

Boy Scouts of America Troop 1600

By Laws

**Version 1.2
16 April 2007**



**North Valley District
Minsi Trails Council**

Jordan United Church of Christ, Allentown, PA

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Troop 1600 By-Laws

Introduction

Troop 1600 BYLAWS establishes Troop policies, procedures, and guidelines as expressed in the Boy Scout Handbook and other official BSA publications. Some information contained herein is in addition and supplemental to the charter and bylaws of the Boy Scouts of America and is intended to provide guidelines for Troop operations.

The Troop 1600 “BYLAWS” describe how Troop 1600 operates under the policies of the BSA rules and guidelines. In the event that any guideline set forth in this document contradicts a guideline set forth in any official BSA publication, the item will be reviewed by the Troop Committee and appropriate action will be taken. Any contradiction should be reported to both the Scoutmaster and the Troop Committee.

These Procedures apply to all members of Troop 1600, and to all authorized guests of Troop 1600, when engaged in any sanctioned Troop activity.

Addendums are part of the BYLAWS, but may be updated individually and distributed separately, subject to Committee approval, without effect on the rest of the BYLAWS.

The Troop Committee is responsible for the content of Troop 1600 BYLAWS and for all modifications to the same. Recommendations for changes or enhancements to this document should be made in the form of a written motion. Motion for amendments or changes must be distributed one Committee meeting prior to the Committee vote. Motion must be carried by 60% vote of the chartered members.

Mission and Vision

BSA Mission

The Mission of the Boy Scouts of America is to prepare young people to make moral and ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

BSA Vision Statement

The Boy Scouts of America is the nation's foremost youth program of character development and values-based leadership training.

In the future scouting will continue to

- Offer young people responsible fun and adventure;
- Instill in young people lifetime values and develop in them ethical character as expressed in the Scout Oath and Law;
- Train young people in citizenship, service, and leadership;
- Serve America's communities and families with its quality, values-based program.

Troop 1600 Vision

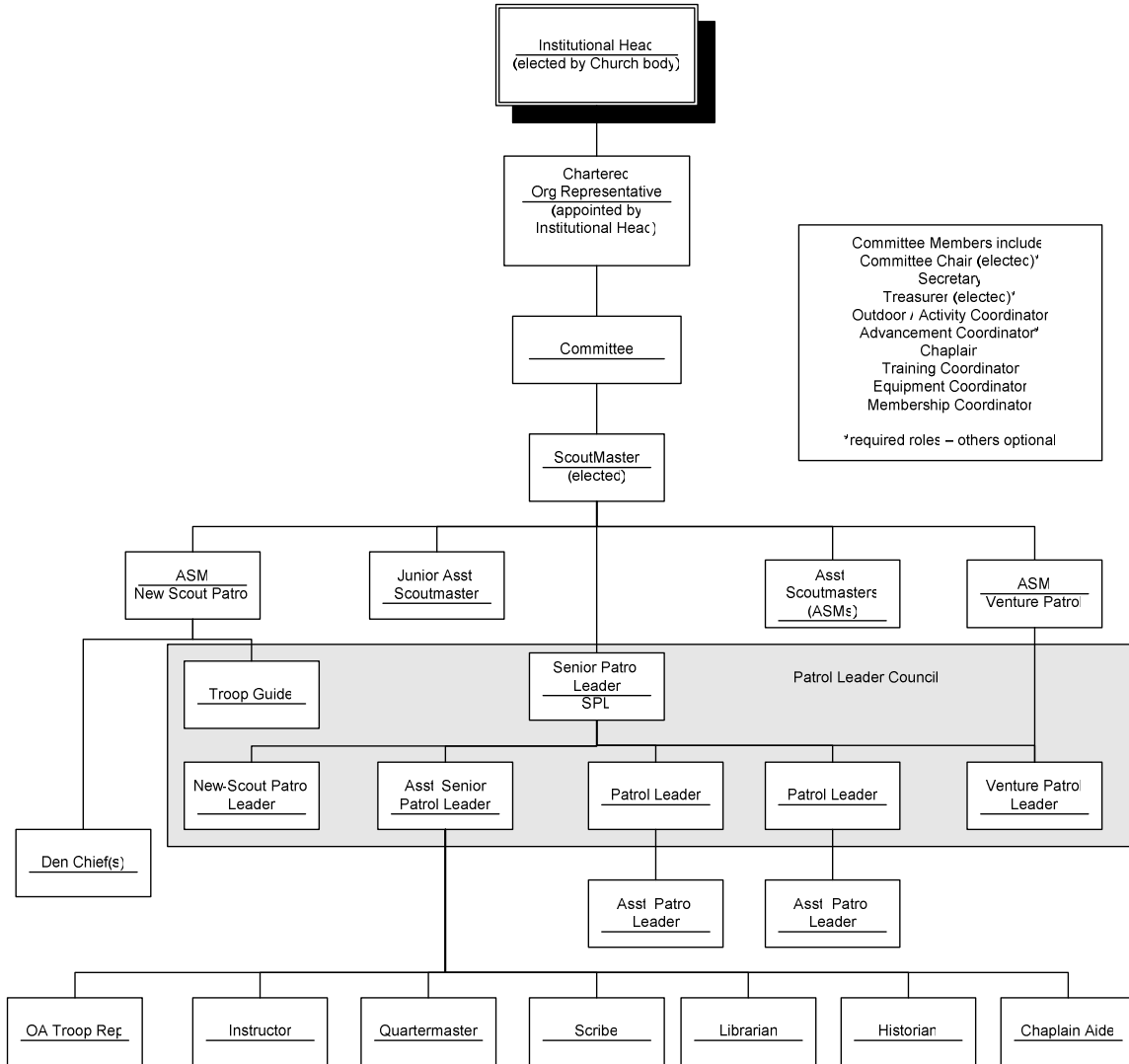
To be an organization of excellence in service to young people living in our communities. We will strive for perfection in communications, programs and service to our Scouting units. In all ways, we will strive to fulfill the Mission of the Boy Scouts of America by utilizing the prescribed Aims and Methods of Scouting.

