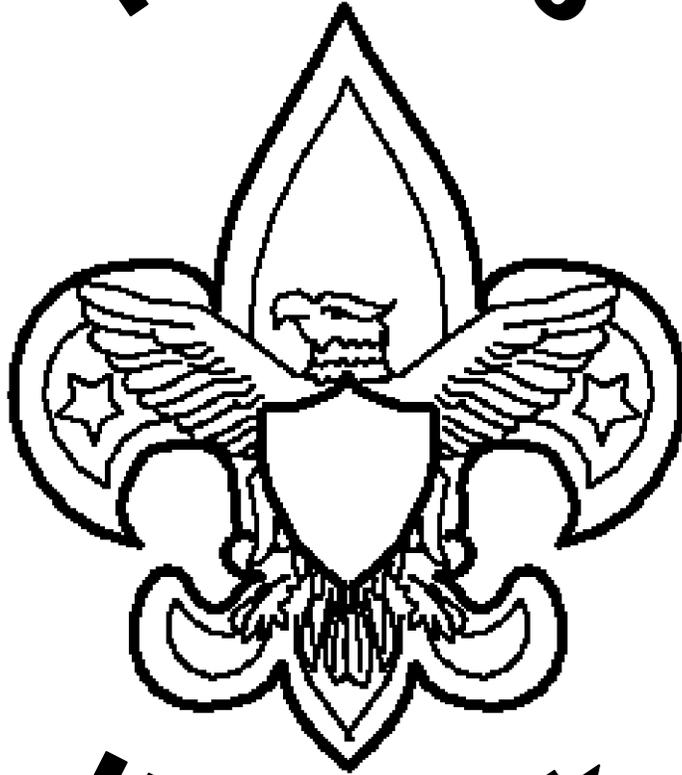


**Troop 246**



**Handbook**

**B.P.O.E. 2466 - Clifton Park Lodge**

# Troop 246 Handbook

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# 1. Troop 246 Handbook for Members

Boy Scout Troop 246 is chartered to the Clifton Park Elks. The Elks provide a safe meeting place and support for the Scouting program. The Scouts of Troop 246 are expected to treat our meeting place and its furnishings with care and respect.

The guiding principles of Scouting can be summed up in two rules, the Scout Oath and the Scout Law. These provide a moral code for life that is as applicable to adulthood as it is to the world's largest youth organization.

Before you pledge yourself to any oath or promise, you must know what it means. The paragraphs that follow will help you understand the meaning of the Scout Oath.

## 2. Scout Oath

### **On my honor . . .**

By giving your word, you are promising to make every effort to live by the high ideals of the Scout Oath. Your success is a measure of your honor. AS a Scout, you must hold your honor sacred.

### **I will do my best . . .**

You have many talents, skills, and interests. Do your best with them, and use them for good purposes. Don't be satisfied with less than your best effort even when less is required of you. Measure your achievements against your own high standards, not against the performance of others. As a Scout and throughout your life, you will have opportunities to learn and to help many people. You will also be faced with challenges that may severely test you. Use your abilities to do your very best. That is what Scouting requires.

### **To do my duty to God . . .**

Your family and religious leaders teach you to know and love God and the ways in which God can be served. As a Scout, you do your duty to God by following the wisdom of those teachings in your daily life, and by respecting the rights of others to have their own religious beliefs.

### **and my country . . .**

As you study our country's history, you learn about the men and women who toiled to make America great. Most contributed in quiet ways. Others sacrificed their lives for our country. All of them did their part to build the nation we have today. Help keep the United States strong by obeying its laws. Learn about our system of government and your role as a citizen and future voter. Do all you can to help your family and neighbors live happy, productive lives. The land itself is an important part of our national heritage. Work for the conservation of our natural resources. Teach others respect for the land. Your efforts really will make a difference.

**and to obey the Scout Law; .**

The twelve points of the Scout Law are the rules of Scouting. They are also rules you can apply to your whole life. The Scout Law sets forth ideals to live up to. By using the Scout Law as a guide, you will know you are always doing your best. Others will respect you for the way you live. Most importantly, you will respect yourself.

**To help other people at all times; . . .**

There are many people who need you. Your young shoulders can help them carry their burdens. A cheerful smile and a helpful hand will make life easier for many that need assistance. By helping whenever aid is needed and by doing a Good Turn daily, you prove yourself a Scout. You are doing your part to this a better world.

**To keep myself physically strong, . . .**

Take care of your body. Protect it and develop it so that it will serve you for an entire lifetime. That means eating nutritious foods and being active to build strength and endurance. It also means avoiding drugs, alcohol, tobacco, and any other practices that can destroy your health.

**mentally awake, . . .**

Develop your mind. Strive to increase your knowledge and make the greatest use of your abilities. Be curious about the world around you. Learn all you can both in class and beyond school. With an open attitude and the willingness to ask questions, you will get the most out of your life.

**and morally straight**

To be a person of strong character, guide your life with honesty, purity, and justice. Respect and defend the rights of all people. Your relationship with others should be honest and open. Be clean in your speech and actions, and faithful in your religious beliefs. The values you follow as a Scout will help you become virtuous and self-reliant.

### **3. Scout Law**

The twelve points of the **Scout Law** are. A Scout is:

**TRUSTWORTHY.** A Scout tells the truth. He keeps his promises. Honesty is part of his code of conduct. People can depend on him.

