

# **POLICIES AND GUIDELINES**

## **BOY SCOUT TROOP 80**

Revised 3/13/04

### **1.0 APPOINTMENT OF CHARTER ORGANIZATION REPRESENTATIVE**

American Legion Post 80, as the Charter Organization, shall appoint a representative to serve as liaison to the Troop committee. This representative shall attend monthly committee meetings and will be a member of the committee. The Charter Organization retains authority to remove any committee member for cause.

### **1.2 TROOP COMMITTEE**

#### **1.2.1 Purpose of Troop Committee**

The Scout Troop Committee shall exist to recruit the adult leadership and to support the Scoutmaster in delivering quality scouting programs in accordance with the requirements of the Boy Scouts of America and the Troop Charter. The Scout Troop Committee shall have authority to remove any leader, with the consent of the Charter Organization Representative.

#### **1.2.2 Appointment of Troop Committee**

The Troop Committee will accept nominations for committee positions and appoint these positions for the new scout year. The current Adult Committee will approve the incoming committee and send any new committee members applications to the Charter Organization Representative. Troop Committee positions are to be reviewed prior to April 30 of each year. Appointments should be made and approved by May 31 of each year. The effective date for new committee members is August 1<sup>st</sup> of each year.

Duties of all Executive Troop Committee positions are the same as those described in the BSA Troop Committee Guidebook.

The Troop Committee structure consists of the following positions:

Executive Committee

1. Chair
2. Secretary
3. Treasurer
4. Advancement Coordinator
5. Outdoor / Activities Coordinator
6. Training Coordinator

Other Members

1. Charter Organization Representative
2. Order of the Arrow Representative
3. FOS Chair, Fundraising Chair, Whetstone Committee Chair – positions report to Treasurer
4. Communications / Publicity Coordinator, Membership / Attendance Coordinator – positions report to Secretary
5. Mowing Coordinator – position reports to Outdoor / Activities Coordinator
6. Registered Committee Members at Large

Parents that are not registered troop members are allowed to attend committee meetings but are not allowed to vote.

### **1.2.3 Scout Troop Committee Responsibilities**

The Scout Troop Committee shall be responsible for recruitment of adult leadership, administration, and coordination of the Troop.

### **1.2.4 Special Committee Requirements**

The Troop Committee Chairperson, with the approval of the committee, shall appoint at his/her discretion special committees as required to fulfill the needs of the Troop activity program (e.g., Popcorn Sales, Red and Gold, etc.)

### **1.2.5 Committee Meetings**

The Troop Committee shall meet at a place and date determined by the committee. To transact business, at least five members of the Executive Committee must be present. Each member is expected to faithfully discharge his/her responsibility to the scouting program. The Scoutmaster shall attend the monthly committee meetings. If the Scoutmaster cannot attend, it is his responsibility to assign an Assistant Scoutmaster to attend in his place. Each committee member may cast a single vote. The chairperson's vote is used only for a tiebreaker when all votes are equal within the committee.

### **1.2.6 Training of Committee Members**

Executive Committee members are required to complete all training in accordance with the Des Plaines Valley Council guidelines regarding trained troop committee members. All other committee members are encouraged to complete all leadership training offered by the Des Plaines Valley Council.

## **1.3 ADULT LEADERS**

The Charter Organization shall concur in the installation of the adult leadership as recommended by the Troop Committee.

At least three members of the Troop Committee, to include the troop chairperson or his/her designee, shall interview all applicants of adult leadership positions and shall submit their recommendations to the Troop Committee for approval/disapproval.

### **1.3.1 Adult Leadership Positions**

At least three members of the Scout Troop Committee, to include the troop chairperson or his/her designee, shall interview all applicants of Scoutmaster/ Assistant Scoutmaster positions and shall submit their recommendations to the Troop Committee for approval/disapproval.

Scoutmaster – Note: the Scoutmaster is a dedicated position. As such, the Scoutmaster may not hold other positions of responsibility within the Troop, District, or Council without the consent of the Committee.

