

BOY SCOUT TROOP 376

General Information, Policies, and Committee Responsibilities

**SPONSORED BY:
LIBERTY UNITED METHODIST CHURCH
LIBERTY, MISSOURI**

August 1986
Revised February 1994
Second Revision May 1998
Third Revision April 2009

This booklet is designed to answer questions that a boy or his parents or guardians may have concerning the do's and don'ts in Troop 376. Most of the policies herein are policies set forth by the Boy Scouts of America. We have found that knowledge provided beforehand saves misunderstandings later.

Troop 376 is chartered and sponsored by Liberty United Methodist Church, Liberty, Missouri. As of this writing, the troop has been Chartered since 1968. We have a strong, well balanced unit, due to excellent parent-boy participation. How can you as parents promote your son's participation and enjoyment and benefit of scouting activities?

Encourage him in every phase of his scouting activities.

There is a strong correlation between a boy's advancement on the scouting trail and his parent's interest and active participation in Troop 376 activities.

We encourage parents to question and make the Troop leadership aware of situations involving your son.

Always keep in mind that Troop 376 is your son's troop and one of which you want him to be proud. Only by working together can we accomplish these important objectives!!

A GOOD SCOUT-A GOOD TROOP-A GOOD CITIZEN

The following is information for parents or guardians of boys that belong to Boy Scout Troop 376, North Star District, Heart of America Council, and the Boy Scouts of America.

WHAT IS SCOUTING?

Scouting is a game with a purpose... The purpose of helping boys become men, training them for citizenship. Training your son to become a good citizen is the aim of the scouting program. The method used is to offer boys the kind of activities that appeal to them through the give-and-take of group living. While the boy participates in scouting, he has the chance to develop himself into a man, strong in character, healthy, skillful with his hands and keen of mind, ready to be of help to other people.

WHAT IS THE "SCOUT PATROL"

Boys want companionship. They want to have fun with other boys. They want to feel they "belong". And so they travel in groups... their own group, under their own leadership. The "Scout Patrol" is a small group of boys, together under the leadership of one of their own members. In this patrol, you have democracy at work on a small scale.

The boys elect the "Patrol Leader" they want to follow. They plan their own activities and carry them out together.

Troop 376 boys have the same feeling of comradeship and obedience to a common cause as any group of boys, except for one big difference... the Patrol guidance and supervision comes from the PLC.

The PLC (Patrol Leaders Council) plans the troop calendar and plans the weekly meetings. They will also hold annual meetings for elections or more often, where they elect specified positions of responsibility.

Who are the adults in scouting?

First there are the Scoutmaster and the Assistant Scoutmasters. These people guide the boy leaders who run the troop. The troop committee is a group of Scouters that meet each month to handle the troop matters that do not require direct boy input or contact.

Activities:

It is the promise of adventure, of camping, and life in the outdoors that attracts the boy in scouting. For this reason, Troop 376 should have an outdoor activity scheduled every month.

Usually this outing is in close proximity of the Kansas City area. Costs, depending on where the activity is held, are kept to a minimum.

It is the Policy of the Troop and BSA policy in order to provide two deep leadership at all times. Our Troop policy requires that a minimum of four adult scout leaders will be scheduled to attend all camp outs. If at least four leaders cannot attend the camp out, the Troop will cancel the outing.

It is the Policy of the Troop that "No visitors be allowed on camp-outs without the permission of the Scoutmaster" which must be obtained prior to departure and then they must join before they will be allowed to attend additional camping events.

No adult leader 18 or over may attend any activity without being registered with BSA and having the required background check completed with the exceptions of a troop meeting, court of honor or family activity.

Arrival and dismissal time:

A scout should arrive at the meeting place on-time. The troop will meet after a campout at the church or other previously determined location.

Arriving late or leaving early:

This adds to the confusion and also keeps the scout from fully participating in the activity. This must be kept to a minimum. So, unless it is an emergency, the scout will talk with the leader in charge of the activity prior to the activity to secure permission to arrive late or leave early, if he has a justifiable reason.

