2006

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This on-line policy manual is intended for the sole use of the Scouts, Adult Leaders, and Scout families of Troop 243. Any policies included may be, at the discretion of the Troop Committee, more restrictive than national BSA policy.

2. Changes to the Policy Manual

The Troop Committee will make any changes to this policy manual. All changes will be voted on at Troop Committee meetings when a quorum constituting at least one-half of the entire Troop Committee is present. All changes must be voted on and passed by a two-thirds majority of the Troop Committee members present.

3. Advancement

Merit Badge and Summer Camp Prerequisites and Requirements

The first thing a Scout should do is find another Scout who wants to earn the same merit badge. The two Scouts will meet with the Scoutmaster to request that he complete the Scoutmaster's portion of the Application For Merit Badge", which is a three-part blue card. They will determine the Merit Badge Counselors available for their particular badge. The Scouts are responsible for contacting the Merit Badge Counselor and arranging their first meeting. Three people must be present at all meetings. The blue card is given to the Merit Badge Counselor until the requirements are completed. Upon completion, the Merit Badge Counselor will retain his portion of the blue card. A section will be given to the Advancement Chairman and the Scout will retain the remaining section as proof of completion and kept in a very safe place, as it will be needed when entering the Trail to Eagle process.

Sometimes, an entire group will start a merit badge together. The Merit Badge Counselor may complete a group Application for Merit Badge where all the same signatures are required. The original should be retained by the Merit Badge Counselor and a copy be given to the Advancement Chairman. A copy should be given to each participant for proof of completion and kept in a very safe place, as it will be needed when entering the Trail to Eagle process.

Troop 243 gives its Scouts the following requirements concerning Merit Badge accomplishment:

--**Each Scout** may accomplish a total of **ONLY 3 Merit Badges** from the list of Merit Badges for which one of their parents is a counselor.

- The FIRST six months with Troop 243, each Scout must earn his Swimming Merit Badge and First Aid Merit Badge as well as begin earning his Cooking Merit Badge to ensure every scout has the opportunity to complete the cooking requirements of the Second and First Class ranks. It is recommended that the Scout enter the Fast Start Program by Boy Scout of America at his first BSA summer camp. Scouts cannot carry pocketknives until they have earned their Totem Chip.

One Rank at a Time

Troop 243 chooses to have Scouts work on only ONE rank at a time for the first four ranks (Scout, Tenderfoot, Second Class, and First Class). Troop 243 acknowledges this is more restrictive than national BSA policy. Scouts may start on their next rank AFTER finishing their Scoutmaster conference. This will allow Scouts to work on their next rank while waiting for the next scheduled Board of Review.

Sign-off of Accomplished Items

The Scoutmaster, Assistant Scoutmaster, or Patrol Advisors will officially sign Scouts off on all items they have accomplished. This sign off will be done by the adult leader initialing/dating the item in the Rank Requirements section in the back of the Scout's BSA Handbook. Only one of the above mentioned adult leaders would write in this section of each Scout's BSA Handbook.

Any items the Scout accomplishes MUST be initialed/dated by one of the adult leaders in a timely manner.

The Rank specific sections at the front of the Scout's BSA Handbook may be written in by the Scout and used as his memory tool to let him know when he's ready to accomplish a requirement with one of the adult leaders.

Upon completion of a Rank's requirements, the Scout must complete or update his Scout Resume. The Scout must schedule to meet with his Patrol Advisor. Upon approval of Patrol Advisor, the Scout must schedule a Scoutmaster Conference. A Scoutmaster Conference should not be conducted on the same night as a Board of Review for same rank advancement. The Scout will present his Scout's BSA Handbook and Scout Resume at all of the above meetings.

Working on ranks at Summer Camp

If the Scoutmaster Conference and Board of Review are the only remaining items for a Scout to accomplish prior to attaining his next rank, then the Scout will be signed up for the next rank's class at Summer Camp. If more than these two items remain, then the Scout will sign up for his current rank's class at Summer Camp.

4. Boards of Review

Boards of Review shall be convened at 6pm, the same night and time as the Patrol Leaders Council meeting each month. The uniform for all Scouts going for their Board of Review will be "Class A." The Scout must bring his Scout's BSA Handbook, Scout Resume and be wearing his full Class A Uniform. If he is not, the Board of Review members will ask that he return for the next Board of Review. Scouts will sign up for Boards of Review at the last activity prior to the Board of Review night. Boards of Review will be given only once each month. If there are more than four Scouts requiring Boards of Review, then two Boards shall be convened by two separate committees on the same evening.