Assistant Scoutmaster - Scout Training ( including youth protection, junior leader training and Bear Paw). Responsible for Troop Guides and Troop Instructors

Assistant Scoutmaster – Outdoor Activities Coordinator

Assistant Scoutmaster – Mentor for First year scouts to First Class Program

Assistant Scoutmaster – Mentor for First Class Scouts to Life

Assistant Scoutmaster – Eagle Coach

Assistant Scoutmaster – Quartermaster. Responsible for Troop Quartermasters.

Assistant Scoutmaster – OA Representative. Responsible for OA Troop Representative, crossover ceremonies, and OA elections.

Assistant Scoutmaster – Advancement Coordination. Responsible for Troop Scribe and Troop Librarian.

Assistant Scoutmasters

The Scoutmaster selection should be finalized by May 31 each year and is effective on August 15 of each year. The outgoing Scoutmaster, if applicable, should assist in the transition period between June 1<sup>st</sup> and August 1<sup>st</sup>, as requested by the incoming Scoutmaster.

The incoming Scoutmaster and Troop Committee Chairperson shall recommend the assignment of each Assistant Scoutmaster to the roles listed above. Such recommendation shall be made to the full Troop Committee for approval.

The Scoutmaster, or designee, is expected to attend monthly district roundtable meetings.

### **1.3.2 Training of Adult Leaders**

The Scout Troop Committee encourages that each adult leader receives BSA certified training appropriate to his/her office. All adult leaders are encouraged to complete all leadership training offered by the local Scout Council.

The Scoutmaster is required to complete all basic scoutmaster training prior to August of the year appointed.

### **1.3.3 Insufficient Adult Leadership**

In the event a sufficient number of adult leaders cannot be secured to support the number of scouts applying for membership in the Troop, the following priorities will be used in the determination of which scouts are accepted and assigned to patrols:

1. Any scout whose parent is currently serving in any adult leadership position.

2. Any scout whose parent has served in a leadership role in the Troop.
3. Any scout who is currently registered in good standing with the Troop.
4. Any scout affiliated/member with the Charter Organization.
5. Any new applicant.

#### **1.4 Merit Badge Counselors**

Merit badge counselors are required to be registered with a BSA Council.

#### **1.5 PROGRAM PLANNING AND APPROVAL**

Annual Troop activity program shall cycle beginning September 1st each year. The Scoutmaster and Patrol Leaders Council shall submit by September 1<sup>st</sup> their respective annual outing plans and budget needs to the Scout Troop Committee for approval. Such program should be date and activity specific. Once approved, the outing plan cannot be changed without the approval of the Troop Committee. The Committee will immediately publish the Troop program and distribute it to all members of the Troop.

Further guidance on Troop planning may be found in Appendix A to this document.

Troop 80 endorses the patrol method in its program. However, if at any patrol oriented activity, a patrol consists of less than three members, that patrol will be combined with another patrol for that activity.

## **2. POLICIES AND GUIDELINES**

### **2.1 JURISDICTION**

Boy Scout Troop 80, as a chartered unit of the Boy Scouts of America, shall operate under the jurisdiction of the Tall Grass District of the Des Plaines Valley Council of the Boy Scouts of America.

### **2.2 CHARTER ORGANIZATION**

American Legion Post 80 of Downers Grove, Illinois, is the charter organization for Troop 80. The Troop is rechartered in December of each year.

### **2.3 PROGRAM LENGTH**

The Troop will maintain an active program all year round. Troop meetings will be weekly at American Legion Post 80, except during the month of August when no meetings occur.

### **2.4 FEES**

New scout registration shall be paid on a prorated basis, which represents the remainder of the current charter year. Scouts in good standing shall pay at the annual rate for the following charter year. Fee schedules/rates will be determined annually. No refunds will be made if a boy leaves the troop during the year.

### **2.5 DUES/ACTIVITY FEES**

Dues and Activity Fees will be determined by the Scout Troop Committee. No awards will be presented to a boy whose dues are delinquent. Any Scout in need of financial assistance to comply with dues policy should contact the Scoutmaster or Committee Chairperson for special arrangement/assistance. The Troop Committee shall make all final decisions regarding financial assistance.

Scouts may be required to pay activity fees for use of state parks, camps, or camporee. These must be paid to the Scoutmaster in charge prior to the event or the scout will not be allowed to attend.

