

POLICIES and PROCEDURES

FOR

Troop 728

St. Paul the Apostle Catholic Church
Richardson, Texas

Chartered Organization
St. Paul the Apostle Catholic Church

720 S. Floyd Rd.
Richardson, Texas 75080

972-235-6105

Rev. David Flori, Pastor

Chartered Organization Representative
Ron Kormos

Boy Scouts of America

TROOP 728

North Trails District (District # 50)
Circle Ten Council (Council # 571)

TABLE OF CONTENTS

Troop Organization	
Troop History and Objectives	5
Chartering Organization	5
Boy Run Troop	6
Adult Participation	6
Troop Committee	7
Scoutmaster and Assistant Scoutmasters	11
Troop's Youth Leaders	12
Patrol Leaders Council	13
Troop Size	13
Registration and Fees	14
New Scout Registration	14
Transfers From Other Boy Scout Troops	15
Re-chartering (Re-registration)	15
Camp Savings Plan	16
Dues	16
Equipment	17
The Scout Uniform	17
Insignia	17
Troop Supplied Items	18
Campout Attendance	18
Special Recognition	18
Special Events	18
Other Required Equipment	19
Where to Buy Scout Equipment	19
Meetings	20
Regular Troop Meetings	20
Patrol Leaders Council Meetings	20
Patrol Meetings	21
Committee Meetings	21
Courts of Honor	21
Annual Planning Conference	21
Rank Advancement	22
Overview	22
Rank Requirements	22
Scoutmaster's Conference	23
Board of Review	23
Merit Badges	24
Awards	25
Eagle Honors	25

TABLE OF CONTENTS

(Continued)

Outdoor Program	26
Campouts	26
Totin' Chip Card	27
Troop Leadership Positions	27
Elections	27
Senior Patrol Leader	27
Elected Leadership Positions	28
Appointed Leadership Positions	28
Patrol Membership	29
Adult Leadership Positions	29
Scoutmaster	29
Committee Chairman	29
Other Committee Officers	30
Special Committee Positions	30
Discipline	30
Discipline Procedure	30
Appendices	
Troop Forms	31
Medical Authorization Form	31
Troop Resource Survey`	31
Amendments	31
Index	

TROOP ORGANIZATION

TROOP HISTORY AND OBJECTIVES

Troop 728 was originally chartered on March 30, 1995. The troop was organized by parents to provide a quality scouting experience for their sons.

The aims of the troop are the same as those established by Boy Scouts of America:

1. To build character and moral strength,
2. To foster citizenship, and
3. To develop physical, mental and emotional fitness.

Boy Scouts of America has developed and proven the methods for a successful and exciting scouting program. Troop 728 was created with the objective of fully utilizing this program. These methods are as follows:

1. IDEALS: These are well stated in the Scout Oath, Law, Motto and Slogan.
2. PATROLS: The patrol method teaches and promotes teamwork, leadership, and a sense of identity. It is a game that is FUN!
3. OUTDOORS: Outdoor activities are the hallmark of the Scouting experience.
4. ADVANCEMENT: A series of objectives, rewards and recognition develops self-confidence and maturity.
5. PERSONAL GROWTH - Activities are geared towards stretching a Scout's horizons.
6. ADULT ASSOCIATION - Scouts learn by the example set by their adult leaders.
7. LEADERSHIP DEVELOPMENT - Scouting provides ample opportunities for leadership training and practice by being a boy run, adult advised program.
8. UNIFORM - Uniforms provide a sense of belonging, personal pride, and are a symbol of commitment to Scouting's ideals.

THE CHARTERING ORGANIZATION

St. Paul the Apostle Catholic Church in Richardson chartered Troop 728. The church, or, chartered organization, receives a charter from Boy Scouts of America to use its program for a one-year period. The charter must be renewed annually in December.

The church has in turn agreed to provide a safe meeting place and see that adult leadership is provided to operate the Boy Scout program. The church owns and operates Troop 728 and

selects the Chartered Organization Representative to act as a direct link between the church and the troop.

BOY RUN TROOP

The term “boy run troop” means different things to different people. Scouting is designed to be “boy run” in the sense that boys are to develop leadership skills necessary to and appropriate for planning, organizing, leading, and controlling their activities. A boy scout troop may be comprised of boys from age 10 1/2 up to (but not including) age 18. Consequently, there will be different levels of leadership skill development taking place with different boys at different times.

Adults supervise activities to create a safe environment in which all boys may learn and practice what they learn. Adults offer a vast resource of managerial prowess, camping skills, professional expertise and knowledge, and general counsel.

In some troops, adults make most of the decisions, and boys just do as they’re told. In other troops, adults may do very little if anything. The amount of involvement and kind of involvement varies significantly from one troop to the next.

Troop 728 strives for a “boy run troop” whereby the boys, through their elected leadership, develop goals and pursue those goals. Adults are recognized as a resource (most often in terms of money and transportation). Adults are present at all activities in accordance with “two deep” leadership. The BSA policy is that two adult leaders who are registered in Scouting should be on the job during troop campouts and other outdoor programs (as well as meetings).

It is expected that Troop 728 will continue to discuss the meaning of “boy run troop” from time to time so that we, as parents of boys in Troop 728, will jointly learn from one another. As families leave Troop 728 and other families join Troop 728, the perceptions of the meaning of “boy run troop” may need to be re-addressed.

ADULT PARTICIPATION

Scouting is more than just an organization for boys. It requires the support and involvement of the scout's entire family. It is the goal of Troop 728 that all families take an active part in the operation of the troop. It has been our experience that the more involved the parents are in the Troop, the further the Scout will advance and the more active the Scout will become.