Food:

A scout learns from doing. Therefore, his meals should be prepared from food that is raw or unprepared in nature and which requires some amount of effort on the part of the scouts to assemble, prepare and cook, in order to have an edible meal. Foods which would not-normally be brought on camp-outs are canned stew, canned chili, prepared meats, soda pop, doughnuts, potato chips, candy, pop-tarts, etc.

The Boy Scout Handbook has many menus and cooking ideas in it. The Scout should use this resource and things he has learned to plan his meals. Good nutrition should always be paramount in food selection and cleanliness should be reinforced during food preparation.

Costs to individual scouts should be kept low by encouraging scouts to buy generic brands in the largest quantity possible and looking for sale items.

Scout Summer Camp and Other Activities

Prohibited Items:

For the safety of all in camp, rifles and ammunition, bows and arrows, fixed blade knives, gasoline or oil lamps or cooking equipment and fireworks are prohibited. No aerosol cans, radios, lighters, phones, personal electronic devices or electronic games are allowed. This paragraph applies to Camp Bartle and ALL Troop activities unless specified otherwise by the troop committee.

Code of Conduct

1. The decision to send a boy home from a scout activity shall be made by the Scoutmaster, Acting Scoutmaster, Assistant Scoutmaster; available members of the Troop Committee; the Senior Patrol Leader and the Assistant Senior Patrol Leader. The decision of the above-mentioned persons will be binding, and final.
2. Grounds for sending a boy home will include the following:
 - a. Any willful act that endangers the life or limb of the boy involved or any other person that might possibly be affected.
 - b. Any act that is totally contrary to the spirit of scouting and sets either a dangerous or repugnant example or precedent.

The aforementioned stated grounds for sending a boy home shall be construed as guidelines and will not be interpreted to exclude any exceptional condition or happening that arises. Each case in point will be decided on its unique set of circumstances referencing the above guidelines.

3. The following review procedure will be followed if time and common sense will allow:
 - a. The person witnessing or obtaining knowledge of the act, as soon as is practical, will report it to the Leader in charge.
 - b. The boy or boys involved will be brought before the assembled committee and the Patrol Leader's Council and confronted with the allegation.
 - c. The boy or boys will then be allowed to present their perception of the incident to the PLC and the assembled committee.
 - d. The boy or boys involved will then be excused to another area while the committee and the Patrol Leader's Council meet.
 - e. The Patrol Leader's Council will be excused to meet as a group to discuss the allegation and vote on a recommendation to be given to the committee. At that time, the committee (including the Senior Patrol Leader and the Assistant Senior Patrol Leader) will discuss the allegation, the Patrol Leader's Council recommendation and decide upon punishment if appropriate.
 - f. The boy or boys involved will be brought back before the PLC and the committee and apprised of the group's decision.

If the decision of the committee is to send the boy or boys home, the following procedure will be followed:

- a. a. As soon as is practical, the boy's parents will be contacted by the boy involved. Two adult leaders will be with the boy to assist in explaining what precipitated the contact and the procedure used to determine the actions being taken.
- b. If at all possible, the parent or parents of the boy or boys involved will be asked to come get the boy immediately and return him to his home. All camp policies and procedures will be followed in sending a boy home.
- c. If the parent is unable to come get the boy, arrangements will be made between the leaders and the parents to send the boy home using available public conveyance or two adult leaders will be sought to take the boy home. In either case, any costs incurred will be defrayed by the boys' family.

It is the intent of the foregoing set of procedures that they be used as guidelines in the determination of cause to send a boy home from a scout activity.

Honor Camping Recommendation Dates

The election by the boys of the troop for induction into or advancement within the Order-of-the-Arrow shall be held annually.