Any unused funds left for a Scout that is no longer affiliated with Troop 80 should first go toward any unpaid portion of his dues. Next, the remaining amount is to be transferred to any active sibling's account. The remainder, subject to Troop Committee approval, is to be placed in the "Whetstone Account". The "Whetstone Account" will be administered by the Troop Committee.

### **2.6 ATTENDANCE**

The intent of this policy is to maintain an active Troop throughout the year. Any Scout who misses four consecutive troop meetings without notifying the Scoutmaster will be considered inactive and no longer in good standing and will be placed on probation subject to the following actions:

1. The Scoutmaster will notify the Scout and his parents or guardian of this action.
2. If a Scout on probation misses another patrol meeting or troop meetings, the scout will be dropped from the troop roster. The parents or guardian will be notified of this action in writing under the signature of the Scoutmaster and the Troop Committee Member responsible for membership.
3. A Scout who is normally active, but for valid reasons (school activities, prolonged illness, extended vacation, sports, and etc.) has missed patrol and troop meetings will not be penalized as long as the parent/guardian contacts the Scoutmaster.
4. An inactive Scout is not considered active and in good standing until all past dues are paid. A dropped Scout is no longer considered a registered Scout and must reapply for admittance into the Troop

The Scoutmaster should report on attendance at the monthly committee meeting. The Troop Scribe is charged with keeping attendance records as prescribed by the Troop Committee and directed by the Scoutmaster and Assistant Scoutmaster – Advancement Coordination.

## **2.7 BEHAVIOR**

A Scout is required to live by the Scout Oath, Law, and Motto. Behavior, which is inconsistent with the published guidelines by the Boy Scouts of America or with good patrol discipline, cannot be tolerated. The Scoutmaster/designee may suspend any misbehaving scout for one or more troop meetings and/or troop activities upon the notification of the Scout's parents or guardian. Serious or consistent misbehavior will be referred to the Scoutmaster and may result in suspension or discharge of the Scout from the Troop. The decision to drop a Scout may be appealed to the Troop Committee.

Parents are encouraged to attend Patrol and Troop meetings as often as possible with their son and to offer support and encouragement to the scouting program. Scout functions should always have the Scout as their principle focus, and full support of the Troop Leadership is encouraged to avoid unnecessary distraction from this focus. It is the responsibility of the parents or guardian to ensure their scout is transported to and from Patrol and Scout meetings on time. Under no circumstances shall leadership abandon a Scout who has not been picked up on time. It is the parents or guardians responsibility to ensure that two deep leadership is present at a Scout function before they leave their son. Parents/guardians should remain long enough to verify that the scout function has sufficient two deep leadership to proceed.

Smoking, the consumption of alcoholic beverages, or profanity are not permitted at any scout function.

### **2.7.1 Hazing**

Pledge periods, demeaning behavior or hazing are specifically prohibited.

## **2.8 AWARDS**

When a Scout in good standing satisfies the criteria outlined in his Boy Scout handbook, he is qualified to receive the specified award. The scout must show evidence of completion of the requirement and must submit this to a Scoutmaster or Assistant Scoutmaster. The Scoutmaster will initial and date the Scout's handbook in the appropriate area. The Scoutmaster and Assistant Scoutmasters are not permitted to sign their son's books. Advancements will be conferred through the Board of Review who will ensure the Scout has met the requirements for the award, but not to retest the Scout. The Scoutmaster or Troop Chairperson will appoint a Board of Review as needed. The review will be a face-to-face meeting between the Board members and the Scout as outlined in the Guidebook. If the interview is successful a representative from the Board of Review will sign the handbook. Should a Scout's review be unsuccessful another review will be scheduled.

The Court of Honor ceremony is the formal means of recognizing the achievement of the Scout. The Troop committee has approved four Court of Honors per year (normally September, November, February and May). The Committee member responsible for advancement is responsible for coordinating and conducting the Court of Honor.