Each Board shall consist of at least three adults; one being the Advancement Chairman, or his duly designated representative. Those administering the Boards of Review shall use the "Troop Advancement Guide, Guidelines and Procedures for the Board Of Review" pamphlet as their guide on how to administer the Board of Review for Troop 243 or other guidelines that the Troop provides. A List of Individual Badges and Rank Advances scheduled for the upcoming Court of Honor will be presented at the Troop Committee Meeting.

Upon passing the Board of Review, the Scout is considered to be advanced and his time towards the next rank shall begin.

5. Courts of Honor

Courts of Honor shall be held three times per year usually in the months of September, January, and May. The uniform for all Scouts and Adult Leaders will be "Class A." Each Court of Honor shall be preceded by a Parents meeting where information will be given out concerning both on what the boys have accomplished and what will be going on in the future.

6. Eagle Scout Award Process

Upon receipt of the Life Rank at the Board of Review, the Troop Committee Chair or Advancement and Scoutmaster will give and discuss “The Eagle Scout Award Process” document to/with the Life Scout and his parent(s). Subsequently, SWF BSA Council will send the Life Scout a packet explaining how to achieve the Eagle rank and all the necessary documents. The Scout must wear his “Class A” uniform in all meetings for Eagle. Those administering the Troop Eagle Board of Review Process shall use the “Trail to Eagle Questions” guide.

It is the Eagle Scouts decision to determine if he wants an Eagle Court of Honor as well as the format and content. The uniform for all Scouts and Adult Leaders will be “Class A.” This ceremony is for the Eagle Scout and no other Scout’s awards or recognitions will be given at this event.

7. Discipline

A Scout who is a member of Troop 243 must exhibit behavior in accordance with the Scout Oath and Scout Law. A Boy Scout who is a member of Troop 243 and his parent/guardian must sign a Behavior Agreement. Behavior unbecoming of a scout in or out of scouting activities may be grounds for disciplinary action including dismissal from the Troop depending on its severity.

When a problem occurs between Scouts, Troop 243 encourages the Scouts to discuss and resolve the problem among themselves. If the two Scouts cannot come to a satisfactory solution, then they should go to a Patrol Leader. If a satisfactory solution is still not found, the Patrol Leader should go to the Senior Patrol Leader. If a satisfactory solution is still not found, the Senior Patrol Leader should go to an adult leader. Any issues needing resolution should be resolved on THE SAME DAY the offense takes place. After an incident, all Scouts need to help encourage the involved Scout(s) to move past the incident by not discussing the incident or involved Scouts any further. It is important to encourage the Scouts to continue interacting and not become divisive.

When any problem occurs that cannot be resolved between two or more Scouts, the adult leader witnessing the event will take the offending Scouts aside to discuss and resolve the issue. If no adult leader witnessed the event, then the adult leader either of the boys approach to discuss the issue will be the adult to resolve the issue. It is the responsibility of each Scout to bring any issues needing resolution to the attention of one of the adult leaders THE SAME DAY the offense takes place. In resolving issues between Scouts the adult leader will listen to both sides, find resolution between the Scouts, and have them shake hands, then dispense whatever disciplinary action he deems appropriate. If problems are not brought to the attention of an adult leader on the same day as the offense, then there is no problem to be dealt with.

If a Scout demonstrates behavior that is not consistent with the South Oath, Scout Law and policies/procedures of Troop 243 and Boy Scouts of America, the adult leaders will follow steps of progressive discipline as follows:

Step 1:

If a Scout demonstrates inappropriate behavior, the adult leader will talk with the Scout about how his actions measure up to the Scout Oath and Scout Law. The adult leader may restrict the Scout's participation for a specified time period at the event, call a parent to come pick their son up and/or assume extra clean-up duty (i.e. Meal clean-up, van clean-up, restroom clean-up) both for the current activity AND for additional activities. This consequence will vary on the severity of the problem. If the Scout's Patrol Advisor is not present, the adult leader will inform the Scout's Patrol Advisor and Scoutmaster.

Step 2:

If a Scout demonstrates unsafe, significantly disruptive behavior OR behavior subject to previous disciplinary actions, the Scout's Patrol Advisor (or designee) and senior ranking adult leader will agree and give a verbal warning effective for 30 days to the Scout and his Parent. If the Scout's Patrol Advisor is not present, the adult leader will inform the Scout's Patrol Advisor and Scoutmaster. At the completion of the 30-day period, the Scout will meet with his Patrol Advisor and Patrol Leader to discuss future appropriate behavior.