**LOYAL.** A Scout is true to his family, Scout leaders, friends, school, and nation.

**HELPFUL.** A Scout is concerned about other people. He does things willingly for others without pay or reward.

**FRIENDLY.** A Scout is a friend to all. He is a brother to other Scouts. He seeks to understand others. He respects those with ideas and customs other than his own.

**COURTEOUS.** A Scout is polite to everyone regardless of age or position. He knows good manners make it easier for people to get along together.

**KIND.** A Scout understands there is strength in being gentle. He treats others as he wants to be treated. He does not hurt or kill harmless things without reason.

**OBEDIENT.** A Scout follows the rules of his family, school, and troop. He obeys the laws of his community and country. If he thinks these rules and laws are unfair, he tries to have them changed in an orderly manner rather than disobey them.

**CHEERFUL.** A Scout looks for the bright side of things. He cheerfully does tasks that come his way. He tries to make others happy.

**THRIFTY.** A Scout works to pay his way and to help others. He saves for unforeseen needs. He protects and conserves natural resources. He carefully uses time and property.

**BRAVE.** A Scout can face danger even if he is afraid. He has the courage to stand for what he thinks is right even if others laugh at or threaten him.

**CLEAN.** A Scout keeps his body and mind fit and clean. He goes around with those who believe in living by these same ideals. He helps keep his home and community clean.

**REVERENT.** A Scout is reverent toward God. He is faithful in his religious duties. He respects the beliefs of others.

By striving to follow these principles, a Scout will always be able to pick the right path to follow throughout his life and will serve as an example for all who see him.

## 4. Membership

Youth membership in Troop 246 is open to **all** boys who are at least age 11 (or who have completed fifth grade or who are at least 10 and a half and have earned the Arrow of Light) and are not yet 18, regardless of race, religion, or country of national origin. All members must be willing to follow the Scout Oath and Law.

A boy becomes a member of Troop 246 when the Scout application is submitted to the Troop with the required registration fee. A prospective Scout must meet the requirements set forth by the Boy Scouts of America and Twin Rivers Council, BSA. The Scout must be a registered member of Boy Scouts in order to participate in any Troop 246 outing or event (i.e. hike, campout, etc...).

Troop 246 encourages a boy and his parent(s) or guardian to attend at least two Troop meetings and/or events before formally signing up to become part of our Troop. This allows the boy and

his family to make a fair assessment of their commitment to Scouting and of their future in our Troop.

If a Scout misses three or more meetings within a six-week period without explanation, he will be considered “inactive”, and this time will not count towards rank advancement. This includes outings and activities.

## **5. Registration**

Dues, which are currently \$50.00 a year, will be paid at the beginning of the school year. New Scouts who cross over from a Cub Scout Pack will be expected to pay an initial registration fee of \$60.00 to offset the cost of the neckerchief, slide, and any other items awarded to new scouts. New Scouts joining from outside of scouting will be expected to pay an initial registration fee of \$50.00 to offset the cost of the neckerchief, slide, and any other items awarded to new scouts in addition to a portion of the dues. The dues cover registration fees, insurance fees, and Boys Life, a youth scouting magazine. Scouts and Leaders must ensure that dues are paid for the upcoming year by October 15<sup>th</sup> or they will not be registered for the next year. Registered adult must have Youth Protection Training once every two years.

## **6. Parent Involvement**

Parents are encouraged to take an active interest in the Scouting program. They are expected to attend Courts of Honor (usually held three times a year) and parent meetings, such as Youth Protection Training, and to help with troop activities and transportation.

Parents are always welcome at troop meetings, committee meetings and other activities. Parents and other interested adults are encouraged to join the troop committee and or serve as merit badge counselors in areas in which they are qualified. Parents are also needed to help with Special Events. Please see and read documents sent by the Scoutmaster, Assistant Scoutmasters and committee regarding proposed scouting events.

Parents are encouraged to volunteer with the Troop in some capacity, either as uniformed leaders, Committee members or just to help put on a Troop event. Parents and other adults attending Scout functions are asked to read this handbook carefully to be sure that they are familiar with Scouting Policy and standards. Please be aware of the Code of Scouting Standards within this booklet.

## **7. Meetings**

### **Troop Meetings**

Troop 246 operates on a program year from September through August. Troop meetings are not normally held during the months of July and August; however, events and outings are scheduled. Troop meetings are held on Monday evenings from 7:00pm – 8:30pm at the Clifton Park Elks Lodge. On occasion, meetings will last a bit longer or start earlier in order to accommodate an activity or the planning of an activity.

### **PLC Meetings**

The Patrol Leaders' Council (PLC) is composed of the Scouts elected to leadership positions (Senior Patrol Leader, Assistant Senior Patrol Leader, Quartermaster and Patrol Leaders) and of other Scouts designated by the Scoutmaster or the Senior Patrol Leader. The Scoutmaster or his representative shall be in attendance at all PCS meetings. Assistant Scoutmasters (ASMs) are also welcome to attend. PLC meetings are held monthly to plan activities, outings and programming for the Troop meetings over the upcoming months. The meeting date and agenda are determined by the Senior Patrol Leader. ASMs responsible for programming in the months being planned are expected to attend. Brief Patrol Leaders' Council meetings may be held immediately prior to or after a Troop meeting to evaluate that night's meeting and to review the next week's plan.