Troop Sponsorship *(updated 16 April 2007)*

Troop 1600 is a member of the North Valley District of the Minsi Trails Council, Boy Scouts of America and is chartered to Jordan United Church of Christ, Allentown, PA.

Organization Structure

Troop 1600 Organization Chart (updated 16 April 2007)



Patrol Organization –

1. **Senior Patrol (Venture Patrol)** (updated 16 April 2007)
 - a. This patrol is made up of the older more experienced boys, having a Star Rank. In addition, the Scout must be at least 14 years of age or appointed by the Scoutmaster and ASMs.
 - b. These Scouts are entrusted with the execution of the Troop program as established by the PLC.

- c. The Scoutmaster and SPL will assign members of the Senior Patrol to serve as mentors to new Scouts entering the Troop.
- d. This patrol will be established when the Scoutmaster and ASMs agree that there is sufficient number of qualified Scouts to support this patrol.

2. New Scout Patrol

- a. The purpose of the New Scout Patrol is a provisional training patrol to introduce new, younger boys to the ways of Boy Scouting and to help them master the skills leading to First Class rank. These skills will help the Scouts be stronger contributing members of their home patrol. The New Scout Patrol is under the supervision of an older, experienced Scout called a Troop Guide, who is appointed by the SPL and Scoutmaster in consultation with the Assistant Scoutmaster responsible for the Patrol.
- b. Like any other Patrol, the New Scout Patrol elects a Patrol leader, who attends PLC meetings and votes. He serves for a two-month period so that other new Scouts can share in the leadership experience.

3. “Home” Patrols

- a. All Scouts upon entering the Troop will be assigned to an existing “home” patrol.
- b. Patrol size shall be at least 6 Scouts and not greater than 10 Scouts.

Troop Leadership Positions - Youth

Troop Positions

The Scoutmaster and PLC may modify these requirements as needed.

1. The Senior Patrol Leader is the elected Scout leader of the Troop. He is responsible to the Scoutmaster for all Troop functions and operations. The Senior Patrol Leader must have.
 - a) Been a registered member of BSA for a least one year;
 - b) Been a registered member of Troop 1600 for a least six months;
 - c) Advanced to the rank of First Class;
 - d) Received the approval of the Scoutmaster, and;
 - e) Been elected to the position of Senior Patrol Leader by a majority vote of members present at a regularly scheduled Troop election meeting.
 - f) Been elected and served actively as Patrol Leader or a Troop position for a period of no less than 6 months.

2. The Assistant Senior Patrol Leader is an appointed position by the Senior Patrol Leader and consultation with the Scoutmaster. The ASPL must have:
 - a) Been a registered member of BSA for a least one year;
 - b) Been a registered member of Troop 1600 for a least six months;
 - c) Advanced to the rank of First Class;
 - d) Received the approval of the Scoutmaster, and;
 - e) Been elected and served actively as Patrol Leader or a Troop position for a period of no less than 6 months.

3. The Patrol Leader is elected Scout leader of the Patrol. He is responsible to the Senior Patrol Leader for the overall operation and conduct of his Patrol at all Patrol and Troop functions. With the exception of the New Scout Patrol, the Patrol Leader must have:
 - a) Been a registered member of Troop 1600 for at least six months;
 - b) Advanced to the rank of First Class;
 - c) Received the approval of the Scoutmaster, and;
 - d) Been elected to the position of Patrol Leader by a majority vote of his Patrol members present at a regularly scheduled Troop election meeting.
 - e) The Patrol leader is also responsible for the integration of new scouts into the Patrol.

4. The Assistant Patrol Leader is an appointed position by Patrol Leader and consultation with the Scoutmaster. The APL must have:
 - a) Been a registered member of BSA for a least one year;
 - b) Been a registered member of Troop 1600 for a least six months;

5. The following positions: Historian, Quartermaster, Librarian, Bugler, Chaplain Aide, Troop Guide, Troop Instructor and OA Rep. are appointed positions by the SPL, ASPL, and the Scoutmaster and have no rank requirements. These positions are appointed twice a year after Troop elections.