Step 3:

If a Scout demonstrates unsafe, significantly disruptive behavior OR behavior subject to previous disciplinary action(s), then adult leader will inform the senior ranking adult leader. The adult leader, Scoutmaster and Scout's Patrol Advisor will agree and give a written warning effective for 30 days where a Parent MUST attend all meetings for 30 days of active participation to monitor their son's behavior to the Scout and parent. A copy of the written warning will be sent to the Troop Committee Chair. At the completion of the 30-day period, the Scout and parent MUST meet with the Scoutmaster and Patrol Advisor to discuss appropriate behavior in the future.

Step 4:

If a Scout demonstrates unsafe, significantly disruptive behavior OR behavior subject to previous disciplinary actions, the adult leader will inform the Scoutmaster and Troop Committee Chair. The adult leader, Scoutmaster and Scout's Patrol Advisor will agree and give a 90-day suspension to the Scout from Troop activities and notify his Parent. At the completion of this 90-day period, the Scout and Parent MUST meet with the Troop Committee and demonstrate a willingness and commitment to follow Troop and BSA policies with appropriate behavior in the future. The Scout's parent MUST attend all meetings for 90 days of active participation after the 90-day suspension.

Step 5:

If a Scout demonstrates unsafe, significant disruptive behavior OR behavior subject to previous disciplinary actions, the adult leader will inform the Scout's Patrol Advisor and Scoutmaster who will discuss the incident and jointly agree that the Scout should be discharged from the Troop. The Troop Committee will discuss and agree on discharging the Scout from the Troop. The Troop Committee Chair will meet with the Scout and his Parent to inform them of the Committee decision.

Depending upon all of the circumstances of the case and the severity of the infraction(s), one or more of the steps may be repeated or bypassed. The Scoutmaster must approve repeating or bypassing a verbal warning, written warning or 90-day suspension steps.

8. Discharge from the Troop

Breaking any of the following rules may result in immediate discharge from the Troop:

- 1) Malicious or willful destruction or damage of property or supplies of the church, Troop and other scouts or in the community
- 2) Stealing or removing property of the church, Troop and other scouts or in the community
- 3) Bringing or possessing firearms, weapons, or other hazardous devices or substances without proper authorization
- 4) Possession, use, sale, distribution, dispensation or manufacture of illegal or prescription drugs or alcohol, or coming to a Troop or Scout function under the influence of illegal drugs or alcohol
- 5) Insubordination, including improper conduct toward a supervisor
- 6) Harassing, threatening, intimidating or coercing any other scout
- 7) Pleading guilty to, being convicted, or conducting any crime other than a minor traffic violation
- 8) Violating safety rules in such a manner that exposes any Troop member or members of the public to imminent risk of serious bodily injury or death

9. Fundraising

The Troop Committee shall approve all fundraising activities. Prior to each fundraising event, the Troop Committee shall establish what amount or percentage of proceeds shall be placed into each Scout's Individual Spending Account.

10. Individual Scout Spending Accounts and Troop General Fund

Each Scout shall have an Individual Spending Account. When joining the Troop, each new member will make an initial deposit to the Troop Treasurer to be deposited into his Individual Spending Account. The Scout should maintain a minimum balance of \$50.

The following are approved uses for the Individual Spending Accounts:

- 1) To pay for campout related expenses including meals/transportation/entrance fees associated with Troop activities,
- (2) To pay for summer camp fees, and associated expenses involving summer camp trips including entrance fees and additional lodging,

- (3) To pay for National or World Jamboree fees, and
- (4) To pay for high adventure fees and associated expenses including entrance fees and additional lodging.
- (5) To pay for monthly dues, special assessments, recharter, parent or guardian activity charges and other Troop Committee approved charges.

The Scoutmaster and Patrol Advisor from each Patrol or his designee (up to a maximum of 3 adults) can attend each monthly campout without any cost. Additional adult leaders who attend the monthly campouts need to pay the indicated monthly campout fee.

Note that part of the scouts expenses are to cover the cost or partial cost of the attending Scoutmaster, Assistant Scoutmaster, Patrol Advisor(s) or their designated Adult Leaders. A scouting family is able to transfer funds between or among their sons' scout accounts. If one or more brothers are in a Troop, and if one brother leaves, his account balance may be transferred over to his brother's account.

Once a scout commits to attending the camp out, if cancellation is necessary, the scout will be responsible for any expenses incurred by the Troop.