To encourage parental involvement, **Troop 728 requires at least one parent** complete the Troop Resource Survey and **register as an adult leader with the troop** when their son registers. The Troop Resource Survey and adult registration are required before the scout's registration is official. By registering, each participating adult then becomes a member of the Troop Committee. By requiring registration and requesting participation of parents, we are expressing our desire for family involvement in the Scouts’ activities. We want the scouts to know that they have our full support. The sections on **Troop Committee** and **Assistant Scoutmaster** below

provide additional information on ways in which parents may be involved. Different positions require different amounts of time.

Also, any parent may become a merit badge counselor, or an occasional contributor to our on-going program, and will a registered scouter. These positions enable sharing of skills and interest areas.

Parental involvement is needed in the following areas:

<u>Needed from all Adults</u>	<u>Committee Position Functions</u>	<u>Assistant Scoutmaster Functions</u>
1. Merit Badge Counselor 2. Sharing of Skills/Interests	1. Troop Committee Chairman 2. Secretary 3. Finance Ch. 4. Fund Raising Ch. 5. Outdoor/Activities Ch. 6. Advancement Ch. 7. Chaplain 8. Facilities & Logistics Ch. 9. Publicity Ch. 10. Scout Show Ch. 11. Service Projects Ch. 12. Committee Member	1. ASM – New Patrols 2. ASM(4) - Monthly Program Coordination 3. ASM - Venture

TROOP COMMITTEE

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

1. Seeing that a Scoutmaster is appointed;
2. Verify that the Scoutmaster is carrying out the Policies and Regulations of BSA;
3. Providing the ways and means to run a quality program;
4. Obtaining and maintaining the troop's equipment;
5. Supporting the Scoutmaster in establishing an adequate outdoor program.

Figure 1 (see next page) shows the current organizational chart for Troop 728.

(This page intentionally left blank.)
(Insert Figure 1 here.)

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

CHAIRMAN:

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

FINANCE COMMITTEE:

- ◆ Handles all funds and pays bills on recommendation of the (Scoutmaster) **Committee Chairman** and authorization of the troop committee.
- ◆ Maintains checking and/or savings accounts.
- ◆ Assists the Scoutmaster in preparing the annual budget.
- ◆ Supports the Fundraising Chairperson.
- ◆ Reports financial status to the troop committee.
- ◆ Maintains individual accounts for Scouts.

SECRETARY:

- ◆ Keeps minutes of all meetings and sends out Troop Committee meeting notices.
- ◆ Works closely with publicity efforts.
- ◆ Works closely with Troop Scribe and Scoutmaster in preparing a family newsletter of troop events.

OUTDOOR ACTIVITIES COMMITTEE:

- ◆ Secures permission to use camping sites.
- ◆ Files tour permits with Council office.
- ◆ Maintains records of previous camping activities for future use.
- ◆ Coordinates troop transportation.

FACILITIES & LOGISTICS COMMITTEE

- ◆ Works with Scout Quartermaster on inventory, storage, and proper maintenance of troop equipment.
- ◆ Maintains the troop trailer(s).

- ◆ Coordinates and provides the troop's meeting facilities.
- ◆ Distributes troop supplied items.

ADVANCEMENT COMMITTEE:

- ◆ Encourages scouts to advance in rank.
- ◆ Arranges and conducts troop boards of review.
- ◆ Conducts quarterly courts of honor.
- ◆ Conducts special courts of honor.
- ◆ Develops and maintains a merit badge counselor list.
- ◆ Makes prompt reports as required to the Council office when a troop board of review is held.
- ◆ Secures badges and certificates.
- ◆ Maintains troop library.
- ◆ Maintains troop information on the TroopMaster System.

MEMBERSHIP COMMITTEE:

- ◆ Maintains troop membership records in cooperation with the Advancement Committee on the TroopMaster System.
- ◆ Recruits adult leaders.
- ◆ Provides orientation to new members.
- ◆ Maintains and distributes troop policies and procedures.
- ◆ Supervises hospitality at courts of honors and special troop activities.

CHAPLAIN:

- ◆ Provides a spiritual tone for troop meetings and activities.
- ◆ Promotes regular participation of each member in the activities of the religious organization of their choice.
- ◆ Visits home of Scouts in time of sickness or need.
- ◆ Gives spiritual counseling services when needed or requested.
- ◆ Encourages Scouts to earn their appropriate religious emblem.
- ◆ Provides opportunities for Scouts to grow in their duty to God and their fellow Scouts.

FUNDRAISING COMMITTEE:

- ◆ Plans the annual fund raising events.
- ◆ Procures adult staffing and requests scout staffing as needed.
- ◆ Reports to the Finance Chairman.

SCOUTMASTER AND ASSISTANT SCOUTMASTERS

The Scoutmaster is the adult leader responsible for the troop's image and program. The Scoutmaster and his Assistant Scoutmasters work directly with the Scouts. It is their duty to:

- ◆ Train and guide boy leaders.
- ◆ Work with the committee to bring Scouting to boys.
- ◆ Use the methods of Scouting to achieve its aims.
- ◆ Meet regularly with the patrol leaders council for training and coordination in planning troop activities.
- ◆ Attend troop meetings.
- ◆ Attend troop committee meetings.
- ◆ Attend District Roundtables.
- ◆ Conduct periodic parents' meetings to discuss the program and encourage parent participation.
- ◆ Conduct Scoutmaster conferences for all rank advancement.
- ◆ Supervise troop elections.
- ◆ Facilitate the program using the proven methods of Scouting.
- ◆ Consider participation in Council and District events as determined by the PLC.