### **Troop Committee Meeting**

The Troop Committee is composed of registered adult members, the Charter organization Representative, the Scoutmaster, ASMs and the Unit Commissioner. The organization of the Troop Committee is at the discretion of the Chairperson but must include the positions of Treasurer and Advancement Chairpersons. Meetings are held monthly with an agenda distributed prior by the Committee Chairperson. Other meetings are called by the Committee Chairperson as needed. Parents are welcome to attend and are encouraged to become active participants in the troop.

### **Troop and Charter Organization Planning Meeting**

A Troop and Charter Organization Meeting is held annually to review the Troop's goals and progress and to discuss any needs or problems. Planning for the upcoming year is also done at this meeting. The Scoutmaster, Committee Chairperson, Charter Organization Representative and the Charter Organization Executive or their designee attend this meeting.

## **8. Uniforms**

It has been a tradition in the Boy Scouts of America since its conception to distinguish its members during scouting events or meeting by being in a uniform. The proper Scouting uniform is described in The Boy Scout Handbook.

Depending on the circumstances; a "Class A" or "Class B" uniform should be worn. No boy shall be excluded from Scouting in Troop 246 because of lack of funds for his uniform or camping gear. If there is a financial hardship, the parent or guardian should notify the Scoutmaster or Troop Committee Chairperson right away so arrangements can be made.

The acceptable Troop 246 "Class A" uniform is as follows:

- Scout shirt (long or short sleeve) with appropriate patches and insignia
- Troop neckerchief and slide
- Black pants or Scout shorts (plain, black-colored long or short pants)
- Socks (black)
- Scout or black belt

- Shoes/boots (black)
- Scout cap
- Merit badge sash worn over the right shoulder (not worn on the belt)

The acceptable Troop 246 “Class B” uniform is as follows:

- Troop polo style shirt
- Casual pants or shorts
- Socks
- Shoes/boots/sneakers
- Scout cap

Troop 246 also has introduced 2 “Alternate Class B” uniform shirts:

- Blue Troop 246 t-shirt
- Patrol t-shirt

The Troop 246 “Class A” uniform will be worn for all formal troop meetings and activities. The Scoutmaster will designate these events. The “Class A” uniform is also required at Council events such as Camporees and Summer Camp.

The Troop 246 “Class B” uniform will be worn for all troop meetings with outside visitors attending (i.e. Webelos Watches, special presentations, etc.). The Scoutmaster may also designate that the “Class B” uniform be worn at other activities.

The Troop 246 “Alternate Class B” shirts may be worn to troop meetings (with the exception noted above) and troop camping trips.

For Council camping events such as Camporees and Summer Camp where a “Class B” uniform is required in addition to the “Class A”, either the “Class B” shirt or the blue troop t-shirt. Only one or the other must be worn by all scouts for a given event. A decision will be made prior to the event which shirt is required.

The Scout is responsible for replacing any uniform part that is lost, damaged beyond usefulness, or outgrown. Troop supplied items may be purchased from the adult in charge of uniforms. Other personal equipment suggested for purchase by Troop 246 members may be coordinated with the Scoutmaster or Assistant Scoutmasters.

The wearing of either the class “A” or “B” is to show pride in not only the troop but organization that we belong to and ourselves.

## 9. Supervision and Youth Protection

Registered adults will supervise scheduled troop functions. No event will be held unless two adults are available to supervise. At least one of the adults must be registered and be

over 21 years of age. For any camping event, at least one of the adults must hold first aid certification. The troop will maintain the required ratio of adults on all events. There shall be a minimum ratio of two adults for the first eight scouts and an additional leader for every additional eight scouts. Thus if there were ten scouts at an activity, there would be a need for three leaders. There will be a minimum of two adults for any activity or meeting. On Camp Outs and other outside scout events the troop will utilize the buddy system. In the buddy system, scouts will not travel alone but in groups of at least two scouts. The scouts will also be responsible to let the adult leadership know of their whereabouts at all time during these outings. Troop events may have to be cancelled or participation limited if there is not enough qualified adult supervision.

Individual patrols may undertake certain activities without continuous adult supervision only with the Scoutmasters advance approval and only in accordance with national BSA policies (see Junior Leaders Training Handbook).

Non-registered minors are not ordinarily invited to regular troop activities. In an emergency, if parents are unable to attend or to make other arrangements for children in the family who are not registered Boy Scouts, they may attend non-family scout meetings or activities **only** if:

1. The parent closely supervises them and the Scoutmaster is informed of the situation in advance.
2. The parent makes advance arrangements for another adult to supervise the child, and the Scoutmaster is informed of the arrangement in advance.
3. In such case, the non-registered minor will not be allowed to participate in the Scouting activity and will not be covered by troop insurance.
4. Children in the family who are not boy scouts are invited to camp or tour with the tour only for events designated as family camp outs or trips.

An adult should never be left alone with a scout who is not his or her son. Parents should ensure that they do not drop off individual boys at scouting events, including merit badge classes, unless another youth or two adults are also present. Leaders should not be asked to transport individual scouts unless there will be at least two youth or two adults in the vehicle. Conferences with individual scouts (Scoutmaster Conferences, etc.) must always be in sight of the others.

Male and Female participants will not share the same sleeping facility. Married couples may share the same facility only if others are not in that facility or the facility provides for private quarters.

When staying in tents, no youth will stay in the tent of an adult other than that of his or her parent or legal guardian. The troop advises parents not to occupy tents with their sons on scout outings. Youths make a better adjustment to Scouting and peer relationships if they tent with other youth.

