

The Children of Abraham Foundation has provided the following rules, policies and guidelines to Troop 641 for their operation.

Welcome to Troop 641

The purpose of these Guidelines is to provide guidance to the Senior Patrol Leader, Scout Leadership, and the Scoutmaster on the proper operation of Troop 641 activities. The Scoutmaster is responsible and has the authority to enforce these policies and encourage compliance by using the tried and true advice available in BSA publications. In addition to these Guidelines, *The Boy Scout Handbook*, the *Scoutmaster Handbook*, and the *Guide to Safe Scouting* will guide Troop 641.

Troop 641 will operate in full compliance with the national policy directives set forth by the Boy Scouts of America, as well as any local policies set by the Central Florida Boy Scout Council and the Ft. Gatlin Boy Scout District. Troop 641 policies and guidelines will also reflect the guidance and direction given by our Chartered Organization, The Children of Abraham Foundation, Inc. While some policies set by Troop 641 may be more restrictive in nature than those of BSA; in no instance may a local policy be less restrictive. When in doubt, the national policy directives contained in the Boy Scout Scout Leaders Book will be observed. **The Children of Abraham Foundation, Inc. allows all persons to participate in the functions of Troop 641 without restriction or discrimination against any person of race, creed, color, religion, orientation, and disability or in any other way. The Children of Abraham Foundation, Inc. follows the Jewish Tenets of observance and dietary laws and all units will keep kosher style in all food preparation.**

Scout Handbook

Within the BSA Handbook are sections for each Rank. Each Rank has special requirements. As these requirements are met, they will need to be signed off by an ADULT LEADER/Assistant Scoutmaster or Scoutmaster..

Every cross over Scout will receive a Boy Scout Handbook upon joining the Troop 641 as well as a Neckerchief and Neckerchief Slide. Scouts are expected to bring their BSA Handbook to each troop meeting, camp out, Patrol Leader conference, Scout Master Conference and their Boards of Review. This will allow his books to be marked off in a timely manner.

Once your son has received his BSA Handbook, it is his responsibility to write his name is on the first page and along the top edge of his Handbook. This will insure an easy identification.

Description of Rank & Advancement

Ranks

Ranks are the tool used to recognize how much a Scout has learned and demonstrated. Each rank has requirements that must be fulfilled before he can advance to the next rank. The requirements for each rank are listed in the Boy Scout manual. Each time a requirement has been completed, the Scoutmaster or assistant Scoutmaster should annotate the Troop records. The Scout will need this record when attending the board of review. The ranks are listed below in order.

- Tenderfoot
- 2nd Class

- 1st Class
- Star
- Life
- Eagle

Board of Review

A Board of Review is a review held to determine if a Boy Scout has satisfactorily completed rank requirements, to see how good an experience the Scout is having in the unit, and to encourage the Scout to progress further. The review is held after his Scoutmaster has approved the Scout's rank completion. He then makes a request to have a board of review by the Troop Committee. The review will be held on the next committee meeting night beginning at 7pm. They are held in private. Only the Scout and the Troop Committee are present. A Scout should dress in proper "Class A" uniform when attending a board of review. He can expect to answer questions concerning his over-all knowledge and opinions of Scouting appropriate to his rank.

The questions for the lower ranks are simpler and generally deal with factual information about the Scout's participation in his unit, and his approach to applying the skills he has learned toward earning the next rank. The questions for the higher ranks are less factual, and generally seek to aid understanding of how Scouting is becoming an integral part of the Scout's life.

The Scout may be asked to recite the Scout Law, Scout Oath, Scout Motto or the Scout Slogan. It is not designed to be a frightening experience, but a learning experience to answer questions thoughtfully and respectfully before a group. Good manners, a clear speaking voice and complete sentences are beneficial.

Court of Honor

A Court of Honor is ceremony that honors those Scouts who have earned merit badges and/or rank advancements. They receive the new rank insignia to be placed on their uniforms and merit badges that should be placed on their sashes. We hold Courts of Honor each quarter, February, May, August and November. Exact dates are on the calendar. This is Boy lead and organized by the Patrol Leader Council.

I. REGISTRATION REQUIREMENTS

1. All applicants must be eleven years old, or have completed the fifth grade, or are ten years old and has earned the Arrow of Light at the time of registration.
 2. Must have parent/guardian consent
 3. Must attend one Troop meeting prior to joining Troop. A parent/guardian must attend this meeting.
 4. A parent/guardian must fill out Troop Resource Survey Sheet
 5. All applications must be accompanied by the appropriate fees, which include registration, Troop dues, and a subscription to *Boys Life* magazine. (The subscription is recommended but not required.).
 6. Each Scout is required to pay dues for twelve months each year, whether he attends or not. The Troop Committee will consider requests for reimbursement for Scouts who are required to move and are transferring to another Troop.
 7. The parent will pay the annual dues for volunteering to participate as registered adult leaders and will further pay \$50 to the Troop fund for participating as a committee member and/or Assistant Scoutmaster..
- Membership Restriction

- 1. Scoutmaster reserves the right to establish a maximum limit to Troop membership in the event that the number of youth members strains the Troop resources beyond the ability to offer a quality Troop program.
- 2. Boys applying for membership while a limit is in effect maybe considered when an opening occurs. The application will remain on file for six months.
- 3. One exception will be when a parent/guardian volunteers to actively fill a needed adult Troop leadership position.
- 4. Scoutmaster may determine that an applicant, adult or youth, cannot be admitted due to incompatibility with Troop membership.

II. PARENT PARTICIPATION

1. A fair and equitable share of assistance is expected from each parent and guardian. On a rotating basis, parents will be required to furnish transportation to and from campouts and Troop activities.
2. Parents are expected to attend quarterly Courts of Honor.
3. Parents are encouraged to attend and assist with Troop meetings and activities, including campouts and service projects upon request of the Scoutmaster.
4. Parents are encouraged to participate as adult leaders and are welcome at Troop committee meetings. Only registered Committee members may vote on issues before the Committee.

PARTICIPATION

- A. Parent Participation
 - 1. Parents are urged to drive a minimum of one activity per year unless excused by the Scoutmaster or may, at the Scoutmaster's discretion, pay transportation fee in lieu of driving.
 - 2. Parents are urged to participate fully on at least one weekend outing per year.
 - 3. Parents are needed to participate at a minimum ratio of one registered adult for each **three** boys.
 - 4. Parents must assist in meeting minimum requirement of two adults per activity, regardless of group size.
 - 5. Parents are urged to assist on one-to-one basis with own Scout on a fundraiser.
 - 6. Exceptions may be allowed to the participation policy if:
 - a. Allowed by majority vote of Committee.
 - b. Parent is unable to participate at designated time
 - c. Parent calls Activities Coordinator and arranges a substitute.
- B. Scout Participation
 - 1. Boys registered in Troop 641 are expected to be active participants in Scouting.
 - a. Scouts must advance at least one progress award per calendar year.
 - b. More rapid advancement is encouraged.
 - 2. Minimum participation standards are set forth in the following policy statement.
 - a. An Inactive Scout:

- (1) Is registered in the Troop but has not participated in Troop activities for a stated period of time as determined by the Senior Patrol Leader and Scoutmaster.
- (2) Is registered in the Troop but cannot participate in Troop activities for a stated period of time.
- (3) Is a discipline problem.

