

POLICIES
SCOUT TROOP 1054
MANDAN, ND

GENERAL PRINCIPLES

Troop 54 has a history of helping scouts to develop leadership and citizenship skills necessary to function in society. The key to the success of Troop 54 has been a strong, active, and committed group of parents willing to give their time and effort to Scouts and Scouting.

The policies contained in this booklet are the accumulated decisions of the Troop committee over the years. They are to be considered general guidelines and should be followed whenever possible. However, they are guidelines and not regulations. The expectation is that exceptions can be made to the policies as necessary, and if the exceptions are made in consultation with as many adults as practical. In all cases, the Scoutmaster in consultation with the Committee Chair has the final authority. These temporary changes shall be reported in the Committee meeting minutes.

ADULT SUPERVISION

Troop 54 will follow BSA rules, regulations, and policies with respect to adult supervision and child protection policies. In particular, adult leadership on all outings, merit badge sessions, and Scout conferences shall conform to the BSA requirements of two-deep leadership, at a minimum.

AGE RESTRICTIONS

Some age or skill restrictions may apply to summer camp or camp-out activities. Scouts must be First Class to participate in high adventure trips. National high adventure camps require scouts to be age 13 as of January 1 in the year the trip is to be taken. Troop 54 trips that qualify as high adventure activities will parallel national guidelines. Exceptions may be made on a case-by-case basis and stronger consideration will be given to those scouts whose parents are in attendance on the activity. The Troop Committee shall determine which activities will be classified as high adventure, and shall have final authority in determining age or skill restrictions for each Troop high adventure trip.

AMENDMENTS

Purposed policy additions/changes must be put on a monthly Troop Committee agenda for discussion. The Recommended policy addition/change will require a motion and second and be voted upon as the following regularly scheduled Troop Committee meeting. Approval of proposed policy change must have a two-thirds affirmative vote of members present.

ANNUAL BUDGET

The annual budget for Troop 54 shall be prepared for the Executive Committee by the Treasurer and be presented for approval at the February committee meeting.

AUDIT

The Committee Chairperson will appoint three committee members (of which no more than two may have served on the previous audit committee) at the March meeting. The audit committee shall audit the accounts of Troop 54 and submit a written report no later than the May Committee meeting.

GENERAL CAMPING RULES

- The outdoor code must be followed:

Outdoor Code-- As an American, I will do my best to—

Be clean in my outdoor manners. I will take care of it for myself and others. I will keep my trash out of lakes, streams, fields, woods, and roadways.

Be careful with fire. I will prevent wildfire. I will build my fires only when and where they are appropriate.

When I have finished using a fire, I will make sure it is cold out. I will leave a clean fire ring, or remove all evidence of my fire.

Be considerate in the outdoors. I will treat land and other land users with respect. I will follow the principles of outdoor ethics for all outdoor activities.

Be conservation-minded. I will learn about and practice good conservation of soil, waters, forests, minerals, grasslands, wildlife, and energy. I will urge others to do the same.

- Troop and personal property must be respected. Label/mark all property.
- Any damage or missing items must be reported immediately to the quartermaster.
- No electronic devices allowed.

- Principles of Leave No Trace will be followed:

1. Plan Ahead and Prepare
2. Travel and Camp on Durable Surfaces
3. Dispose of Waste Properly (Pack It In, Pack It Out)
4. Leave What You Find
5. Minimize Campfire Impacts
6. Respect Wildlife
7. Be Considerate of Other Visitors

TENT RULES

- Youth protection policy will be followed at all times.
- Tarps will be used to cover the tent floors to prevent damage from cots or other objects.
- Tents are to be set up properly and maintained not only to prevent damage to the tent but also to prevent occupants from getting wet.
- **NO FOOD** of any kind will be allowed to be stored in tents as it may attract animals.
- Extra care should be taken with toiletry item storage as it may attract animals and should be bagged and labeled separately.
- An adult leader and/or assistant leader must inspect all tents before leaving for the event and after an event. Inspection is to be listed on the duty roster.