## **10. Adult and Scout Training**

All Troop 246 members should be trained. This includes both Scouts and adults. The Charter Organization Representative, Troop Committee Chairperson, Troop Committee members the Scoutmaster and the Assistant Scoutmasters will each attend Council or District sponsored training and update training that is appropriate for each position. Furthermore, the Scoutmaster must complete “Outdoor Skills Development” training. Assistant Scoutmasters are expected to complete training. All adult leaders will review Fast Start training videos or take the course through the Twin Rivers Council website. The Troop will pay for any Council sponsored training up to \$25 upon proof of successful completion of the course. The extent of reimbursement (total or partial) for more extensive training will be decided by the Troop Committee based on a written request by the Scout or Adult Leader. Completed training is to be reported to the Training Coordinator or to the Troop Committee Chairperson.

The leader is considered trained upon completion of Fast Start, Youth Protection, This Is Scouting, Scoutmaster and Assistant Scoutmaster Leader Specific Training, and Introduction to Outdoor Leader Skills. There is also Safety and Risk Management Training that addresses safe swim defense training, Safety Afloat, and Climb on Safely. At the minimum two registered leaders should be trained in these areas for safe outdoor activities.

The Twin Rivers Council recognizes the immediate need to train adult leaders in the proper design and operation of safe Scouting programs. There are several safety courses offered that provide the most important and valuable of lessons on the Health and Safety issues of the BSA.

<http://www.trcscouting.org/training>

Scouts holding Junior Leadership positions will be trained specifically for the office and will attend Troop Junior Leadership training.

Youth protection is mandated by our chartering organization for all parents and adult leaders. All adult leaders are required to have this training every two years. All parents are encouraged to attend this training or to take it on-line. The troop will also present age appropriate youth protection video and discussion for boys on a regular basis. Parents will not be allowed to attend Scout overnights unless this training is complete and up to date.

Link: <http://www.scouting.org/training/youthprotection.aspx>

## **11. Community Service**

Community service is required for advancement beyond the rank of First Class. The requirements are specified in the Boy Scout Handbook. Troop 246 believes that community service is one of the most important responsibilities of our Scouts and encourages participation in projects beyond the advancement requirements.

In addition, the Twin Rivers Veteran Scouters Association encourages scouts to contribute to the Community recognizing and rewarding their volunteer community service activities. Scouts can earn credit for working on approved community service projects as they accumulate hours. Medals are awarded for the following levels: Bronze for 25 hours, Silver for 50 hours, and Gold for 100 hours.

The Veterans Scouters Association will recognize the hours worked up to a maximum of 5 hours per project. Your project must be pre-approved by the Troop Committee Community Service Chairperson. Awards will not be made for hours that are part of a merit badge, basic rank requirement or a project where credit is given from some other source (such as school). A Scout will not be rewarded for working his own Eagle project, but will be rewarded if he works on another's project. If you've worked more than 5 hours, report them anyway.

Some community service projects are organized at the Troop level (i.e. Scouting for Food). These project are considered to be pre-approved.

Scouts are encouraged to participate in projects on their own initiative. The Scout must obtain approval for the community service project from the Community Service Chairperson and the Scoutmaster prior to service in order to receive credit. The Scout is responsible for providing the Community Service Coordinator with a written record of the project including Scout's name, the name of the project, project date(s) and the number of service hours.

The Community Service Coordinator(s) are responsible for arranging the Troop projects (although arranging events is open to everyone), advising Scouts on individual projects and keeping records of the Scouts and their hours.

Each project will have a project leader, or credit will not be given for any scout participating. The project leader is responsible for adhering to the following reporting process:

- 1 At the event, recording the names of all scouts participating along with the hours each scout worked. The Troop 246 Community Service Hours Registration form can be found on the Troop website.
- 2 Within 1 week of the event, an email is to be sent to the Troop distribution list ([troop246distro@googlegroups.com](mailto:troop246distro@googlegroups.com)) listing all the scouts who participated and their hours.
- 3 The completed Troop 246 Community Service Hours Registration form is submitted to the Community Service Chairperson.

Scouts who participate in a project are responsible for signing in at the project, and for reviewing the email that is sent to the Troop distribution list to ensure that their hours were properly recorded. Scouts may request their official community service record by contacting the Community Service Chairperson. **Note that this is the Scout's responsibility – submission of hours and requests from parents will not be accepted.**

## **12. Religious Programs**

"A Scout is Reverent". All Scouts show this by being faithful to their duty to God. They are encouraged to go further by giving special service and by working toward the religious award appropriate to their faith. Our Troop offers this opportunity to any Scout wishing to participate. It is a separate program from the weekly troop meetings and challenges each Scout to grow as a person and in his religious beliefs. Information may be obtained from the Advancement Chairperson.

Boy Scout Sunday/Sabbath - Each February a week is set aside by BSA to honor the Boy Scout Religious Program. During that week, your place of worship may invite Scouts to participate in a worship service. Scouts in Troop 246 and their families are encouraged to participate in these services.

