

BOY SCOUT TROOP 627 POLICY, PROCEDURES, AND RULES

Overview: The mission of the Boy Scouts of America and Troop 627 is to serve others by helping to instill values in young people and, in other ways, prepare them to make ethical choices over their lifetimes thus enabling them to achieve their full potential. The values we strive to instill are based on those found in the BOY SCOUT OATH and LAW.

Troop 627 will be governed by the Scout Oath, Scout Laws, Scout Motto, and Scout Slogan. It is by following these rules that you can become a TRUE Scout.

The long trail to Eagle, Scouting's highest rank, is full of opportunities for you to learn, to lead, to listen, and to teach. By setting goals for yourself and then working to reach them, you can gain valuable knowledge, and experiences in many fields. It takes determination and effort, however, the results are rewarding. The Scout handbook discusses the challenges and recognition that await you along the "Trail to Eagle".

Parents and Scouts, please read the following basic information and rules that are used to regulate the troop's activities in fulfilling the Scout's goals, then execute the signature page indicating that you and your child agree to abide by these policies and procedures.

Policies and Procedures will be reviewed by the scout committee on an annual basis at the November or December committee meeting.

Scout Spirit

Every Scout rank from Tenderfoot to Eagle requires the Scout to show "Scout Spirit". The proof of a Scout is in the way he acts and in the things he does. Or to say it differently, "A real Scout is a Scout who CAN, and IS, and DOES". The CAN is the skills that people expect of a "Scout". The IS is in the "Scout Laws". The uniform does not make a Scout rather it is the boy inside the uniform that counts. The DOES is in the Scout Oath: On my honor, I will do my BEST.

Even if a boy has met all of the other requirements necessary for rank advancement, he may not be allowed to advance to the next rank if, in the troop leadership's opinion, he does not show "Scout Spirit".

Uniform

All Scouts should, with enthusiasm, wear the Scout uniform correctly. This shows Scout Spirit and promotes unity and teamwork within the troop.

The Class "A" uniform consists of the standard Boy Scout shirt and the Troop 627 neckerchief and neckerchief slide. Boy Scout pants, shorts, and belt, although optional, are recommended. The "A" uniform also includes all patches worn in the proper location and MUST include all of the above to be considered complete.

The Class "A+" uniform is the standard class "A" uniform with the addition of sashes such as the Merit Badge sash or Order of the Arrow sash. Shoes worn with the "A+" uniform must be neat and clean. The "A+" uniform is worn to all Courts of Honor, on Scout Sunday, and at other times as designated by the Scoutmaster.

The Class "B" uniform consists of any any SCOUT shirt or sweatshirt along with clean shorts or long pants as the weather dictates.

The Class "B+" uniform consists of the blue Class B shirts given to each boy and registered adult leader by the troop with the Troop 627 logo along with clean shorts or long pants as the weather dictates.

A new Scout will be given his first neckerchief, council patch, and troop number patch when he joins the troop. All other uniform parts must be purchased by the Scout. When Scouts outgrow their uniform, they are encouraged to turn it in to the Troop. Any borrowed uniforms MUST be returned to the troop in good condition or be replaced.

The "A" uniform is required at all Scout meetings, camporees, summer camp, and special events and while traveling to and from scout events. The "B" uniform is mainly used for camping, summer meetings and certain work projects. An announcement will be made prior to the special event if a uniform is required and whether or not it is to be "A" or "B". Any Scout who, consistently, does not wear a complete uniform will not be considered active in Troop 627.

Summer Camp

Each Scout is encouraged to attend Summer Camp each year. It is for one week, and the whole troop attends together. Summer Camp is fun and is helpful for advancement. Certain skills and merit badges may not be available anywhere else. The cost is usually between \$150.00 and \$250.00 depending on location.

Cost

There is a yearly fee of \$12.00 which covers the registration fee. The fee is collected bi-annually and can be deducted from the boys personal scout account.

Camping trips require each boy to pay approximately \$15.00 to \$20.00 for registration and food. An additional fee is required for camporees. Depending on location, summer camp costs run from \$150.00 to \$250.00.

Other costs are for uniforms, certain camping equipment, the Boy Scout Handbook, and the Boy Scout Requirement Book.

If any financial hardship exists, please contact the Scoutmaster or Committee Chairman. Any request for assistance will be held in confidence.

Equipment

Troop 627 provides tents for all Scouts. On campouts, it is recommended that all boys bring their own camp chair, mess kit, and cup. It is the responsibility of the boys in the troop to take care of all equipment. Misuse may result in the purchase of new equipment which will be paid for by the boy who misused the equipment. Any equipment owned by Troop 627 may be used only for scouting events by troop members, unless otherwise permitted by the committee.

