

# Policy & Procedure Guide 2008

Boy Scouts of America  
Troop 18  
Owasso, Oklahoma  
Chartered by: First Presbyterian  
Church



August 25, 2008 Printing

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**Welcome to the Boy Scouts of America and Troop 18.** By becoming a parent of a Boy Scout you are starting your son out on the great adventure of scouting.

We are located in Owasso, Oklahoma and the Sequoyah District of Indian Nations Council.

Our sponsor, or Charter Organization, is First Presbyterian Church. Troop 18 is a nondenominational troop and welcomes all boys in Owasso and surrounding areas, ages 11 to 18, to scouting. A boy needs no prior experience to become a Boy Scout. Troop 18 has four main goals for our Boy Scouts:

- Growth in moral strength and character
- Participating citizenship
- Development of physical, moral, and emotional fitness
- Be comfortable in and appreciate outdoor activities

Our program will make your son a better person and give him the fundamental tools to be successful in whatever path he chooses in life. These skills are learned by Scouts working together and actually doing things themselves. Last but not least, our goal is to have fun!

We have prepared this policy and procedure handbook to answer many of your questions.

Thanks for being a part of Troop 18!

## Chapter 1 Overview and Troop Goals

### 1.1—General (2008)

These Policies and Procedures are not rigid rules, but provide guidelines and goals for the operation of Troop 18 BSA, sponsored by First Presbyterian Church, Owasso, OK. We must apply them using common sense and fairness. The Policies and Procedures devote much space to the Scoutmaster's responsibilities, because his performance is the key to a successful troop, and because all other troop jobs support the Scoutmaster's efforts.

Troop 18 was started in January of 2006 by several scouting families.

The troop started with 13 boys. Within the first year the troop grew to 24 scouts and today continues strong with 40+ scouts.

Our troop currently has five Eagle Scouts. Please see our [Eagle web page](#) for a complete list.

Troop 18 regularly attends summer camp at Tom Hale Camp in Talihina, OK. The camp's web site is:

[www.halescoutreservation.org](http://www.halescoutreservation.org)

Our troop enjoys camping, hiking, biking, caving, rappelling, whitewater rafting, canoeing, pioneering activities as well as many other activities.

Several of our older scouts participate in high adventure activities each year. These adventures include: Florida National High Adventure Sea Base, Colorado camping adventures, Philmont Scout Ranch and the Double H Ranch in New Mexico.

Troop 18 is part of the Sequoyah District of [Indian Nations Council](#). The council's web page is: [www.OKscouts.org](http://www.OKscouts.org)

The district's web page is:

[www.sequoyah.okscouts.org/](http://www.sequoyah.okscouts.org/)

The Scout shop and council office are located at: 41<sup>st</sup> & Garnett, Tulsa, Oklahoma 918-743-6125

Our executive troop committee includes:

Charter Representative - [David Herdman](#)

Scoutmaster - [Dan Mott](#)

Committee Chair - Rob Davis

Janice Hawk served as our founding

Committee Chairperson

**1.2–Enforcement and Changes (2008)**

As the troop's executive officers, the Charter Representative and Scoutmaster are empowered to enforce and to waive all policies, whichever in their judgment is in the best interest of Troop 18 and its members.

The troop committee has final authority over any question of interpretation.

The troop committee, by majority, must approve all changes to the Policies and Procedures.

**1.3–BSA Policies (2008)**

The Scoutmaster needs the training, knowledge, and initiative to make sure that Troop 18 operates in full accord with the Charter and Bylaws and the Rules and Regulations of the Boy Scouts of America (BSA) and with all applicable BSA policies and procedures. The troop committee needs to acquire the training and knowledge to meet their responsibility to ensure that the Scoutmaster so operates the troop. Primary resources for Scouting knowledge are the *Scoutmaster Handbook*, *Boy Scout Handbook*, *BSA Guide to Safe Scouting*, and the *Troop Committee Guidebook*.

**1.4–Troop Philosophy (2008)**

In Troop 18, we teach our Scouts to be leaders, to set the example, and to stand up for what they know is right. We want our Scouts to be honest, to set high goals for themselves, and to be achievers. Our troop is a Boy Lead Troop.

**1.5–Challenge and Achieve (2008)**

We at Troop 18 want to be able to challenge the scouts to set and achieve goals in order to develop leadership and self- confidence.

**1.6–Leadership Development (2008)**

Scouting teaches leadership. And the best way to learn leadership is to practice it by holding leadership responsibilities. As Scouts mature in the troop, they become directly responsible for the development of the younger Scouts. Scouts plan, execute, and evaluate the troop program, under the watchful guidance of the Scoutmaster.

**1.7–BSA Aims and Methods (2008)**

Troop 18 uses all the eight Methods of Scouting to achieve the three Aims of Scouting, as explained in the *Scoutmaster Handbook*.

SCOUTING'S AIMS: to develop future LEADERS of

- strong CHARACTER;
- good CITIZENSHIP; and
- physical, mental, emotional, and moral FITNESS.

SCOUTING'S METHODS:

- Scouting Ideals (Promise, Law, Motto, Slogan)
- Patrol System
- Advancement
- Outdoor Program
- Adult Role Models
- Leadership Development
- Personal Growth
- Scout Uniform

**1.8–Values (2008)**

We expect all troop leaders to stress traditional moral and ethical values, in Scouting and in their daily lives, especially by doing their best to live in accordance with the Scout Law and Scout Promise.

## Chapter 2

### Troop Organization

#### 2.1–Troop Program Year (2008)

Troop 18 plans its program from January through December. The troop activity calendar is planned annually, a few months in advance of the beginning of the program year, to allow time for research, and for approval by the troop committee. The troop sends a brief annual report, annual calendar, and annual statement of account to each family at the end of each program year.

#### 2.2–Troop Organization (2008)

The Troop organization includes the following major components:

- Chartered organization (sponsor)
- Scoutmaster
- Troop committee
- Parents
- Uniformed adult leaders
- Patrol Leader Council
- Regular patrols
- New Scouts Patrol
- Senior-Scout programs

Please refer to the attached Troop organization chart.

#### 2.3–Chartered Organization (Sponsor) (2008)

Troop 18 is sponsored and owned by First Presbyterian Church. Please remember that we are guests of our Charter organization; and that all church property should be treated with respect.

The chartered organization is obligated by the BSA Charter agreement to provide an adequate meeting place, and to secure and approve new troop adult leaders. The chartered organization appoints a Chartered Organization Representative (Scouting Coordinator or Institutional Representative) to be the key liaison between the troop and the chartered organization. The chartered organization has the ultimate responsibility to ensure that the troop operates in full accord with all BSA policies.

#### 2.4–Troop Committee (2008)

The troop committee is composed of a chairperson and several members with functions as described in the *Troop Committee Guidebook*. Specific jobs include:

- Advancement
- Treasurer and Fund Raising
- Secretary
- Membership
- Equipment
- Camping and Activities
- High Adventure
- New Scout

All committee members must be registered with the Boy Scouts of America, and all are encouraged to take the basic Scout leader training offered by the local BSA council. The committee has two primary functions:

- To approve troop programs and activities as planned by the Patrol Leader Council and Scoutmaster.
- To provide troop program support as requested by the Scoutmaster, especially transportation and adult leadership for outings. Regular voting members of the committee are the chairman and the registered lead person of each subcommittee (major area of responsibility) as designated by the chairperson. The committee chairperson, CC, has the discretion to restrict voting to voting members of the committee (Scoutmaster, CC, 8 committees). In the event of a tie, the Charter Representative votes.

#### 2.5–Parents (2008)

Troop 18 expects at least one parent from every Scout family to be actively involved with the troop. It is the responsibility of the Scoutmaster and troop committee to determine what level of involvement is acceptable.

Studies show that most Scouts whose parents are not involved do poorly in Scouting.

**2.5.1- Role of the Parent (2008)**

The adults who provide supervision, support and time to make Troop 18 a success are volunteers. They will need your help. How you support your son's troop depends on your talent and available time. Both mothers and fathers can give a few hours to provide transportation, help maintain troop equipment, be a merit badge counselor, serve on the troop committee, or serve in some other leadership positions. Whatever your volunteer role, our troop needs you to keep operating as a quality unit which makes our troop worthy of the fine Scouts it serves. Please complete a troop resource survey and return it to the Scoutmaster or Troop Committee Chairperson.