6. Junior Assistant Scoutmaster
 - a) Recommended by the SM and/or ASMs
 - b) Serves in the same capacity of an Assistant Scoutmaster except where legal age and maturity are required
 - c) Must be at least 16 years old and not yet 18 and have advanced to the Life

rank

Elections

Troop Positions (*updated 16 April 2007*)

The Troop Scribe (with the guidance of the Scoutmaster) shall be coordinator of all Troop and Patrol elections. Duties to include:

- a) Verbally announcing vacancies at the Troop meetings
- b) Running/supervising Troop/Patrol elections
- c) Creating Troop/Patrol ballots
- d) Coordinating Patrol elections with PLC

Interested candidates for vacancies must receive approval from the Scoutmaster prior to announcing at a Troop meeting their desire to run for election to a specific position. This must occur at least two (2) meetings before the election is to be held. The Troop Scribe is to post the positions and candidates.

The Troop Treasurer will maintain a master list of all scouts in Troop 1600, including if their Troop dues are paid. A scout delinquent in Troop or Patrol dues may not vote or run in any election. If prior arrangements have been made with the Troop Treasurer and Committee this requirement may be waived. The roster will be used to acknowledge this information to the Scoutmaster. He will make it known to the scouts that it impacts.

In an election for Patrol Leader, the Troop Scribe will issue ballots to each Patrol Scribe (voluntary position), who is responsible for the distribution to the individual scouts in the Patrol. The ballot will list the vacant position and who is running. The Patrol scouts will issue them out in such a manner that those voting may do so without interference from other scouts. The uncounted ballots will be collected by the Scoutmaster and counted by the Scoutmaster and an Assistant Scoutmaster.

In an election for Senior Patrol Leader, the Troop Scribe will be responsible for the distribution to the individual scouts in the Troop. The ballot will list the vacant position and who is running. The Troop Scribe will issue them out in such a manner that those voting may do so without interference from other scouts. The uncounted ballots will be collected by the Scoutmaster and counted by the Scoutmaster and an Assistant Scoutmaster.

The Scoutmaster will notify the Troop Scribe who will announce who won and document the election results. The Scoutmaster or Assistant Scoutmaster will then destroy the ballots.

In the event where no qualified Scout chooses to run for Senior Patrol Leader, then the Scoutmaster in concert with the PLC in their discretion may choose a qualified Scout to act as SPL, or instead hold an election for two or more qualified Scouts.

Order of the Arrow Elections

Troop 1600 will annually hold elections to recognize youth candidates for the Order of the Arrow. The youth election will be held at a regularly scheduled Troop meeting and is supervised by representatives of the Order of the Arrow. Troop requirements for running for OA are that the Scout has:

- a) Is an Active Scout within the Troop
- b) Reached the rank of first class
- c) Been a fully paid and registered member of this Troop and Boy Scouts for one year
- d) 15 nights of camping of which 5 consecutive nights must be resident camping within the last 2 years.
- e) By receiving yes votes on the majority of ballots submitted during the election process. Scouts must be active in the Troop for 6 months or have SM approval to participate in this election.
- f) Received Scoutmaster Recommendation.
- g) And shows Scout Spirit.

The Troop Committee may recommend an Adult Scouter for membership in the OA. The camping requirement is to be fulfilled within two years prior to recommendation date. The Adult Scouter must have at least 15 days and nights of tent camping under the auspices and standards of the BSA, which includes 6 consecutive days and 5 nights of long term camping.

Troop Leadership Positions – Adult *(updated 16 April 2007)*

1. Positions

- 1) Committee Chair *(required position)*
 - a. The Scoutmaster and the Committee Chairman are responsible for filling leadership positions needed to run an effective Troop program. Some of these positions are, but are not limited to, Advancement, Outdoor, Fund-Raising, Special Projects, and Secretary.
- 2) Scoutmaster *(required position)*
 - a. The Scoutmaster is the designated adult Troop leader, and is responsible to the Troop committee and the sponsoring organization for overall supervision and operation of the Troop. Adult Assistant Scoutmasters and youth Junior Assistant Scoutmasters (JASM) assist him
- 3) Assistant Scoutmaster
 - a. Each Assistant Scoutmaster is assigned specific program duties and reports to the Scoutmaster.
 - b. They also provide the required two-deep leadership standards set by the Boy Scouts of America.
- 4) Committee Members (responsibilities listed in BSA: Troop Committee Guidebook)
 - a. Secretary
 - b. Treasurer *(elected – required position)*
 - c. Advancement Chair *(required position)*
 - d. Outdoor / Activity Coordinator
 - e. Equipment Coordinator
 - f. Chaplain
 - g. Training Coordinator
 - h. Membership Coordinator
 - i. Fundraising Coordinator (Troop 1600 specific)

2. Elections *(updated 16 April 2007)*

- 1) Elections will be held for the following adult positions on a yearly basis: Scoutmaster, Committee Chair, and Treasurer
- 2) Elections will be held during the February committee meeting. It is the responsibility of the Committee Chair to solicit nominations for these positions at least one month prior to the election date, or appoint a designee.
- 3) Elected candidates will assume their new positions by June 1 of that year, or sooner pending the transition of members.