Parent/Guardian

You can not have a successful Boy Scout Troop without a Strong Chartering Organization, Trained Leaders, Boy Scouts, and strong Parent Support. It is hoped that parent support will be 100%.

In addition to Troop meetings, the leaders spend many hours in preparation for camping trips, Courts of Honor, and other scout business. The Leaders need your support for Troop, district, and Council events such as : Troop Meetings, Scout Shows, District Recognition Banquets, Courts of Honor, and Fund Raising Events. Parents are also needed to be Merit Badge Counselors, Adult Scout Leaders and Troop Committee Members, etc. Periodically, Troop Parents' meetings are held to solicit suggestions, comments, and ideas on how to enhance the program. Please attend these meetings as the troop needs support and input from all of its Scouts' parents. Additionally, we encourage you to read the parent's guide "How to Protect Your children from Child Abuse and Drug Abuse", a supplement which can be found in the front of your son's Scout Handbook. This booklet tells you what you can do with your child to prevent drug and/or child abuse. It also gives an overview of how Scouting works to prevent these problems. The prevention of Drug Abuse and Child Abuse are topics that the Boy Scouts of America and Troop 627 take very seriously.

The Adult Leaders of Troop 627 are trained via a Boy Scout approved Youth Protection Training Program. In addition, "Two-Deep" Leadership is required at all camping events, meetings and activities.

Organization

The Troop operates on a patrol system with 8 to 10 Scouts in each patrol. Each Scout is to wear a patrol emblem on his uniform. Patrols operate as independent units for many of the Troop activities. Each patrol will periodically elect their Patrol Leader and Assistant Patrol Leader. Each patrol will also elect a Secretary/Treasure. The Troop Staff is made up

of the Senior Patrol Leader who is either elected by the Troop or appointed by the Scoutmaster and other members such as Scribe, Guide, Quartermaster, etc. who are appointed by the Scoutmaster and the SPL.

Patrol Leaders and Staff make up the boy leaders of the troop. These boys along with the Adult Leaders meet once a month at the Patrol Leaders Council (PLC) meeting to develop and implement the Troop Program.

All Scouts are important in the Troop Organization. Without the input and participation of each Scout at all events, the troop can not function as designed. Therefore, it is important for a Scout to be committed to his Patrol and Troop. When adult leaders, boys, and parents make this commitment, Scouting can be fun and can help a boy achieve his full potential.

Troop 627 Job Descriptions

Senior Patrol Leader (SPL): Oversees the Staff Patrol. Opens the Troop meetings. Conducts Troop uniform inspections. Keeps Scoutmaster informed on intertroop communications and activities.

Assistant Senior Patrol Leader: Assist the SPL. Performs the SPL duties when the SPL is absent.

Chaplain Aide: May conduct Sunday service at all camping trips. Lead Troop in prayer before meals on camping trips and will assist in the planning of Scout Sunday events.

Historian: Will set up Troop display of current events. Take Troop pictures at all Troop activities and arrange display in Troop showcase. Work to keep records of Troop activities and archive them for years to come.

Librarian: Set up a system to allow Scouts to check out Merit Badge booklets and other Troop books.

Scribe: Will record any and all Troop activities that are brought up in the PLC meetings and Staff meetings. Will work with Troop Sec./Treas. in relaying Patrol attendance, dues and other patrol records.

Quartermaster: Provide Troop equipment list. Help mark Patrol gear. Keep Troop trailer and gear ready at all times. Check gear after each camping trip and be in charge of the loading and off loading of Troop trailer.

Troop Guide: Oversee new Patrols and help them with any needs they might have. Work closely with members of new Patrols and help make the transition into Boy Scouts a great experience. You, as Troop Guide, will be in the position to make or break a new Scout.

Troop Staff: Will camp as a Patrol. Spend time getting to know other staff duties as well as your own. Each and every one of you have been given the chance to show the true meaning of being on Troop Staff. Lead by example. Do not ask anything of Scouts that you would not do or have not done yourself. Remember that respect is not given with the Staff Badge, rather it is earned through your actions as a Troop 627 Staff Member.

Patrol Positions

Patrol Leader: Helps lead and teach the members of a Patrol .

Assistant Patrol Leader: Helps the Patrol Leader and takes the lead if the Patrol Leader is absent.

Secretary/Treasurer: Will keep Patrol attendance records. Turn attendance records over to the Adult Leader (Sec. or SM) before the end of each meeting. It is very important that attendance records are done accurately.