## **13. Journey to Excellence**

Each year Troop 246 will strive to earn the Journey to Excellence Award. The BSA and Twin Rivers Council award this honor to a troop for meeting their membership, leadership and Scouting Program requirements. The details of this program can be found on the Twin Rivers website. <http://www.trcscouting.org/CommissionersCorner/JTE/>

## **14. Troop Program**

All Troop programs will be in keeping with the policies and standards of the national BSA. A tentative calendar of special events will be developed jointly by the youth and adult leadership and approved by the committee. The Troop Committee should approve changes in the program, except that the Scoutmaster and his assistants may authorize emergency changes, if necessary. The committee should be notified of emergency changes as soon as practical. The troop program also includes service to the community such as maintaining a rural cemetery, collecting food for the local food pantry, and participating in local community events. The troop program stresses the outdoors and we have many outings each year at various skill levels whether camping, hiking, boating, or winter activities. A complete calendar of events can be found on the Troop website: <http://www.troop246bsa.org/>.

## **15. Advancement**

A scout's advancement in Troop 246 is based on national BSA policies and procedures. The advancement plan is designed to encourage boys to accomplish a progressive series of learning experiences in the areas of citizenship, character, and personal fitness. See the latest Scout Handbook for details.

There is much less parent involvement in the Boy Scout advancement program than in the Cub Scout program. Our first year program is based on assisting the boys in achieving their first class rank during their first full year with the scouts. The summer camp experience is a very valuable experience in gaining many of the outdoor skills needed to achieve these rank advancements and we strongly encourage all first year scouts to attend the summer camp program. Advancement depends on attending the offered advancement opportunities offered in weekly troop meetings, outside monthly activities, service projects, summer camp and showing initiative to accomplish some outside of the scout functions.

Parents should support Scouts, but not schedule, plan or perform any part of the Scouts advancement or merit badge requirements. Scouts should call merit badge counselors, schedule meetings with adults, work with the Junior Leadership team to request activities, etc.

The Troop Advancement Chairperson will help track the Scout's progression through Scouting. The Scout is responsible for maintaining advancement records. The Troop records are a back-up. It is recommended that the Scout organize a binder or card file with rank advancement cards, merit badge cards and a photocopy of the completed, signed-off requirements for each rank from his Boy Scout Handbook. Questions concerning advancement should be addressed to the Advancement Chairperson.

### **Scoutmaster Conference**

The Scoutmaster Conference is a one-on-one discussion between the Scout and the Scoutmaster or an Assistant Scoutmaster designated by the Scoutmaster. Although this meeting is required as a prelude to the Board of Review for rank advancement, it may also be held with Scouts that are not candidates for advancement. As a part of the advancement process, the purpose of this meeting is to confirm that all requirements for that rank have been met and to plan a schedule for completion of his next advancement goal.

Prior to the Scoutmaster Conference the Scout must:

- Satisfy all the Skill Requirements/Merit Badges required for the rank advancement
- Complete the time requirement, leadership requirements, and applicable service times for the advance
- Be current in dues and other monies

If the Scout is cleared to continue to the Board of Review, he has the responsibility to:

- Contact the Advancement Chairperson to request a Board of Review
- Check to verify his dues or other monies are current.

### **Board of Review**

The Board of Review (BOR) is composed of at least three Troop Committee Members. It cannot include the Scoutmaster, Assistant Scoutmasters or a Scout's parent or family member. A Board of Review is usually held during the Monday night Scout meeting but may be called at other times as determined by the Advancement Chairperson. The frequency of BORs will depend upon the needs of the Scouts. The Scout's attendance of the BOR requires that:

- The Scout must be in complete Troop 246 Class "A" uniform
- The Scout attend with his Scout Handbook and the Scoutmaster's Conference sign off record
- The Scout must be current in his dues and other monies

Additional requirements apply for obtaining rank of Star, Life or Eagle. At the BOR the Scout will:

- Review merit badge awards earned and be prepared to answer general questions; it is not the purpose of the BOR to examine the Scout on specific requirements
- Review service time and tasks and be prepared to answer questions

After successfully completing a merit badge or BOR, the Scout must submit his signed off book to the Advancement Chairperson or designated Advancement Committee member for logging in the Troop records. All BOR paperwork for rank advancement and awards (i.e. merit badges) must be submitted no later than one week in advance of a Court of Honor. There are no exceptions. The deadline is necessary to facilitate printing of programs and purchase of awards.

## **Merit Badges**

The work involved in earning Merit badges is even more independent than working toward rank. Scouts work directly with merit badge counselors who bring a higher level of expertise to these activities. Merit badge counselors must be officially approved and registered by the Boy Scouts of America as counselors for that particular merit badge. BSA requires that two or more boys meet with a merit badge counselor at one time or that a parent or legal guardian accompanies a boy. As long as the Scout is physically and mentally ready, any Scout may earn any merit badge at any age. Scouts do not need to have had rank advancement or age to be eligible.

The Troop has a library of merit badge pamphlets, funded largely by donations. Scouts who have purchased merit badge pamphlets are encouraged to donate them to the troop. Scouts may borrow merit badge books, which should be returned in the same condition, as they were when they were borrowed.

When a Scout decides to do a merit badge he must take the following steps:

- The Scout will request a blue card from the Advancement Chairperson. Blue cards will be only issued by the Advancement Chairperson or his/her delegate.
- The Advancement Chairperson will discuss the merit badge and if needed will recommend other merit badges more appropriate (see below).

