



# Troop 603 Policies, Procedures and Guidelines

# Troop 603

## Policies, Procedures & Guidelines

### Table of Contents

Objective .....	3
Financial .....	4
Scout Account Management .....	4
Scholarship Fund .....	6
High Adventures Fund Policy .....	7
Operational .....	8
Advancement Guidelines .....	8
Behavior Policy .....	10
Mobilization Plan .....	12
Encouragement of Group Participation – Designated Restricted Items .....	13
Merit Badge Policies.....	14
Credit/Funds Form .....	16

# Objective

*The objective of this compilation of policies, procedures and guidelines is to provide the troop, new leaders, and committee members with information about the operations of the troop. The committee may incorporate policies as outlined by existing guidelines of National, Council, and District Boy Scout of America along with procedures deemed critical for the operation of Troop 603.*

*The troop will review these policies on an annual basis.*

# Financial

## Policies, Procedures and Guidelines

### Scout Account Management (Adopted 02/23/06)

Scouts earn credits against funds that are managed by the troop. These credits are tracked individually under each scout's name and by the specific fundraising event from which they are earned. The committee assigns this responsibility to the Troop Treasurer. He or she may request the fundraising chair to provide detailed accounting for each specific event. Accounts will be maintained and accurately reported on a monthly basis at the scheduled Troop Committee meeting.

The earning of credits is determined by the Troop 603 fundraising policy in effect at the time of specific fundraising events. These credits may be accumulated over time and disbursed for scouting activities, camps or equipment as approved by the Troop Scoutmaster and a parent or guardian. Final approval for disbursement of credits/funds will be at the discretion of the Troop Committee. Appeals may be made to the Troop Committee – Troop Committee decisions on an appeal will be final. The treasurer will disburse no credits without evidence of the final approved form as follows:

- Evidence of registration in a Boy Scout sponsored camp along with a completed Credit/Funds Allocation Form including custodial consent
- Evidence of planned participation in a Scouting or Troop sponsored event with a completed Credit/Funds Allocation Form including custodial consent
- Either receipts or estimates with evidence of the projected costs for equipment or appropriate scouting activities (catalog, Internet printout, flyer, etc.) along with a completed Credit/Funds Check Request Form with custodial and scoutmaster approvals. Note that receipts and return of excess funds or extended funds requests in the case of estimated expenditures would be required within 30 days of fund disbursement.
- Evidence of scout registration in a new troop with a Credit/Funds Check Request Form specifying the new troop as payee for crediting the individual scout account for the transferring scout

The funds that are reserved to secure the credits earned by the scouts may not be used by the troop for any purpose other than those defined and approved as outlined above. It is important to note that scout account credits are for scouting use only and in no way represent money owed or belonging to an individual scout.

Scout credits for scouts who leave the troop without transfer (AWOT) revert back to the troop general fund and allocated as defined by committee policy.

Any expenditure made on behalf of a scout from troop funds that are supposed to be an individual scout expense, will be deducted from the scout's account if not paid within 60 days of the expenditures.

Scouts should be encouraged to utilize this process as an opportunity to complete related requirement associated with the Personal Management Merit Badge (note: this is an Eagle required merit badge). These include planning, goal setting, accumulating funds (or credits), budgeting, comparison shopping, etc.

## **Scholarship Fund** **(Adopted 02/23/06)**

Scholarship Funds: Scouting opportunities should be available to all boys regardless of their financial situation. The Troop Committee reserves the right to award scholarships to any boys. The Troop Committee may use funds at their disposal for this purpose. When considering such a scholarship, the troop committee will consider such factors as the boy scout's contributions to the troop over the years, his rank, participation in scout activities, and any other factors the troop committee feels should be considered. It is hereby understood that scholarships will not be considered precedent setting, and as such, what is done for one scout may not be done for another scout. Each case will be considered on an individual basis. The financial impact on the troop as a whole must also be considered before awarding scholarship funds.

Funding the fund: A percentage of the troop's income, excluding the money going to individual scout accounts, will be set aside for the Scholarship account. The Troop Committee will establish this percentage as needed. The amount is in addition to any special grants designated to the fund.

Approved by the Troop Committee of Milton Boy Scout Troop 603 on January 12, 2006

The percentage approved by the committee is 5% of general fundraiser profits until changed by Troop Committee.