Patrol Gearmaster: Keep inventory of all Patrol gear and keep it in good working order. See that all gear is loaded and secure before and after each camping trip. All Patrol gear should be marked. See the Scoutmaster to get Patrol marking for gear.

Patrol Members: Without you there is no Patrol. Each and Everyone has a part to do. When all of you learn, work, and play together, this builds the Patrol. The Patrols make the Troop.

Inactive Status

Any Scout who does not attend a minimum number of activities per year, who consistently does not wear the proper uniform, who is a constant discipline problem, and/or who does not display the proper Scout Spirit, will be put on inactive status or will be dismissed from the Troop.

When in inactive status, a Scout can not receive any rank advancement and may not be allowed to work on merit badges. He will not be allowed to attend Boards of Review. No advancement report will be sent to the Council Office while a Scout is on inactive status, and time spent in the Troop will not be considered for rank advancement. A Scout can be restored to the active roll by demonstrating his desire to be an active member of the Troop. Increased attendance, etc... will allow him to request, from the Scoutmaster, reinstatement to active status.

The dismissal or movement of Scouts from active to inactive membership and vice versa is left to the discretion of the Scoutmaster in consultation with the Assistant Scoutmasters. The Scoutmaster may use a single factor or multiple factors in his decision.

For the purpose of this policy, attendance is defined as being on time, in uniform, and participating with good Scout Spirit.

Discipline

Courtesy for Scouts and Scout Leaders is expected and required from all Scouts. Hazing, picking on, and/or bullying another Scout is prohibited. When the SIGN designation: "Attention and Silence" is used, all Scouts will put signs up and settle down with no talking or noise. It is not fair to the Scouts or Adults if they are continually interrupted during training or other instructional times.

Patrol Leaders are to discipline their own patrols. When this is not possible, they are to send the disruptive Scout to the Senior Patrol Leader. If the Senior Patrol Leader can not discipline the Scout, the disruptive Scout is to be taken to the Scoutmaster.

When it is not possible for the Leaders or Senior Scouts to control a Scout with normal accepted punishment, the parents will be called to come and get the Scout.

Prior to the Scout's return, a meeting between Troop Leaders, Parents, and Scout will be held to attempt to resolve the Scout's problems.

The thing to remember is that this is a Boy Scout Troop and not a club or gang.

Attendance

Attendance is strongly recommended at all Troop events. One of the requirements for rank advancement is to be active in your Troop and Patrol for a specified period of time. If you are continually absent from Troop meetings and/or camping trips, how can you be considered active?

It is recommended that each Scout calls the Scoutmaster or one of the Assistants prior to the Scout Event if he can not attend the event. If the Scouting Event is a camping trip, the Scout must ask to be excused prior to the purchase of food or he will be responsible for the cost of his share. Parents should not make these calls unless the Scout is too sick to make the call himself.

Normally, a Scout will be excused (if justified) until the total number of times he misses jeopardizes his advancement or his patrol's participation in patrol activities. After five (5) unexcused absences or ten (10) total absences from the Troop meetings, a conference will be held between the Scout, his parents, and the Scoutmaster.

The Troop recognizes the desire of its Scouts to participate in sports. While we will not excuse a Scout for many weeks at a time, we will try to work out our conflicts of times. If excused absences become excessive, a Scout may be required to put back into Scouting those hours he has missed, or he may be put on inactive status or dismissed from the Troop. While we appreciate the sports program, we think that our program is as important as any other program. If a young man desires to do both, we will try to accommodate him.

Camping Trips

Camping trips are fun and necessary for advancement. Many requirements are worked on and completed on these trips. Scouts who do not go camping will not advance as quickly as those who do. Scouts who miss 50% of the camping trips in a year will not be considered active.

Transportation

The Troop will provide transportation for all Troop equipment and Scout equipment. Parents will rotate and provide transportation for the Scouts to Camporees, Summer Camp, Camping Trips, etc. Patrol leaders are responsible for lining up transportation for their patrol. Transportation will follow BSA Youth Protection guidelines.

Driving Policy

Any Scout who possesses a valid drivers license will be allowed to drive to Scout functions with the permission of their parent/guardian. The Scoutmaster must have written or oral permission from the parent/guardian prior to the Scout driving.

No Scout will be allowed to ride with another Scout unless their parent/guardian has given permission. The Scoutmaster must be informed of their approval in advance through written communication.

Scouts that drive must turn their car keys over to the Scoutmaster upon arrival at the Scout function. The Scoutmaster will keep the keys until time to return home.

Advancement

Adult Leaders will try to give all Scouts ample advancement opportunities, however, it is the Scout's responsibility to take advantage of these opportunities. For a Scout to do this, he must participate in Troop meetings, camping trips, summer camp, and certain special events.