Cost of Scouting:

The Troop Committee of Troop 376 will endeavor to keep boy participant costs at a minimum. However, it does take certain funds to maintain the Troop organization. Cost of registration, camp fees and Troop dues for each boy may be defrayed by the boy working on scheduled fund raisers, such as candy or popcorn drives.

Scholarship Funds can be made available for scouts when deemed appropriate by the COR, Scoutmaster and Committee Chair.

Scout Advancement:

As a boy learns the hiking and camping skills that a scout is required to know, he receives recognition for his efforts by advancing in the first three ranks of scouting--Tenderfoot, Second Class, and First Class.

Merit badge subjects give the boy further opportunities for advancement and recognition. They encourage him to learn crafts, hobbies, and outdoor skills. By earning merit badges, the boy continues his upward climb in scouting toward the rank of Star, Life, and Eagle. Courts of Honor are held at different times of the year. During a "Court" the boy is recognized for his advancement in scouting. The parent of the scout should attend this "Court". At this time, the scout's mother is honored by receiving from her son a small pin denoting her son's rank. The boy takes great pride in pinning their mothers in front of their fellow scouts and families.

In no event will BSA requirements for advancement be modified to expect more than is required.

Uniforming

The Troop Committee encourages the uniforming of the Troop. A boy's uniform, with badges to show his awards, gives him pride in his appearance. It helps him to feel that he belongs, that he is truly a member of a great world brotherhood. The uniform puts all scouts on the same level. Troop 376 has a uniform exchange program to help defray the costs of maintaining a complete uniform. It is required that a full uniform be worn on activities unless specified otherwise. A complete uniform is comprised of scout shirt, scout belt, scout socks, scout pants or scout shorts and troop neckerchief.

Troop Camping Equipment:

The troop will provide tents, cooking gear and all related equipment. The troop will not provide backpacks, sleeping bags or other personal items.

Health and Safety:

It is imperative for the safety of all participants the Health and Safety Coordinator (or representative) is kept aware of medical conditions and medication usage which could affect the health and wellbeing of any participant involved with a BSA or Troop 376 activity. As such, troop leadership depends upon your full and complete cooperation in disclosure of health issues through the physical and medication forms.

Physical Forms

All Scouts and Scouters must have a current physical on record with the Health and Safety Coordinator (or representative). As of 1 January 2010, BSA will have an annual physical exam form for all Scouts and Scouters. For the calendar year 2009, if the youth has a valid three year physical still on file they do not need to go to the new form but the annual "Class 1" form must be updated and current.

For activities lasting 72 hours or less, part "A" and "C" of the 2009 form (the old "Class 1" form) must be completed. These do not require a providers (Medical Doctor, Doctor of Osteopathy, Nurse Practitioner, or Physician's Assistant) signature. For activities lasting longer than 72 hours, a 2009 part "B" form (the old "Class 2" form) must be completed and signed by a provider.

BSA High Adventure programs usually require a special location specific form. These forms will usually exceed the information required on a standard physical and will surpass the documentation requirements for the 2009 physical forms.

If the participant (youth or adult) has special needs, conditions, or requirements, additional information may be necessary for clarification. Please discuss these issues or concerns with your Health and Safety Coordinator.

Prescription Medications

Parents and Guardians have the option of either having their boy manage his prescribed medications or having the Health and Safety representative dispense them unless specified otherwise by H. Roe Bartle Summer Camp or BSA policy. In either case, ANY prescription medication must be documented on the health physical form, and for extended outings lasting greater than 72 hours, on the "Troop 376 Medication Administration Record". The Health and Safety representative and Scoutmaster need to be aware of any scout taking prescription medicine on a campout or scouting activity. If applicable, (and especially if self-medicating) you must complete and sign a medication administration record indicating the medication name, dosage strength, administration times, and other pertinent information. The medication will be presented upon event check-in to the health and safety representative with the original prescription label and in the original container. If adult leaders are dispensing the medication to the youth the Health and Safety representative and one other observer (preferably the Scoutmaster) should observe the boy taking the dosage and log the event on the medication administration record. The forms will be maintained by the Health and Safety Coordinator with the current physical for future reference.