CAMP COOPERATION

- Duty Rosters are to be scheduled and posted at the beginning of camp.
- All scouts are required to assist with camp duties. If you don't have something to do, ask or take the initiative to help out on your own.
- No scout is to go off by themselves; all scouts must use the buddy system and check in and out with an adult.

CAMPING RULES

- A. Scouts are expected to:
 1. Participate in all scheduled activities
 2. Keep personal gear and patrol areas neat, clean, and safe.
 3. Perform their duties as assigned by the patrol leader
 4. Assist in clean-up after all camp-outs

5. Stay at camp ground until the event is concluded
6. Participate in all swimming and water activities following the safe swim method. These activities will be allowed only in designated areas.

B. The following are prohibited:

1. Pets
2. Drugs, except for medication
3. Alcoholic beverages, snuff, smoking, firearms, e-cigarettes, vaping
4. Electronic devices
5. Large sheath knives (folding knives are okay)
6. Knife games of any kind
7. Dropping of tents
8. Ordering of food
9. Hazing of any kind
10. Food left in tents that can attract animals
11. Cutting or chopping of live trees
12. Fires left unattended
13. Leaving camp in the middle of the night under any circumstances without adult supervision.

Liquid fuel must be kept locked up, and food must be kept in coolers

If a scout breaks camping equipment, other than by accident, the scout will pay for the repair or replacement of the equipment.

- C. Parents are encouraged to attend camp-outs and any other Scouting activities at any time.

ACTIVITY FEES

- A. Activity Fee paid to the Troop will be paid in full the 1st of April. The Activity Fee will be debited from each Scout's account. Amount of Activity Fee will be determined in January.
- B. All Scouts entering the Troop will pay Activity Fee prorated when they join the Troop and the remaining months in the year.
- C. If a Scout leaves the Troop during the year, no part of the Activity Fee is refundable.

EQUIPMENT

- A. Troop 54 Usage
Equipment purchased with Troop 54 funds or donated to the Troop is the property of Eagles Club Mandan. All equipment is to be used for official Scouting functions only. Instances of unauthorized use of Troop equipment will be brought before the Troop Executive Committee for recommended action to the full Troop Committee.
- B. Other Troop and District Usage
Any use of Troop 54 equipment by other Troops or the Frontier Trails District must be for official functions and must have approval of Troop 54 Committee and Scoutmaster on a function by function basis.

SCOUT ACCOUNTS

Scouts may use Scout accounts for Sanctioned Scouting Outings and Activities

- A. For reimbursement of an acceptable expense, a receipt must be presented to the Troop treasure at a monthly Troop Committee meeting within 90 days of purchase.
- B. If a Scout transfers to another Boy Scout Troop, money in his account will be transferred to that Troop in his name.
- C. If a Scout quits Scouting or Does not recharter, the money in his account is forfeited to the Troop's general account. The only exception to this policy is when two or more members from the same family are in the Troop in which case the money will be transferred to the remaining member.
- D. When a scout earns the Eagle Rank, the money in their account must stay within the Troop. Scout can designate the funds for the Campership Fund, or the Troop Equipment fund.
- E. Once the Scout account has reached a negative balance of \$100, the Scout will not be allowed to participate in any Scouting activities other than the weekly Troop meetings unless arrangements have been made with the Troop Committee Treasure. Once a scouts account reaches a balance of \$50, the Scout and parents will be notified.
- F. If a scout withdraws from the Troop and the current balance of his account is at least in part due to cash contributions by his parents, the Troop committee will work with the parents to develop an equitable distribution of that account.
- G. Parents have access to Scoutbook to review scout accounts at anytime.

FEES

Camp Fees

Basic principal: This section attempts to allocate a fair sharing of Troop resources that will encourage the highest participation of both Scouts and Scouters, while still distributing the cost of activities equitably. Camping activities are core priority for Scout activities.