Troop Meetings and Events

Attendance

- 1) Scouts are expected to attend Troop meetings, service projects, outings or activities, & PLC meetings. We realize that homework, religious instruction, sport activities, music, and other activities may interfere with regular attendance. It is the scouts responsibility to notify the Scoutmaster if he will be absent for a prolonged period of time. If a scout misses more than 50% of Troop meetings and events for a quarter time period with no explanation, the scout must meet with the PLC and Scoutmaster to assess his "scout spirit". This scout may be classified as inactive.
- 2) An inactive scout may not hold any leadership position in the Troop.
- 3) Inactive status will delay rank advancement.

Troop Meetings

- 1) Troop meetings are Mondays at Jordan United Church of Christ, at 7:00 PM and will end by 8:30 PM, with exception per Troop calendar. Scouts should arrive at 6:45 PM so meetings may start on time.
- 2) Troop meetings will be held in accordance with the Troop Calendar. On days that coincide with Parkland School District holidays, the Troop Calendar should be consulted to verify meeting times and places.
- 3) Troop meetings require an agenda and are to be lead by the SPL, ASPL or assigned designee.
- 4) Troop meeting agendas will be created and finalized once a month during the preceding monthly PLC meeting. Skills training responsibilities should be delegated at that time.
- 5) If a Scout misses a Troop meeting, he is responsible for obtaining information covered at the missed meeting from his Patrol Leader.
- 6) Special Troop meetings may be held to meet the needs of the Troop program. Special meetings must have the approval of the Scoutmaster and generally must be announced in advance.
- 7) During the Troop meetings and outings the Troop Instructor, Troop Guide, and/or Assistant Scoutmasters will generally be available to work with the scout on his rank advancement.
- 8) Scouts should attend the Troop meeting in the appropriate uniform.
- 9) The scouts should be dropped off and picked up on time.
- 10) Scout Handbooks must be brought to every meeting and outing.

Patrol Leader Council Meetings *(updated 16 April 2007)*

- 1) The Patrol Leader Council (PLC) is the governing body of the Troop. The PLC plans and implements the troop program.
- 2) The PLC, under the direction of the Scoutmaster, deals with Troop and Patrol issues and opportunities.
- 3) PLC meeting will be held each month. Check the monthly calendar for the date and venue.

- 4) The PLC consists of the following members:
 - (1) Senior Patrol Leader
 - (2) Assistant Senior Patrol Leader
 - (3) Patrol Leader(s)
 - (4) Scribe (non-voting member)
 - (5) Historian (non-voting member)
 - (6) Troop Instructor
 - (7) Troop Guide
 - (8) Scoutmaster
 - (9) Assistant Scoutmaster(s)
- 4) All members or designees of the PLC must attend all PLC meetings. The Scoutmaster or his representative and at least one other adult leader must also be present.
- 5) PLC Planning Conference will be held annually to prepare for the next year's program.

Patrol Meetings

- 1) The Patrol Meeting will occur for 10-15 minutes during specified time at the Troop meeting.
- 2) The Patrol Leader should plan for upcoming outings and to conduct Patrol business during the Patrol Meeting.
- 3) All members of the Patrol are expected to attend the Patrol meetings. Two adult leaders or parents of the Patrol members must be present at every Patrol meeting.

Courts of Honor

- 1) Courts of Honor are held four times a year to formally recognize Scout achievement and advancement. Leadership induction and other Troop recognition may be conducted at these times.
- 2) All Scouts, parents, Troop leaders, and committee members are expected to attend. Troop member's families, relatives and friends are encouraged to attend.
- 3) The SPL and a volunteer Scout, working with the Advancement Committee Chair, are responsible for the planning and execution of all Troop Courts of Honor.
- 4) Special Courts of Honor, such as for Eagle Scouts, will be held as necessary throughout the year.

- 5) Eagle Scout Courts of Honor will be planned by the Eagle Scout, his parents and/or guardians, and the Advancement Committee Chair.

Boards of Review

Guidelines

The members of a Board of Review should have the following objectives and purpose in mind:

To make sure the Scout has completed the requirements for the rank.

To see how good an experience the Scout is having in the unit.

To encourage the Scout to progress further.

Additionally, the Board of Review provides "quality control" on advancement within the unit. It provides an opportunity for the Scout to develop and practice those skills needed in an interview situation, and is an opportunity for the Scout to review his accomplishments.

The Board of Review is NOT a retest; the Scout has already been tested on the skill and activities required for the rank. However, the chairperson of the Board of Review should ensure that all the requirements have been "signed off" in the Scout's Handbook. Additionally, the chairperson should ensure that leadership and merit badge records are consistent with the requirements for rank.

The Board of Review is an opportunity to review the Scouts attitude, accomplishments and his acceptance of Scouting Ideals.

Composition of a Board of Review

For all ranks (except Eagle) and Eagle Palms, the Board of Review consists of three to six members of the Troop Committee. The Troop Advancement Chairperson typically acts as the chairperson of the Board of Review. Relatives or guardians may not serve as members of a Scout's Board of Review. Unit leaders (Scoutmaster, Assistant Scoutmasters) should not participate in a Board of Review unless necessary.