- ◆ Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and Boy Scouts of America.
- ◆ Take lead in developing the annual budget based upon the annual planning session.

THE TROOP'S YOUTH LEADERS

The troop is run by the boy leaders. With the guidance of the Scoutmaster and his assistants, they plan the program, conduct troop meetings, and provide leadership among their peers. Youth leadership positions are as follows:

SENIOR PATROL LEADER (SPL)

Top youth leader in the troop. He leads the Patrol Leaders Council (PLC) and, in consultation with the Scoutmaster, appoints other youth leaders and assigns responsibilities.

ASSISTANT SENIOR PATROL LEADER (ASPL)

- (1) Fills in for Senior Patrol Leader in his absence. Coordinates the activities of the Troop Historian, Librarian, Scribe, Quartermaster, and Chaplain Aide.
- (2) Fills in for Senior Patrol Leader in his absence. Coordinates the activities of the Troop Instructors and Den Chiefs.

TROOP HISTORIAN:

Collects and maintains troop memorabilia. Keeps a journal of the troops activities and associates this information with the troop memorabilia.

LIBRARIAN:

Keeps troop books, pamphlets, and magazines in order. Checks out this material to the Scouts and Leaders and secures their appropriate return.

INSTRUCTOR:

Supports patrol leaders in teaching skills to patrol members. Coordinates or conducts instruction during troop meetings.

CHAPLAIN AIDE:

Assists with troop religious services at all troop activities.

PATROL LEADER:

Gives leadership to members of his patrol and represents them on the patrol leaders council.

ASSISTANT PATROL LEADER:

Fills in for the patrol leader in his absence.

DEN CHIEF:

Assists Den/WEBELOS Leaders with their Cub Scout den/WEBELOS Patrol.

QUARTERMASTER:

Maintains troop supplies and equipment in good condition and keeps track of the inventory of all troop equipment.

SCRIBE:

Keeps attendance records, collects dues, takes minutes of Patrol Leader's Council and troop meetings, and publicizes troop activities.

BUGLER:

Provides appropriate musical emphasis to ceremonies and campouts.

TROOP GUIDE:

Works with new scouts. He helps the new scouts feel comfortable and earn their First Class rank in their first year.

PATROL LEADERS COUNCIL

The Patrol Leaders Council (PLC), not the adult leadership, is responsible for planning and conducting the troop's activities. The PLC is composed of the following voting members: Senior Patrol Leader and Patrol Leaders. The remaining members of the troop leadership attend in an advisory capacity.

TROOP SIZE

The troop committee, in December, sets the maximum troop membership level for the succeeding charter year. Preference in admission to the troop will always be accorded to brothers of current scouts and applicants whose parent (guardian) is a member of the chartering organization.

REGISTRATION AND FEES

NEW SCOUT REGISTRATION

A boy may register as a new member of Troop 728 at any time during the year. WEBELOS Scouts traditionally join in the spring after achievement of their WEBELOS rank and/or Arrow of Light Award. The requirements for a boy to join are as follows:

- ◆ Be at least 10 and 1/2 years old or completed the fifth grade, and be less than 18 years old.

The process for registration is as follows:

- ◆ The boy and at least one parent attend one of the troop meetings held on Sunday nights.
- ◆ A Boy Scout Registration Form is completed.
- ◆ An Adult Leader Registration Form is completed by at least one parent.
- ◆ A Troop Resource Survey (one for each parent) is completed.
- ◆ A Medical Release Form is completed.
- ◆ A registration fee for the boy and for the adult leader is paid to the Troop. (Merit Badge counselors, who are not parents of a troop member pay a nominal fee.)

The initial registration fee for the Boy Scout includes:

- ◆ Registration with Boy Scouts of America
- ◆ Accident Insurance for BSA Events
- ◆ Subscription to Boys Life magazine (optional but strongly encouraged)
- ◆ One Troop 728 neckerchief

Additional cost items:

- ◆ Troop 728 T-shirt
- ◆ Troop 728 hat

The initial registration fee for the adult leader includes:

- ◆ Registration with Boy Scouts of America.
- ◆ Accident Insurance for BSA Events.
- ◆ Subscription to Scouting magazine.

Registration fees are non-refundable. All fees must be paid and all forms completed before the boy is officially a registered member of Troop 728. All fees will be pro-rated to match the Re-Chartering anniversary date.

TRANSFERS FROM OTHER BOY SCOUT TROOPS

If a scout is transferring into Troop 728 from another Boy Scout Troop, the registration process is slightly different than for a new Scout. These differences are as follows:

- ◆ The transfer is noted on the registration form.
- ◆ The advancement records, signed by the previous troop's advancement chairman, are provided. This record must include the dates for all rank advancements, merit badges, leadership positions, service hours, and other awards or honors. (The verifiability of these records is very important in the case of the boy's advancement to the Eagle rank.)
- ◆ The payment of nominal transfer registration fee to Troop 728.
- ◆ Completed Troop Resource Survey and Adult Registration (see above).

Re-chartering (Re-registration)

Each year, Troop 728, through its chartering organization, must renew its charter with the Boy Scouts of America. Each scout and adult is required to pay his or her annual registration fees during the month preceding re-chartering so that the re-chartering process can be completed on time.