Definitions:

Adult drivers: The definition of an adult driver will be defined as in the BSA Guide to Safe Scouting.

Fuel Expense: Adult drivers need to fuel the vehicle that is to be used for the scheduled trip/event, just before the trip/event at the driver's expense. The driver must keep records (receipts) of the fuel expenses incurred during the trip/event, including a final fueling upon return to the trip's/event's origin. Any personal expense are not to be included with the Troops expenses. Fuel records/receipts must be turned in within 90 days of trip/event in order to be reimbursed.

Personal Expenses: May not include personal trips and mileage etc. during the trip/event.

Other Expenses: May include but not limited to registration fees, food, and grocery costs.

WEEKEND CAMP OUTS

- A. Campground fees, food, gas and other expenses will be charged to Scout accounts to fund Campouts

- B. Food cost sharing: A scout must participate in fundraisers and have sufficient money in their account. If a scout says their going on a trip and groceries are purchased expecting them to attend, they pay for their share of the groceries even if they do not attend. The only exception to this policy is in the event of a legitimate, unavoidable reason such as medical or other emergencies. Food Per Diem will be \$16 per Scout per day.
- C. Depending upon the status of Troop finances, adults may be asked to donate a portion of their outing costs to help defray Troop expenses.
- D. The Troop shall pay food costs, registration and travel expenses for all adults for the following events: (providing adequate funds are available) summer camp, spring and fall district camporees.

SUMMER CAMP

- A. Summer camp fees are the responsibility of the scout.

HIGH ADVENTURE AND SPECIAL OUTINGS

- A. All expenses related to high-adventure outings are the responsibility of scouts and supervising adult and all monies involved must be in the scout account prior to leaving.
- B. The Troop committee will determine the amount of Troop Financial Support for each High Adventure Outing.

TRAINING FEES:

- A. The Troop will pay for basic leader training registration for all adults who wish to attend.
- B. The Troop shall pay one-half Wood Badge registration fees up to the amount budgeted. Individuals interested in attending Wood Badge must make a presentation to the Troop committee, commit to finishing your Wood Badge ticket and make a commitment for continued involvement in Troop activities.
- C. Junior leader training--The Troop shall pay 1/2 junior leader fees.

FISCAL YEAR

The fiscal year for Troop 54 shall be from January 1 through December 31 of the following year.

FRIENDS OF SCOUTING

Troop 54 supports the concept of friends of Scouting. All active Troop families are asked to donate.

FUND-RAISING

- A. All fund-raising projects must be presented to the Troop committee, and approved in the minutes before the project is started.
 - 1. The general fund raising events are but not limited to:

- *Fall BSA Popcorn sales
- *X-mas wreaths
- *BSA Candy
- *Spring Fundraiser Meal
- *4th of July Art in the Park – Garbage pickup
- *Buggies-N-Blues

- B. All profits from all sales shall be shared 50% to the Troop's General fund and 50% to the Scout
 - 1. Profits from other fund-raising activities are to be distributed at the discretion of the fundraising committee and will be shared 50% to the Troop's general fund and 50% to the Scout.
- C. All fund-raising incentives must be decided prior to the start of the fund-raising project.
- D. Parents are expected to help out at fund-raising events for the general good of the Troop.
- E. Summer camp and high adventure outings should be scheduled around fund-raising activities.

INSURANCE

Troop 54 pays the insurance premium for registered Scouts and supervising adults through BSA. The insurance is only a supplement to family insurance plans. It only pays the deductible for the family insurance plan. A copy of the policy is available for inspection upon request.

MEDICAL INFORMATION

- A. Medical forms: All Scouts and adults must have a medical release waiver form and physical form completed prior to attending summer camp or high adventure trips. The waiver form is to be signed annually in February or upon receiving any new Scout/Adult Leader applications.
- B. Medical information of each Scout and adult leader attending an out-of-town camp-out or trip must be in the supervising leaders possession prior to departure for the event.
- C. All scouts and adults planning to attend summer camp or high adventure trips must have a physical completed and submitted to the committee chair prior to the event.
- D. Copies of the medical and release forms will be kept with the Scoutmaster and Outdoor Chairperson.