- If the merit badge the Scout wishes to pursue is approved, the Scout will fill out the information required on the merit badge card, including: the Scout's name, troop number, and merit badge to be taken in at least three (3) places on the card.
- The Scout will have the Scoutmaster sign the blue card if it's Eagle required. Non-Eagle required blue cards can be signed by any Assistant Scoutmaster. A list of merit badge councilors is kept in the Troop library. **EACH SCOUT (not a parent) CALLS THE MERIT BADGE COUNCILOR TO START THE MERIT BADGE**, unless it is a group merit badge.

Many merit badges for the first and second year Scouts could prove to very difficult, so the Advancement Chairperson will discuss these merit badges with the Scout. Remember that we are looking to orient the Scout to the merit badge process so they will succeed and have a positive learning experience while earning the merit badge. Requirements completed prior to a blue card being submitted to the merit badge counselor are typically not accepted.

### **Eagle Scout Projects**

All Eagle Scout candidates will have an advisor to help and guide the scout in his planning, presentation, and progression through the Eagle Scout process. Advisors should be satisfied with the Scout's project and documentation before the Scout meets with the Scoutmaster. Committee meetings to review Eagle Projects should not be scheduled before the Scoutmaster signs off. Neither the Scoutmaster nor the Committee Chair shall sign off the Eagle Scout documentation (Project book) until all questions and concerns have been addressed satisfactorily by the Scout.

There is no age restriction on Eagle Scout projects. The Scout shall demonstrate the maturity to plan, obtain approvals and complete the project without parent intervention. Parents should not type, write or participate in the Scout's discussions with the Scoutmaster, Advisor, Committee or District. If any of the approving individuals have concerns, they can be raised to the parent, Scoutmaster or Committee Chair. The Scout must own the Eagle project - have planned or developed it sufficiently to demonstrate ownership. This can be done with projects that are requested - but it is more of a challenge. There is no minimum number of hours - but the project must be sufficient for the Scout to demonstrate leadership.

The trail to Eagle Scout is more than checking off a list of requirements. It is the development, coaching and mentoring of a Scout to learn and demonstrate leadership and scout skills. Part of this growth includes assisting other Scouts, holding leadership positions in the troop, community service and a demonstration of the Scout oath and law. The process facilitates the Scout's growth and development into a mature young man. The Scoutmaster may delay approving an Eagle Scout project, if in the judgment of the Scoutmaster, the Scout is not ready to lead the project and needs more time to develop leadership skills and to mature. The Committee Chair has a similar responsibility.

### **Court of Honor**

Troop 246 holds a Court of Honor ceremony (COH) at least three times a year. The Troop 246 Class "A" uniform is required for this event. This is a family event often held in conjunction with a potluck dinner or dessert and is a time to recognize our Scouts for their achievements and rank advancement. All family members are encouraged to attend.

The COH also serves as a regular meeting and therefore, all Scouts are expected to attend and to support their Troop members. All Scouts are expected to participate in both set up and clean up of COH activities.

## **16. Order of the Arrow**

### **What is Order of the Arrow?**

For more than 90 years, the Order of the Arrow (OA) has recognized Scouts and Scouters who best exemplify the Scout Oath and Law in their daily lives. This recognition provides encouragement for others to live these ideals as well. Arrowmen are known for maintaining camping traditions and spirit, promoting year-round and long term resident camping, and providing cheerful service to others. OA service, activities, adventures, and training for youth and adults are models of quality leadership development and programming that enrich and help to extend Scouting to America's youth.

### **Eligibility**

The Order of the Arrow membership requirements are:

- Be a registered member of the Boy Scouts of America.
- After registration with a troop or team, have experienced 15 days and nights of Boy Scout camping during the two-year period prior to the election. The 15 days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America. The balance of the camping must be overnight, weekend, or other short-term camps.
- Youth must be under the age of 21, hold the BSA First Class rank or higher, and following approval by the Scoutmaster or Varsity team Coach, be elected by the youth members of their troop or team.
- Adults (age 21 or older) who are registered in the BSA and meet the camping requirements may be selected following nomination to the lodge adult selection committee. Adult selection is based on their ability to perform the necessary functions to help the Order fulfill its purpose, and is not for recognition of service, including current or prior positions. Selected adults must be an asset to the Order because of demonstrated abilities, and must provide a positive example for the growth and development of the youth members of the lodge.

### **Elections**

All Scouts meeting the requirements above will be notified that they are eligible for election. Interested Scouts will be asked to speak in front of the Troop at a meeting to explain how they will represent Troop 246 if elected. Election results are revealed at a ceremony held during the Council Spring Camporee.

## **17. Troop Budget & Finances**

### **Budget**

The Troop budget is a plan for receiving and spending Troop funds. Preparation of the annual budget should be immediately after the Troop Committee has approved the annual program calendar. The goal is to have the calendar approved and issued in September and the Budget approved in October.

### **Initiation/Crossover Fees**

A new Scout remits this fee to cover his registration with Twin Rivers Council, insignia (246 unit patch), Troop 246 cap, Troop 246 neckerchief, neckerchief slide and Class "B" uniform shirt. A Scout Handbook is also provided if the Scout cannot afford one. This policy covers boys new to Scouting and Webelos II Cub Scouts who cross over into Troop 246. The fee is non-refundable.

### **Annual Fees**

The fee is established annually to ensure a balanced budget while minimizing the total cost to each Scout family. The fee covers administrative expenses, advancement awards, accident insurance and renewal registration for the Charter year of February through January. A subscription to Boy's Life magazine for the Charter year is available as a separate cost. The annual fee for continuing Scouts is non-refundable and due by the end of October unless otherwise announced by the Troop Committee.