A Scout will not be eligible to reregister or attend summer camp unless he has been an active member of the troop in the preceding charter year. Activity is judged as follows:

- ◆ Attendance at 60% of the troop campouts, and
- ◆ Attendance at 60% of the troop meetings.

Absences excused by the Scoutmaster will be counted as attendance. The Scoutmaster for good cause may waive this requirement.

SUMMER CAMP PAYMENT PLAN

The troop attends at least one week of summer camp every year. Locations vary from in-council camps to the exotic high adventure locations. Parents are welcome to attend, facilities permitting.

The fees for summer camp approximate \$130 per attendee, payable by the troop to the summer camp in advance. In order to avoid unnecessary late fees, the Committee will establish payment due dates.

In the event of a change in plans, these funds are fully refundable if they have not yet been paid over to the camp administration. If the funds have been paid over, they are refundable to the same extent, if at all, as allowed by the receiving camp's rules and regulations.

DUES

Dues are \$15.00 per month.

Dues are payable regardless of whether or not the Scout attends the meetings for that month. Dues are due and payable each month, and should not be allowed to go into arrears. The issue can be referred to the troop Committee to decide on measures to be taken.

Dues may be paid in advance. Any overages will be applied to the following year's dues at registration. Any outstanding dues at the time of registration will be collected as part of the registration procedure.

For scouts new to Troop 728, dues begin the first month following registration into the troop. For re-registering scouts, dues continue uninterrupted. Dues continue until the Scoutmaster/Finance Committee member has been notified that the Scout has left the troop, or until the Scout's 18th birthday. Reconciliation of dues is part of the exiting procedure for a Scout leaving the troop.

EQUIPMENT

THE SCOUT UNIFORM

The uniform is the scout's identification with the brotherhood of scouting and should be worn with pride. The uniform makes our troop visible as a force for good and creates a positive youth image in our community. The uniform symbolizes our commitment to the aims and purposes of scouting.

There are two types of uniforms for Troop 728; BSA (Class A), Informal (Class B).

The BSA uniform consists of the official Boy Scout shirt, official Boy Scout shorts or official Boy Scout pants, official Boy Scout socks, and official Boy Scout belt along with the Troop 728 hat, and neckerchief. The BSA uniform is required to be worn:

- ◆ To all Courts of Honor.
- ◆ At troop meetings, functions and campouts.
- ◆ To all boards of review and scoutmaster conferences.
- ◆ To district, council, and national scouting events.
- ◆ To other events as specified by the Scoutmaster.

The Informal uniform consists of the Troop 728 hat, Troop 728 T-shirt or official Boy Scout T-shirt, and official scout pants or shorts, or blue jeans previously approved by the Scoutmaster. The blue jeans will be neat, clean, and not torn. The Informal uniform is required to be worn:

- ◆ To troop meetings during the summer unless otherwise designated.
- ◆ During all campouts when the BSA uniform is not required.
- ◆ To other events as specified by the Scoutmaster.

During events of longer duration (i.e., summer camp, treks, etc.), at the Scoutmaster's discretion, other uniforms may be substituted. In these cases T-shirts, with a scouting theme may be substituted for the Troop 728 T-shirt and blue jeans may be worn in the place of scout shorts or pants. Clothing items that promote alcoholic products, drugs or contain inappropriate language are never permitted at any scouting event.

Parents are urged to direct their son to follow these rules.

INSIGNIA

The required insignia on the official Scout shirt is as follows:

- ◆ American flag (usually comes already on shirt)
- ◆ Patrol Emblem
- ◆ Circle Ten Council Patch
- ◆ "728" Troop Numeral Patches

- ◆ Current Rank Badge
- ◆ International Scouting Emblem
- ◆ Red Shoulder Loops for shirt epaulets

Placement of the insignia on the uniform is shown in the Boy Scout Handbook. For further information, please consult publication number 33066 entitled *Insignia Guide*, available through the *Scoutfitter* (for approximately \$3.25).

TROOP SUPPLIED ITEMS

Troop 728, as part of the initial scout registration fee, will provide some of the required uniform components.

TROOP NECKERCHIEF - forest green with gold piping. Additional neckerchiefs can be purchased at the Scoutfitter. **(or Dad'n Lads.)**

OTHER REQUIRED EQUIPMENT

TROOP T-SHIRT - bears the Troop 728 logo and can be purchased from the troop.

TROOP HAT - embroidered with Troop logo & motto, and can be purchased from the troop.

Each Scout is required to purchase a Boy Scout Handbook. The handbook is required to track a Scout's advancement. The Scout should bring this handbook *to all troop meetings, patrol meetings, and campouts* to facilitate the instant recording of the scout's advancement accomplishments.

Troop 728 has established itself as a low-impact camping troop. With this objective in mind, and to reduce waste at a camp, each boy is required to bring on many campouts a plate, bowl, cup and set of eating utensils. There are official Boy Scout items, which are quite functional and will serve this purpose well, but they are not required.

Additionally, camping requires certain personal gear that is not provided by the troop. A list of suggested items is provided in the Boy Scout Handbook.

WHERE TO BUY SCOUT EQUIPMENT

A full line of Boy Scout uniforms, insignia and equipment can be found at: The Scoutfitter, 8605 Harry Hines Blvd., (Inside the Council office) Dallas, TX, Telephone Number, 214-902-6767. Store Hours: Mon-Fri.- 8:30 a.m.- 6:00p.m., Sat. 10:00a.m.-3:00p.m.