RANK ADVANCEMENT

Scouts are encouraged to work on completing rank advancement requirements at all Troop meetings, camp-outs, and other functions that are appropriate. Scouts may request any Scoutmaster or Assistant Scoutmaster to sign off on requirements they meet. Parents (or other relatives, guardians, etc.) should not sign off requirements for their Scout unless they are working with a group of Scouts and they have discussed it with the Scoutmaster or Advancement Chairperson. Scouts that are completing ranks requiring positions of responsibility¹ [junior leadership] must participate in the positions and have good attendance (see SCOUT MEETING RULES) at the Troop meetings, Troop activities, and the patrol leader council meetings. Scouts must show acceptable scout skills, scout spirit, and other requirements found in the scout handbook as needed for Scout rank advancement. When a scout is ready for rank advancement, he should notify the Scoutmaster, advancement chair person and the committee chair person. A Scoutmaster Conference and board of review will be held as soon as a scout is eligible for Advancement.

EAGLE SCOUT ADVANCEMENT

The Eagle Scout is expected to help organize the Eagle Court of honor through the Troop committee chair person, Scoutmaster and Senior patrol leader. The scout must have a full uniform for the Eagle Board of review and the Eagle Court of honor.

The Troop will engrave the names of the Eagle Scouts on the Eagle Scout plaque on display at the Eagles club.

BOARDS OF REVIEW

See Section of Rank Advancement and Troop Committee section and Uniform section. This booklet includes 3 sets of references to assist you in Boards of Review. The references include purpose of the board of review, what every Scout should know and sample questions.

MERIT BADGE ACTIVITIES

- A. Scouts are strongly encouraged to participate in advancement activities that are scheduled through the Troop so that scouts will advance.
- B. It is recommended that qualified merit badge counselors will instruct the following "Eagle required" merit badges with in the Troop. The Eagle Required list can be found in Scoutbook or on the Council Website.
- C. Any scout wishing to begin work on the merit badge will follow the following steps:
 1. The scout will contact the Scoutmaster to obtain a Blue Card.
 2. The scout will then take the Blue Card to the counselor, discuss the merit badge requirements and what will be expected to complete the badge.
 3. All merit badges should have two or more scouts interested before the counselor is expected to give their time and effort.
 4. Each scout will keep any written work and the Blue Card that needs to be handed into the counselor.
 5. When the counselor is satisfied that all requirements for the merit badge has been met they will sign the merit badge blue card.
 6. Scout will need to take Blue Card back to the Scoutmaster for the final signature.
 7. As soon as the Scoutmaster has signed off on the merit badge. Scouts need to bring the blue card to the advancement chairperson. Scout keeps the "Applicants record" portion. It is very important that the scout save this record, as it is their proof that they completed the merit badge. Keeping them in a plastic lined binder organizer will save many hours of frustration later on everyone's part.

Occasionally, a merit badge counselor will announce that they would like to work with scouts on a merit badge. The counselor will discuss the idea with the Scoutmaster and SPL to arrange a good time to start the merit badge.

Scouts related to the Scoutmaster or the advancement chair person should go to the other leader (Scoutmaster or advancement chairperson) to whom they are not related for merit badge counselor assignment and approvals.

See Troop resource survey-Scouts is for adults as well as kids. We invite you to share your skills and interests so the best possible program can be developed for the scouts in Troop 54.