The Eagle Court of Honor is a special ceremony aside from the normal Court of Honor. The Eagle Court of Honor is scheduled after the Scout has received notification from the National Boy Scout Council that he has been awarded the Eagle Rank. The Eagle Coach is responsible for coordinating and directing the Eagle Court of Honor. All BSA approved awards to be paid for by Troop 80. The Troop will replace any lost award at the expense of the Scout.

## **2.9 UNIFORM**

The uniform shall be worn at all Scout functions. Troop uniform policy class A or B may be waived at the discretion of the Adult Leadership for special activities or outdoor functions. Class A is considered to be the standard Boy Scout uniform. Class B are considered to be the specified or selected Scout tee shirt or golf type shirt as designated by the troop.

Registered adult leaders are expected to wear the adult uniform at all Scout functions.

Cubs bridging into BSA Troop 80 are to be given Troop neckerchiefs and patches.

Troop 80 will furnish ribbons for mother's pins.

### **2.9.1 Scout Uniform**

1. Scout khaki shirt with red shoulder loops and appropriate patches.
2. Troop 80 neckerchief and slide (or substitute earned through scout activities). Optional for regular weekly meetings.
3. Green Scout web belt and brass buckle (or leather substitute with earned buckle)
4. Scout trousers/shorts – Optional.
5. Shoes with enclosed toe and heel or ankle strap when appropriate.

### **2.9.2 Adult Leader Uniform**

1. Scout khaki shirt with red shoulder loops with appropriate patches
2. Troop 80 approved hat (optional)
3. Neckerchief and slide of choice (optional)
4. Green Scout web belt and buckle of choice (or leather substitute with earned buckle)

### **2.9.3 Insignia**

Only badges of rank of office, council patch, OA Patch, World Scout crest emblem, service pins, religious emblems, unit patch, patrol patch, quality unit patch. U.S. flag, BSA Certified Trained patch, Service Pins, earned religious emblems, and earned knots may be affixed to the uniform. All insignia shall be affixed in accordance with the

Boy Scouts of America Insignia Guide. The Scout Handbook shows where to affix insignia.

Other activity patches (e.g., hiking or camping patches) are not to be permanently affixed to the uniform. However, they may be button looped for attachment to the right pocket flap button.

### **3.0 FIELD TRIPS, CAMP OUTS, AND HIKING EXPEDITIONS**

Field trips and camp outs or hiking expeditions shall be conducted in accordance with the regulations and guidelines of the Boy Scouts of America. In order to qualify as a scouting function any trip out of the district geographic jurisdiction must be pre-approved by the Des Plaines Valley Council by completing and having the appropriate signatures on the BSA Tour Permit.

A permission slip signed by a parent or guardian is required for every scout to attend any Patrol or Troop outings or special events held at American Legion Post 80. In the case of disciplinary problems of a severe nature, the adult leadership in charge of the scouts taking part in the outing has the authority to call the parents or guardian of the offending Scout and request his immediate removal. Further disciplinary actions as may occur upon the discretion of the Scoutmaster as long as consistent with BSA guidelines. The Scoutmaster may impose, with the approval of the Troop Committee, additional requirements and restrictions for the specific outing.

Scouts are not allowed to pull the Scout trailer.

Scouts may drive to local scout functions with written parental permission. Scouts can never transport scouts other than siblings or people not affiliated with Troop 80. The Scoutmaster and Assistant Scout Masters under the age of 21 may not transport scouts.

#### **Rules for a Special Patrol Outing not on the Annual Program Planning Calendar**

1. The tour leader must file a BSA Local Tour Permit Application at the Scout Office.
2. Prior approval by a committee representative and the Scoutmaster must be obtained.
3. Two adults must be present at all times, one of which is a registered leader in Troop 80.
4. Parental permission must be obtained for each participating Scout via a parent's signature on the Troop 80 outing form.
5. For each participating Scout, the following items should be obtained:

- a. A copy of applicable medical insurance cards, or a parent/s statement indicating no insurance.
  - b. A medical release signed by a parent releasing Troop 80 adult leader representative to seek medical care if necessary.
  - c. A list of allergies (if applicable).
6. Outings must be held within DuPage county or any adjoining counties.
  7. The patrol outing should be presented by the patrol leader to the Patrol Leader's Council, or discussed with the Senior Patrol Leader.
  8. The patrol outing cannot interfere with regularly scheduled Troop 80 activities. Participation in patrol activities should be in addition to (and never in lieu of) participation in troop activities.