We ask that the parent work with their son on his rank advancement from the time that they join through the rank of First Class. The requirements of these ranks are outlined in the Boy Scout Handbook, and the parents should read through these and test their son on what he knows. If your son understands the requirements, he may have the Scoutmaster or an Assistant Scoutmaster to sign them off.

Merit badges may not be given to Scouts by parents unless they are registered as Merit Badge Counselors and are willing to teach other Scouts as well. The parents' responsibility is to ENCOURAGE their son to achieve the next rank.

Scouts planning to pursue merit badges are encouraged to seek out Merit Badge Counselors or to participate in Merit Badge opportunities offered by the Troop 627 Leaders. Merit Badge Counselors are adults that have a knowledge of the area for which they have signed up (For example: The Safety Merit Badge Counselor may be a Police Officer, Fireman, etc.) The Troop maintains a list of counselors that are available, both within Troop 627 and outside our Troop. The Scout should contact these counselors and make arrangements with them to get the badge requirements completed. A Scout should always have a buddy or a parent accompany him when meeting with a Merit Badge Counselor.

Merit badge requirements are to be earned while working on merit badges and not previous to. Advancement is not a simple matter of earning merit badges and meeting certain requirements. Just as important are qualities such as leadership, Scout Spirit, and being active in the Troop.

Since it is a requirement for most ranks, it is important for Scouts to actively pursue leadership positions and participate in as many events as possible while displaying good Scout Spirit. Scouts may do Scoutmaster-assigned projects in place of leadership positions. It is the Scout's responsibility to tell the Scoutmaster or Assistant Scoutmaster when he thinks he needs such a project. We would like to keep our Merit Badge Counselors List within the Troop up to date. If your hobbies or employment fall under one of the merit badge titles, please let our Advancement Assistants know, and they will give you the necessary information needed to become a Merit Badge Counselor.

Participation

Courts of Honor are times to reward and acknowledge Scouts for all of their hard work. Scout Sunday is a time to thank our Sponsoring Organization. Scouting for Food is a time to help and show our Scout Spirit to our community. All Scouts are expected to participate in these events whether or not they need service hours to receive a rank advancement.

Scoutmaster Communications

The Scoutmaster and/or Committee Chairman will provide written schedules and other printed matter so that the parents will be aware of events or activities scheduled for the Troop.

Troop Committee

The Troop Committee is comprised of a group of adult leaders charged with the duty to support the Scouting program and handle troop administration. These duties include but are not limited to:

1. Appointing a Scoutmaster
2. Carrying out the Policies and Regulations of BSA
3. Providing the ways and means to run a quality program
4. Obtaining and maintaining the troop's equipment
5. Supporting the Scoutmaster in establishing an adequate outdoor program

Note: National BSA Membership Committee requires a background check by the New York State Bureau of Investigation for all new Committee members, Scoutmasters and other adult leaders that are active with the youth.

Following are brief descriptions of the different functional areas of the Troop Committee:

Chairperson

- ✳ Organizes the committee to see that all functions are delegated, coordinated, and completed.
- ✳ Maintains a close relationship with the chartered organization representative and Scoutmaster.
- ✳ Insures that the troop leaders and committee members have training opportunities.
- ✳ Interprets national and local policies to the troop.
- ✳ Works closely with the Scoutmaster in preparing troop committee meeting agendas.
- ✳ Calls, presides over, and promotes attendance at troop committee meetings.
- ✳ Encourages troop representation at monthly round table's.
- ✳ Secures top-notch, trained individuals for troop leadership.
- ✳ Arranges for charter review and re-charter annually.
- ✳ Maintains and distributes troop policies and procedures.

Treasurer

- ✳ Handles all troops fund and pay bills on recommendation of the Scoutmaster and authorization of the troop committee.
- ✳ Maintains checking and/or savings accounts.
- ✳ Assists the Committee Chairperson in preparing the annual budget.
- ✳ Supports the Fundraising Chairperson.
- ✳ Reports financial status to the troop committee.
- ✳ Maintains individual accounts for Scouts.
- ✳ Maintains stocks and conducts sales of Troop Supplied Items

Committee Quartermaster

- ✳ Works with youth Quartermaster on inventory, storage, and proper maintenance of troop equipment

Camping Chairperson

- ✳ Secures permission to use camping sites.
- ✳ Files tour permits with Council office.
- ✳ Coordinates troop transportation.