MERIT BADGE COUNSELORS

- A. An individual wanting to be a merit badge counselor needs to be a registered member of the Scouts of America and approved by the Scoutmaster.
- B. As a Merit badge counselor you agree to follow the requirements of the merit badge, making no deletions or additions, ensuring that the advancement standards are fair and uniform for all scouts.
- C. Have a buddy present with each scout at all instructional sessions.
- D. Will renew registration as a merit badge counselor annually if you plan to continue serving as a merit badge counselor.
- E. It is the responsibility of the counselor to guide the scouts to meet the challenges of the requirements and keep in good communication to strive for goals in completion of a merit badge.
- F. A parent will not serve as a merit badge counselor for their own kid, except if the Scout is a member of a group, without prior approval of the Troop advancement chair person or the Scoutmaster.
- G. There is no deadline for earning merit badges, except the scouts 18th birthday. Once a scout has started working on a merit badge (i.e. obtained a signed "blue card" Application for the merit badge from their Scoutmaster, had an initial discussion with the merit badge counselor and started working on the requirements), they may continue using those requirements until they complete the merit badge or turns 18.
- H. Upon a scouts completion of all Merit badge requirements the counselor has 30 days to sign blue card applications. If counselor does not sign off the merit badge within 30 days, the scout must contact the Scoutmaster and a new counselor will be assigned to the scout using materials that the scout has kept in in their possession. Thus not withholding the scouts merit badge award.

MEETING MINUTES

Senior patrol meeting and Troop committee minutes must be sent or delivered to our scout parents each month.

SCOUT MEETING RULES

- A. There will be no harassing other scouts before, during or after a meeting. Scouts will cooperate in a scout spirit fashion and follow the instructions of the senior patrol leader and those supervising the meeting.

B. Uniforms are to be worn at all meetings.

1. Class A at all Courts of honor and all Troop meetings, campfires, and scheduled events unless otherwise designated.

2. Class B at all regular summer Troop meetings Memorial day through Labor Day.

3. No caps worn indoors. BSA Caps are acceptable.

C. Election of new Troop and patrol leaders for six month terms is held on the last Monday of April and October. The new leaders should be inducted in a court of honor soon thereafter.

Patrol elections in Scout patrols will be every six months.

D. Each scout should try to attend at least 75% of the Troop meetings and activities to be in good attendance. Each patrol must turn in written attendance to scribe.

E. Attendance will be taken at all meetings, events, and activities.

F. Scouts that are leaders are required to attend and have good attendance at the patrol leaders Council meetings as required in the "leader job descriptions" or as stated in section D of scout meeting rules.

TROOP COMMITTEE

Membership – all parents of scouts in Troop 54 are eligible and encouraged to be Troop 54 committee members. Committee members are required to be registered members of the Scouts of America. Individuals who wish to serve as members of boards of review must be registered as committee members. BSA policy does not permit the Scoutmaster or assistant Scoutmaster to serve on boards of review.

The following position is appointed by the chartering organization:
Chartering organization representative

The chartering organization rep. Appoints:
Committee chair person

The committee chair person appoints the following positions:

Secretary

Treasurer

Advancement chair person

Outdoor activities

Equipment coordinator

Training coordinator

Chaplain

The positions appointed by committee chair person/sub committee:
Scoutmaster

The positions appointed by the Scoutmaster:

Assistant Scoutmaster

The job descriptions for these positions are as follows:

Chairperson:

- Organize the committee to see that all functions are delegated, coordinated, and completed.
- Maintain a close relationship with the chartered organization representative and the Scoutmaster.
Member of executive committee.
- Interpret national and local policies to the Troop.
- Prepare Troop committee meeting agendas.
- Call, preside over, and promote attendance at monthly Troop committee meetings and any special meetings that may be called.
- Ensure Troop representation at monthly round tables.
- Secure top-notch, trained individuals for camp leadership.
- Arrange for charter review and recharter annually.
- Plan for the charter presentation.

Secretary:

- Keep minutes of meetings and send out committee meeting notices.
- Handle Publicity.
- Prepare a family newsletter of Troop events and activities.
- Conduct the Troop resource survey.
- Overseas planning for family night programs and family activities.
- At each committee meeting, report the minutes of the previous meeting.
- Member of executive committee.