Additionally, a complete line of uniforms, most insignia and some basic scout equipment can be purchased at: Scout **Shops throughout the area. (Dad 'n Lad, 17 Richardson Heights Shopping**

Center, (Corner of Beltline and Central Expressway), Richardson, TX, Telephone Number, 972-231-3497. Store Hours: Mon - Sat. 9:00 a.m. - 6:00 p.m., stay open late on Thurs. till 9:00 p.m., closed on Sundays.)

A complete catalog of all BSA publications - called "Scouter's Library of Literature" may be obtained for free by calling toll free: 1-800-323-0732, or by writing to this address:
P.O. Box 909, Pineville, NC 28134-0909.

A complete catalog of all official BSA equipment, clothing, etc., may be obtained for free from the Boy Scouts of America by calling toll free: 1-800-323-0732, or by writing to this address:
P.O. Box 909, Pineville, NC 28134-0909.

MEETINGS

REGULAR TROOP MEETINGS

The troop meets for its regular meetings every Sunday (except the Sunday following a campout and as determined by the PLC) at St. Paul the Apostle School. The meetings are held from **6:00 (6:15 PM) to 7:30 PM (7:30pm)**. In order to allow the meeting to begin and end as scheduled, all Scouts are asked to arrive starting at 6:00PM and no later than 6:10 PM. Refer to the annual calendar for program topics. Scouts acting as the Service Patrol will need to stay approximately 15 minutes after the meeting ends.

The typical agenda for a troop meeting is shown below:

6:00 – 6:15	Scouts arrive Service patrol sets up room
6:15 – 6:25	Meeting Opening Collect dues and take attendance
6:25 – 6:50	Program
6:50 – 7:05	Patrol Corners
7:05 – 7:20	Troop Game
7:20 – 7:30	Announcements Scoutmaster Minute
7:25 – 7:30	Closing and Retire Colors
7:30 – 7:45	Service Patrol Clean up Boards of Review Scoutmaster's Conferences Brief PLC to recap meeting Merit Badge work

PATROL LEADERS COUNCIL MEETINGS

The Patrol Leaders Council meets monthly. Meetings will generally be held at the school from 7:00 PM to 8:30 PM. The meetings are held to review the recent campout activities and plan upcoming events, as well as to discuss other topics of interest to the Troop Leadership.

PATROL MEETINGS

The patrol leaders and their assistants are responsible for holding regular patrol meetings. It is important that patrols meet at least once a month. The meetings are usually held at one of the patrol member's homes or at school. Purposes of patrol meetings are to work on rank advancements, patrol projects, practice skills, and prepare for upcoming troop events.

COMMITTEE MEETINGS

The committee meets monthly, at the school, from 7:00 PM to 8:30 PM on the **fourth Sunday** (Monday) of the month. The Committee Chairman will publish and provide an agenda for each meeting, if practicable. The Chairman as necessary may call other committee meetings.

The meetings are open to all parents. Only registered adult leaders serving on the Troop Committee are eligible to vote on matters **affecting** the Troop. All matters brought before the committee (except disciplinary matters and amendments to these Policies and Procedures) may be decided by a majority vote of those adult leaders present.

COURTS OF HONOR

The Court of Honor is the troop's opportunity to recognize its members for their achievements. This is an important event and ALL family members and their friends are encouraged to attend. Family participation in the scout's advancement is so important that the Troop Leadership strongly recommends the attendance of the parent(s) when a Scout receives his rank advancement award. Courts of Honor will be held at least **twice a year. (once every three months.)**

Occasionally, a special Eagle Court of Honor will be held to recognize one of the troop's scouts who has achieved the highest rank in Scouting, the rank of Eagle Scout. All troop members and their parents are requested to attend to show their support for this great achievement and to use the occasion to further commit themselves to the goal of the Eagle rank.

ANNUAL PLANNING CONFERENCE

An annual planning conference will be held with the PLC and Scoutmasters to prepare the annual calendar (Troop Committee and parents are welcome to attend). The calendar and budget will then be submitted to the committee for approval. Following approval, the calendar will be distributed to all Scouts and their parents. The planning conference will normally take place in August.

RANK ADVANCEMENT

OVERVIEW

Rank advancement **is not** the aim of Scouting but is one of the most important methods of Scouting. It is a principle indicator of the individual boy's involvement in the program. If the program is good and the scout is involved, then advancement should come naturally.

Rank advancement is the **SCOUT'S** responsibility. The adult leadership will provide a good program, but advancement requires the initiative of the individual scout.

The steps involved in advancement are as follows:

1. The SCOUT attends troop functions.
2. The SCOUT completes requirements for the various ranks.
3. The SCOUT secures the appropriate signatures in his handbook as the requirements are completed.
4. The SCOUT requests and attends a Scoutmaster's Conference upon completion of all requirements for his next rank.
5. The SCOUT requests and attends a Board of Review after completion of the Scoutmaster Conference.
6. The SCOUT advances to his new rank after completion of the Board of Review.

Parental support in the advancement process is also key factor. Parents may not sign off the requirements, but can encourage their son to set goals and take the initiative towards rank advancement.

RANK REQUIREMENTS

Rank requirements vary widely from tenderfoot to eagle. The requirements for rank advancement through First Class are geared towards teaching the Scout basic Scouting skills. After First Class, rank advancement depends on the scout's leadership roles, completion of service projects, and completion of merit badges.

The specific advancement requirements are detailed in the Scout Handbook. The ASM for New Scouts or the Patrol's Troop Guide is responsible for the signing off of each requirement completed for all ranks through First Class. Each requirement must be signed and dated. The date must include month, day and year. This will prevent any questions by BSA when the boy applies for his Eagle rank. The Scoutmaster must sign off all advancement requirements for Star, Life, and Eagle ranks.