Parents, we ask that you do the following to help your son and Troop 18:

1. Provide all the required equipment
2. Provide transportation for campouts and other events
3. Help when possible or when asked
4. Pay all dues and debts promptly
5. Give as much support and encouragement as you can to your son and Troop 18, show interest, and become involved in some capacity
6. Attend Parent meetings

Parents are strongly encouraged to attend Troop committee meetings. **STRONG TROOPS HAVE STRONG PARENT SUPPORT!**

**2.6–Uniformed Adult Leaders (2008)**

The uniformed adult leaders consist of one or more Assistant Scoutmasters operating under the direction and control of the Scoutmaster. Their duties are to train and guide boy leaders, and to use the Methods of Scouting to achieve the Aims of Scouting. The Scoutmaster has full responsibility for all program decisions of the troop. We expect all uniformed adult leaders to take the basic Scout leader training offered by the local BSA Council and to read the *Scout Handbook* and *Scoutmaster Handbook*.

**2.7–Patrol Leader Council (PLC)(2008)**

The Patrol Leader Council plans and conducts the troop program under the guidance of the Scoutmaster, who trains its members and who has ultimate authority and responsibility over all decisions made. The operation of the PLC is a key means of leadership development. Voting members of the PLC are:

- Senior Patrol Leader
- Patrol Leaders
- Troop Guides
- Assistant Senior Patrol Leader(s)
- Quarter Master
- Historian
- Chaplain Aide
- Troop Scribe
- Order of the Arrow Representative

The Scoutmaster always has veto power over PLC decisions.

**2.8–Patrols (2008)**

The Patrol Method is the most important and distinctive characteristic of Scouting, and it is one of Scouting's eight methods. Only the Senior Patrol Leader, the Assistant Senior Patrol Leader(s), and any Junior Assistant Scoutmasters are not in patrols.

Troop 18 has several "regular" patrols and a special patrol (described below). Scouts are free to choose a patrol once they have earned Tenderfoot. The Scoutmaster may choose to assign patrols. Each patrol elects its own Patrol Leader, who represents the patrol on the Patrol Leader Council. Patrols function as described in the *Scout Handbook* and *Scoutmaster Handbook*.

**2.9–New Scouts Patrol (2008)**

The New Scouts patrol is a special Troop 18 feature that helps increase retention of younger Scouts. After joining Troop 18, all new Scouts are placed in the New Scouts patrol. New scouts receive special training under the guidance of a senior Scout (Troop Guide) appointed by the Senior Patrol Leader with Scoutmaster approval and an Assistant Scoutmaster. Once a new scout earns the Tenderfoot rank, he may choose his regular patrol.

**2.10–Senior Scout Programs****2.10.1–General (2008)**

Both Troop 18 and the BSA offer several special programs for senior Scouts. Troop 18 organizes some of its senior Scouts into an optional Venture team. The troop organizes a backpack, canoe, scuba or bicycle “Trek” crew each year. In addition, Venture Scouts may organize into temporary Venture crews (see the *Scout Handbook* and *Scoutmaster Handbook*). The Scoutmaster may appoint 16 and 17 year old Scouts as Junior Assistant Scoutmasters.

**2.10.2–High Adventure Scouts (2008)**

Troop 18 considers all Scouts Star rank or higher and 14 or older to be Venture Scouts and eligible for Venture programs.

**2.10.3- Trek Crew**

Each year, Troop 18 conducts a special “Trek” (described under Outings). Participants must be Star rank or higher (the Scoutmaster may allow First Class Scouts to participate at his discretion), and must meet all other qualifications set by the Scoutmaster. The Scoutmaster appoints a Trek crew leader to conduct the training and lead the Trek. While part of a Trek crew, Scouts remain members of their regular patrol or the Senior Patrol.

## **Chapter 3**

### **Scout Leadership**

#### **3.1–Leadership Development (2008)**

Leadership Development is one of Scouting's eight methods. The troop's boy leaders are responsible for planning and executing the troop program.

#### **3.2–Elections (2008)**

The two most important troop positions (Senior Patrol Leader/SPL and Patrol Leader/PL) are elected by their peers to six-month terms. Elections for the SPL occur at six (6) month intervals. The Senior Patrol Leader, SPL, is chosen by secret ballot of the entire troop (more than half the active Scouts must be present). If no candidate receives a majority, the troop will immediately hold a runoff election between the top two vote-getters. Patrol Leaders, PL, are elected in a similar manner by the members of their patrol. PL elections often occur a week or more after SPL elections to allow time for the new SPL to select his staff. Elected officers take office immediately

#### **3.3–Scout Leadership Positions**

##### **3.3.1–Senior Patrol Leader (2008)**

The troop is led by its elected Senior Patrol Leader (SPL). He chairs the Patrol Leader Council and leads meetings and outings. To allow as many senior Scouts as possible to hold this leadership position, the SPL normally serves only one six-month term. The Scoutmaster may, at his discretion, allow a SPL to run for another term.

##### **3.3.2–Assistant Senior Patrol Leader (2008)**

The SPL appoints one or more Assistant Senior Patrol Leaders (ASPLs), subject to Scoutmaster approval. ASPLs serve at the pleasure of the SPL, normally for one or more six-month terms.

##### **3.3.3–Troop Guides (2008)**

The SPL appoints one or more Troop Guides, subject to Scoutmaster approval. The Troop Guides work with the New Scouts Patrol(s). Their position is equivalent to an ASPL. The Troop Guides serve at the pleasure of the SPL, normally for one or more six-month terms. When there is more than one New Scout patrol, a senior Troop Guide may be appointed to supervise the Troop Guides.

##### **3.3.4–Patrol Leader (2008)**

Each patrol is led by its elected Patrol Leader. He represents his patrol on the Patrol Leader Council, which plans troop programs and activities. Patrol Leaders are elected to six-month terms.

##### **3.3.5–Venture Crew Leaders (2008)**

The Venture team elects its own Venture Crew Leader, who functions as the patrol leader of the Venture team. In addition, any Venture activity crew may select a crew leader for the duration of that activity. The leader of the annual troop Trek is also a Venture Crew Leader.

##### **3.3.6–Junior Assistant Scoutmaster (2008)**

The Scoutmaster appoints Junior Assistant Scoutmasters (JASMs). Each JASM has responsibilities similar to the adult Assistant Scoutmasters. The JASM serves at the pleasure of the Scoutmaster, based on performance. See section 3.4.7.



**3.3.7–Other Officers (2008)**

Each Patrol Leader appoints his Assistant Patrol Leader, subject to the approval of the SPL. The Patrol Leader may rotate the Assistant Patrol Leader job to provide experience to several patrol members. Den Chiefs are requested by the Cub Scout pack, subject to Scoutmaster approval. They serve at the pleasure of the Cub Scout pack.

The SPL appoints the following positions:

- Troop Scribe
- Quartermaster
- Librarian
- Historian
- Bugler
- Chaplain Aide
- OA Representative

These officers have duties as described in the *Scout Handbook* and *Scoutmaster Handbook*, and they serve at the pleasure of the SPL, normally for one or more six month terms.

**3.4–Requirements for Office****3.4.1–Requirements for All Positions (2008)**

All officers must receive the Scoutmaster's approval in advance, and all must meet the troop's active service standard for meetings and campouts. The PLC and Scoutmaster may change requirements for troop offices as the needs of the troop change.