## **18. Fund Raising**

BSA and Twin Rivers Council sponsor fundraising events each year. The proceeds are distributed between the Council and the Troop to fund Scouting activities. The troop is offered additional income for timely turn-in of the monies collected. Incentive prizes are also provided to each Scout participating in the sale. A Scout must wear his uniform when selling any BSA-sponsored products.

Popcorn Sales - The sale of quality popcorn is a fundraiser sponsored by BSA and Twin Rivers Council. It is currently held in the fall. Participation by Troop 246 is decided by the Troop Committee.

Pancake Breakfast – Three or four pancake breakfasts are normally held throughout the year at the Elks lodge. The dress is Class “B” shirt with black pants, and shirt tucked in. The Class “A” shirt is also acceptable.

Others as needed - Although the BSA- and Troop-sponsored fundraisers provide a source of funds to offset the average annual costs of operating a troop, from time to time additional funds may be required for emergency expenditures or for an outing of extra expense. Additional fundraisers may be held to raise money for the Troop. They must conform to the Council guidelines and be approved by our chartered organization and the local council before the event is held.

PARTICIPATION IN TROOP FUNDRAISING ACTIVITIES IS EXPECTED AND REQUIRED OF ALL BOYS IN THE TROOP.

## **19. Donations and/or Gifts**

Although Troop 246 attempts to maintain and operate within a balanced budget, it gladly accepts any donations and/or gifts. Any such gifts help us to assist Scouts with camperships or funds for purchasing uniforms or camping equipment.

## **20. Authorization of Funds**

To ensure that an expense is in the best interest of the troop, any unplanned expense should be reviewed at a Troop Committee meeting prior to incurring the expense. *No one should commit the troop to any financial obligation without the approval of the Committee Chairperson and the Treasurer.*

All troop expenses for events and supplies should be made using a Troop check wherever possible. In cases where a state tax exemption is being claimed, most stores will insist that payment be made by Troop check. Troop checks are obtained from the Treasurer after approval of the expense by the Committee Chairperson. A tax exemption form may be obtained from the Committee Chairperson.

If personal funds are used for an approved expense, reimbursement will be made after the original receipt is presented. An itemized receipt from the supplier is required for all purchases for which reimbursement is requested. Any reimbursement greater than \$50 will require approval from a Committee member. There are no exceptions to this procedure.

To ensure that all financial activities are properly recorded and handled, no one is authorized to deposit Troop moneys or sign Troop checks besides the Treasurer, the Committee Chairperson, or his/her designate as recorded at the bank. When deemed appropriate by the Troop Committee, Troop financial records can be audited by an uninterested qualified individual who will independently report the results of the audit to the Troop Committee.

## **21. Event Sign Up/Deposit Payment**

Individual payments for all troop events should be made with a check made payable to Troop 246, BSA. Payment for patrol food expenses is the only exception to the rule. Patrol expenses are handled separately by each patrol and provides the Patrol Leaders the opportunity to learn financial planning and responsibility.

Reimbursements for approved purchases (e.g., food for a campout) are made using the following procedure. The adult responsible for coordinating an event should collect the moneys from those planning to attend, reconcile the amount, and provide all the funds together with a summary of those who have paid to the Treasurer. All transactions with the Treasurer must use the Expense Reimbursement Report form. The Treasurer will record the receipt in the checkbook and deposit the funds in the Troop account. Any cash receipts should be tallied by two individuals who agree on the total prior to turning them over to the Treasurer.

## **22. Health and Safety**

A comprehensive troop first aid kit must be available for all troop functions. Each patrol should also make up a first aid kit for patrol functions. All scouts should carry individual first aid kits on camp outs, hikes, etc.

All adult leaders are encouraged to have first aid training. Current state regulations require that a certified first-aider (preferably two) be present for all camp outs or similar activity. BSA policy requires that all scouts have first aid training to attain First Class rank.

No equipment should be issued to scouts unless its safety has been checked. Any safety problems associated with equipment should be reported to the Scoutmaster and Troop Committee. There should be a follow up report on the repair or replacement of the equipment to the committee.

Sanitary conditions must be observed when troop supplies and equipment are put away. The quartermaster should inspect all returned items before storing them. Any items not passing sanitary inspection should be cleaned before putting into storage.

Medical Forms on each scout should be on file with the troop detailing any medications being taken by the scout. Parents should not give scouts medications to take on camp outs or other events. Scouts are not allowed to carry medications. Arrangements can be made with the Adult Leadership for medications provided the proper forms are on file.

Use of canoes on troop functions can only be authorized if:

- All occupants have earned the swimming merit badge.

- All occupants wear personal floatation devices at all times
- Each canoe has a minimum of two paddles
- Any gear has positive buoyancy or is secured

## **23. Youth Driving**

Youth may not drive vehicles to camp outs or special events destinations without specific prior approval of the Scoutmaster. Youth may not transport other youth (except family members) to or from any scouting functions, including meetings.

## **24. Equipment Usage**

Prior arrangements should be made with the quartermaster for troop or patrol equipment needed for scouting events. All troop equipment must be signed in and out and any unusual conditions noted. The individual or group borrowing the equipment will be responsible returning the equipment within a week unless specific other arrangements are made. If equipment is lost or damaged, the borrower will be responsible for replacement or repair of the equipment (unless the troop committee approves other arrangements).