The Scout Account shall not cover cancellation fees. A Scout can apply to be reimbursed from his Scout Account upon cancellation only for camping fees, but not airfare or lodging. Parents are obligated to pay for airfare, lodging and all other fees.

Should a Scout choose to no longer participate with the Troop, and then the balance of funds in his Individual Spending Account shall be deposited into the general fund of the Troop.

The Troop should maintain a positive balance in the Troop General Fund. The Troop Committee shall annually approve the appropriate minimum balance based upon membership and activities.

11. Meetings

Each August, the Troop Committee will conduct an Annual Planning Meeting at which time they will approve the Annual Planning Calendar and related, estimated costs, Operating and Capital budgets, initial membership costs, monthly dues, Individual Scout

Account Minimum Balance and Troop General Fund Minimum Balance based up anticipated membership and activities. The Committee will approve the timing of billing all costs whether monthly, quarterly or annually. All Committee and Sub-committee members will present their goals. All the above items must be approved by a majority of Committee Members present. Thereafter, there will be a monthly Troop Committee Meeting.

The Scoutmaster, Assistant Scoutmaster, Patrol Advisors, Senior Patrol Leader and Patrol Leaders will meet monthly at the Patrol Leaders Council to discuss activities, discipline and other leadership business.

Each Court of Honor shall be preceded by a Parents meeting where information will be given out concerning both on what the boys have accomplished and what will be going on in the future.

12. Membership

Initial Membership Costs

Boys joining the Scout Troop for the first time shall be charged a membership fee covering BSA Registration, Boys Life Magazine Subscription, Initial Dues and Offsetting costs for handbook, epaulets, and Troop 243 patch.

On August 8, 2005, these costs are approved through July 31, 2006 and set at:

1. BSA Registration	\$10.00
2. Boys Life Magazine Subscription	10.80
3. Initial dues for Individual Expense Account	20.00
4. Offset of handbook, epaulets, Troop 243 patch	<u>4.20</u>
Total Cost to join	\$ 45.00

The transfer fee from a Pack Unit or other Troop Unit is \$1. In order to participate in some of the monthly activities, a Scout will need equipment from the beginning. The Troop will provide tents and all the cooking equipment for camping. The Scout will be responsible for his sleeping bag, eating utilities, special shoes, water container, backpack and other items. The Scoutmaster and Patrol Advisors will advise the Scout and his family on product selection.

Annual Membership (Recharter), Monthly Dues and Special Assessments

On August 8, 2005, the following amounts were approved through July 31, 2006:

Annual registration/Boys Life	\$ 22
Monthly Dues for the year	\$108

These amounts shall be withdrawn from each Scout's Individual Spending Account periodically. Special charges may be necessary from time to time and approved by the Troop Committee.

Eagle Scouts from our Troop will not be required to pay monthly dues.

13. Troop Elections

Troop Level Leadership Positions

The position of Senior Patrol Leader will be filled as follows:

- (1) The Troop shall nominate, then vote for (by secret ballot), for three candidates to be interviewed for the position of Senior Patrol Leader.
- (2) An Election Committee (consisting of the Scoutmaster, Assistant Scoutmaster, all Patrol Advisors, and the outgoing Senior Patrol Leader) may, at their discretion, add a fourth candidate to the list of those being interviewed.
- (3) The candidates shall be interviewed and a Senior Patrol Leader shall be selected by the above named Election Committee.
- (4) The term of office for the Senior Patrol Leader is one year, with elections to take place in August of each year.

(5) The outgoing Senior Patrol Leader must wait one year before interviewing for the position of Senior Patrol Leader again, and may serve only two times in the position of Senior Patrol Leader.

(6) All Scouts holding this position shall either currently hold the rank of Star Scout, or shall attain it within the first six months of being Senior Patrol Leader.

(7) Any Scout nominated for this position must have already served in a Troop level leadership position, or as a Patrol Leader.

(8) The candidates not selected for the position of Senior Patrol Leader will automatically be considered for one of the two Assistant Senior Patrol Leader positions.

The **two** positions of Assistant Senior Patrol Leader will be filled as follows:

(1) The Troop shall nominate, then vote for (by secret ballot), two additional Scouts to be considered for the position of Assistant Senior Patrol Leader along with the two Scouts not selected for the position of Senior Patrol Leader (for a total of four Scouts to be considered for the two Assistant Senior Patrol Leader positions).

(2) The above named Election Committee may, at their discretion, nominate up to two additional Scouts to be considered for one of the positions of Assistant Senior Patrol Leader.