Mechanics of a Board of Review *(updated 16 April 2007)*

The Scoutmaster or Assistant Scoutmaster introduces the Scout, the rank sought, and attests to the satisfactory completion of the requirements for the desired rank.

The Chairperson of the Board of Review should ask the Scout to come to attention, and recite one or more of the following: The Scout Law, the Scout Oath, the Scout Motto, the Scout Slogan, and the Outdoor Code.

For the lower ranks, one or two (usually the Law and the Oath) will be sufficient. For higher ranks, (Star and above) the Scout should be able to recite all. One or two re-tries are appropriate, especially for younger Scouts, or if the Scout appears nervous.

The board members are invited to ask questions of the Scout, they should be open-ended, offering an opportunity for the Scout to speak about his opinions, experiences, activities, and accomplishments. Avoid questions, which only require a simple one or two word answer. If an answer is too brief, follow up with a "Why?" or "How can that be done?" to expand the answer. The questions need not be restricted to Scouting topics; questions regarding home, religious involvement, school, work, athletics, etc. are all appropriate.

The time for the Board of Review should be from 15-30 minutes, with the shorter time for the lower ranks. When all members have had an opportunity to ask their questions, the Scout will be asked to leave the room. The board members then consider whether the Scout is ready for the next rank, the Board's decision must be unanimous. Once the decision is made, the Scout is invited back into the room, and the Chairperson informs the Scout of the board's decision. If the Scout is approved for the next rank, there are general congratulations; the Scout is encouraged to continue to advance.

If there are issues, which prevent the Scout from advancing to the next rank, the board must detail the precise nature of the deficiencies. The Scout must be told specifically what must be done in order to be successful at the next Board of Review. Typically, an agreement is reached as to when the Scout may return for his subsequent Board of Review.

The Nature of the Questions

The questions for the lower ranks are simpler and generally deal with information about the Scout's participation in his unit, and his approach to applying the skills he has learned toward earning the next rank. The questions for higher ranks (First Class and up) are less factual, and generally seek to aid understanding of how Scouting is becoming an integral part of the Scout's life. Remember it is not the point of a Board of Review to retest the Scout. However, questions such as "Where did you learn about..." or "How have you used the skill of...?" are valid.

If a Scout appears nervous or anxious about the Board of Review, it might be helpful to ask one or two of the questions from the lower ranks to put him at ease. Allow him to think about his answer, do not push him.

For each rank, there is a question about advancing to the next rank. The purpose of this question is to encourage advancement, but it should not be asked in a way that pressures the Scout. Make sure that the Scout is aware of what is needed for his next rank.

Committee Meetings *(updated 16 April 2007)*

- a) Committee meetings are for the operational performance of the Troop including, financial review, programming, advancement, and general Troop business.

- b) Committee Chair (and / or designee) is responsible for running the Committee Meetings.
- c) Committee Meetings are held on the third Tuesday of each month from 7:00 PM to 9:00 PM at Jordan United Church of Christ.
- d) Changes to Committee meeting agenda must be distributed by the Committee Chair via email 24 hours prior to the meeting date; otherwise the standard agenda will apply.
- e) Committee meetings are open to the public. In the event of a subject requiring discretion (personal finances, disciplinary actions, and any subject deemed private), non-registered leaders of the Troop will be asked to leave the meeting during the discussion.
- f) Only registered Troop leadership, who has indicated intent to serve as an active voting member to CC, may vote on any item open for a motion of approval or denial.
- g) Committee meeting minutes will be distributed by the Committee Secretary within 2 weeks following the committee meeting excluding any addendums or changes to the By-Laws.
- h) Past Committee meeting minutes require approval/acceptance at the start of each meeting.
- i) Any motion for a vote must have a majority vote by all members in attendance (or by proxy in writing) excluding any addendums or changes to the By-Laws.
- j) A committee meeting must have at least 60% of Troop Committee Leadership attendance in order to have a quorum.
- k) Troop Committee meetings should consist of the following reports and presentations:
 - Reading and approval of Previous Minutes – Secretary
 - SPL Report
 - Advancement/Merit Report
 - Outdoor/Activities Report
 - Treasurer’s Report
 - Secretary’s Report
 - Scoutmaster's Report
 - Quartermaster's Report
 - Roundtable Report
 - Fundraising Chair’s Report
 - AOB (Any Other Business)/Actions

Troop Activities

General

- 1) The PLC will plan all Troop activities in advance including the determination of associated fees.
- 2) Food costs will be assessed in advance and will generally be \$10 to \$20 per event, per person.
- 3) Scouts may be responsible for additional fees for activities. It is recommended that Scouts have additional cash for stopping for food during transportation.
- 4) Refunds may be made available upon request, if the Troop has not expended the funds on behalf of the Scout.
- 5) Scouts will be responsible for any funds expended on their behalf.
- 6) It is the goal of Troop 1600 to do one outdoor activity each month. All Troop activities are planned by the PLC. All activities require two deep adult leadership (over age 21). The Troop will strive to have four (4) adult leaders on any activity, with a minimum of 2 required. One adult must be Youth Protection trained.