- (4) May be suspended by Patrol Leaders' Council for one to three months:
 - (a) for unexcused absences at three weekly meetings in a row.
 - (b) for missing three monthly campouts in a row.
 - (c) for owing more than \$8 in back dues.
 - (d) at Scout's request.
 - (e) by Scoutmaster's decree/order for:
 - i) failure to follow Law, Oath, O.D. Code.
 - ii) fighting.
 - iii) lack of respect for leaders.
- (5) is subject to specific actions.
 - (a) Actions for first offense include:
 - i) no action taken; matter dismissed. Junior Assistant Scoutmasters are not subject to this option.
 - ii) inactivity/suspension for one to three months with automatic reinstatement. Junior Assistant Scoutmasters are not subject to this option.
 - iii) inactivity/suspension for one to three months with appearance before Patrol Leaders' Council prior to reinstatement.
 - iv) probation for one to three months.
 - (b) Actions for second offense include:
 - i) Written notice from the Senior Patrol Leader regarding the Patrol Leaders' Council actions sent to parents/ guardian(s) and Scout
 - ii) Minimum three months inactive status
 - iii) Scout must attend Patrol Leaders' Council meeting for reinstatement.
- 3. Handling inactive Scouts--Patrol Leaders' Council has four options when a Scout is being considered for inactive status
 - a. No action taken--matter dismissed
 - b. Suspension for one to three months with automatic reinstatement
 - c. Suspension for one to three months with appearance before Patrol Leaders' Council prior to reinstatement
 - (1) Probation

- (2) Scout will be contacted by the Senior Patrol Leader
 - d. If inactivity extends past re-charter time (November), the Scout must meet all requirements contained herein to remain in the Troop.
- 4. All Scouts and Scouters are encouraged to attend all Troop meetings and activities.
- 5. The Scribe and Historian will record attendance at all Troop meetings and outings with assistance from adult leaders. If the Scribe or Historian is unable to attend the activity, they shall ensure someone in the leadership corps is going to perform that function.
- 6. It is the individual Scout's responsibility to ensure his attendance is recorded in the Troop log.
- 7. Nonattendance
 - a. If a Scout is absent for three consecutive meetings, his Patrol Leader shall contact him to find out why he is not attending the meetings.
 - b. If a Scout misses his fourth consecutive meeting, the Patrol Leader will inform the Senior Patrol Leader. The Senior Patrol Leader will contact the Scout himself to find out what is wrong (Scout too busy with other activities, school problems, Troop too boring, etc.). If it is within his power to make changes to encourage the Scout to return, he will do so. The Senior Patrol Leader will submit a report to the Scoutmaster about the Scout.
 - c. If a Scout misses his fifth consecutive meeting, the Senior Patrol Leader will inform the Scoutmaster. The Scoutmaster will make the last contact with the missing Scout to determine what course of action is best for the Troop as well as the Scout. The action taken will be based on a case-by-case basis.
 - d. If a Scout misses and is not excused by the Scoutmaster more than 50% of the meetings between campouts, he will not be allowed to attend the next campout.
 - e. If a Scout misses three consecutive campouts, the Scoutmaster or his representative regarding his continuing association with the Troop will counsel him.
- 8. Scouts must show continued Scout Spirit to be evaluated by the Scoutmaster. Elements evaluated will include:
 - a. regular attendance at Troop and Patrol meetings.
 - b. advancement.
 - c. participation at service projects.
 - d. appearance in full, complete and neat uniform.
 - e. positive attitude/conduct.
- 9. A Scout's desire and intent to participate in activity shall be made known, and fees and permission slip must be turned in to designated leader by date listed on permission slip.
- 10. Scouts must earn the Scout Badge prior to attending outings.

III. PERMISSION SLIPS

- A. Permission slips will be available two or more weeks prior to the activity, unless a permanent permission slip is on file.

- B. Permission slips must be signed and returned by next meeting to the Patrol Leaders who will contact the Scoutmaster or trek leader with number of attendees and seatbelts available at least one week prior to the activity.
- C. If permission slips are not turned in by the deadline, Scout will not be allowed to participate in that activity.
- D. The designated tour leader, normally the Scoutmaster, will retain possession of permission slips for the duration of the activity.
- E. A list of required items for each activity will be provided on the back of the permission slips.
 - 1. Inspection of gear brought by the Scout may be made to ascertain his preparedness to attend the event. It is the parent's responsibility to remain at the departure point until Scout has passed inspection of gear.
 - 2. Failure to pass inspection of gear may prohibit Scout from attending activity, as determined by the Scoutmaster or his Designee.
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IV. TRANSPORTATION

- A. Transportation for outdoor activities will be provided by registered adults on a voluntary basis.
- B. If sufficient transportation cannot be arranged, an activity will be canceled or rescheduled or attendance will be limited to those Scout's whose parents have provided transportation most recently at the Scoutmaster's discretion.
- C. Transportation for scheduled local activities (swim party, visit to City Hall, etc.) will be arranged by individual Scouts and not coordinated by the Troop.
- D. Parental participation is voluntary. Such participation is encouraged, but cannot reflect back upon Scout or intended goals of the Scouting movement.
- E. Agreement to provide transportation or in lieu cost of transportation may be a stipulation of allowing a boy to join the Troop.

V. FEES AND DUES

- A. Dues are set by two-thirds majority of Troop Committee vote upon joint recommendation of Treasurer and Scoutmaster at a regular or special Committee meeting.
- B. Dues will be collected to fund the following (but not limited to):
 - 1. Annual re-charter
 - 2. Advancement awards
 - 3. Camping fees
 - 4. Troop equipment
 - 5. Troop operations
- C. Dues will be collected by Patrol Scribe or Scoutmaster appointed Designee and turned over to Adult Scribe or his Designee. This section will be implemented at the discretion of the Treasurer and the agreement of the Troop Committee.
- D. Adult Scribe will collect and turn over money to Treasurer.
- E. Scouts are responsible for dues even though they may not attend all Troop meetings or functions.

- F. If a Scout becomes past due, his parents shall be contacted by the Treasurer.
- G. Registration fee of \$15.00 (prorated as necessary) or, if current BSA registration is in effect, a \$1.00 transfer fee is due upon entering Troop. Re-registration fees paid annually in August for the November re-charter date are paid by each boy re-chartering as well as all Adult Leaders. Boy's Life is optional and encouraged at a cost of \$12.00 per year per family.
- H. Youth dues shall be paid in installments with \$75.00 per scout paid in August of each year, and 75% of his yearly dues are due by January 1 of each year with the balance 25% due on May 1 of each year; or a lump sum of \$313.00, or unless other remuneration has been made, as approved by the Treasurer.
- I. Activities fees, which vary with each activity, must be paid no later than two weeks prior to the activity. The lone exception is the fee payment to BSA for summer camp.
- J. Paid activity fees will not be refunded as determined by the Scoutmaster if the participant is unable to attend, except in very rare cases such as summer camp fees if cut-off dates are met.
- K. Action for nonpayment of fees and dues as determined by the Adult Scribe:
 - 1. Any Scout who has not paid his dues for two months or more will be denied participation in Troop and Patrol outings and/or any other earned awards until back dues are paid in full.
 - 2. A Scout will not be re-registered for the coming year unless back dues are paid in full.
 - 3. If activity fees are not paid at the meeting prior to the outing, the Scout will not be allowed to participate in that activity. Treasurer shall inform Scoutmaster no later than the meeting before a campout that a Scout's dues are delinquent.
- L. Financial hardship will not be a barrier to Scouts against participation in the Troop. A subcommittee consisting of the Committee Chair, Treasurer, and Scoutmaster shall convene to consider subsidy for Scouts in special circumstances. Availability of Troop funds is necessary for authorization and all discussions will be kept confidential.