SCOUTMASTER'S CONFERENCE

The Scoutmaster's Conference is to allow the Scoutmaster or a designated Assistant Scoutmaster to get together with the scout and review his progress, get to know each other better, talk about the scout's role in the troop, and set realistic goals for advancement to the next rank.

When a scout completes all the requirements for his next rank, as evidenced by appropriate signatures, he should review his record of completion with the Advancement Chairperson. Then, the Advancement Chairperson provides the Scoutmaster with a list of scouts who need Scoutmaster's Conferences. The Advancement Chairperson and the Scoutmaster will then schedule a conference with each scout. Upon completion of the Scoutmaster's Conference, as evidenced by the appropriate signature, the scout is then ready for a Board of Review. The scout should then request from the Advancement Chairperson a Board of Review.

Under appropriate circumstances (e.g., on a Campout following completion of the rank requirements) a Scoutmaster's Conference may be held by the Scoutmaster (at the Scoutmaster's option) prior to the rank review by the Advancement Chairperson. In such cases, as soon as possible thereafter, a scout should confer with the Advancement Chairperson to verify the recording of completion items and dates.

BOARD OF REVIEW

The Board of Review permits the scout's progress to be reviewed by members of the Troop Committee. The board checks the scouting skills and attitude of the scout, not to test the scout (he has already passed the requirements), but to assess the quality of the program. Any weak areas identified should be brought to the attention of the Scoutmaster.

Review for Tenderfoot through Life Ranks and Eagle Palms. After a Scout has completed all requirements for Tenderfoot, Second Class, First Class, Star, and Life ranks, or an Eagle Palm, he appears before a Board of Review. This Board of Review is made up of at least three and not more than six members of the troop committee. One member serves as chairman, usually the committee member responsible for advancement, if available. The Scoutmaster, Assistant Scoutmasters, relatives, or guardians may not serve as members of a Scout's Board of Review. (From *Advancement Policies and Procedures Committee Guide*, publication number 33088).

The North Trails District Eagle Board of Review for Eagle differs from the Troop 728 Board of Review in that a District Committee Representative must be included in the board. Additional board members may consist of members of the Troop's adult leadership that may have attained the rank of Eagle Scout. Other adults who have attained the Eagle rank may be utilized from the community as necessary.

MERIT BADGES

Purpose and Objective of Guidelines for Earning Merit Badges Required for the Rank of Eagle Scout

In order to provide a consistent guideline to all Troop 728 scouts for earning merit badges within the Troop 728 scouting program, guidelines have been established. It is the objective of Troop 728 to give its scouts the opportunity to earn merit badges to advance to the upper division ranks, i.e. Star, Life, and Eagle, along with the honors associated with the earning of Eagle Palms. Working on merit badges allows the scout the opportunity to build on the basic scout skills, investigate hobbies, and foster citizenship. It is also the objective of Troop 728 to provide its scouts with a quality program. Scouts should be proficient in the requirements required by each scout rank. They should not just demonstrate a general knowledge of a rank requirement by “doing” the requirement once in order to pass that rank requirement but should continue to gain proficiency by using the skills. Based on the above objectives, following guidelines for earning merit badges are provided.

General Guidelines for Earning Merit Badges

In order to maintain the integrity of Troop 728's merit badge program, a parent may not be his or her son's counselor for a merit badge unless another adult (non-parent) counselor is co-counseling with the parent and more than one scout is taking the merit badge. Each counselor must sign the merit badge completion form.

Merit badges may be earned only from approved merit badge counselors. Counselors are approved by the Troop Committee and must be registered as either an adult leader or merit badge counselor. A list of approved counselors, by merit badge, is available from the Committee Advancement Chairperson.

A booklet covering the requirements for each merit badge is essential for any scout attempting to earn the merit badge. Booklets may be available from the troop library or can be purchased at any of the locations selling Boy Scout uniforms and accessories.

A scout who elects to work on a merit badge must do the following:

1. The SCOUT requests a merit badge application form from the Advancement Chairperson and approval from the Scoutmaster or designated Assistant Scoutmaster.
2. The SCOUT completes the personal section of the form.
3. The SCOUT contacts an approved merit badge counselor to begin work and schedule meetings.
4. The SCOUT secures the merit badge counselor's signature on the application form after completing all requirements.
5. The SCOUT secures the Scoutmaster's signature on the application form after completing all requirements.
6. The SCOUT submits the completed application to the Advancement Chairperson.

AWARDS

Badges of rank will be presented to the scout at a regular troop meeting as soon as possible after successful completion of his Board of Review. The advancement card along with a mother's pin will be presented at his formal recognition at a Court of Honor.

Merit badges will be presented to the scout at a regular troop meeting as soon as practicable after submitting a completed merit badge application form. The merit badge card will be presented at his formal recognition at a Court of Honor.

EAGLE HONORS

Troop 728 is especially proud when one of its members attains Eagle rank. Upon notification that a scout has achieved the Eagle rank, the troop will provide:

- ◆ Eagle badge and related pins,
- ◆ Eagle neckerchief and slide,
- ◆ National Eagle Scout Association membership,
- ◆ Troop 728 Eagle hat,
- ◆ Eagle Plaque.

All other expenses of the Eagle Court of Honor will be borne by the Eagle and his parents. Only the Scoutmaster can authorize the Eagle Court of Honor. No Eagle Court of Honor will be authorized by the Scoutmaster unless: (a) the Eagle Court of Honor is open to attendance by all Scouts of Troop 728, their immediate families, and the troops adult leadership; and (b) the place at which the Eagle Court of Honor is to be held will accommodate such persons as may choose to attend.