## **High Adventures Fund Policy** **(Adopted 02/23/06)**

Definition of high adventure program: B.S.A. programs at Philmont (NM), Seabase (FL), High Tier (MN/Southern Canada), National and International Jamborees, National Order of the Arrow Conference and trips of this nature as approved by Troop Committee.

Rationale: High adventure programs should promote interest in our troop, and help retain older Boy Scouts. Lessons learned by the boys at these programs should help develop leadership skills that will benefit the troop. We should be willing to expend troop funds to encourage participation in these activities.

Proposal: Every Boy Scout participating in a high adventure program will be eligible to have part of his fees reimbursed by the troop. The boys will share the money equally. The Troop Committee will decide the total amount shared on a per trip basis. Up to 70% of the funds available may be used for any one trip, with 30% remaining to keep the fund going for future events. In no case will any boy receive more than half the cost of the combined total of transportation to/from and the tuition for the program from our troop's funds (for this purpose, individual scout accounts will not be considered troop funds, and may be used toward paying the scout's share of the trip). The scout and/or his family must pay additional expenses. Scholarships from outside the troop funds and other sources of revenue will be applied towards the scout's share of fees and expenses, and will not reduce the troop's financial contribution.

Funding the fund: A percentage of the troop's income, excluding the money going to individual scout accounts, will be set aside for the High Adventure account. This amount is in addition to any special grants designated to the fund, or received to help the troop fund any particular trip.

Approved by the Troop Committee of Milton Boy Scout Troop 603 on January 12, 2006.

The percentage approved by the committee is 5% of general fundraiser profits until changed by the Troop Committee.

# Operational Policies, Procedures and Guidelines

## Advancement Guidelines

(Adopted 02/23/06)

The purpose of these guidelines is to provide information on appropriate expectations of individual scouts seeking advancement. These should be used to encourage scouts in the areas outlined and for committee members, as they review scouts for advancement, so that they have a comfort level that each scout's experience, growth, and contribution is sound and equitable.

Areas of focus beyond the handbook requirements should be:

- Participation – Troop 603 cannot be successful without contributions from advancing scouts. Scouts are expected to make these contributions in the following 3 areas:
  - Troop – The troop has regularly scheduled meetings and events.
    - Scouts are expected to attend and contribute to troop meetings.
    - Scouts are expected to attend at least 50% of scheduled troop meetings, 50% of troop events, 50% of troop service projects, which includes Eagle service projects, and to participate in at least 50% of the troop fundraisers.
    - Scouts that have difficulty attending meetings, events, or service projects, or participating in troop fundraisers must take the responsibility of talking with the scoutmaster to explain the conflict(s) and to make arrangements to exchange information and participate as agreed upon. If a scout is unable to meet this minimum, then they will be required to go to before a special Board of Review to get an *attendance waiver* prior to their advancement.
    - Overall attendance will be evaluated as a scout seeks advancement. In the spirit of scouting, there should be a balance. A scout must not avoid participation in activities requiring work or diligent effort to plan, assist others, or prepare for events while still managing to attend the more popular 'fun' focused events.
  - Patrol – Each scout is a member of a patrol and should be making contributions and being collaborative with their team regardless of the make-up of the group.
  - Mentoring – Scouts grow in many ways through scouting activities. Some of their greatest learning comes from their peers who have

shared knowledge and skills. Troop 603 is committed to promoting this mentoring between scouts and as a result each scout is expected to contribute and pass along knowledge to others even as they focus on their own advancement. It is a component of community responsibility.

- Ownership – A scout must be responsible. The expectation is that a scout in a Board of Review will be able to support with details the actions, involvement, and record of their achievement.
- Embracing diversity – Each scout should seek to embrace the differences of others within the troop and this is a skill that makes the troop run more effectively, encourages participation of all scouts, and will help prepare scouts for the diversity that they will face throughout their lives in order to be successful.
- Independence – Advancement requirements for each rank encourage parent participation with scout ownership of the mastering of skills. The activities within these requirements should draw upon and be confirmed by the diverse leadership of the troop. Therefore, a scout must exhibit or describe their achievement and obtain sign-off from leaders that are not family or guardians. It benefits the scout to work with as many different leaders with as many different styles and skills as possible.