VI. UNIFORMS

1. All Scouts are required to obtain and be able to wear the official "Class A" uniform at all Troop meetings and activities. The Scoutmaster may designate the wearing of other clothes for Troop activities when it is deemed to be appropriate, or approved by the Scoutmaster and Patrol Leader Council.
2. The "Class A" uniform consists of the scout shirt, scout trousers or shorts, (Troop neckerchief and slide to be worn at Court of Honor, Parades or other high profile events only), scout belt and buckle, and scout socks or knee socks. This is the full Boy Scout uniform (Field Uniform), with regulation shirt, pants, socks, hat and dark brown shoes. This is the typical dress uniform you see during important events like Council, Promotions and other activities. Boy Scout shorts will qualify if the weather is warm.
3. The "Class A" uniform shall be worn for all advancement conferences, boards of review, and courts of honor.
4. The "Class B" uniform is the dress pattern the boys will wear at for meetings and other Troop sponsored events when it is appropriate to dress in the Blue Troop T-Shirt.
5. Scouts should be prepared to stand a uniform inspection at any Troop meeting or activity without receiving prior notice.
6. There are many nice T-shirts available at the Scout Shop and on-line. We encourage each boy to have a couple of these for camp and other activities so that they stand out as Scouts. It will also help them to identify with Scouting and more enjoy the experience. We encourage our scouts, leaders and parents to purchase Troop T-Shirts so that we can help identify our group at any activity and be proud of whom we are.

VII. MEETING, ACTIVITIES AND PARTICIPATION

1. Troop meetings will be held on Sunday's, 4:30 P.M. at Jewish Community Center or at a time and place to be determined by the Scoutmaster. The Scoutmaster may designate a different meeting night to accommodate special circumstances.
2. The Service Patrol, as designated by the Senior Patrol Leader (SPL) will arrive 15 minutes before the meeting to set up the room for the meeting and will remain 15 minutes after the meeting to clean up the meeting room.
3. All Scouts registered with the Troop are expected to participate in all fundraising activities.
4. **Each Scout will have a Scout Handbook, notebook and pen or pencil in his possession at all Troop meetings and activities unless instructed to the contrary.**
5. **Scouts who make commitments to participate in Troop activities must faithfully keep all such commitments. Failure to keep commitments without valid excuse shows poor Scout Spirit and may result in a Scout not being able to advance in rank or maintain his leadership position.**

VIII. DISCIPLINE

1. The ideals of Boy Scouting are spelled out in the Scout Oath, the Scout Law, the Scout motto, and the Scout slogan. As such, Leaders of Troop 641 will not tolerate and will report incidents of the use of foul or obscene language, unruly or disruptive behavior, harassment, name calling, or fighting at Troop meetings or activities to the Scoutmaster.
2. The Scoutmaster has the authority to discipline a scout, including either temporary or permanent suspension, for conduct inconsistent with Scouting's ideals. This can include, cursing, harassment, disrespect to leadership, dangerous behavior that involves the health, safety, and welfare of other scouts, or any policy that is not followed by the Scout.
3. The Scoutmaster, an Adult Leader, or a disciplined Scout may request from the Troop Committee a Special Board of Review. The Special Board of Review will endeavor to learn all the facts related to a case through interviews with participants and witnesses. If the Board determines that the Scout is deserving of disciplinary action, a corrective action plan, suspension, or expulsion from the Troop may result.
4. The sponsor, The Children of Abraham Foundation, Inc has the final authority to receive any appeal for any decision that the Troop Committee makes. However, the sponsor has the right and authority to accept, reject and/or add to any action of the troop Committee without appeal or negotiation.

Discipline

Scouting activities are meant to be learning experiences in an atmosphere that is fun for everyone involved. Scouting and Troop 641 have rules that must be followed in order for everyone to enjoy him or herself. The rules of Scouting can be found in the Scout Oath and the Scout Law. Troop specific rules are listed in Appendix A of this guidebook.

The spirit of Scouting dictates high expectations for the behavior of troop members. Self-control and self-discipline are attributes expected from all scouts in Troop 641. In order to ensure the health and safety of troop members and the effective operation of the troop, disciplinary actions may be necessary. Discipline and control must be treated as an individual matter, realizing that basic discipline is preventative in nature rather than regulatory or restrictive. Scouts will receive positive reinforcement when exhibiting appropriate behavior. Troop adult leaders are ultimately responsible for the behavior of troop members and therefore will be expected to enforce a fair and consistent disciplinary plan.

Disciplinary action will consist of four levels. Certain conduct will result in immediate escalation of the disciplinary level. Smoking, alcohol and/or drugs will automatically be a level 3 action.

Level 1: Personal Conference. Used for first offence of less serious rules, consisting of counseling session between adult leaders and scout(s).

Level 2: Letter to Parents. Used when Level 1 actions are not successful or for breaking certain more serious rules, consisting of a written letter to parent(s) with a copy going to the troop Committee Chair. This letter will contain a description of the inappropriate behavior, immediate disciplinary action, request for parent(s) cooperation in the matter, offered to counsel with both scout and parent(s) and notification to scout and parent(s) if improper behavior continues, disciplinary action will be raised to level 3.

Level 3: Disciplinary Hearing. Action taken in Level 1 and 2 actions have not been successful at correcting the problem or for extremely serious rules, consisting of meeting between the adult leadership, scout(s), parents(s) and the Troop Committee. Disciplinary action may include such items as active probation (scout continues to participate in activities), inactive probation (scout does not participate in troop activities for a specified period of time), service project, reimbursement of damages, and /or termination from troop.

Level 4: Termination. If the above actions fail to correct behavior problems, the Scoutmaster will advise the Troop Committee and the Troop Committee will notify the scout(s) and parent(s) the scout(s) are no longer welcome to participate in any troop functions. This action does not require a vote by the committee members.

Appendix A:

This is the Troop Rules of Conduct. Each Scout is expected to know and abide by these rules. Ignorance will not be considered an excuse for breaking the rules. Common sense will prevail in all situations and interpretations of these rules.

Each Scout will have a phone number where their parents or a designated individual may be reached in case of an emergency or disciplinary action is required.

Each Scout is subject to discipline for any behavior that is unbecoming a Boy Scout. These rules are not meant to be all-inclusive Situations will be judged on a case-by-case basis.