**3.4.2–Senior Patrol Leader (2008)**

- Star rank or higher
- Must be attending most meetings and outings
- Have been a member of Troop 18 for a minimum of one year
- Have been a Patrol Leader or ASPL in Troop 18 for a minimum of six months

**3.4.3–Assistant Senior Patrol Leader (2008)**

- Star rank or higher
- Have been a Patrol Leader or ASPL in Troop 18 for a minimum of six months

**3.4.4–Venture Crew Leader (2008)**

- Same requirements as Senior Patrol Leader

**3.4.5–Troop Guide (2008)**

- Same requirements as Assistant Senior Patrol Leader

**3.4.6–Patrol Leader (2008)**

- First Class rank or higher
- Must be attending most meetings and outings
- Have been a member of Troop 18 for a minimum of six months

**3.4.7–Junior Assistant Scoutmasters (2008)**

- 16 or 17 years old (BSA requirement)
- should be an Eagle Scout, minimum Life rank
- Willing to accept Assistant Scoutmaster-type responsibilities

**3.4.8–Other Officers (2008)**

- Any qualified, interested Scout
- Preference to Scouts First Class and higher, who need leadership to advance

## Chapter 4

### Membership Standards

#### 4.1–Membership

##### 4.1.1–Membership Categories (2008)

Membership in Troop 18 consists of the following categories:

- Scouts
- Uniformed adult leaders
- Troop committee members
- Merit badge Counselors

**(A) Troop 18 Scouts** are boys who meet BSA age requirements, are currently registered with the BSA as Troop 18 Scouts, and meet the troop's active service standard.

**(B) Uniformed adult leaders** are adults who meet BSA age requirements, are currently registered with the BSA as Troop 18 Scoutmaster or Assistant Scoutmasters, and are currently active in the troop. Uniformed adult leaders may or may not be Merit Badge counselors.

**(C) Troop Committee members** are adults who meet BSA age requirements, are currently registered with the BSA as Troop 18 Committee Chairperson or Committee Members, and are currently active in an assigned area of committee responsibility.

**(D) Merit Badge Counselors** are adults who meet BSA age requirements, have relevant professional experience, education, or hobbies or special interest in a Merit Badge subject. Merit Badge counselors are registered adults with the BSA.

##### 4.1.2–Active/Inactive Members (2008)

A Scout is considered active if his attendance at meetings and campouts meets the active service standard below, 4.3.2. Uniformed adult leaders, troop committee members, and parents are considered active if they meet the parent involvement standard below. Active members have full membership privileges. Inactive members may be denied certain privileges, including attendance on some activities, advancement, and leadership.

#### 4.2–Entry Requirements

##### 4.2.1–Scouts (2008)

Any interested boy, who meets the membership requirements above, 4.1.1A, may register as a Scout in Troop 18, subject to the restrictions in this section.

##### 4.2.2–Parent Involvement (2008)

At least one parent of every Scout is encouraged to be actively involved with the troop. The Scoutmaster and troop committee shall publish a list of parent job opportunities and set standards for active involvement.

##### 4.2.3–Uniformed Adult Leaders (2008)

Any interested adult who meets the membership requirements above may be commissioned as Scoutmaster or Assistant Scoutmasters in Troop 18, subject to the restrictions in this section. All uniformed leaders must register with and be commissioned by the Boy Scouts of America, **and all must be approved by the chartered organization.**

Certification is based on the standards of the Boy Scouts of America for youth leadership.

##### 4.2.4–Troop Committee Members (2008)

Any Scout parent or other interested adult may register on the troop committee, subject to the approval of the chartered organization and troop committee chairman (in consultation with the troop committee).

#### 4.3–Standards of Membership

##### 4.3.1–General (2008)

To retain full membership in Troop 18, a Scout must be active, must wear a full uniform, and must meet the behavior standards of the troop.

##### 4.3.2–Active Service Standard (2008)

A Scout must be active to reap the full benefit of the Troop 18 program. Because camping is the heart of Scouting, the troop expects its Scouts to attend overnight camps year-round, and to make every effort to attend the annual week at summer camp. A Scout is considered active if he attends a minimum of 50% of regular meetings (excluding summer meetings) and a minimum of 50% of regular campouts (including summer camp). There are no excused absences since the 50% standard is intended to allow sufficient leeway for such things as illness, school activities, family activities, or sports.

Scouts aged 16 or 17 are considered active if their attendance is 33%. Although the troop does not suspend inactive Scouts, the Scoutmaster may exclude them from certain activities, and the Board of Review may deny them advancement. Inactive Scouts may pay higher fees.

**4.3.4–Advancement Standard (2008)**

A Scout needs to advance regularly to learn the skills and leadership that are central to the Scout program. Troop 18 expects all Scouts to earn the First Class rank within one year of joining. After earning the First Class rank, each scout is encouraged to continue advancing at least one rank per year. The

Scoutmaster may restrict certain activities to Scouts holding specific ranks or merit badges as appropriate to the activity or as a reward for continued advancement.

**4.3.5–Uniform Standard (2008)**

Troop 18 requires a complete and correct Scout uniform for all Scouts and uniformed adult leaders.

Scouts and adults may have a reasonable time to acquire a complete uniform or to replace worn or outgrown components. The Scoutmaster may exclude Scouts without proper or complete uniforms from uniformed activities. No Scout may appear before any Board of Review without wearing a complete uniform (the Scoutmaster may make exceptions for new Scouts appearing before a Tenderfoot Review and for Scouts appearing before a Review during a non-uniformed campout). The Board of Review may deny advancement to those who consistently wear less than full uniform.

If the BSA introduces new uniform components, Troop 18 allows a phased – in or gradual adoption for the new components. As scouts outgrow or replace worn uniform components, they are expected to replace their uniform with the most current uniform.

**4.3.6–Behavior Standard (2008)**

Troop 18 expects reasonable behavior in accord with the Scout Oath and Law. The Scoutmaster should counsel with any Scout whose behavior is disruptive. If counseling fails, the Scoutmaster may dismiss the Scout from the activity and notify the parents of the problem. If the Scout continues to create behavior problems, the Scoutmaster may suspend him, usually for a period of six months. The troop committee has the final right of appeal. Please see section 4.4.1.

**4.3.7–Removal of Adults (2008)**

**General**–The chartered organization may remove any adult leader, in accordance with BSA policy. In general, the chartered organization leaves such actions within the troop, stepping in only when necessary.

**Scoutmaster**–The Scoutmaster serves at the pleasure of the chartered organization and troop committee.

**Assistant Scoutmaster**–Assistant Scoutmasters serve at the pleasure of the Scoutmaster.

**Charter Representative**–The Charter Representative serves at the pleasure of the Institutional Head.

**Committee Chairperson**–The committee chairperson serves at the pleasure of the chartered organization.

**Committee Member**–Troop committee members serve at the pleasure of the committee chairman.

**Merit Badge Counselor**–Merit Badge Counselors serve at the pleasure of the troop committee.

**Parent of Scout**–Parents of currently active Scouts are normally permitted full access to troop activities, with the exception of certain activities (like the annual troop Trek) that have adult participation restrictions. Some camping, outdoor activities or locations may be inappropriate for female leaders and family members.

**4.4–Discipline****4.4.1–General (2008)**

Every Scout is expected to understand and comply with the Scout Oath, Law, Motto, Slogan and Outdoor Code. Any Scout whose behavior at Troop meetings, campouts or other Troop Activities is not in accordance with the Scout Oath, Law, Motto, slogan and the Outdoor Code will be subject to disciplinary action and may be asked to leave the troop or activity.

Discipline may include, but is not limited to:

- Sitting out of activities (the person who handed out the discipline will be the one who decides when the disciplined Scout may rejoin the activity)
- Special Reports (written or verbal)
- Extra projects reflecting the values and the purpose of the Scouting program
- Monetary reimbursement for any damages caused
- Written or verbal apologies
- Probation from current or future activities or campouts
- Expulsion from current or future activities
- Conferences with the Scoutmaster
- Conferences with the Troop Committee
- Expulsion from the Troop

Scouts who act in a manner that is not in the best interest of the Troop (including dangerous or destructive behavior, persistent disruptions, misbehavior, or inability to follow instructions) may be taken home or his parents may be called to come and get him regardless of time of day or location. At that time, the Scoutmaster or the Adult in Charge will discuss the reasons for expulsion with the Scout's parents. A flagrant act of disobedience or misbehavior may result in immediate expulsion.

The second time a Scout has been asked to leave a Troop activity he will be put on probation following a meeting with his parents and the Scoutmaster.

The third time a Scout has been asked to leave a Troop activity, he will appear before the next Troop Committee Meeting to describe his behavior and explain a plan of action to repair any damage he may have caused and prevent it from happening again.

At this time, the Troop Committee will make a decision about whether he will be allowed to remain active with the Troop.

In the event the Scout who is being brought before the Committee has a close relative on the troop committee, district committee, or council, that Leader will be excused from the proceedings.