## **Behavior Policy** **(Adopted 02/23/06)**

The following will apply to all participants during Troop 603 activities:

- 1) Scouts shall behave according to the Scout Oath and Law.
- 2) Scouts shall respect one another and their leaders in both word and action.
- 3) Scouts shall respect the authority of the scout leaders, troop committee, and adult volunteers and will comply with all reasonable and lawful directions of the same.
- 4) Scouts shall respect the personal property of others as well as troop property and will exercise care in using all equipment and property at all times.
- 5) Scouts shall not induce others to participate in prohibited behavior while at any scout activity.
- 6) Scouts shall not taunt, haze, make uncomplimentary remarks, harass, annoy, or threaten in any fashion another scout or leader at any scout activity.
- 7) Scouts shall not take advantage of a position of leadership, trust, or confidence to handle any duty, assignment, or responsibility at a scout activity.
- 8) Scouts shall not use profanity or indecent speech with any scout or leader at a scout activity.
- 9) Scouts shall not engage in aggressive physical contact of any kind with another scout or leader.
- 10) Scouts shall not engage in fighting of any kind with another scout or leader. This includes assault, hitting, kicking, punching, intentionally harming, or threatening another person verbally or physically.
- 11) Scout shall not vandalize any personal or troop property or equipment. Individuals who have vandalized any property or equipment will be responsible for it's replacement.
- 12) Scouts shall not possess, fire, use, or sell any illegal substances or weapons.
- 13) Scouts shall not leave any scout activity or area without permission or direction of a scout leader or adult volunteer.

The following consequences shall be available to the leadership. Note: The consequence listed below may be utilized separately or together based on the severity of the situation:

- a) A scout leader may counsel any scout who violates any policy during any scout activity. This includes policies listed in this section and other sections of the Troop 603 Policies, Procedures and Guideline document. Other consequences may include a written warning, possible confinement to an area of supervision, a letter of apology and/or a service project.
- b) In the case of a first minor violation of troop policies a verbal warning will be given.  
Second violation requires a “cooling off” period of 10 minutes away from the activity with adult supervision.  
Third violation will result in the parents/guardian of the scout being contacted and the scout will be sent home. In the event the third violation takes place within ½ hour of the meeting ending, the scout will not be able to attend the next meeting as well.
- c) If a scout’s behavior is deemed to be in significant violation of the troop’s policies as determined by the leader or adults in charge, the parents/guardian of the scout will be contacted. A written warning will be issued. Parents or guardian may be asked to pick up the scout (at their own expense) at whatever location they are at and will not return to that activity.
- d) A Troop Committee meeting will be called following a trend of serious behavior problems to determine appropriate troop sanctions. Further consequences may include temporary suspension or expulsion from Troop 603.

All instances should be reported to the adult in charge of the activity. That adult should report the incident to the Scoutmaster and the Committee Chair. If the troop is subject to other reporting procedures, the incident will be reported as stated above and to the other appropriate reporting entities i.e. Resident Camp Director.

In the extreme case of expulsion from Troop 603, the scout with his parent/guardian will be given the opportunity to meet with the scoutmaster and troop committee chairperson if they desire. If scout/parent/guardian can assure that behavior modification can be maintained, a probationary period of one charter year may be agreed to. If at anytime during the probationary period a violation of the behavior policy reoccurs, the expulsion may become permanent.

If any incident involving a scout happens **outside** of a scouting activity, it is not the responsibility of the troop to issue consequences to the individual(s). However, if a scout is involved in behavior that is not according to scout oath and law, this may be discussed at the next Board of Review and may be a factor in whether the Board approves the individual for their next rank advancement. A requirement for each level of rank advancement is living everyday with scout spirit and living according to the scout oath and law. Behavior that does not meet these requirements will be discussed on an individual basis at the Board of Review.

# **Mobilization Plan**

## **(Adopted 02/23/06)**

### Introduction

Boy Scouts of America is a service organization. This plan is written in the spirit of service to enable our scouts to grow through contributions to our community. Preparedness and the ability to mobilize in emergencies is a good way for our troop to contribute.

This mobilization plan provides the framework for the troop to handle everything from typical event notification to search or support for community emergencies.

### Services

#### Level 1 Service Request – Event Notification

This level of notification will be initiated for troop meetings or activity changes of time, location, etc. The Senior Patrol Leader will call their respective Patrol Leaders to initiate a troop notification. In the event that a Senior Patrol Leader is unable to reach the Patrol Leader, he will follow the patrol chain of authority to contact the Assistant Patrol Leader, etc. The Patrol Leader, in turn, calls individual patrol members and notifies them of the change. Every effort should be made to notify individual scouts directly. If a scout is not available, messages may be left with parents, siblings, or as a last resort, on their answering machine.