Level 1:

(A scout may be sent home from any activity if Level 1 disciplinary actions are not successful.)

Scouts will respect other people's property and not touch anything that is not their own without permission from that individual.

No running in camp.

No sheath knives, radios, televisions, tape players, cell phones or other electronic equipment at troop activities without prior approval. Said items will be confiscated until the end of the activity to be returned afterwards.

Uniforms are expected at each troop activity. Leaders are expected to set an example.

No littering.

No bare feet around campsites.

Members of a Patrol will not give directions unless appointed by the patrol leader, assistant patrol leader, other junior leader or adult leader.

Troop members will follow the directions of both adult and junior leaders without argument.

Patrol Leaders will not give directions to another patrol member, unless he has been left in charge of the group.

No fires in or near tents.

Scouts will not play with fire.

Obscene language, gestures and/or subjects deemed inappropriate will not be tolerated.

Malicious teasing or put-downs will not be tolerated.

Fighting will not be tolerated for any reason. This could be a level 2 depending upon the circumstances.

Cooking items will be cleaned, sanitized and stored right after meals and prior to starting any other activity.

Wild animal will be left alone.

Scouts will not leave the campsite without checking with the person(s) in charge. Scouts will tell the person in charge where they are going, who is going with them and return time. This could be a level 2 depending upon the circumstances.

Level 2:

Stealing will not be tolerated. Any scout caught stealing will be sent home. This could also be a level 3 depending upon the circumstances.

Troop equipment will be respected. Equipment damaged or destroyed through carelessness or horseplay will be repaired or replaced by the offending individual(s) before being allowed to attend another troop function. This could be a level 3 depending upon the circumstances.

Scouts will not play with fire, second warning.

No scout will engage in any type of water sport without the permission of a registered adult troop member. This could be a level 3 depending upon the circumstances.

Fighting will not be tolerated for any reason. This could be a level 1 depending upon the circumstances.

Scouts will not leave the campsite without checking with the person(s) in charge. Scouts will tell the person in charge where they are going, who is going with them and return time. This could be a level 1 depending upon the circumstances.

Vandalism will not be tolerated. The scout will pay financial damages.

Level 3:

Stealing will not be tolerated. Any scout caught stealing will be sent home. This could also be a level 2 depending upon the circumstances.

Troop equipment will be respected. Equipment damaged or destroyed through carelessness or horseplay will be repaired or replaced by the offending individual(s) before being allowed to attend another troop function. This could be a level 2 depending upon the circumstances.

Scouts will not play with fire, third warning and sent home.

No scout will engage in any type of water sport without the permission of a registered adult troop member. This could be a level 2 depending upon the circumstances.

Use of tobacco, alcohol and/or drugs is strictly prohibited. This could be a level 4 depending upon the circumstances.

Adult leaders will not use tobacco in presents of scouts.

Possession of firearms or explosive devices will result in the item being confiscated and the scout being sent home.

Level 4:

Use of tobacco, alcohol and/or drugs is strictly prohibited. This could be a level 3 or 4 depending upon the circumstances.

IX. TROOP ELECTIONS AND LEADERSHIP

TROOP LEADERSHIP

- A. Scoutmaster:
 - 1. Is appointed by chartered organization.
 - 2. May only be removed by chartered organization.
 - 3. Is responsible for day-to-day running of the youth organization, including responsibility for:
 - a. Training and guiding youth leaders for their respective leadership positions.
 - b. Working with other responsible adults to give Scouting to boys.
 - c. Helping young Scouts to grow by encouraging them to learn from each other.
 - d. Using the methods of Scouting to achieve the aims of Scouting.
 - e. Attending monthly meetings with the Patrol leaders' council for training, coordination, and planning of Troop activities.
 - f. Attending all Troop meetings or providing a qualified Scouter substitute.
 - g. Attending all Troop Committee meetings.
 - h. Attending training courses and District Round Tables.
 - i. Conducting regular parents' sessions to share the program and encourage parent participation and cooperation.

- j. Taking part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation.
- k. Conducting or delegating conduct of Scoutmaster Conferences for all rank advancements.
- L. Reviewing a systematic recruiting plan for new members and ensuring that they are properly registered.
- m. Delegating responsibility to other adults and groups (assistants or Troop Committee) as necessary.
- n. Supervising Troop elections for the Order of the Arrow.
- o. Making it possible for each Scout to experience at least ten days and nights of camping each year.
- p. Participating in Council and District events.
- q. Building a sound program by using proven methods presented in scouting literature.
- r. Conducting all activities under qualified leadership, safe conditions, and policies of the sponsoring organization and Boy Scouts of America.
- s. Taking part in Webelos Scout graduation ceremonies in packs related to the Troop.
- 4. Shall work with youth members through the Senior Patrol Leader.
- 5. Shall approve all adult and boy leaders elected, appointed, and/or registered.
- **B. Adult Leadership--Adult leaders must:**
 - 1. Attain the age of 21 except Assistant Scoutmaster, who must be 18 or older.
 - 2. Submit a completed adult application.
 - 3. Pay the prorated registration fee.
 - 4. Complete a Troop Resource Survey.
 - 5. Be approved by the Scoutmaster, Committee Chairman, Chartered Organization Representative, and Scout Executive or Designee.
 - 6. Obtain Youth Protection Guidelines training before Adult Application is transferred to Central Florida Council.
 - 7. Assistant Scoutmasters must have completed Scoutmasters Fundamentals. Those who have not yet completed this training may be registered as a Committee Member until training is completed. Registered Scouters may serve as active Assistant Scoutmasters for new Scout patrols for up to six months with approval of the Scoutmaster.
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- **C. Appointed Adult Troop Leaders**
 - 1. The Committee shall provide additional adult Troop leaders as requested by the Scoutmaster.
 - 2. The Scoutmaster shall approve and appoint all adult Troop leaders, who shall be responsible to the Scoutmaster.
 - 3. Positions
 - a. Assistant Scoutmaster(s), as designated by the Scoutmaster, shall be responsible to:
 - (1) Take responsibility for training scouts in special patrol needs.

- (2) Serve as the Scoutmaster when Scoutmaster is not present.
- (3) Serve in specific assignment for a particular Patrol and its coordination at the discretion of the Scoutmaster.
- (4) Implement the Scoutmaster's programs and activities for the Troop.
- (5) Work with the youth Troop leadership corps in administering Troop operations.
- (6) Ensure the Troop's participation in District and Council activities.
- (7) Participate in training programs.
- (8) Attend Troop/Patrol meetings.
- (9) Attend Troop Committee meetings.
- (10) Accept and promote the principles and ideals of the Boy Scouts of America.
- (11) Assist in training and guiding all Scouts in the Troop.
- b. Chaplain shall be responsible to:
 - (1) Provide a spiritual tone for Troop meetings and activities.
 - (2) Give guidance to Chaplain's Aide.
 - (3) Give spiritual counseling service when needed or requested.
 - (4) Encourage Scouts to earn their appropriate religious emblems.
 - (5) Provide opportunities for Scouts to grow spiritually and morally.
- c. Scribe shall be responsible to:
 - (1) Keep Troop attendance records.
 - (2) Collect and keep records of payment of monthly dues and keep Scoutmaster informed of delinquencies.
 - (3) Keep a record of all Troop activities in the Troop logbook.
 - (4) Collect all camping and non-camping fees and coordinate with the Treasurer.
 - (5) Inform Scoutmaster of any delinquencies for nonpayment in advance of any activity and notify any Scout of his ineligibility to attend a function.
- d. Quartermaster shall be responsible to:
 - (1) Keep a detailed inventory list of all Troop equipment including camping gear, etc.
 - (2) Inspect Troop equipment on a regular basis (at least quarterly) and produce a status report of the equipment (items lost, broken, low in supplies, etc.) to the Scoutmaster.
 - (3) Supervise the distribution and collection of Troop equipment at various Troop activities.
 - (4) Arrange for Troop equipment repairs.
 - (5) Recommend new equipment purchases.