Whenever possible, Discipline needs to be positive rather than negative, and it must be applied using common sense and fairness. Troop 18 does not permit corporal punishment or hazing of any kind, nor does it allow disciplining through pushups or other punitive physical exercise. For more serious offenses, the troop may use probation, suspension, and expulsion.

**4.4.2–Probation (2008)**

Probation is a period of evaluation both by the troop and by the Scout under probation to determine fitness or desire to remain in the troop. At the Scoutmaster's discretion, a Scout under probation may not normally hold any troop leadership position, and is generally barred from certain "special" troop activities,.

**4.4.3–Suspension (2008)**

Suspension is the temporary loss of all membership privileges in the troop, typically for 3 or 6 months. A Scout is not eligible for any advancement during the suspension period. A suspended Scout may be readmitted at the conclusion of the suspension period only after he has submitted a letter to the troop committee, signed by himself and his parents, stating his pledge to meet all troop standards fully.

**4.4.4–Expulsion (2008)**

Expulsion is the permanent loss of all membership privileges in the troop. The Scoutmaster and troop committee, acting in concert, may permanently expel any member for any of the following:

- Illegal conduct, in or out of Scouting;
- Illicit use of drugs or alcohol, in or out of Scouting;
- Bullying, hazing, or harassment of another Scout;
- Stealing from another Scout;
- Misbehavior or refusal to abide by troop policies which is seriously detrimental to the welfare of the troop;
- Willful disregard of the Scout Oath or Law, especially by an adult in a position of trust.

## **Chapter 5**

### **Troop Activities**

#### **5.1–General (2008)**

Troop activities are divided into meetings and outings. Meetings include troop meetings, Patrol Leader Council meetings, troop committee meetings, Courts of Honor, Eagle Ceremonies and the Annual Planning Conference. Outings include day outings, weekend campouts, family outings, summer camp/Adventure Weekend, and annual Treks or other special Venture trips. We expect all activities to start and end on time, and we expect Scouts and adults to arrive and to be picked up on time.

#### **5.2–Meetings**

##### **5.2.1–Troop Meetings (2008)**

Regular troop meetings occur on Mondays, year round, from 7:00 PM until 8:30 PM, as designated by the Scoutmaster.

Regular meetings are open to all members and to visitors who are interested in joining our Scout troop.

Scouts and leaders are expected to arrive on time, in uniform, and to be picked up promptly. The Patrol Leader Council, PLC, plans and conducts all troop meetings under the direction of the Senior Patrol Leader.

##### **5.2.2–Patrol Leader Council Meetings (2008)**

The Patrol Leader Council, PLC, generally meets once per month. At the meeting, the **PLC plans the troop meetings and outing** programs through the next PLC meeting. Attendance is restricted to PLC members and uniformed adult leaders.

##### **5.2.3–Troop Committee Meetings (2008)**

The troop committee generally meets once per month as designated by the committee chairperson. The Committee Chairperson and Scoutmaster jointly plan the agenda.

Attendance is open to troop committee members, uniformed adult leaders, and all interested Scout parents. The Scoutmaster and the Senior Patrol Leader must attend to present the plans and needs of the troop as decided at the PLC meeting.

#### **5.2.4–Courts of Honor (2008)**

Troop 18 generally holds three formal Courts of Honor per year, in August, December, and April.

Attendance is open to all members (Scouts, uniformed adult leaders, troop committee members, and member families), interested family friends and relatives, and visitors who are interested in joining our Scout troop.

The Court of Honor is a formal recognition, in front of the parents, of rank certificates, merit badges, mother's pins, and of all other significant accomplishments that have occurred since the last Court of Honor.

#### **5.2.5–Annual Planning Conference (2008)**

Prior to the beginning of each program year, the PLC meets to plan the troop's annual program.

Planning includes monthly theme ideas, dates / places / themes for outings, and special events.

Attendance is restricted to PLC members, assistant scoutmasters and the executive committee.

#### **5.3–Outings**

##### **5.3.1–Purpose (2008)**

The Outdoor Program of camping and hiking is the heart of Scouting, and is one of Scouting's eight methods. A variety of overnight experiences, conducted on a monthly basis year round, in all weather, is essential to a successful Scouting program.

##### **5.3.2–Patrol System (2008)**

The patrol system is one of Scouting's eight methods, and it is central to the operation of a good Scout troop. Troop 18 Scouts should camp by patrols, and the campouts should support the patrol method, to the maximum extent possible.

**5.3.3–Attendance on Outings (2008)**

All registered leaders, parents, and leader spouses may attend most day outings. Some camping, outdoor activities or locations may be inappropriate for female leaders and family members.

To minimize the chance of embarrassment to themselves or to Scouts, women on all overnight campouts need to use discretion in location of their tents and latrine use. The troop does not permit mixed tenting except between husband and wife.

Additional attendance policies are contained under each type of outing below.

**5.3.4–Day Outings (2008)**

The PLC plans occasional day outings to places of interest when overnight camping is impractical or inappropriate. Attendance at most day outings is open to all troop members (Scouts, uniformed adult leaders, troop committee members, and member families). The Scoutmaster may restrict attendance at some outings as necessary for the troop program.

**5.3.5–Weekend Campouts (2008)**

The PLC plans a year-round program of weekend overnight campouts providing a variety of outdoor experiences and covering the full range of the Scout program.

Attendance at most campouts is open to all Scout members and uniformed adult leaders.

The Scoutmaster must make every effort to attend every campout. The Scoutmaster may restrict attendance at some campouts as necessary for the troop program.

A permission slip will be sent home the Monday after a campout for the next campout or activity. If you need a permission slip, you get print one off from our web site.

All dues and camping fees must be paid in full and a completed permission slip turned in on or before the troop meeting prior to the scheduled event. In the event that you cannot attend the campout, please call your patrol leader and let them know about your absence. Please keep in mind that after the food has been purchased, there will be no refunds.

Please assume that an event will go on as planned, unless you are contacted and have received a phone call from an official troop source.

**5.3.6–Family Outings (2008)**

Family outings are day or overnight trips open to member families (Scout brothers and sisters may attend only if they are under the supervision of their parent). The Scoutmaster should designate at least one family outing(s) each year. The Scoutmaster needs to select family activities so as not to interfere with the normal operation of the program for the Scouts and patrols. All family members must abide by BSA and troop policies and are subject to the decisions of the troop leaders. The purpose of family outings is to strengthen the family unit, to encourage families to camp on their own, and to expose family members to the values and ethics of Scouting.

**5.3.7–Summer Camp (2008)**

The annual week at summer camp is vital to the success of the troop's year-round program. We encourage ALL Scouts to make every possible effort to attend summer camp. The Scoutmaster and Assistant Scoutmasters should plan to attend some or all of the week of summer camp. All adults providing summer camp leadership must be registered BSA adult leaders. At the Scoutmaster's direction, parents may attend summer camp. Parents attending summer camp will operate under the Scoutmaster or Uniformed Adult Leader's direction. Prior to camp, any parent attending summer camp shall complete youth protection training.

**5.3.8–Troop 18 Trek (2008)**

Troop 18 will provide at least an annual one week "Trek" for senior Scouts. The Trek has three purposes:

- To develop maturity, leadership, self-confidence, initiative, and teamwork;
- To develop the boy leadership team for the future; and
- To help maintain older-boy interest in Scouting.

This leadership-development experience goes considerably beyond the level of other troop outings in degree of difficulty and challenge, and should be aimed at senior Scouts who have experienced the usual troop activities, who can benefit from a more advanced activity, and who are most likely to pass on their new learning to the other Scouts during the coming year.

The Scoutmaster determines appropriate trek attendance requirements and trip policies necessary for the safety and success of the Trek; he may limit group size and adult participation based on wilderness codes or safety; and he must ensure that proper training is provided. Attendance is restricted to qualified senior Scouts and qualified uniformed adult leaders, subject to any group size limits set by the Scoutmaster or the wilderness area.

The Scoutmaster may in his judgment permit qualified, non-uniformed parents to participate as adult leaders to meet the needs of the Trek. To comply with BSA insurance requirements, all adults on the Trek must be registered adult leaders.