OUTDOOR PROGRAM

CAMPOUTS

Camping is the focal point of the Boy Scout Outdoor Program. It is a key component of Scouting. Troop 728 supports this program and will schedule at least one campout every month of the year except December. A long-term camp such as summer camp and/or a high adventure camp will be scheduled at least once a year.

Troop 728 will camp in all types of weather. Scouts need the opportunity to test their skills in a variety of real life situations. However, unnecessary risks are never taken and safety is of the utmost concern. The Scoutmaster will be the final authority on whether campouts will be canceled due to dangerous weather conditions.

In order to get the most out of the troop camping experience, the following rules will apply:

1. No electronics (radios, games, tape players, televisions) will be allowed. Any electronic items will be confiscated and returned to the scout at the end of the campout.
2. Firearms, fireworks, sheath knives, or other dangerous items are not allowed. Any items of this type will be confiscated and, depending on the seriousness of situation, a parent may be called to pick up their son.
3. Possession of alcoholic beverages, tobacco products, or drugs (other than prescribed drugs) is strictly forbidden. Scouts in possession of any of these items may be removed from participation and parents may be requested to pick their son up.
4. Prescription drugs will be delivered to the Scoutmaster in charge, or his assistant, with instructions for their use. The Scoutmaster will ensure that the drugs are dispensed as required.
5. A notarized medical authorization form must be on file with the Scoutmaster in charge before a scout can participate in troop outings.
6. Since cooking skills are not developed by the use of prepared foods, all meals cooked in camp will be fixed without the use of these food items.
7. The troop or patrol will provide all food. Scouts will not pack food in their personal pack. This only attracts unwanted insects or scavenging animals to the tents.

Food will be procured by each patrol based upon the number of patrol members plus three guests. The menu will be planned during a Patrol meeting or during a Patrol Corner at a troop meeting. The budgeted amount per person is **\$9.00**. Money for food is covered under our monthly dues.

TOTIN' CHIP CARD

All Scouts in the troop are required to pass the Totin' Chip course before handling any knives, axes, or saws. The Totin' Chip course is designed to teach safety and skills in handling of these tools. The scout will receive a Totin' Chip card after successful completion of the course and is required to carry it with him if he desires to handle a knife, saw, or hand ax during a campout. He may be asked by any Troop leader or adult leader to show his card before being allowed to use these tools. Improper or dangerous use of axes, knives, or saws will result in a corner being torn off the scout's card. If all four corners are torn off, the scout will lose his privileges until he completes the course again. If the Scoutmaster determines that the infraction was severe enough, the scout may lose the card, along with the privileges of using the tools and be required to be re-trained in the proper and safe use of the tools.

TROOP LEADERSHIP POSITIONS

ELECTIONS

ELECTED LEADERSHIP POSITIONS

Election of the senior patrol leader and the patrol leaders will be conducted every 6 months. A scout must be nominated for a position in order to run for election. A scout who is seeking election must be present to be elected or have an excused absence from the Scoutmaster.

All scouts should be present for the election due to the importance of their right to choose their leaders.

SENIOR PATROL LEADER and PATROL LEADERS

Candidates for Senior Patrol Leader are nominated by the Scouts, validated by the Scoutmaster, and *elected* by a majority of the scouts present and voting. Candidates must meet the following minimum qualifications:

- ◆ 13 years of age;
- ◆ Star rank;
- ◆ Previous leadership service as Patrol Leader, Troop Guide, or Assistant Senior Patrol;
- ◆ Completed Troop 728 JLT, Oak Leaf JLT, Golden Acorn – preferred but not required;
- ◆ Active member of Troop 728 for the previous six months;
- ◆ Must be agreeable to serve a term of **six** months (the SPL may succeed himself once);

Patrol Leaders are *elected* by a majority of their patrol members. Candidates for Patrol Leader are nominated by the Scouts, validated by the Scoutmaster, and must meet the following minimum qualifications:

- ◆ First Class;
- ◆ Completed Troop 728 JLT;
- ◆ Active member of Troop 728 for the previous six months;
- ◆ Must be agreeable to serve a term of six months (the PL may succeed himself once).

APPOINTED LEADERSHIP POSITIONS

The following positions are *appointed* by the Senior Patrol Leader as he assumes his leadership position: Assistant Senior Patrol Leader (ASPL), Quartermaster, Scribe, Historian, Librarian, Chaplain Aide, and Bugler. Each appointee must be approved by the Scoutmaster.

The Assistant Senior Patrol Leader must meet the following minimum qualifications:

- ◆ 13 years of age;
- ◆ Star rank;
- ◆ Completed Troop 728 JLT, Oak Leaf JLT;
- ◆ Previous leadership service as Patrol Leader or Troop Guide;
- ◆ Active member of Troop 728 for the previous six months;
- ◆ Must be agreeable to serve a term of six months (the ASPL may succeed himself);

The following positions are *appointed* by the Patrol Leader as he assumes his leadership position: Assistant Patrol Leader (APL) and Patrol Quartermaster.

The Assistant Patrol Leader must meet the following minimum qualifications:

- ◆ Second Class
- ◆ Active member of Troop 728 for the previous six months;
- ◆ Must be agreeable to serve a term of six months (the APL may succeed himself);

The Scoutmaster appoints the following positions: Junior Assistant Scoutmaster, Troop Guides, and Instructors. The Scoutmaster may appoint a Scout to serve in any troop leadership position, which is newly created or becomes vacant.