- (6) Keep a file of camping equipment resources.
- (7) Guide/teach Troop Quartermaster/Librarian to maintain a system of equipment control.
- (8) Work directly with the Scoutmaster and Assistant Scoutmaster(s) on acquisition, storage, and proper maintenance of Troop camping equipment.
- e. Physical Arrangements Coordinator shall be responsible to:
 - (1) Secure tour permits and makes physical arrangements, as activities require.
 - (2) Distribute permission slips and furnish completed forms with approved tour permits to Scouter in charge of activity.
 - (3) Arrange transportation to and from scheduled Troop activities, except weekly meetings.
 - (4) Maintain a list of drivers that includes necessary insurance and vehicle information.
 - (5) Insure that all drivers are aware of and abide by Troop policies regarding the transportation of Scouts.
- f. Outdoor Activities (Camping) Coordinator shall be responsible to:
 - (1) Make certain that the Troop program plans provide at least ten days and ten nights of camping for each Scout each year.
 - (2) Establish and maintain medical examination forms for Scouts in preparation for summer camp and furnish medical information to Scouter in charge of outing.
 - (3) Assist Troop leadership in preparation for long-term summer camp, including promotional plans such as parents' meetings, campsite reservation procedures, and health and safety planning for events.
 - (4) Work with the Troop leadership in preparation for District, Council, or national activities/events such as camporee, Scout Fair, etc.
 - (5) Cultivate resources related to various aspects of camping.
 - (6) Secure camp and pay fees.
- g. Activities (Non-camping) Coordinator shall be responsible to:
 - (1) Maintain a log of Troop non-camping activities: dates, locations, participants, and comments about the activities (poor activity, insufficient facility, etc.)
 - (2) Cultivate resources related to a variety of activities of interest to Scouts.
- h. Membership Coordinator shall be responsible to:
 - (1) Conduct orientation for parents of Scouts who have decided to join Troop 641.
 - (2) Assist with annual charter review as related to status of each individual Scout and Scouter.
 - (3) Prepare recruiting plan as approved by Scoutmaster and supply individual youth and adult application forms.
 - (4) Assist in membership inventory and inspection program.
 - (5) Plan for charter presentation program.
 - (6) Supervise the adult Scribe in keeping accurate attendance records.

- (7) Maintain Troop roster and distribute updated roster semi-annually, or as required (when roster has more than three changes) at the Troop Committee meetings. *
- (8) Maintain and distribute Troop information packets to new Scouts and parents.
- (9) Submit applications of new Scouts and Scouters to Boy Scout Headquarters, Central Florida Council.
- (10) Administer the annual sustaining membership campaign.
- (11) Keep a current record of Scouter training and/or certification (such as BSA Scoutmastership Fundamental training, HAT and Water Trek training, CPR, first aid, and youth protection guidelines, etc.) for use by Scoutmaster and adult leaders. *
- (12) *Tasks 7 and 11 may be assumed by the Advancement Chair to coordinate with other computer programs.
- i. Fundraising Coordinator is responsible to:
 - (1) Attend organizational meetings for council-sponsored fundraisers and present all pertinent information to the Scouts and Troop Committee.
 - (2) Coordinate fundraising activities with the Scoutmaster.
 - (3) Supervise the actual fundraising activities.
 - (4) Collect funds raised and forward funds to the Treasurer along with an accounting of Scout fund distributions as authorized by Troop Committee.
 - (5) Recommend to the Troop Committee appropriate fundraising activities for the Troop.
- j. Publicity Coordinator shall be responsible to arrange for publicity in local news media and Troop newsletters.
- k. Round Table Resource Coordinator shall be responsible to:
 - (1) Attend all pertinent District/Council Round Table meetings and review material from the Round Table for applicability for the next or future meeting(s).
 - (2) Develop resources at Round Table meetings with Round Table staff and others.
 - (3) Keep leaders and Scouters informed of upcoming events, training sessions, and District and Council activities.
 - (4) Encourage parents and Troop leaders to attend monthly Round Table meetings.
- l. Pack-Troop Resource Coordinator is responsible to:
 - (1) Coordinate joint Webelos den and Troop activities.
 - (2) Arrange for use of Troop equipment by Webelos den(s) from associated pack during Troop-related outings only.
 - (3) Assist in training and coaching of den chiefs for BSA local packs.
 - (4) Arrange for proper welcome of Webelos graduating into Troop 641.
 - (5) Invite Webelos parents to become Scouters in Troop 641.

- m. The Scoutmaster may request other positions.
- 4. Appointments shall be effective through the Boy Scout registration year and Adult Troop leaders may be re-appointed at the Scoutmaster's discretion. Persons wishing to be considered for an appointed position should make their request for consideration to the Scoutmaster. If requested, the Scoutmaster shall consider new appointments to jobs previously held.

- **D. Troop Leadership**

- 1. Senior Patrol Leader is the youth leader of the Troop and will be elected every six months by the Troop. An individual must be of at least Star Class rank to serve as Senior Patrol Leader. The Senior Patrol Leader is accountable for Troop discipline to the Scoutmaster or other registered adult leader in charge of the activity. Senior Patrol Leader will be responsible to:
 - a. Serve as the Chair of the Patrol Leaders' Council.
 - b. Lead Troop meetings, with assistance from Assistant Senior Patrol Leader and Jr. Assistant Scoutmaster.
 - c. Conduct Troop camp programs.
 - d. Oversee the Troop's conduct.
 - e. Appoint Jr. Troop Leaders with advice and consent of Scoutmaster.
 - f. Assign Jr. Troop Leader duties.
- 2. Assistant Senior Patrol Leader must be of at least 1st Class rank and will be responsible to:
 - a. Carry out instructions and assignments given to him by the Senior Patrol Leader.
 - b. Act as the Senior Patrol Leader when the Senior Patrol Leader is absent.
 - c. Act as the Sergeant-at-Arms for Troop meetings, helping to keep Troop meetings orderly.
 - d. Assist Scouts in the Troop to advance to the next higher rank.
 - e. Train and give direct leadership to the Scribe, Librarian, Troop Historian, Instructors), Quartermaster, and Chaplain Aide.
- 3. His Patrol members elect patrol Leader. The Patrol Leader will be responsible to:
 - a. Plan and lead Patrol meetings and activities.
 - b. See that every Scout in the Patrol has a job to perform in the Patrol.
 - c. Maintain Patrol discipline and is accountable to the Senior Patrol Leader for Patrol discipline.
 - d. Attend Patrol Leaders' Council meetings.
 - e. Supervise rank advancement of each Scout in his Patrol.
 - f. Communicate all information to and from the Patrol to the Scoutmaster, Senior Patrol Leader, and Patrol Leaders' Council.
 - g. Develop Patrol spirit.