## **25. Personal Camping Gear**

Personal gear which scouts bring to camp outs or other events should be restricted to items necessary for and appropriate to the event. Scouts should **not** bring radios, tape recorders, CD players, scanners, iPods, or other battery operated equipment except for flashlights and watches. Youth cell phones should stay in a vehicle. Exceptions will only be made in case of medical needs. Scouts will need some personal camping gear for our camp outs. This would include: sleeping bag, back pack, flashlight, personal mess kit, canteen, ground cloth, and rain gear. Equipment need not be new to be functional. The scout troop provides group equipment such as tents, troop mess kits, lanterns, and stoves. Fuel lanterns or heaters are not allowed in tents.

## **26. Emergency Notification**

A Designated adult who will be at home will have the location and phone number of any camping site or activity area as well as a list of participating scouts and home phone numbers.

In case of emergency requiring the contact of a scout, the designated adult will provide the location and phone number of the event area. Contact at the site should be made first with the scoutmaster or his designee.

If a situation arises involving a change in plans of time or place where scouts should be picked up after a camp out or other event.

An adult accompanying the group will call the designated adult at home. The designated adult will start phone calls on the phone tree if the situation is not complicated (or will make all the phone calls if the situation might get confused). The designated adult will send someone to a pick up point if notification arrives too late to catch people before they leave to pick up scouts.

## 27. Special Conditions

*Behavior or Medical* - It is imperative that any special needs or conditions, either behavioral or medical, of a Scout be made known to the Scoutmaster. This allows him to be sensitive to these needs and to be prepared to take positive action as required. At the discretion of the Scoutmaster, activities and/or advancement requirements may be modified to accommodate the Scout's condition.

*Financial* - It is equally important that any special financial needs or conditions of a Scout be made known to the Scoutmaster or the Committee Chairperson. This allows them to be sensitive to these needs and to be prepared to take positive action as required.

*Confidentiality* - Special needs, be they medical, behavioral, or financial, are not shared publicly. Only those leaders who have a "Need to Know" are aware of such situations. It is the responsibility of all Adult Leaders to maintain confidentiality. The Scout Law says that we are to be Trustworthy, Helpful and Kind.

All information that pertains to the operation, finances (except the source of and recipient of anonymous financial contributions), advancement, goals, and objectives of Troop 246 is open to the Chartered Organization, its members, the Troop, and Scout parents/guardians.

## 28. Code of Scouting Standards

**Objective:** To establish basic principles of behavior acceptable to our scouting community, which will help to enhance and develop the character and physical well-being of our youth and to protect them in matters of health and safety.

**General Conduct:** It is expected that all youth and adults will follow the Scout Oath and Scout Law and behave in accordance with national and local scouting policies.

**Horseplay:** There is a "no tolerance" policy for horseplay. Verbal warnings will be given but if a particular Scout is spoken to on multiple occasions he may be referred to the discipline policy.

**Drinking:** The drinking of any alcoholic beverage by youth or adults during or prior to participation in scouting functions is not acceptable. Alcoholic beverages shall not be brought on troop functions.

**Illegal Substances:** The use or possession of illegal substances is unacceptable and may result in criminal prosecution.

**Tobacco products:** Boy Scout policy prohibits the use of tobacco products at any BSA activity involving youth participants. There will be no smoking materials, weapons, or fireworks brought to any scouting function.

**Fighting:** Scouts will not push, pull, or strike other scouts or adult leaders.

**Unauthorized Absence:** No youth should leave the scout group or site without the permission of the designated adult in charge and if possible notification of their patrol leader and the senior patrol leader. No youth may leave after the scheduled curfew time without expressed approval of the senior adult scout leader.

**Hazing and Initiations:** Any form of hazing, initiations, ridicule, or inappropriate teasing is prohibited and will not be allowed.

**Discipline:** There will be a Scoutmaster Conference with the youth, his parents and a Council Member for violations of any of these standards. Possible Penalties for violation of these standards include:

1. Youth may be required to have his parent in attendance at future scout outings
2. Scouts may be suspended from Scout Events for a stated length of time.
3. Scouts may be dismissed from Troop and forfeiture of all funds on deposit.
4. Surrender of the individual (s) to legal authorities.

At any event where a scout seriously violates these standards, an adult leader will contact the boy's parents and may require that arrangements be made for the immediate pick up of the scout.

Penalties (except for number 4 above) may be appealed to a panel of troop committee members. A major factor in the judgment of a given situation will be the boy's past behavior and attitude. It is important to remember the mission of Scouting: To develop character, citizenship, and fitness.

## **29. Amendment of Troop Policies**

Changes to these policies can be initiated by any Adult Leader, any parent, or the Charter Organization Representative. A proposed amendment shall be submitted in writing to the Committee Chairman at least two weeks prior to a Troop Committee Meeting for distribution prior to the meeting. The change shall be discussed at the Troop Committee Meeting and voted on as approved, disapproved, tabled until the next Troop Committee Meeting, or referred to a committee for further study. Action of a proposal requires a simple majority of all Adult Leaders voting. The Committee Chairman shall inform the petitioner of the result within two weeks.

Once a year, the Troop Policies shall be reviewed by the **Charter Organization Rep and the Troop Committee Chair**. Amendments may be made at that time using the process detailed above. The Troop Policies shall be distributed to new Scouts and their families. An updated Policy document or the list of amendments to the current revision shall be distributed to the Scouts and their families.