(3) The Election Committee shall interview the candidates and select the two Assistant Senior Patrol Leaders.

(4) The term of office for both Assistant Senior Patrol Leaders is one year, with elections to take place in August each year.

(5) All Scouts serving in this position shall hold at least the rank of First Class.

(6) Any Scout nominated for this position must have already served in a Troop level leadership position or as a Patrol Leader.

(7) A Scout may hold this position only two times, and not consecutively.

For the positions of Troop Scribe, Troop Quartermaster, Troop Librarian, and Troop Historian

- (1) These Troop level positions shall be elected through secret ballot by the entire Troop.
- (2) The term of office is six months, with elections to take place in January and August.
- (3) All Scouts holding one of these positions must hold at least the rank of First Class Scout.

Appointed Troop Level Positions

The positions of Instructor, Troop Guide, Den Chief, Order of the Arrow Representative, Bugler, and Chaplain's Aide will be appointed by a committee comprised of the Scoutmaster, Assistant Scoutmaster, and the Senior Patrol Leader. The term of office will be for at least six months, but no more than one year, with rotation out of the appointed position taking place in January or August. Scouts serving in one of these positions must hold at least the rank of First Class Scout.

Newly Created Troop Level Positions

Any newly created Troop level positions will fall under the elected or appointed category. All elected positions (if created mid-term) will be appointed by a committee comprised of the Scoutmaster, Assistant Scoutmaster, and the Senior Patrol Leader. For elected positions, the term of office will be for the balance of the current term. All Scouts serving in one of these positions must hold the rank of First Class Scout.

Patrol Level Leadership Positions

The positions of Patrol Leader and Assistant Patrol Leader in each patrol shall be elected, by secret ballot, every six months in January and August by the members of each patrol. Scouts serving in the position of Patrol Leader will hold at least the rank of Second Class. All Scouts serving in the position of Assistant Patrol Leader will hold at least the rank of Tenderfoot.

All patrol positions (Scribe, Quartermaster, Cheer master, Grub master, etc.) shall be appointed by the Patrol Leader and Assistant Patrol Leader, with the final approval resting with the Patrol Advisor. These patrol positions will be for the same six-month term. No Scout will serve two consecutive terms in one of these patrol positions.

14. Troop Leadership Training

All Scouts serving in the position of SPL, ASPL, Patrol Leader or Troop level leadership position must attend the next Southwest Florida Council Junior Leader Training Course, which is taught by Troop 243 adult leaders (usually in January and August).

The Troop and Adults Leaders must follow BSA training requirements. Troop 243 would like a parent from each family to take the Youth Protection Training in person or on-line.

15. Uniforms

All Scouts and Adult Leaders will wear the appropriate Boy Scout uniform at all times during Troop 243 sanctioned activities.

Class A (Field) Uniform

The “Class A” uniform shall consist of the Khaki BSA shirt, Scout belt, Scout shorts or long pants, Scout socks, Scout belt and appropriate closed-toed shoes. The BSA hat is optional.

The “Class A” uniform will be worn by all Scouts when traveling to and from campouts, or to and from any activity outside the normal Troop meeting location when traveling as a group. It will be worn Courts of

Honor, Crossover ceremonies, religious ceremonies and Boards of Review. It will also be worn during campouts/summer camp during certain times of the day as outlined in the campout/summer camp agenda.

Class B Uniform

The “Class B” uniform shall consist of the Troop 243 T-shirt, Scout shorts or long pants, Scout socks, Scout belt and appropriate closed-toed shoes. Sandals should only be used for showers and not permitted for any other uses. The BSA hat is optional.

The “Class B” uniform shall be worn at all Troop meetings, and at certain times during campouts/summer camp as outlined in the campout/summer camp agenda.

However, the “Class B” uniform may be modified for activities outside of Troop Meetings, to include shorts/pants that are green/khaki in color. Scouts are expected to use appropriate judgment in honoring this modification.

Adult Leader Uniform

All adult leaders will wear the “Class A” uniform when in the presence of Scouts. The “Class A” uniform will be worn by all adult leaders when traveling to and from campouts, or to and from any activity outside the normal Troop meeting location when traveling as a group. It will be worn at Courts of Honor, Crossover ceremonies, religious ceremonies and Boards of Review. It will also be worn during campouts/summer camp during certain times of the day as outlined in the campout/summer camp agenda.

The “Class B” uniform may be worn on campouts/summer camps as outlined in the campout/summer camp agenda.