Policy (*updated 16 April 2007*)

- 1) Scouts must check in and out of camp using a written log.
- 2) Scouts need to have a current physical on file with the Troop.
- 3) No Scout is to leave camp without permission.
- 4) No Scouts or Patrols may leave on Sunday before the Troop dismissal unless special permission is obtained from the Event Leader prior to camp-out.
- 5) Scouts may leave, come late, or return to camp due to sporting events or other conflicts, provided Scouts check in and out. ***Subject to program agenda***
- 6) Fees and permission slip for the outings should be given to the Event Leader by the due date indicated on the event permission slip.
- 7) Electronic devices, specifically phones, games and music players are not allowed at any scout activity except by Scoutmaster Approval.

Service Projects

- 1) Troop 1600 will participate in service projects throughout the year. These service projects will include but are not limited to Council, church, or community associated projects. Service hours can be used for rank advancement.
- 2) Service hours are singular and may only be applied for one requirement. Example: Service hours for rank advancement can not be double counted for merit badge, special awards, or outside functions (religious, school, community...).

Summer Camp

On a yearly basis Troop 1600 will participate in a week long Boy Scout Camp provided by Boy Scouts of America. This program may be either in or out of Council.

Council and District Sponsored Events *(updated 16 April 2007)*

Troop 1600 will plan to attend all Council and North Valley District sponsored events. Events include but are not limited to Jambo, Spring/Fall Camporee, First Aid Meets, and Snowbound.

Troop Camping

Troop 1600 is an outdoor oriented Troop. Camping is one of the cornerstones of advancement in Scouting; a boy must go camping regularly. The troop goal is to plan at least one outing per month, rain/snow or shine.

Uniforms and Equipment

Uniforms *(updated 16 April 2007)*

Field Uniform (also known as Class A)

Requirements:

- a. BSA Shirt (short or long sleeve)
- b. all appropriate patches, awards and pins attached per BSA regulations.
- c. Olive BSA pants/shorts
- d. BSA Socks (olive colored)
- e. Shoes appropriate for the activity. No sandals.
- f. BSA belt.
- g. Appropriate Scout neckerchief or bolo.

Recommendations:

- (i) As a practical matter, it is expensive to keep growing Scouts in official olive BSA pants/shorts. Consider substituting with neutral colored (olive-tan-gray-brown) Dockers. Avoid non-uniform pants/shorts such as jeans, patterned pants/shorts, and athletic wear.
- (ii) Troop 1600 issued rope and biner (used for practicing knots) should be brought to all troop meetings and campouts.
- (iii) Handbooks: Scout handbooks should be considered to be part of a scout uniform. They must be brought to all troop meetings and campouts.

When to wear

- a. Troop Meetings from Labor Day to Memorial Day
- b. Board of Review
- c. Court of Honor
- d. Traveling to/from camping trips (unless noted by the Scoutmaster)
- e. Religious Ceremonies (including Scout Sunday)
- f. Summer Camp (Opening, Closing, Dinner, Special Presentations)
- g. Scouting for Food
- h. District wide fund raisers (Popcorn Sale)
- i. Field Trips

Activity Uniform (also known as Class B)

Requirements:

- a. Green Troop 1600 T-Shirt
- b. Appropriate shorts. (no gym shorts)
- c. Shoes appropriate for the activity.

Recommended:

- a. Troop 1600 issued rope and biner should be brought to all troop meetings, campouts, and activities when appropriate.

- b. Handbooks: Scout handbooks should be considered to be part of a scout uniform. They must be brought to all troop meetings, campouts and appropriate activities.

When to wear:

- a. Troop Meetings from Memorial Day to Labor Day
- b. Service projects
- c. Summer Camp (any time not listed in the Field Uniform area)
- d. Fund Raisers other than District sponsored

Equipment

Please put your son's name on everything.

Refer to Troop Manual and Scout Handbook for equipment list. Please refer to the Scout Handbook pg.224-225 for Personal Checklist.

It is not necessary to purchase all of this equipment at once but over a period of time.

Troop will provide Tents, Patrol Cooking gear, Patrol Chuck Boxes, stoves, lanterns, tarps, axes, saws, shovels and rakes.

Finances Reports

- a. Financial reporting will be provided at each committee meeting. Financials are available for review.
- b. Financial reporting will consist of the following elements:
 - i. Statement of account
 1. Overall statement for the troop checking/savings account(s)
 2. current balance and transactions by date
 - ii. Statement of Troop funds by category
 1. Troop funds are divided in to three categories – General Funds, Equipment Funds and Scout Accounts.
 - iii. Statement of Scout Accounts by Scout

Scout Accounts *(updated 16 April 2007)*

- a. Scout Accounts are individual “savings” accounts for each registered boy in the Troop.
- b. Scouts may use the funds for the following items:
 - i. Troop Dues
 - ii. Camp fees (Summer, troop outings, Jamborees/Camporees, ...)
 - iii. Scout related training and education, including books
 - iv. Scout related equipment (requires prior approval of Scoutmaster)
 - v. Merit badge activity costs
- c. If an individual leaves scouting, the individual scout account balance reverts to the Troop General Fund. If a scout transfers to another troop, the Treasurer will send the Scout account balance to the new troop treasurer for deposit into his individual scout account in the new troop, if the amount is greater than \$5.00 and the Scout requests the transfer.