- 4. Assistant Patrol Leader is nominated by the Patrol Leader and approved by the Scoutmaster. The Assistant Patrol Leader will be responsible to:
 - a. Assist the Patrol Leader with his duties and carry out his programs.
 - b. Perform duties and assignments as assigned by the Patrol Leader.
 - c. Fulfill the Patrol Leader's duties during Patrol Leader's absence.
- 5. Junior Assistant Scoutmaster, as approved by the Scoutmaster, must be at least 16 years old but less than 18 years old, demonstrate marked ability as a leader, be proficient in Scouting skills, and be nominated by the Scoutmaster and confirmed by the Troop Committee. The Junior Assistant Scoutmaster will be responsible to:
 - a. Assist staff instructor in teaching untrained Scouts in skills that they need for advancement.
 - b. Assist the Scoutmaster and Assistant Scoutmaster in running the Troop.
 - c. Assist the Senior Patrol Leader in running orderly Troop activities when the Senior Patrol Leader requests assistance.
 - d. Serve as judge in inter-Patrol competition.
 - e. Help train members of the leadership corps to better perform their respective duties.
- 6. Scribe is responsible to:
 - a. Take minutes at Patrol Leaders' Council meetings.
 - b. Act as Senior Patrol Leader when both the Senior Patrol Leader and Assistant Senior Patrol Leader are absent.
 - c. Record attendance, dues payments, and advancement, coordinating with the appropriate adult Troop members.
- 7. Quartermaster is responsible to
 - a. Work with the Adult Quartermaster in distribution/collection/maintenance of Troop equipment.
 - b. Keep records of Patrol and Troop equipment and coordinate equipment use.
 - c. Act as the Senior Patrol Leader when the Senior Patrol Leader, the Assistant Senior Patrol Leader, and the Scribe are absent.
- 8. Troop Instructor(s) are Scouts who are of Star rank and above who are proficient in advancement skills. Instructor(s) are responsible to:
 - a. Teach the other Scouts, especially the new Scouts, skills necessary to advance to the next higher rank.
 - b. Specialize in at least three areas of skill not taught by another instructor, such as first aid skill and merit badge, camping skill and merit badge, etc.
 - c. Act as the Senior Patrol Leader when the Senior Patrol Leader, Assistant Senior Patrol Leader, Scribe, and Quartermaster are absent.
- 9. Troop Librarian is responsible to:
 - a. Maintain Scouting literature and merit badge pamphlets owned by the Troop.
 - b. Use a systematic method for loaning and collecting pamphlets and literature.
- 10. Troop Historian is responsible to:

- a. Collect and care for Troop photos, news stories, trophies, flags, scrapbooks, and awards.
- b. Collect and file information about former Scouts and leaders.
- 11. Chaplain's Aide is responsible to:
 - a. Assist the chaplain in planning and carrying out nondenominational religious services at Troop meetings and activities.
 - b. Tell other Scouts about religious emblem programs of their faith and how to earn them.
 - c. Encourage Troop members to live up to the ideas of the Scout Oath, Scout Law, Scout Slogan, and the Outdoor Code.
 - d. Help to see that religious holidays and religious observances are considered in the annual Troop program.
- 12. Troop Guide (new Scout Patrol) is responsible to:
 - a. Help Scouts meet advancement requirements through 1st Class.
 - b. Advise new Patrol Leader on his duties and responsibilities at Patrol Leaders' Council meetings.
 - c. Attend Patrol Leaders' Council meetings with the new Patrol Leader.
 - d. Help Assistant Scoutmaster train new Patrol Leader when he is elected.
 - e. Guide new Scouts through early Troop experiences to help them become comfortable in the Troop and the outdoors.
- E. The Troop needs Scouts who are willing to learn duties for positions they wish to hold. A Scout is responsible to perform those duties assigned to his position for the entire term of office. A Scout is expected to read and understand the pertinent portions of the Scout Handbook and Patrol Leader Handbook and watch BSA videos on leadership, etc. A Scout will step down if he decides he no longer wishes to fulfill the duties of his office, but he will lose the credit for leadership position for that evaluation period.
- F. Under guidance of designated Assistant Scoutmasters:
 - 1. Patrol Leaders are responsible for:
 - a. Behavior of Scouts in their Patrol.
 - b. Well being of Scouts in their Patrol.
 - 2. Scouts are responsible for their own behavior by following the Scout Oath and the Scout Law.

• **G. TROOP OFFICER REQUIREMENTS**

- A. Elections and appointments are held semiannually, in March and September.
- B. Minimum rank requirement for the following positions is 1st Class:
 - 1. Patrol Leader (except new Scout Patrol)
 - 2. Assistant Senior Patrol Leader
 - 3. Senior Patrol Leader must:
 - a. Be at least 13 years old
 - b. Have served as Patrol Leader for one six-month term

- C. A Scout may be elected to an office while lacking sufficient rank and will be "acting" for up to three months. If required rank is not achieved in this time period, a replacement for the remainder of the term will be appointed by the Senior Patrol Leader with Scoutmaster Concurrence. In the case of a new Scout Patrol, Scoutmaster shall approve election of non-1st Class Scout.
- D. If Patrol members are not satisfied within first three months of Patrol Leader's term, they may, with Scoutmaster/Assistant Scoutmaster input, ask the Senior Patrol Leader to hold a special election to replace the Patrol Leader.
- E. Senior Patrol Leader elections are held by secret written ballot.
- F. Senior Patrol Leader may only hold office for two consecutive terms.
- G. Patrol Leader elections are held by secret written ballot.
- H. Senior Patrol Leader, with Scoutmaster concurrence, appoints the:
 - 1. Assistant Senior Patrol Leader
 - 2. Scribe
 - 3. Quartermaster
 - 4. Instructor
 - 5. Historian
 - 6. Librarian
- I. Appointed as needed by the Senior Patrol Leader with Scoutmaster approval:
 - 1. Bugler
 - 2. Chaplain Aide
- J. Den chiefs are appointed by the Scoutmaster in conjunction with appropriate Den Leader/Cubmaster.
- K. Leadership Corps size is not limited and consists of the following desiring to provide support to the present Senior Patrol Leader, at the discretion of the Scoutmaster:
 - 1. Senior Patrol Leader.
 - 2. Assistant Senior Patrol Leader.
 - 3. All Junior Assistant Scoutmasters.
 - 4. All Eagle Scouts.
 - 5. Former Senior Patrol Leaders.
- L. Assumption of office is accomplished at the first Troop meeting of the month following the election.
- M. Patrol reorganization is accomplished semiannually in March and September.
- N. Junior Leader Training is:
 - 1. Provided by Troop.
 - 2. Mandatory for all elected and appointed leaders new to their leadership positions.
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X. PATROL LEADERS' COUNCIL