#### Level 2 Service Request - Neighborhood Check

This level of search will be initiated for a lost dog, cat, etc. It will incorporate a local neighborhood search by two or more scouts utilizing the 'buddy' system. The search of the neighborhood should take less than one hour to complete including all phases: request, call down, search and report as outlined below.

#### Level 3 Service Request – Formal Request of Services

This level of request will be initiated by an outside organization or by scout management in response to a known emergency. Services may include many activities: filling sand bags, serving food and drink to service workers, directing traffic, carrying messages, caring for the needy, organizing search and rescue operations.

The troop will plan to meet at the United Church in Milton village to mobilize. Here, the scouts will receive pertinent information, specific directions, gather needed equipment and then move to the designated location to commence required activities. These activities will require the 'buddy' systems and may take

an extended period of time to complete all phases as necessary: request, call down, search and report as outlined below.

#### Request Initiation

To start a mobilization, you could call the Scoutmaster or Committee Chair.

#### Call Down

The call down will follow the same procedure for notification as the Event Notification outlined above. A call down should be performed quickly and professionally so that all critical details are conveyed efficiently.

#### Mobilization

Mobilization will follow the buddy system as previously noted. In the event that an individual is found and is injured, then one scout will go to call for medical help. The scout that has more knowledge of first aid will stay and attend to the victim. When initiating the scout mobilization plan a designated time and place for the scouts to meet will be given prior to dispatch. Scouts must be diligent in returning or contacting others in the troop so that the emergency situation remains organized.

### **Encouragement of Group Participation – Designated Restricted Items** **(Adopted 02/23/06)**

Scouting helps encourage development of team and leadership skills. In order to promote group participation restrictions on specific items are outlined for scout gatherings. These items have been selected on the basis of environmental impact that either isolates individual scouts or distracts them from the unit's activity. This list is not exclusive and discretion will be given to the Scout Leaders to add others for specific events or reasons. Every effort will be made to give scouts notification prior to an event if additional restrictions are planned. Where time does not permit, the judgment of the leadership will stand.

The list of items includes all electronic entertainment devices such as:

- Audio players
- Video game systems
- Televisions
- Portable DVD players
- Personal two-way radios
- Cell phones
- Computers

It should be understood that overnight events would offer opportunities for some downtime for individual reflection or time to read. The intent of this policy supports the healthy use of scout time and encourages activities that are inclusive rather than exclusive.

## **Advancement and Merit Badge Policies**

**(Adopted 02/23/06)**

Scouts benefit tremendously through opportunities to earn merit badges and advancement in rank. A significant learning experience comes from scouts learning to interact with leadership and a variety of merit badge counselors. It is important for them to be guided and encouraged by people with a variety of skills and styles. In the spirit of encouraging scouts to become more independent and interact with and draw upon the talents of others, this policy requires that family or guardian members do not sign off any advancement items or do not serve as counselor for any merit badges for their own son. Exceptions to this policy are a) if the parent/guardian is the sole counselor for a merit badge or b) the merit badge is being taught in a troop merit badge session. Where counselors are limited and it becomes necessary, a special waiver by the Scoutmaster and/or the Troop Committee may be made prior to starting the requirements.

Additionally, the scoutmaster must sign all merit badge 'blue cards' or a leader as designated by the scoutmaster.

# Troop 603 Operational Forms

# Troop 603

## Credit/Funds Form

(please check one)

Allocation (Scout Credits) **-or-**  Check Request

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Scout or Requestor Name:

Date of Request:

Payee or Transferee:

(Example: transfer to scout resident camp)

Address (if check is to be mailed)

Amount Requested: (attach receipts or estimate with backup) \_\_\_\_\_

Purpose:

Approvals:

\_\_\_\_\_  
Scoutmaster Date

\_\_\_\_\_  
Parent / Guardian Date

\_\_\_\_\_  
Committee Chair Date

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Treasurer Notations: Date Treasurer Received Form \_\_\_\_\_

Check # / Destination Account \_\_\_\_\_ Date of Disbursement / Transfer \_\_\_\_\_

Acknowledgment and acceptance of Troop 603 Policies

I hereby acknowledge having received, read and understand the policies of Troop 603 and agree to abide by them.

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Scout Signature

Date

Parent Signature

Date