Dues and Other Fees

- a. Scout dues total \$60 on a yearly basis. Dues should be paid on a semi-annual basis in April and October (\$30 each).
- b. All fees for scouting activities will be paid for prior to attending the activity. If fees are not paid prior to the activity, the scout will not be able to attend the activity.
- c. All fees should be paid by check made payable to Troop 1600.

Spending Policies / Authorization Amounts

- a. All Troop checks require dual signature. While this is not a requirement of the financial institution, it is a requirement by the Troop.
- b. Bank statements will be given to the committee chair at each meeting.

- c. All spending should be approved by committee prior to any purchase. At times, purchases will need to be made without committee approval due to timing of committee meetings.
- d. The following Troop positions are approved for spending without committee approval:

Position	Single Purchase	Total monthly spending
Scoutmaster	\$100	\$200
Assistant Scoutmaster	\$50	\$100

- d) Provisions for events are not considered for, in the above.

Fundraising

- a) The purpose of troop fundraisers is to buy equipment and supplies for the troop, and to meet other budget requirements as established by the approved budget plan.
- b) The troop committee will establish targets for fund raiser profits when the fundraiser is approved.
- c) Fundraisers will have designated purposes/targets such as summer camp, large group trips, equipment, and other items to be designated.
- d) Scouts will be required to participate in fund raisers throughout the Scouting year.
- e) Profit Sharing should be established prior to the fundraising event and should be communicated to the Scouts.
- f) All appropriate BSA forms and approvals must be filed with Minsi Trails Council prior to the fundraising event.

Policies

Medication

At or on any event, outing, meeting, campout or trip, adult leaders of Troop 1600 will not handle, dispense, safeguard or otherwise be responsible for any prescribed medication for any boy in the Troop. This policy will in no way prevent a boy from using prescribed medication provided the boy or an adult, accompanying the boy specifically for this purpose, is solely responsible for the care and use of said medication.

This is fully in keeping with the official rules of the Boy Scouts of America which states in the Guide to Safe Scouting:

"The taking of prescription medication is the responsibility of the individual taking the medication and/or that individual's parent or guardian. A Scout leader, after obtaining all the necessary information, can agree to accept the responsibility of making sure a Scout takes the necessary medication at the appropriate time, but BSA policy does not mandate nor necessarily encourage the Scout leader to do so."

Discipline Policy

Boy Scouts of America Troop 1600 strives to teach scouts to live by the principles outlined in the BSA's Scout Oath and Scout Law. Scouting should be fun and challenging. Scouts deserve a safe and supportive environment in which to have fun and grow without unnecessary roughness, physical and verbal intimidation, foul and offensive language or disrespectful behavior. All scouts should help build troop unity and an effective, enjoyable scouting program.

BSA discourages troops from playing games that involve rough physical contact. Troop 1600 will strive to offer games that every scout can play, encourage cooperation or teamwork, involve practice in scouting skills, or embody other values that do not result in bad feelings or unreasonable risk of injury. Boys enjoy scout games, but as participants can find it awkward to resolve conflicts. Therefore, an adult leader should always supervise Troop games and be ready to intercede when norms of behavior are violated.

Here are some examples of **inappropriate behavior that will not be tolerated** at scouting events:

- Failure to follow reasonable directives of an adult or junior leader
- Unnecessary or inappropriate physical roughness
- Threatening or intimidating another person by word or action

- Foul language that offends or degrades common decency, as well as negative and derogatory banter
- Actions or language offensive or discriminatory with respect to race, religion, ethnicity or sexual orientation
- Behavior that displays disrespect for other persons, personal property or the environment
- Smoking or use of tobacco products by minors, or by adults in the presence of scouts
- Possession or use of fireworks
- Unauthorized use or possession of firearms or other weapons
- Use or possession of sheath knives (or any knife with a blade longer than the standard scout knife blade), axes or hatchets without permission of the Scoutmaster or other responsible adult leader
- Use or possession of alcoholic beverages or controlled substances (except medication of which the adult leadership has been made aware)

This list is not exhaustive. Both junior and adult leaders must judge cases as they arise, and those under their leadership must respect their authority to make judgments. A scout should obey any direct order from an appropriate junior or adult leader. Disagreements with such judgments and the corresponding orders should be pursued only after the directive has been obeyed. Deliberation of the case should occur apart from the original event(s) that led to the disagreement. See below for the procedure to follow when conflicts or disruptive behaviors persist.

Enforcement of Norms of Personal Behavior *(updated 16 April 2007)*

The Scoutmaster and his assistants monitor the behavior of scouts in the Troop to ensure that reasonable standards of scout behavior are observed at all scouting events. If an unacceptable situation arises, and junior leaders are unable to restore order to the group, the Scoutmaster or his assistants or a designated adult should intervene. (See *BSA Scoutmasters Handbook*.)