- A. The Patrol Leaders' Council, with concurrence of the Scoutmaster, will develop and maintain a Troop Annual Program and activities and plan an annual Troop calendar for presentation to and approval by the Committee. The Patrol Leaders' Council consists of:

- 1. Scoutmaster
 - 2. Senior Patrol Leader
 - 3. Assistant Senior Patrol Leader
 - 4. Patrol Leaders
 - 5. Junior Assistant Scoutmaster
- B. A monthly plan of activities to be conducted at Troop meetings and campouts/outdoor activities shall be developed by the Senior Patrol Leader in conjunction with Patrol Leaders' Council.
- C. Voting
 - 1. The Senior Patrol Leader or his representative has one vote and each Patrol has one vote, which is cast by the Patrol Leader. In the absence of the Patrol Leader, the Assistant Patrol Leader will cast the vote. In the event of a tie, the Scoutmaster and designated representative(s) will decide, based on input from each participant at the Patrol Leaders' Council meeting and available resources to accomplish that activity.
 - 2. The Scoutmaster does not have a vote, but does have certain veto powers. If the Patrol Leaders' Council feels that the Scoutmaster/adult decision was unjust, the decision may be brought to the Committee for reconsideration.
- D. Leadership Disqualification
 - 1. Any Scout may be removed from his position if he:
 - a. does not fulfill the responsibilities of his position.
 - b. is counseled by the Senior Patrol Leader/Scoutmaster/ adult leader more than two times for failing to perform the same duties as specified by the Troop Policies.
 - c. is the Senior Patrol Leader and has been counseled by the Scoutmaster or other designated adult leader more than two times and has failed to correct his error.
 - 2. The Scoutmaster will replace the Scout leader(s) with someone who will and can perform the duties of the office/position. The disqualified Scout leader will not get credit for his leadership position for this time period. He may run again at the next election for the same position or other position if he has the desire to fulfill the responsibilities of that position.
- E. Performance standards will be promulgated by the Scoutmaster and will be used to judge whether a Scout has satisfied his leadership requirement and Scout spirit objective.
- **F. ACTIVITY PLANNING**
 - A. the Patrol Leaders' Council as shown on the Troop calendar with concurrence of the Scoutmaster and Committee will establish Activities.
 - B. The calendar will provide for:
 - 1. Weekly Troop meetings.
 - 2. Monthly Patrol Leaders' Council meetings.
 - 3. At least one campout/activity per month.
 - 4. Participation in District and Council events.
 - 5. At least one week of long-term summer camp.
 - 6. A Court of Honor four times per year.
 - 7. Service projects for the community.

- 8. Possible establishment of a special Junior Leader event at the end of each six-month term of office. Decisions regarding this event will be coordinated by the Scoutmaster and Committee Chair or their Designees.
- 9. Joint events to be held with Pack 641
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XI. TROOP PROGRAM

- A. Troop annual program and activities: The goals of Troop 641 are to help Scouts become good, well informed citizens in the community; to have a well balanced outdoor program; and to have each Scout grow at the pace which is best for him and the world he must live in.
 - 1. In building good citizenship, the Troop will constantly guide the Scouts through citizenship skills by planning lessons in citizenship; using BSA advancement requirements; by adult and youth leaders' living examples; and by examples such as community service projects, eagle projects, etc.
 - 2. In developing the Scout to be in tune with nature and self- sufficient in the outdoors, a challenging, meaningful outdoor program is developed each year. This is accomplished by planning many activities involving backpacking, primitive camping, and other High Adventure activities. This does not preclude less strenuous outdoor activities for those Scouts who are not physically or mentally ready to jump into this type of environment. In these cases, alternative outdoor activities will be planned such as car camping, day hikes, local day water treks, picnicking at local areas, etc.
 - 3. Because each is an individual, the leaders will strive not to push an individual beyond his limits. He will learn skills at a pace he can attain with a little hard work on his own behalf.
 - 4. Scouting is a carefully structured program of learning and advancement. Scouts will be expected to learn new skills, advance in rank, and teach those skills to other Scouts who haven't acquired them.
 - 5. Parents are strongly encouraged to assist, motivate, and provide supporting interest in their son's progress.
- B. Annual Program Planning: Troop planning should take place before the summer break of each year (i.e., April/May). The Scoutmaster attends all Patrol Leaders' Council meetings for training, coordination, and planning of Troop activities. The annual Troop Activity Calendar, which begins on August 1, is developed and administered as follows:
 - 1. The Patrol members get together, and then each Scout communicates to the Patrol Leader what activities he desires for the coming year. The Patrol then votes on each activity on its merits.
 - 2. If there is a majority of consensus on any of the activities presented at the Patrol meeting, the Patrol Leader is to present those to the Patrol Leaders' Council for a vote.
 - 3. The Patrol Leaders' Council with the Scoutmaster will evaluate each suggested activity on its merits and general interest, then vote to put that activity on the Troop calendar.
 - 4. The Patrol Leaders' Council with the Scoutmaster will tentatively schedule the outing on the Troop calendar: Date(s), time, place, etc. In establishing campout locations and dates consideration shall be given to long-term camping and trekking and the prerequisite shakedown for these events. E.g., if an Appalachian trek or River canoe trek requires a high-elevation shakedown or a Salty Rat, the troop base camp for that month will be located at or near the trailhead of the backpack or start of the Salty Rat. Base camps or alternative outings will be held if sufficient adult leadership is available at base camp. The planning of the outings needs to be presented to

the Scoutmaster and all Assistant Scoutmasters in sufficient time to allow for review of the activities as appropriate, planning for sufficient adult supervision, and other logistics problems to be resolved.

- 5. The Committee of All Scoutmasters will review the proposed program and return the proposed program to the Patrol Leaders' Council. The returned proposed program will show which activities were approved and which ones need to be modified, rescheduled, or replaced. There should be comments, suggestions, and/or reasons why an activity was not approved.
- 6. The Patrol Leaders' Council and The Committee of All Scoutmasters will work together until the new annual program is satisfactory to both groups.
- 7. The Committee Chairman will ensure the right Committee members are notified of the need for leadership and resources to help enact the Troop annual program.
- C. The monthly Troop program shall be developed by Senior Patrol Leader and Scoutmaster with help as needed from Assistant Scoutmasters for inclusion in annual calendar.
- D. Troop meetings and activities shall be planned and conducted by the Patrol Leaders' Council under the guidance and counsel of the Scoutmaster as assisted by the Assistant Scoutmasters.
- E. The monthly Troop Plan/Program may be submitted to the Troop Committee, and in turn, the Troop Committee:
 - 1. Can give approval to these plans; however, the Committee will give precedence to Scoutmaster's recommendations. The Committee is free to make suggestions; however, care shall be taken that at no time shall Committee members encroach on the rightful responsibilities of the Scoutmaster.
 - 2. The Troop Committee will verify that Troop resources are sufficient to support the submitted Troop program plan and will notify the Scoutmaster of any cause of inability to support such plan.
- F. A copy of the approved plan may be presented to the Chartered Organization Representative.