Treasurer:

- Handle all Troop funds. Paid bills on recommendation of the Scoutmaster and authorization of the Troop committee.
- Maintain checking and savings accounts.
- Train and supervise the Troop scribe in record keeping.
- Keep adequate records.
- Supervise the camp savings plan
- Lead in the preparation of the annual Troop budget.
- Lead the friends of Scouting campaign.
- Report to the Troop committee at each meeting.

Advancement Coordinator:

- Encourage Troops to advance in rank.
- Work with the Troop scribe to maintain all scout advancement records.
- Works with the committee chair to arrange Board of Reviews.
- Develop and maintain a merit badge counselor list.
- Secure Merit badges and certificates for Court of Honor.
- Work with the Troop librarian to build and maintain a Troop library of merit badge pamphlets and other advancement literature.
- Report to the Troop committee at each meeting.

Outdoors activity chair:

- Help in securing permission to use camping sites.

- Serve as transportation coordinator.
- Maintain a monthly outdoor program.
- Promote the national camping award.
- Promote, through family meetings, attendance at Troop camp outs, Camporee's, and summer camp to reach the goal of an outing per month with a minimum of 10 per year.
- Report to the Troop committee at each meeting.

Equipment Coordinator:

- Supervise and help Procure camping equipment.
- Work with the quartermaster on inventory and proper storage and maintenance of all Troop equipment.
- Make periodic safety checks on all Troop camping gear, and encourage Troops in the safe use of all outdoor equipment.
- Report to the Troop committee at each meeting.
- Make sure a tent inspector is signed prior to each event.

Training Coordinator:

- Ensure Troop leaders and committee members have opportunities for training.
- Maintaining inventory of up to date training materials, and other training resources.
- Work with the district training team in scheduling fast start training for all new leaders.
- Be responsible for BSA youth protection training with in the Troop.
- Encourage periodic Junior leader training with in the Troop.
- Report to the Troop committee at each meeting.

Chaplain:

- Provide a spiritual tone for Troop meetings and activities.
- Give guidance to the chaplain aid.
- Promote regular participation of each member in the activities of the religious organizations of their choice.
- Give spiritual counseling service when needed or requested.
- Encourage Scouts to earn their appropriate religious emblems.
- Report to the Troop committee at each meeting.

Chartering Organization Representative:

- Is a member of the chartered organization
- Serves as head of "scouting department" in the organization.
- Secures a Troop committee chair person and encourages training.
- Maintains a close liaison with the Troop committee chair person and Scoutmaster.
- Helps recruit other adult leaders.
- Serves as a liaison between our Troop and our organization.
- Assist with unit rechartering.
- Encourages service to the organization.
- Is an active and involved member of the district committee.
- Member of the executive committee.

Scoutmaster:

- Train and guide scout leaders.
- Work with other responsible adults to bring scouting to boys and girls.
- Use the methods of scouting to achieve the aims of scouting.

- Meet regularly with the patrol leaders Council for training and coordination and planning Troop activities.
- Attend all Troop meetings.
- Attend Troop committee meetings.
- Conduct periodic parents session to share the program and encourage parent participation and cooperation.
- Take part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation.
- Conduct Scoutmaster conference for all rank advancements.
- Delegate responsibility to other adults and groups (assistants, Troop committee) so that they have a real part in Troop operations.
- Supervise Troop elections for the order of the arrow.
- Make it possible for each scout to experience at least 10 days and nights of camping each year.
- Participate in Council and District events.
- Build a strong program by using proven methods presented in scouting literature.
- Conduct all activities under qualified leadership, safe conditions, and the policy of the chartered organization and the Boy Scouts of America.

Assistant Scoutmaster's

- Will assist the Scoutmaster as assigned to specific program duties.
- Will report to the Scoutmaster
- Provide the two deep leadership standards set by BSA