The Scoutmaster, Assistant Scoutmasters, and other designated adult leaders should follow the procedure outlined below when disciplinary problems arise:

Stage 1) The first step is to ask the offending scout respectfully to stop the inappropriate behavior, to describe acceptable alternatives and to suggest that continuation of the behavior will warrant an official warning. The scout should understand that his behavior disrupts a scout activity or interferes with another person's participation in such an activity. He should acknowledge his responsibility for the actions and try to compensate for their effects. Some

examples: A scout might apologize to the affected parties (possibly the entire troop), explain to the Troop the importance of some relevant portion of the Scout Law, replace or repair broken or lost equipment, or make some other reparative effort such as skill or advancement instruction with a younger scout he had mistreated.

Stage 2) The second step in the event that the scout continues the unacceptable behavior or defies an order to stop is to issue an official warning to the offending scout that his behavior is inappropriate: he is told not to repeat the behavior on pain of disciplinary action. The “warner” should report the event to the Scoutmaster at the earliest possible time. Leaders must judge for themselves when a scout’s behavior merits an official warning. A leader may also, however, judge that an infraction is severe enough to warrant immediate recourse to a later stage in the process.

Troop 1600 recognizes that parents are partners in maintaining discipline within the troop.

Stage 3) If the unacceptable behavior persists, or an official warning is ignored, the scout should compensate for any material or psychological damage he has caused. In the third stage the Scoutmaster or appropriate adult leader will contact the scout’s parent(s) or guardian(s) about the problem. The Scoutmaster, at least one Assistant Scoutmaster, and the scout’s parent/guardian(s) will devise a plan the scout should undertake to compensate for his inappropriate behavior. The Scoutmaster should inform the Chair of the Troop Committee of any such actions.

Stage 4) If the scout continues the unacceptable behavior after the application of stage three discipline or refuses to accept such discipline, the Scoutmaster will call for a conference attended by the Scoutmaster and at least one Assistant Scoutmaster, the Troop Committee Chair, the offending scout and the scout’s parent(s) or guardian(s). The Scoutmaster and at least one Assistant Scoutmaster may suspend the scout temporarily until such a meeting occurs. Here the adult Troop leaders review the Troop’s discipline policy, discuss the problems that have occurred, and obtain from the scout and his parent(s) or guardian(s) a commitment to correcting the unacceptable behavior. At the same time, the scout and his parent(s) or guardian(s) can attempt to defend the scout’s behavior or criticize any elements of the scouting program that they believe to justify the scout’s behavior. Participants at such a meeting should then formulate positive goals and devise a plan to resolve the situation. The Committee Chair will only observe and record the proceedings, or offer material and moral support, without interceding on any party’s behalf. If the adult leaders applying the policy disagree strongly on the proper action, they may refer their disagreement to the Troop Committee.

Stage 5) If steps 1-4 above do not result in acceptable behavior by the offending scout, or any party to the agreement reached in the Stage 4 meeting refuses to

cooperate, the other parties may ask for a hearing before the Troop Committee. Here the scout's continued membership in Troop 1600 will be reconsidered in light of reports given by the Scoutmaster, his assistants and other adult leaders who have observed any of the foregoing events. Some possible resolutions at this stage of discipline include, but are not restricted to, renegotiating a contract with the scout and his parent(s) or guardian(s), requiring that a parent or guardian attend all scouting activities in which the scout participates, or expelling the scout from the Troop. The scout, his parent/guardian(s) and other interested parties may represent the scout's point of view and interests before the committee.

In such a Troop Committee Hearing, the Committee will listen to all interested parties, ask such questions of those parties as it deems appropriate, and either ask for a continuation of the information gathering process, or decide the matter immediately. All interested parties, including Committee members with a direct conflict of interest, will leave the hearing as the remaining members of the Committee commence deliberation of its decision.

It is hoped that no disciplinary situation will reach Stage 5. Such problems should be resolved by agreement between scouts and their leadership, in particular with the cooperation and intervention of the Scoutmaster and his assistants. Failing this, it is hoped that appealing to the scout's parents will resolve any such matter. The Troop Committee should address such matters only when a serious disagreement arises between the Scoutmaster/Assistant Scoutmasters and a scout's parent(s) or guardian(s).

Communications / Change Management

Normal

- a. Troop Newsletter
- b. Calendar,
- c. Troop Roster should be updated quarterly and handed out at the Courts of Honor.

Emergency

- a) Emergency communication will be by phone. Email will not be considered an appropriate media for emergency communications.
 - i. Adult Leaders will insure that at least 2 cellphones are available per any outing and event. Cell phone numbers will be provided at the request of any adult.

Inclement Weather

No meeting will be held on days that the Parkland School District has canceled school or dismissed early **due to inclement weather**.

Should conditions change during the day the Scoutmaster may opt to cancel the meeting. Such notifications of cancellations will be made by telephone to the SPL who will contact the Patrol Leaders who will then contact their patrol members. Patrol leaders will then call the SPL that all members have been notified. The SPL will notify the Scoutmaster that all notifications have been made.