Advancement Chairperson

- ✳ Encourages Scouts to advance in rank.
- ✳ Maintains troop membership records.
- ✳ Arranges and conducts troop boards of review.
- ✳ Makes prompt reports as required to the Council office when a troop board of review is held.
- ✳ Secures badges and certificates.

Fund Raising Coordinator

- ✳ Responsible for conducting periodic fund raising efforts.

Merit Badge Coordinator

- ✳ Recruits merit badge counselors to support the merit badge program plan.
- ✳ Develops and maintains a merit badge counselor list.
- ✳ Works with Troop Librarian to maintain troop library.

SCOUTMASTER AND ASSISTANT SCOUTMASTERS

The Scoutmaster is the adult leader responsible for the troop's image and program. The attributes of a Scoutmaster are described in the Troop Committee Chairman Handbook. The Scoutmaster and the Assistant Scoutmasters work directly with the Scouts. It is their duty to:

- ✳ Train and guide boy leaders using Junior Leader Training (JLT).
- ✳ Provide orientation to new members.
- ✳ Work with the committee to bring Scouting to boys.
- ✳ Use the methods of Scouting to achieve its aims.
- ✳ Meet regularly with the patrol leader council for training and coordination in planning troop activities.
- ✳ Attend troop meetings.
- ✳ Attend troop committee meetings.
- ✳ Conduct periodic parents' meetings to discuss the program and encourage parent participation.
- ✳ Conduct Scoutmaster conferences for all rank advancement.
- ✳ Supervise troop elections.
- ✳ Facilitate the program using the proven methods of Scouting.
- ✳ Consider participation in Council and District events as determined by the Patrol Leaders Council (PLC).
- ✳ Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and Boy Scouts of America.
- ✳ Assist in developing the annual budget.
- ✳ The Scoutmaster may assign an Assistant Scoutmaster to serve as a Patrol Advisor. This leader is responsible for assisting and guiding a specific patrol.
- ✳ The Scoutmaster will approve who is qualified to test Scout skills and approve merit badge councilors.

Committee

The committee meets monthly on the last Tuesday of the month or as the committee sees fit. The Committee Chairperson will publish and provide an agenda for each meeting, if practicable. Other committee meetings may be called by the Chairperson as necessary.

The meetings are open to all Scoutmasters and parents. Only registered adult leaders are eligible to vote on matters effecting the Troop.

Voting

Any member of the Troop 627 committee, including the scoutmasters, asst. scoutmasters and committee chairman, may vote on policies & procedures or financial matters. Any registered adult in the troop may vote on any other matter. Non-registered adults are allowed at committee meetings and may voice their opinion on matters but may not vote on those matters.

All matters brought before the committee, (except amendments to these Policies and Procedures), may be decided by a majority vote of those adult leaders present. Committee votes on policy and procedure changes must be made with a quorum (at least 50% of the committee) present.

Finances:

A checking account shall be kept at a local bank and shall be in the name of Troop 627. Four co-signers shall be on the account. These co-signers shall be adult members of the troop, one of which will be the treasurer. Any check written for any amount over \$50.00 shall be signed by two of these co-signers. Any check exceeding \$200.00 must be approved in advance by the troop committee. If a check is to be written out to the treasurer of the troop, the signers on the check can not be the treasurer. In other words the treasurer may not write themselves a check.

No Scout shall be allowed to participate in any fundraiser or receive any monies in their account if their account exceeds \$500.00. No Adult troop member shall be allowed to participate in any fundraiser or receive any monies in their account if their account exceeds \$100.00. Remember that troop monies are to help the scouts participate in scouting events like camp and scout equipment. If the scout wishes to participate in a fundraiser when their account exceeds the maximum allowed, they may do so with the understanding that the money raised will go to the troop account.

If a scout or leader is trying to raise money for a camporee, Philmont trip or other activity that will exceed the account limit, that individual may request an exception to the account limits. This exception may only be approved by the committee. Monies raised for such activities should be raised by separate fundraisers set up by the troop. If the individual does not attend the event that they were raising money for they may use the money for a similar event or forfeit it to the troop.

Scout and adult accounts may only be used to pay for scouting events or to purchase scout equipment. Scouting equipment includes camping gear (tents, camp chairs and sleeping bags), hiking equipment (hiking sticks, hiking boots, hiking socks, compass and maps), official scout clothing (as found at the BAS store or in the BAS catalog), or items used to obtain a merit badge such as a first aid kit or flint and steel kit. If the item is not listed here and it is not official scout gear as found in the official BSA catalog, then the purchase must be pre-approved by at least two members of the committee who are not related to the purchaser or to each other.

The position of treasurer may not be held by a relative of the committee chair, scoutmaster, or assistant scoutmaster.

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