**5.3.8.1- Trek Signup and Parent Meeting (2008)**

Prior to committing to the Troop's annual High Adventure Trek, senior scouts and their parent shall attend an informational meeting. Each parent is responsible to know and understand the trek's specifics, including itinerary, dangers involved, and health requirements. Failure to attend the mandatory parent information meeting may prevent the Scout from attending the trek.

**5.3.9–Adult Leadership on Outings (2008)**

To lead a Troop 18 outing, an adult must:

- Be registered with Troop 18
- Have current BSA Youth Protection training
- Have current BSA Scout Leader Basic Training (or be approved by the troop committee) In addition, one adult must:
  - Have current first aid and CPR training.
  - Have current BSA Safe Swim and Safety Afloat training (if aquatics will be involved, other than at a public pool with lifeguards or at a BSA staffed summer camp)
  - Have and read the BSA Guide to Safe Scouting.

To attend a Troop 18 outing, an adult must be registered with Troop 18, or be an invited guest. All appropriate health forms must be completed by guests.

The troop committee and Scoutmaster may also further restrict adult qualifications for specific activities. To participate on a Trek or similar Venture activity, all adults must:

- Have current BSA Youth Protection training
- Be active with the troop and knowledgeable about our Scouts
- Be in appropriately good physical condition
  - Have current first aid and CPR training



**5.4–Activity Policies****5.4.1–Adult Presence at Activities (2008)**

In accordance with current BSA Youth Protection and adult leadership policies, at least one adult must be present at all non-overnight troop or patrol activities, and a minimum of two qualified, registered adults must be present at all overnight troop or patrol outings. A minimum of one registered adult must be present at all troop meetings, patrol meetings, and merit badge sessions. If only one adult is present, a minimum of two Scouts must also be present (no one-on-one adult/boy activities). Scouts must work on merit badges in buddy teams (a single Scout may *not* meet outside of a troop meeting with a merit badge counselor). When an adult needs to talk privately with a boy, either a second adult must be present or they must be in plain sight of other Scouts/adults. If the Scoutmaster is not present on an overnight activity, the adult in charge must be approved by the Scoutmaster. One adult and one boy may *not* tent together (unless they are father and son, although we recommend that adults and boys always camp separately to support the patrol method). At least one adult on any overnight activity must be male.

**5.4.2–Tour Permits (2008)**

The troop must secure a proper BSA Tour Permit for each outing, in accordance with BSA policy. The adult leader in charge shall keep the tour permit in their possession.

**5.4.3–Permission Forms (2008)**

The troop must obtain a current health form to be on file in accordance with BSA guidelines. The troop must also obtain a permission slip for each Scout on each outing.

**5.4.4–Driving Safety Policies (2008)**

The troop should provide a copy of the troop driving safety policies once a year to every person who provides transportation for Troop 18 as a volunteer driver. The driving safety policies should list current BSA and Troop 18 policies which the troop committee believes will contribute to driving safety.

**5.4.5–Sign-up and Payment Deadline (2008)**

The troop calendar and Web site should indicate a sign-up and payment deadline for each campout. Scouts are responsible for meeting this deadline. Those who miss the sign-up deadline may be excluded from the campout. Those who fail to pay on time may be required to pay a late penalty. Those who sign up and then cannot go are obligated to notify the Scoutmaster and their Patrol Leader immediately.

Scouts who cancel too late may forfeit the cost of food and other non-refundable expenses.

**5.4.6–Aquatic Activities (2008)**

All aquatic activities must function in accordance with the BSA “Safe Swim Defense Plan,” BSA “Safety Afloat” plan, and must follow BSA water trip policies. In addition, it is troop policy that only qualified swimmers (those who have recently passed the BSA 100-meter swimmer test) be allowed to water ski or to be in a canoe, sailboat, kayak, or river raft. Prior to summer camp, the troop will provide opportunities to pass the BSA swimmer test. In addition, anyone attending summer camp may take the swimmer test at summer camp. Anyone swimming in moving water must wear a properly sized lifejacket at all times.

**5.4.7–Bicycling Activities (2008)**

All bicyclists, adult or scout, must wear a bicycling safety helmet at all times while riding.

**5.4.8–Horse Riding (2008)**

All horse riders, adult or scout, must wear a riding helmet or a bicycling helmet at all times while riding.

**5.4.9–Pets (2008)**

No one may bring a pet on any troop activity unless specifically approved in advance by the Scoutmaster.

**5.4.10–Guns (2008)**

Unless an adult's job function requires them to carry a firearm, Troop 18 does not allow any Scout or adult to bring a gun or firearm on any troop activity. Shooting activities (such as Rifle Shooting or Shotgun merit badges) must conform to current BSA policies and be conducted at a proper, approved shooting range.

**5.5- Reward Campout/Activity (2008)**

For those scouts meeting the following requirements the Troop conducts a special campout/activity each year.

Reward Campout/Activity Requirements:  
Effective each calendar year,  
requirements 1 and 2 are mandatory. You must complete 9 of the following 12 to qualify!

1. Advance 1 rank other than Scout OR earn 5 merit badges
2. Live by the Scout Oath and Law
3. Attend Summer Camp or a high adventure 5+ night campout.
4. Attend 70% of troop campouts and activities
5. Attend 70% of troop meetings and actively participate
6. Participate in 2 of 4 fund raisers. If you choose popcorn sales as one of your fund raisers you must sell a minimum of \$200
7. Hold a leadership position (assistant patrol leader qualifies)
8. Participate for a minimum of 4 hours in a troop and/or Eagle service project
9. Attend your patrol campout and service project
10. Help with Cub Scout Day camp, if you meet age requirements
11. Assist with a pack campout and provide quality service
12. Help prepare the troop trailer for campouts at least 2 times

## Chapter 6 Advancement

### 6.1–General (2008)

Scouts learn by advancing. Advancement is one of Scouting's eight methods because it teaches useful skills and because it teaches leadership and service.

The Scoutmaster may require a specific level of advancement for some activities, due to the nature of that activity or as an enticement to encourage advancement. Troop 18 expects each Scout to advance regularly and to meet the troop's minimum advancement standard.

### 6.2–Ranks (2008)

The first three ranks (Tenderfoot, Second Class, and First Class) emphasize basic skills. The higher ranks (Star, Life, and Eagle) emphasize leadership and service; skills at this level are secondary.

Advancement in Troop 18 must operate in full accord with the requirements contained in the current editions of the appropriate BSA requirements literature, e.g. Scout Handbook, Merit Badge pamphlet. Advancement through the six ranks consists of performance in the following seven categories.

### 6.3–Active Service (2008)

A Scout must meet the troop's active service standard for meetings and campouts to be eligible for ANY advancement. A Scout must meet the standard for at least the minimum period of active service required for each rank.

### 6.4–Basic Scout Skills (2008)

The basic Scout skills for Tenderfoot, Second Class, and First Class must be certified by the uniformed adult leaders.

### 6.5–Merit Badges (2008)

There are about 120 merit badges. Twelve specific merit badges are required by the time a Scout achieves Eagle. Eagles must earn an additional nine optional badges for a total of 21. A Scout of any rank may earn any merit badge. The merit badge system is designed to propel the Scout beyond the home, to learn to communicate with strangers, and to learn about a subject from a local expert. Scouts desiring to earn a merit badge must first secure the name of an approved adult counselor from the Scoutmaster.

The troop committee is responsible for maintaining a current list of merit badge counselors. Parents may counsel their son on a badge only if they are the approved troop counselor for that specific badge.

In general, Merit Badge counselors shall keep blue cards for their merit badge candidates. Once a candidate completes all requirements, the counselor shall deliver the completed blue card to the scout. The scout is then responsible to submit the completed blue card to the Troop's advancement chairperson.

### 6.6–Leadership (2008)

A Scout must hold an approved troop office and execute it in an acceptable manner for at least the minimum period of active service required for Star, Life, and Eagle. For Star or Life, a Scout may also carry out a specific leadership project approved by the Scoutmaster.

### 6.7–Service Projects (2008)

Acceptable service projects are useful service to the church, school, community, or Scouting, performed under the direction of troop leaders or with the Scoutmaster's **prior** approval. It is important to future citizens to develop the habit of service to the greater community. An Eagle Scout candidate must be the leader in charge during his project, and the Eagle project must benefit the community outside of Scouting.