"Rescue Medications" such as Epipens and inhalers should remain with the participant at all times. Again, it is imperative the health and safety representative is aware the participant has a condition which could be life threatening and is carrying the rescue medication on their person.

Records Maintenance

Documentation will be maintained by the Health and Safety Coordinator in a secure, private location. Every reasonable effort will be made to protect the privacy of the healthcare information and will be released to only those on a "need to know" basis. Healthcare information (paper copies, electronic media, or in summary format) should be brought on campouts by either the Health and Safety Coordinator or representative. Outdated documentation will be archived until destroyed by shredding.

Hazing/Bullying

It is the policy of Troop 376 that no hazing of any scouts will be permitted whether at meetings, on camping and hiking activities or at summer camp. Hazing/bullying has no place in scouting.

Troop Camp-Outs and Activities Schedules:

The Troop Committee wants to offer a year-round program with as many exciting, growth oriented activities for the boys as is feasible. To make the camping program work effectively, the committee, the Scoutmaster, adult leaders, parents, and boys all need to do their part. The PLC will be responsible for selecting and planning the campouts.

The Troop Committee works to ensure that the troop has the camping equipment necessary to have an effective year-round outdoor program. The committee and adult leaders will work to support the outdoor camping program by not scheduling activities which conflict with the planned camping program. All required BSA tour permits will be obtained by the camping coordinator prior to the activity.

Parents are responsible for ensuring that boys are on time for scheduled activities and that boys have permission slips and camping fees. Parents must also ensure that boys are picked up at the scheduled time after a camp out at the Church or other previously designated location. The BSA program is designed for the outdoors. For boys to succeed in Scouting it is necessary for them to camp with the Troop on a regular basis. Parents should encourage boys to attend as many camp outs as possible.

Fees on Camp-Outs:

Camping Fee – Covers camping fees and other incidental expenses. When activities are outside the Liberty, Missouri area an additional fee may be charged all boys whose parents do not drive. It is used to defray the cost of gasoline, parking, tolls, etc. necessary to transport the scout, to the activity.

Food Costs: Boys cook by patrol. Each boy in a patrol is expected to pay for his portion of the food bought by the assigned patrol grubmaster for the camp out. If a boy fails to make a camp out, which he had said he was going to attend, and does not notify the patrol grubmaster prior to the purchase of foodstuffs, then the boy must pay for his share of the food, even though he doesn't attend the camp out.

Maintaining a 12 Month Camping Program requires planning. The PLC will ensure that a six month activities calendar is approved and in place prior to the expiration of the previous troop activities calendar. Calendars should include all important troop and district events for a period of six months and should be posted on the website.

Troop camping activities fall into two categories; High Adventure and normal 12 month Camping Program:

High Adventure Activities will be approved by the Committee. A leader will be assigned by the Scoutmaster who will be going on the High Adventure activity and who will assume responsibility for the group and all activities associated with the undertaking. All necessary permit forms will be submitted by the responsible parties. High Adventure activities are normally greater than five days and require extended travel times. Distance to High Adventure activities is to be considered if the group is traveling by car. The proper BSA tour permits must be obtained. Because of the large amount of money necessary to fund High Adventure activities, special requirements are made of them. Although the Committee will make attempts to help fund High Adventure Activities, the individual group making these plans should not count on any type of funding from the troop and should make appropriate plans for separate fund raising activities.

The raising of funds for high adventure activities and the expenditure of funds on these activities should be agreed upon by a majority of the members of the activity. A record of all funds raised and expended during High Adventure trips, including all receipts or signed vouchers with explanation of expenses, should be submitted to the Committee at the completion of any High Adventure activity by the individual in charge of the High Adventure activity. Upon review by the Committee this report will be given to the Troop Committee Treasurer and kept on record.