#### **4.0 TROOP JUNIOR LEADER TRAINING**

All members of the Patrol Leaders Council will be required to attend Junior Leader Training (JLT) during their tenure as a Junior Leader. The Assistant Scoutmaster with responsibility for coordination of scout training and leadership will conduct this training during each rotation of the Patrol Leaders Council.

Troop elections are normally held during the months of July and February in order to provide boys the required 6 months holding a leadership position within the troop. Elections will be supervised by the Scoutmaster and at least one Assistant Scoutmaster. JLT shall be conducted as soon as practical after Troop elections, but not more than one month from the elections.

#### **5.0 PATROL LEADER'S COUNCIL MEETINGS**

Patrol Leaders Council (PLC) meetings shall be conducted monthly. Two adult leaders will attend these meetings, usually the Scoutmaster and the Assistant Scoutmaster with responsibility for coordination of scout training and leadership.

## Appendix A

### Troop 80 Program Planning History and Suggestions

#### *History*

In 1985 the Troop campouts consisted of 2 or 3 per year plus Camp Mach, with a high adventure to Philmont once every 2 or 3 years. It was rare to have more than 4 adults on a campout, and one year we were hard pressed to find a second adult for Camp Mach. Adults on the campouts usually consisted of Jim Baldwin, the Scoutmaster, and Wynn Whetstone.

Thom Kettle, Don Jacobson and Ed Ludwig attended Scoutmaster Fundamental Training and subsequently provided active participation for improved programs.

Thom Kettle and Ed Ludwig actively assumed 2 key roles while Don Jacobson concentrated on training during Troop meetings:

Advancement Coordinator (Thom)

Outing Coordinator (Ed)

An outing program was developed for camping that included 10 campouts per year plus Camp Mach, and added Canoe Base and Sea Base to the high adventure offering. Campout activities were based on advancement requirements needed by the majority of Scouts and included both Patrol and individual activities. The Patrol Method was strongly encouraged.

Scouts determined Campouts at a planning meeting in August before the first Troop meeting in September. Some guidelines and information provided the Scouts were:

1. Four (4) campouts to be included are Fall Council/District Camporee (usually Tomo-Chi-Chi), Klondike Derby (usually Tomo-Chi-Chi), Father/Son Campout (Hoover), and Camp Mach Shakedown (also part of a Family campout – location varies annually).
2. Locations are to be selected from the provided list. Others may be suggested, but will need adult approval to ensure appropriate logistics (distance, availability, appropriateness, cost, etc.). The provided list includes information such as location, travel distance and available activities.
3. Locations must vary each year (i.e. no repeats of the previous year).
4. Campouts are to take place on the third weekend of the month, unless there are major conflicts such as holidays, major school events or site availability.
5. No campouts are to be scheduled for December (too many family and holiday activities) and August (Camp Mach is considered the outing for the month).
6. Once established, dates are not to be changed.

The Basic Skills/"Survivor" Campout has been developed during the past few years as a means to supplement the skills of some of the older Scouts and quick introduction of skills new Scouts will find helpful for their first Camp Mach experience.

Locations of past campouts have included:

- Mississippi Palisades
- Waterfall Glen
- Herrick Lake
- Shabonna
- Blackwell
- Wright Patterson AFB
- Eagle Cave
- Indiana Dunes
- Warren Dunes
- Tomo-Chi-Chi
- Lincoln Trail (Springfield)
- Illinois Sag Canal (Morris)
- Hoover
- Canoe Trip (Illinois or Wisconsin)
- Turkey Run
- Kankakee River State Park
- Silver Springs State Park
- Starved Rock
- Rock Falls
- Devil's Lake

Adult responsibilities:

- Reserve site & obtain permits
- Arrange for transportation

Scout responsibilities:

- Plan & arrange for activities
- Menu planning & food procurement
- Load required equipment in transport vehicle

Other "outing" events:

- Memorial Day Parade
- Independence Day Parade
- Labor Day Picnic (American Legion is the host)