Each Scout is responsible to track their own service hours. The scouts shall submit their service hour record to the troop advancement chairperson or the scoutmaster in a timely manner.

**6.8–Scoutmaster Conference (2008)**

After completing all requirements, and prior to the Board of Review, a Scout meets with the Scoutmaster or another adult designated by the Scoutmaster to discuss past progress and future plans.

**6.9–Board of Review (2008)**

After completing all rank requirements, a Scout's work is reviewed. Under the direction of the troop advancement chairperson, the troop committee conducts boards of review, BOR,. Prior to the BOR, the scout must consult with the Advancement chair to assure that all rank requirements are complete. Once the scout and advancement chair determine all requirements are met, the advancement chair shall generate a printed advancement record / BOR report. The printed report shall be presented at the BOR.

For all Eagle BORs, the BSA requires a representative from the district or Council advancement chairman be present. or at Council's option, the Eagle review may be conducted at a district or Council level.

**6.10-Steps to Rank Advancement (2008)**

1. Contact Advancement Chairperson to:
  - a. Make sure they have all regular requirements recorded
  - b. Make sure you have the camping requirement fulfilled
  - c. Check to make sure you have attended enough regular troop meetings
2. Contact the Treasurer to verify that all your dues and fees are paid
3. Schedule a Scoutmaster Conference:
  - a. Bring up-to-date advancement record printout from the advancement chair
  - b. Show up in full class A uniform
  - c. Bring your Boy Scout Handbook, with requirements initialed
4. Schedule a Board of Review
  - a. Bring up-to-date advancement record printout from the advancement chair
  - b. Show up in full class A uniform
  - c. Bring your Boy Scout Handbook, with requirements initialed

**6.11–Order of the Arrow Elections (2008)**

Each year, before summer camp, the troop will conduct Order of the Arrow, OA, elections. The elections shall be conducted by the district OA election team. Prior to the election, the troop committee and scoutmaster shall prepare and certify an election ballot of eligible candidates.

## Chapter 7 Uniform

### 7.1–Significance of the Uniform (2008)

Scouting is a uniformed movement. Throughout our society, only certain special people are entitled to wear a uniform. The Scout uniform proclaims one's membership in the largest voluntary youth movement in the world. The Scout uniform tends to diminish the importance of an individual's financial, social, and ethnic background, while clearly showing his degree of accomplishment in Scouting. At the same time, the uniform maintains one's individuality since no two uniforms are completely alike, and they show off that individual's Scouting achievements.

### 7.2–Uniform Required (2008)

The uniform is so important it is one of Scouting's eight methods. Troop 18 encourages a complete and correct Scout uniform for all Scouts and uniformed adult leaders, and has a Membership Standard (Chapter 4) on scouts uniform.

### 7.3–Uniform Exchange (2008)

The troop committee is responsible for providing a uniform exchange of used uniform items. For information, please contact the membership coordinator.

### 7.4–Uniform Components

#### 7.4.1–General (2008)

Troop 18 has selected the BSA uniform options listed below; no other BSA options are permitted.

The troop presents the following components:

- Troop 18 neckerchief
- Numeral 18
- Badge of office
- Patrol medallion
- Quality Unit badge
- Badge of rank

#### 7.4.2–Standard (“Class A” or “Full”) Uniform (2008)

The standard Troop 18 “Class A” uniform consists of the following components:

- Official BSA short-sleeved tan-colored shirt with appropriate insignia (long-sleeved shirt optional but NOT recommended)
- Troop 18 neckerchief or Eagle neckerchief
- Any neckerchief slide
- Official BSA olive-green pants: either BSA trousers, BSA shorts, or BSA Switchbacks™
- Any BSA belt and any BSA buckle
- Official BSA red-topped socks
- Shoes, sneakers (socks required)

If the BSA introduces new class A uniform components, Troop 18 allows a phased – in or gradual adoption for the new components. As scouts outgrow or replace worn uniform components, they are expected to replace their uniform with the most current uniform.

#### 7.4.3–“Class B” Uniform (2008)

The Troop 18 “Class B” uniform is the same as the “Class A” uniform **except** that the shirt & neckerchief are replaced with a Troop 18 T-shirt or trek shirt. Alternately, other Scouting T-shirts may be worn, e.g. high adventure base shirts, district event shirts, OA shirts. Pants or shorts appropriate for the outing or event should be worn and may replace official scout pants. Class B shirts may be worn to outings as determined by the Scoutmaster.

#### 7.4.4–Standard Shirt Insignia (2008)

The following insignia are required on the official BSA shirt, and must be placed in the correct position according to the appropriate BSA publications:

- Shoulder tabs—red shoulder loops;
- Left sleeve—Indian Nations council shoulder patch,
- Numeral 18,
- badge of office (if applicable);
- Right sleeve—American flag, patrol medallion, and current-year
- Quality Unit Patch;
- Left pocket—badge of rank, Arrow of Light (if earned);
- Right pocket flap—Order of the Arrow lodge patch.

Other insignia are optional, but must be placed in the correct position, if worn.

**7.4.5–Adult Leader Uniforms (2008)**

Adult leaders wear the same uniform as the Scouts, except they do not wear a badge of rank or patrol medallion. As outlined by BSA regulations.

**7.5–Special Troop 18 Uniform Components****7.5.1–Troop-stocked Components (2008)**

Troop 18 provides one neckerchief, Tie Slide, Troop 18 patch, Red epaulets (shoulder loops) and BSA-restricted uniform insignia (badges of rank, badges of office, Quality Unit badge and Den Chief Cords. Items that require multiple sizes (troop T-shirt are typically ordered once per year, in the early spring so that new Scouts can order them before summer camp. The troop sells the T-shirt/Hoodies and Venture/Trek shirts. , Depending on troop funds , each Scout receives one free T-shirt once a year.

**7.5.2–Who Can Wear Troop 18 Uniform Components (2008)**

Only currently-active Troop 18 Scouts and uniformed adult leaders may wear the Troop 18 neckerchief (see below)

**7.5.3–Wearing Troop 18 Uniform Components (2008)**

The Troop 18 neckerchief is a required part of the standard uniform. Eagle Scouts may choose to wear the Eagle neckerchief in place of the regular troop neckerchief. The Troop 18 T-shirts are required for summer camp and optional at certain other times.

**7.6–Troop 18 Neckerchiefs****7.6.1–Presentation (2008)**

The standard neckerchief is presented only on Arrow of Light Ceremonies and when a new scout joins our troop. The Eagle neckerchief is presented at the Eagle Court of Honor.

## **Chapter 8 Finances**

### **8.1–Finance Responsibilities**

#### **8.1.1–Troop Committee (2008)**

The troop committee approves the annual troop budget, and it approves all expenditures in advance, except those spent by the treasurer or Scoutmaster in accord with the approved budget. The troop committee carefully selects the troop treasurer and oversees the treasurer's actions. The committee is responsible for conducting a simple annual audit of the previous year's income and expenses, assisted by the treasurer and the Scoutmaster.

#### **8.1.2–Troop Treasurer (2008)**

The troop treasurer must be a registered member of the troop committee. The treasurer is responsible for maintaining adequate records of all troop income and expenses. The treasurer provides a written report of income and expenses at the regular troop committee meetings. At the beginning of each activity year, the treasurer, the Scoutmaster and the Charter Representative prepare a summary of the previous year's income and expenses and prepare a proposed budget of all projected income and expenses for the coming year, for review and approval by the troop committee. The treasurer guides and assists the committee in conducting a simple annual audit of the previous year's income and expenses.

The treasurer uses a commercially available accounting software package to track income, expenses, and account balances. Database backups should be made on a regular basis.

On at least a quarterly basis, the treasurer will prepare and distribute individual scout account statements.

#### **8.1.3–Scoutmaster (2008)**

The Scoutmaster may keep a petty cash fund (Debit Card) for routine small expenses and for reimbursing others for authorized or routine expenses. At the beginning of each activity year, the treasurer, the Scoutmaster and the Charter Representative prepare a summary of the previous year's income and expenses and prepare a proposed budget of all projected income and expenses for the coming year, for review and approval by the troop committee. The Scoutmaster assists the treasurer and troop committee in conducting a simple annual audit of the previous year's income and expenses.