The normal 12 month camping program is much different than high adventure. An outing will be scheduled at least once each month of the year which will provide each scout in the troop, regardless of age or economic standing, an opportunity to participate in a common camping experience in an outdoor setting, applying and reinforcing skills and, as a group, participating in new challenges and new experiences.

The PLC will use the following guidelines when planning an activities calendar to ensure that the Troop's camping program remains intact and consistent:

The Troop will normally camp together, although activities may vary within groups or Patrols (Venture, First Year, OA members during OA campouts). Although activities may vary at times the troop should make an effort to assemble at a common place and time to share experiences, if possible, during a weekend camp out.

Resident summer camp may be considered a camping activity for the month of June, July, or August (Whenever camp is scheduled)

Although it is sometimes convenient to schedule activities together, care should be taken that activities outside of the regular camping program do not interfere with or change the nature of the program. High adventure training, clean-ups, food pick-ups, fund raisers, merit badge colleges and other special programs are all important to members of the troop, but they should normally be scheduled separately, or the camping schedule should be adjusted, if they will impact the nature or consistency of the camping program.

The camping program is the cornerstone of the program which we want to deliver and that program needs to be fun to succeed. To deliver it requires resources, adult leaders and others willing to provide assistance to meet the goals of the troop. The guidelines for the camping program must also be flexible enough to ensure that adult leaders want to participate and provide leadership. That means in planning camp outs the PLC should try to plan camp-outs that are appealing to adults as well as to scouts and that the planned camp-outs do not place an inordinate burden on adults.

Religion:

The twelfth point of the Scout Law reads - "Reverent" A scout is reverent toward God. He is faithful in his religious duties. He respects the beliefs of others. As a Troop, we expect a Scout to observe this point of the Law, however, we respect his right to worship as he desires. The PLC will be encouraged to have the Chaplains Aid plan and conduct a church service on campouts.

Meetings:

Troop meetings are held on Monday evenings at the church unless otherwise designated. Boys should arrive at 6:45 p.m. so our opening can held at 7:00 p.m. sharp. Between 7:50 and 8:10 the circle up will occur and information shared, it is important for parents to attend this part of the meeting. Our intent is for all boys to be on their way home by 8:30 p.m. The Troop Calendar will show any changes in this schedule.

Responsibilities of the Troop Committee

The troop committee is the troop's board of directors and supports the troop program.

- Ensures that quality adult leadership is recruited and trained.
- Provides adequate meeting facilities.
- Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization.
- Supports leaders in carrying out the program.
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtains, maintains, and properly cares for troop property.
- Ensures the troop has an outdoor program.
- Serves on boards of review at the request of the Scoutmaster, Assistant Scoutmaster or Advancement Chair.
- Supports the Scoutmaster in working with individual boys and problems that may affect the overall program.
- Provides for the special needs and assistance some boys may require.
- Helps with the Friends of Scouting campaign.
- Assists the Scoutmaster with handling boy behavioral problems.
- Provide transportation to scouting activities
- Ensures the opportunity for scout rank advancement
- Maintains membership and registration

Specific Duties of Committee Chairpersons

1. Chartered Organization Representative:

- Is a member of the Chartered Organization
- The Representative of the Chartered Organization who coordinates Scouting activities with the sponsoring institution.
- Administers Charter Organization policy
- Helps keep Unit Committees at full operating strength
- Participates in the annual charter review and charter presentation
- Interpret and coordinate the Council Policies and program to his institution ~~and his unit~~
- Attends monthly Committee Meetings
- Encourages service to the Organization
- Coordinates replacement of the Scoutmaster and Committee Chair when necessary

2. Chairperson of the Troop Committee:

- Presides at all monthly meetings of the Committee
- Coordinates activities of Troop Committee to carry out the Scouting program as planned by unit leaders at Scout level.
- Organize the committee to see that all functions are delegated, coordinated and completed
- See the troop leaders and committee members have training opportunities
- Interpret national and local policies to the Troop
- Ensure troop representation at monthly roundtables
- Arrange for charter review and recharter annually