PATROL MEMBERSHIP

Patrol size will generally not exceed nine Scouts. The Scoutmaster will approve assignment to a particular patrol. Changing from one patrol to another may be done only with the approval of the Scoutmaster.

ADULT LEADERSHIP POSITIONS

SCOUTMASTER

The Scoutmaster is recruited by the Troop Committee and recommended for appointment to the Chartering organization. Upon appointment, the Scoutmaster will serve a term of three (3) years and may not succeed himself. The term of office normally begins September 1 and runs through August 31, three years hence. Unexpected vacancies in the office of Scoutmaster can be filled at any time using the same procedure. The new Scoutmaster's term may be extended past three years to the next succeeding August 31.

COMMITTEE CHAIRMAN

The Committee Chairman will be elected in August by the Troop Committee and serve a term of three years. The Chairman may not succeed himself.

OTHER COMMITTEE OFFICERS

The Finance Chairperson, Secretary, Outdoor Activities Chairperson and Advancement Chairperson will be elected in **August (February)** by the Troop Committee and serve a term of one year. These officers may succeed themselves.

SPECIAL COMMITTEE POSITIONS

The Committee Chairman may appoint such other positions, as he deems necessary and proper to support the Troop Committee's mission. Persons serving in these positions do so at the pleasure of the Committee Chairman.

DISCIPLINE

DISCIPLINE PROCEDURE

Scouts and adult leaders may be disciplined for misconduct. The procedure is as follows:

1. Any person having knowledge of the misconduct shall inform the Scoutmaster.
2. The Scoutmaster shall conduct such factual investigation, as he deems necessary.
3. The Scoutmaster shall then report the facts of the matter to the Committee Chairman. If either believes that the allegations should be heard formally, the following procedures will apply:
 - a) Written notice of the hearing regarding the allegations will be sent to each registered adult leader.
 - b) Not sooner than fourteen (14) days after the notice has been sent, a hearing will be held before the Troop Committee. All adult leaders may attend, but only registered committee members may vote. Before any hearing may occur, more than 50% of the registered committee members must be present to constitute a quorum.
 - c) At such hearing, evidence in support or in defense of the allegations may be presented.
 - d) After such hearing, the Scoutmaster and Committee Chairman will recommend what action should be taken.
 - e) The recommendation will be either accepted or rejected through a majority vote by those registered committee members that are present.
 - f) If the proposed recommendation is rejected, the Scoutmaster and Committee Chairman will propose a new recommendation, and the process will be repeated until a recommendation is accepted by a majority of the registered committee members that are present.
 - g) Once a recommendation is accepted, it will take effect immediately.
 - h) Recommended and approved discipline may include removal from office, revocation of troop membership, suspension, or other discipline approved by the majority of the troop committee registered members.
4. If the Scoutmaster and/or Committee Chairman are the subject of the allegations, the Chartering Organization representative will act for the Scoutmaster and the Treasurer will act for the Committee Chairman as necessary.

TROOP FORMS

MEDICAL AUTHORIZATION FORM

The Medical Authorization Form is required to be completed and notarized before a scout can be an active member of the troop. The form contains information regarding special medical needs for each scout and an authorization for emergency care, if required.

TROOP RESOURCE SURVEY

The Troop Resource Survey is required to be completed by the Scout's parent when a scout registers. The information will help to identify areas where parents can support the troop with the special skills, abilities, and interests they possess.

AMENDMENTS

The Troop 728 Policies and Procedures may be amended by a two-third vote of registered adult leaders present at any regular or special meeting if the following procedures have been satisfied:

1. The amendment must be proposed in writing, signed by ten registered adult leaders, and presented to the Committee Chairman at least one week prior to it being voted on.
2. The Committee Chairman shall provide written notice of the proposed amendment and the date upon which it will be voted to the registered adult leaders.
3. A proposed amendment may itself be amended prior to its being voted upon by the concurrence of a simple majority of the registered adult leaders present.
4. A proposed amendment, which fails adoption, may not be reconsidered or resubmitted without the concurrence of three of the five elected officers.

INDEX

A

adult leadership positions	29
adult participation	6
amendments	31
annual planning conference	21
appointed leadership positions	28
awards	25

B

board of review	23
boy run troop	6

C

camp savings plan	16
campouts	26
campout attendance	18
chartering organization	5
committee chairman	29
committee meetings	21
court of honor	21

D

discipline	30
discipline procedure	30
dues	16

E

eagle honors	25
elected leadership positions	27
elections	27
equipment	17

I

insignia	17
----------	----

M

medical authorization form	31
meetings	20
merit badges	24

N

new scout registration	14
------------------------	----

O

other committee officers	29
other required equipment	19
outdoor program	26
overview	22

P

patrol leaders council	13
patrol leaders council meetings	20
patrol meetings	21
patrol membership	29

R

rank advancement	22
rank requirements	22
re chartering (re registration)	15
registration and fees	14
regular troop meetings	20

S

scoutmaster	29
scoutmaster and assistant scoutmaster	11
scoutmaster's conference	23
senior patrol leader	27
special committee positions	29
special events	18
special recognition	18

T

the scout uniform	17
totin' chip card	27
transfers from other boy- scout troops	15
troop committee	7
troop forms	31
troop history and objectives	5
troop leadership positions	27
troop organization	5
troop resource survey	31
troop size	13
troop supplied items	18
troop's youth leaders	12

W

where to buy scout equipment	19
------------------------------	----