#### **8.2–Troop Checking Account (2008)**

Troop funds are kept in a checking account, interest-bearing if possible, under the name of Troop 18 BSA. The troop treasurer is the primary disburser of troop funds and is the sole keeper of all blank checks and of all receipts. It is recommended that the treasurer, Scoutmaster, Committee Chair, and Charter Representative be check co-signers.

#### **8.3–Fund Raising (2008)**

The troop committee is responsible for all fund raising. We expect all Scouts and families to participate in fund raising efforts. The troop committee will decide how much of any funds earned go to the troop's general budget and how much will be credited to each Scout's account, and for what purpose the funds may be used.

#### **8.4–Family Expenses (2008)**

Expenses for the family of each Scout include monthly troop fees, summer camp, annual troop "Trek", food for the monthly campouts, "special" fees (canoe rentals, transportation, etc.). We expect families to encourage their sons to develop thrift by requiring them to earn a reasonable part of their Scouting expenses.

**8.5–Payment Deadlines and Penalties (2008)**

Dues are paid monthly. The Scoutmaster should set reasonable payment deadlines for other payments, and publish them when possible in the troop web site. Any Scout who fails to pay by the published deadline may be assessed a late penalty of up to 10% of the applicable fee, or he may be excluded from that activity, at the discretion of the Scoutmaster. All fees are payable in advance of the activity.

**8.6–Refunds****8.6.1–General (2008)**

Monthly Dues are not refundable. Other monies paid to the troop are refundable on request, if not already spent by the troop, and subject to any other applicable troop policy. The troop may make refunds only after the family requesting them has fulfilled all its other family financial obligations to the troop. The troop committee is the final arbiter on all refunds.

**8.6.2–Non-refundable Deposits (2008)**

For activities requiring commitment of significant fees well in advance, it is troop policy to require a non-refundable deposit (typically \$100/person, but this may be set higher or lower as appropriate).

In connection with this, the Scoutmaster or tour leader will determine a “signup” deadline and a “final drop” date. The signup deadline should be set as close to the activity date as possible, but early enough to allow adequate planning and reservations. The final drop date should be set at the time the first outside financial commitments must be paid for the activity.

To sign up for such an activity, each person must pay the deposits by the signup date.

Those signing up after that date will be placed on a waiting list. For those who drop out of a trip, deposits (and other fees) are refundable as follows:

- 1) Before the signup deadline, all deposits and fees are fully refundable.
- 2) Between the signup deadline and the final drop date, the deposit will be credited to a Scout’s troop account.
- 3) After the final drop date, deposits are forfeited. Forfeited deposits will be disbursed as follows:
  - (a) to pay for any actual expenses incurred on the person’s behalf;
  - (b) to help defray other participants’ costs which have increased due to the person’s withdrawal (e.g., the fair share of a chartered bus ride);
 If the deposit is insufficient to cover (a) and (b), then additional funds will be withheld before any additional fees paid by the withdrawing person are refunded. A full accounting of the withheld items will be supplied.

**8.7- Inactive Scouts (2008)**

Inactive scouts are classified as any scout who doesn’t attend scout meetings for several months and doesn’t communicate with his Scoutmaster about his absences.



**8.8 – Troop 18 Transfer/Inactive Policy (2008)**

If a Scout is classified as “inactive” due to lack of participation at troop activities/meetings etc. his individual scout account will be automatically liquidated back to the Troop’s General Fund.

If an active Scout transfers out of Troop 18 and into another Troop, it is the responsibility of his parent(s) to make a request to transfer his scout account funds into the new Troop’s treasury within the first 6 weeks following his departure. Requests must be made to the Troop 18 treasurer in writing- providing a name, address, phone number and Troop # to which the check may be mailed. If the new troop is not yet known, a 7 month extension will be given (upon request) to give time to locate a new Troop. Account funds are considered property of Troop 18 and will be transferred to a new Troop only- not to the parents. If transfer options are not arranged, all funds will be liquidated back into the General Troop Fund.

**8.9–Monthly Dues (2008)**

Scout’s monthly dues are \$30, payable the first troop meeting of the month. The dues are distributed as follows:

- \$15 General Fund (advancements, supplies, equipment),
- \$10 monthly camping fee,
- \$5 general gas fund.

If the campout is cancelled or not attended, the \$10 Camping will be moved to the scout’s personal account. If the scout elected not to attend, after commitment was made and the food was purchased for the activity, the \$10 fee will be forfeited.

**8.10–Summer Camp Fee (2008)**

The troop fee for summer camp is set as the actual camp fee plus \$10 to cover troop expenses, taken from your monthly camping fee dues. This is due to the fact that we typically do not camp during the month of summer camp.

Additional fees may apply for some merit badges offered at summer camp.

Additional transportation costs, to and from summer camp, may be assessed. The transportation fee will be collected to defray transportation costs to and from camp. Transportation costs will be charged to all scouts attending summer camp regardless if their parent provides transportation.

**8.11–Adult Leader Expenses (2008)**

The troop pays the BSA registration fee for all active uniformed adult leaders and for active troop committee members. The troop also pays entry and other fees and for meals for leaders on outings when the budget permits (as determined by the Scoutmaster). If the budget does not permit paying for all adults, the troop pays for the uniformed adult leaders, if possible.

Unless prior arrangements are made, all adults attending summer camp are expected to pay their own summer camp fees.

Uniformed adults are responsible for the cost of their own uniforms.

**8.12–Payment by Check (2008)**

We encourage families to make all payments to the troop by check. This provides a record of payment and a safeguard for both the family and the troop in the event of a mistake. We will accept payment in cash and give you a receipt.

## **Chapter 9**

### **Discounts, Credits, and Scholarships,**

#### **9.1–Discounts and Credits**

##### **9.1.2–Eagle Scout Credits (2008)**

Credits are a form of discount with special restrictions or purposes. The troop currently offers one credit for all Eagle Scouts. As a token of appreciation for their achievement, and contributions to the troop, each Eagle scout's monthly dues fee is reduced to \$15 per month..

#### **9.2–Special Credits**

##### **9.2.1– Council Credits (2008)**

Occasionally scouts can earn credit by working at Council approved activities. Any credit earned will be handled directly by council where they will apply money earned to the scout's next year's summer camp. Council may require or limit scouts based on age.

#### **9.3–Scholarships (2008)**

Troop 18 provides scholarship assistance to needy Scouts to cover fees, campout costs, or summer camp. The treasurer, scoutmaster and charter Representative are responsible to determine financial need. No one person will approve scholarship eligibility and all requests will be kept confidential. The troop requires recipients to be active, to attend a majority of campouts, and to advance regularly. The troop requires recipients to earn some part of their expenses, by helping with fundraisers and pay regularly based on their ability.

## Chapter 10 Miscellaneous

### 10.1–Troop-owned Equipment (2008)

The troop owns the minimum necessary equipment for troop outings, including troop trailer, tents, stoves, etc. The troop committee is responsible for overseeing troop equipment and assessing appropriate charges to individuals or patrols for any lost or damaged troop equipment checked out to them. Troop and patrol equipment is intended for use by troop members on troop activities. Equipment may not be loaned to non-members. The Scoutmaster or his designee is responsible to determine when equipment may be loaned to current or to former members for non-troop activities; such use should be infrequent.

### 10.2–Scout and Scoutmaster Handbooks (2008)

Cub Scout Packs usually give a copy of the *Boy Scout Handbook* to each new Scout. In the event that the new scout's pack does not, Troop 18 will provide one handbook for the new scout

#### 10.2.1- Lost Scout Handbooks (2008)

If a Scout loses his pack or troop issued scout handbook, it will not be replaced by troop 18. The scout needs to purchase a replacement book from the scout shop.

### 10.3–Banned Items (2008)

The following items are banned from all troop activities for all youth and adult participants, unless specifically approved by the Scoutmaster:

- Any candle or candle lantern (because of fire risk in tents)
- Any non-folding knife (sheath knife, machete, etc)
- Any butane lighter
- Any glass container
- Any PCS or cellular telephone
- Any radio, "walkman," or electronic game (to preserve the outdoor experience)
- Any MP3, iPod, or other music and video player.