3. Secretary:

- Keeps the minutes of all Troop Committee Meetings
- Handle publicity
- Handles all correspondence relating to Troop activities

4. Treasurer:

- Operates the Troop on a Budget Plan
- Maintain checking and savings accounts
- Handle all troop funds. Pay bills on recommendation of the Scoutmaster and authorization of the Troop Committee
- Sees that annual dues are paid by the boys, and scouters
- Works with Chartered Organization Representative and Secretary on registration of all boys, both annual and additional
- Provides the committee with a monthly report of Troop financial conditions
- Lead in the preparation of the annual troop budget
- Provides the Scoutmaster with a list of scout account balances quarterly

5. Camping Chairperson:

- Reports to Scoutmaster
- Encourages, promotes and aids in direction of overnights, camps and activities and attendant thereto.
- Responsible for keeping current Auto Insurance Information on all scouters that provide transportation for Troop activities
- Arranges reservations and other administrative functions associated with a campout
- Responsible for coordinating with Scoutmaster on camping goals
- Helps in securing permission to use camping sites
- Promote the National Camping Award
- Makes camping schedule and roster of Dads for monthly camp-outs
- Serve as transportation coordinator
- Files tour permits with the council in a timely manner
- Ensures youth protection guidelines are followed on camp-outs

6. Advancement Chairperson:

- Assists Scoutmaster to bring about satisfactory Scout advancement in the Troop•
- Makes arrangements for Courts of Honor and presentations
- Develop and maintain a merit badge counselor list
- Maintains individual Scout records of advancement in rank. Secure badges and certificates
- Encourages boys on all phases of the Advancement Program
- Work with the troop librarian to build and maintain a troop library of merit badge pamphlets.
- Maintain and records the important events of the Troop
- Maintain an accurate record of Scouts attaining Eagle Rank

7. Quartermaster:

- Reports to Scoutmaster
- Responsible for the physical properties of the Troop
- Coordinates with and aids the Scoutmaster and Camping Chairman in ensuring that equipment is ready for overnights and camp-outs
- Responsible for keeping an up-to-date list of Troop equipment with aid of the Scout Quartermaster
- Directs all Troop equipment repairs
- Maintains the Troop trailer in a safe, usable condition

8. Ways and Means Chairperson:

- Directs all Troop fund raising projects

9. Health and Safety Chairperson:

- Responsible for all boys and scouters health forms
- Responsible for securing medical records per current HIPPA regulations
- Maintain Prescription Medication Log used on camp-outs

10. Membership Chairperson:

- Works with the Pack to see that WEBLOS are invited to meetings of the Troop and provided invitations to Troop Campouts
- Responsible for the annual online re-charter and maintains current membership records
- Keeps Scoutmaster advised of boys who are of age to join the Troop
- Assist Pack with membership drive

11. High Adventure Chairperson:

- Reports to Scoutmaster
- Responsible for coordinating a High Adventure activity for the Troop
- Will report all activity to Assistant Scoutmaster responsible for High Adventure

12. Chaplain:

- Provide a spiritual tone for troop meetings and activities
- Give guidance to the chaplain aide

13. Service and Conservation Chairperson:

- Directs service projects in the community, church, school and council
- Obtains opportunities for Scouts to practice the "Scout Good Turn"
- Directs Scouts in properly obtaining his service project requirements to meet his obligation for advancement to all ranks. Must coordinate directly with Scoutmaster and Advancement Chairperson to accomplish this program.

14. SPUC(ScoutParents Unit Coordinator):

- Ensure communication with parents.
- Work with parents to get them involved and keep them committed to the scouting program.
- Keeps Scoutmaster informed of any communications to ensure consistency in the program.

15. Webmaster:

- Responsible for maintaining Troop Website
- Update website in a timely manner, keeping calendar and other records current.