## 10.4–Troop Publications

### 10.4.1–Newsletter (2008)

Because communication is vital to a successful program, the troop publishes a newsletter approximately monthly. The newsletter, will be distributed via email, mailed first class, or picked up at scout meeting, this will keep the scouts informed of dates, activities, changes, BSA and troop policies, and other useful information. We expect all Scouts, leaders, and parents to read every newsletter entirely.

### 10.4.2–Troop Web Site (2008)

The troop will maintain an Internet web site with appropriate information available to troop families and the general public. The purpose of the web site is to inform troop families, promote the troop to potential members, and helps other troops and Scout leaders benefit from our experience. Keeping in mind the public nature of the Internet, the troop "webmaster" will take care not to publish names, or other information that could be used for harmful purposes.

### 10.4.3–Other Troop Publications (2008)

The troop will create and distribute other publications as needed to keep families and Scouts informed.

## 10.5–Alcohol, Tobacco, and Illicit Drugs

### 10.5.1–General (2008)

As required by BSA policy, the troop will make every possible effort to provide a completely alcohol-free, tobacco-free, and drug-free environment for our Scouts. Violators will be subject to discipline guidelines (see Chapter 4)

### 10.5.2–Alcohol (2008)

No Scout and no adult may possess or consume alcoholic beverages at any time during any Scouting activity.

### 10.5.3–Tobacco (2008)

Use of tobacco products is not consistent with the Scout Law and Oath. No Scout may possess or use tobacco products at any time on any Scouting activity, regardless of parental consent. Adults who smoke/chew must do so completely away from the Scouts.

**10.5.4–Illicit Drugs (2008)**

Troop 18 bans the possession or use of illegal drugs (marijuana, etc), other abuse able substances (glue, prescription drugs, etc, except when used for their intended purpose), and drug paraphernalia (roach clips, pipes, etc). Adult violators (age 18 & up) will be turned over to the authority having jurisdiction. Police involvement for Scout violators will be at the discretion of the adult leader in charge based on individual circumstances.

**10.6–Advertising (2008)**

The troop will not accept any kind of commercial or personal advertising. This does not prevent the troop from making families aware of sales or other business offerings that may be advantageous to the Scouts. The committee will decide any question of interpretation.

**10.7–Personal Communications Equipment (2008)**

In order to preserve the outdoor experience, and prevent outings from becoming too much an extension of city life, personal communication equipment (cellular telephones, pagers, radio transceivers, etc) are banned for Scout usage on all troop outings, unless specifically approved in advance by the Scoutmaster. The troop will provide (or request) appropriate emergency communications equipment for remote activities, including a satellite communications system as needed. It is undesirable to have personal communication equipment available on a wilderness activity for routine personal or business activities. Adult leaders shall use their best judgment and discretion when operating personal communications devices on scout outings.

**10.8- Communication (2008)**

When you have a question regarding a scout issue, please follow the Chain of command. Start by calling your Patrol Leader first, if no answer, **and then** call the Senior Patrol Leader, followed by the Scoutmaster.

If you have an emergency, please contact the Scoutmaster.

For all extended duration camps, e.g. summer camp and high adventure treks, and for most overnight camps, the troop will designate an “at home contact”. The at home contact will be all scout parents’ first and primary point of contact. Parents are strongly urged to not contact the Scoutmaster directly.

**10.9–Individual Scout Medications (2008)**

Any scout taking prescription or regular maintenance medications is responsible for taking such medication. The uniformed adult leader in charge will collect the medications from the parents and distribute the medications to the scouts. Any special conditions, distribution times or amounts, and special instructions must be clearly communicated to the adult leader(s).

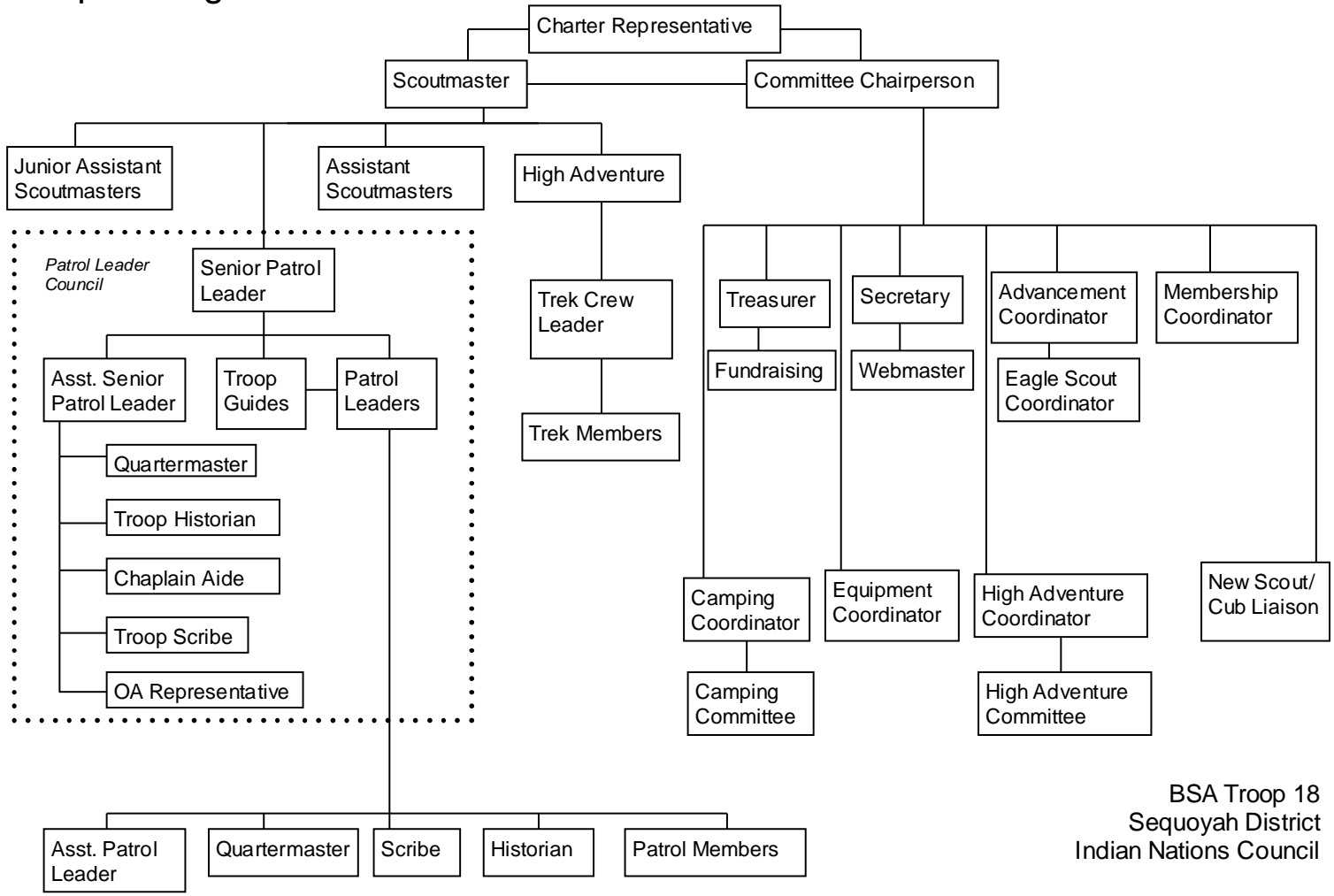
On the campout or activity permission slip, Parents must identify the medications the scout will take.

The troop provides typical, over-the-counter, medications for common, temporary, illnesses. If the scout requires or takes unique medications for common conditions, the parents must provide the unique medications to the troop.

Parents should update their scout’s Class 1 health history form with any changes to a Scout’s health.

**Notes:**

### Troop 18 Organization Chart



BSA Troop 18  
 Sequoyah District  
 Indian Nations Council

Chartered by:  
 First Presbyterian Church, Owasso, OK

# PLEASE READ, SIGN and RETURN

Scout's Name(s): \_\_\_\_\_

I have read and agree to follow the Troop 18 Policy & Procedure Guide.

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Scout(s) Signature)

I give my permission to Troop 18 to put pictures of my son (No names listed on web site of scouts) on the Troop's Internet Website.

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)