XII. TROOP COMMUNICATION

- A. Each Scout is responsible for keeping informed of what is going on in the Troop and Patrol meetings.
- B. If a Scout misses a Troop or Patrol meeting, it is the Scout's responsibility to find out what went on at the missed meeting.
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XIII. INSURANCE

- Troop 641 activities are covered by a group medical insurance policy, which is paid for by the Central Florida Council.
 - Tour Permits as required by BSA will be filed for all outings outside the regular meeting place.

XIV. PARENT COMPLAINTS

- A. Resolution of complaints should be addressed in the following sequence:
 - 1. Scoutmaster
 - 2. Committee Chairman/Committee

- 3. Troop Sponsor
 - 4. Scouting Coordinator--Unit Commissioner (volunteer)/District Executive (paid)
 - 5. Council Headquarters--District Chair (volunteer)/Scout Executive (paid)
- B. The Troop will not permit the use of inappropriate language during any complaint, oral or written, or abusive attitudes while attempting to resolve a problem. The lack of a constructive attitude by any party may be grounds for a Committee review of the situation and may lead to separation from the Troop.

XV. HIGH ADVENTURE

- A. High adventure activities are challenging experiences, not routine events, requiring special preparation and training, above-average knowledge and skills, and taking place in natural settings. They will include activities extending over a period longer than one weekend. The adult trek leader for such activities is to be properly trained in High Adventure Team (HAT) Training as follows:
 - 1. Long-term backpacking trips shall be led by an adult who has completed HAT Outdoor Leader and Basic Backpacking
 - a. Backpacks involving significant amounts of snow on the ground also require completion of HAT specialist training in snow backpacking.
 - b. Backpacks involving travel in desert areas when temperatures are expected to exceed 90 degrees also require completion of HAT specialist training in desert backpacking.
 - 2. All canoe trips shall be led by an adult who has completed HAT water training. The trek leader, at his discretion, may require the presence of a lifeguard.
 - 3. Activities requiring higher levels of skill, such as rock climbing, shall be led by adults who have completed the appropriate HAT specialist classes and have sufficient experience to assume responsibility for the Scout's safety.

XVI. TROOP EQUIPMENT

1. The Troop may make equipment available for use during Troop activities. This equipment may include items intended for group use, special purpose items, or items with sharp cutting edges.
2. The Troop will not normally provide any personal gear.
3. Entry to the Troop equipment storage area will be restricted to the Troop quartermaster, his assistant(s), the Scoutmaster, and such other individuals who are authorized by the Quartermaster or Scoutmaster.
4. No Troop equipment, gear, or other items may be removed from, added to, or placed in the Troop equipment storage area without the prior knowledge and permission of the Troop Quartermaster.
5. Only Scouts or adult leaders who are active members of the Troop may check out equipment and only for use during Troop activities or BSA training activities. Personal use of Troop equipment is not permitted.
6. The Troop Quartermaster shall be given a signed receipt for any equipment checked out. The receipt will show the name of the borrower, the check out date and time, a description of the equipment borrowed and its condition at that time.
7. The Troop Quartermaster shall use the check out receipt to verify that the proper equipment is returned and to verify any change in the condition of the equipment.
8. The Troop Quartermaster may refuse to accept the return of any equipment that is dirty, damaged, or deemed to be unacceptable in his opinion.

9. The individual checking out the equipment will be responsible for the proper care and prompt return of the equipment, and for the replacement cost of any lost, destroyed, or abnormally damaged equipment.
10. The Troop will be responsible for the cost of repair or replacement of equipment due to normal wear.

XVII. PERSONAL EQUIPMENT

1. Each individual will be responsible for the safety and care of that individual's personal equipment.
2. Each camper is required to provide his own backpack, personal mess gear, canteen, bedding, and any other personal camping equipment he requires for outdoor Troop activities. Adult leaders may use their own saws, axes, hatchets, cooking utensils, etc.
3. Scouts are not permitted to carry sheath knives, hatchets, axes and saws as part of their personal equipment. Each Scout should possess a scout knife or its equivalent. A Scout may not use a knife, saw or axe unless he has earned the TOTE'N CHIP.
4. Any person who damages or destroys another's personal equipment will be required to replace or repair it, at the owner's option.
5. Scouts and adult leaders may carry any equipment they deem necessary for their comfort on outdoor activities, as long as it is not excessive, can be suitably packed, and is not otherwise disallowed.
6. Scouts are not permitted to use personal electronic devices (i.e., radio, television, player/recorder, electronic games, personal computer, cell phones, etc.) at Troop activities or on campouts, unless specifically authorized by the Scoutmaster. Any electronic equipment used without permission will be confiscated and not returned to the scout, unless specifically authorized by the Scoutmaster.

XVII. MEDICAL/HEALTH AND SAFETY

1. Scouts will be required to have on file with the Troop, the Troop 641 record of emergency data and the Boy Scout physical on the appropriate form required for participation in the scouting activity.
2. The Scoutmaster or his designated assistant will retain all medicines and drugs at all Troop activities, whether they are prescription or over-the counter medications. Medicines and drugs must remain in original container, and parents must provide written directions for administration to the Scoutmaster. Exceptions may be made for inhalers dependent on the severity of the Scout's condition.
3. Scouts who have physical or mental disabilities will be encouraged to participate in all Troop activities to the extent they are able to do so. Parental support or assistance may be required.
4. The Central Florida Council, Boy Scouts of America, prohibits the use of sheath knives by Scouts. All Scouts will comply with this policy. Axes, saws and hatchets will not be allowed at regular Troop meetings unless prior permission is received from the Scoutmaster.
5. Scouts and adult leaders will maintain personal cleanliness at all Troop activities.
6. The Boy Scouts of America (BSA) prohibits the use of alcoholic beverages and controlled substances at encampments or activities on property owned and/or operated by the BSA or at any activity involving participation of youth members.
7. Adult leaders should support the attitude that young adults are better off without tobacco, and may not allow the use of tobacco products at any BSA activity involving youth participants. All Scouting functions, meetings, and activities should be conducted on a smoke-free basis, with smoking areas located away from all youth participants.
8. Scouts may not go swimming, nor use any type of boat, unless prior approval has been received from the Scoutmaster. Scouts shall comply with the rules and regulations governing aquatic safety contained in the most current version of the *Guide to Safe Scouting* published by the Boy Scouts of America.
9. All Scouts and Leaders or any adult participating in any water related activities are required to pass the BSA swim test annually in order to participate in Troop sponsored water activities.
10. All drivers transporting scouts must be at least twenty-one years of age and have a valid operator's license in their possession. All vehicles will be insured for the minimum amount of insurance required by the State of Florida and under BSA requirements.

11. Scouts will obey the rules established by the drivers of vehicles used for transportation. Seat belts are required for all occupants and must be in use when the vehicle is operated. Scouts are not permitted to ride in open truck beds. Scouts are not permitted to hang out of vehicle windows, throw anything from a vehicle or yell at pedestrians or drivers of other vehicles.

XIX. CAMPOUT RULES AND REGULATIONS

1. All programming and permissions of campout operations must have the Scoutmasters permission and/or his designee.
2. The Scoutmaster may limit the number of adult leaders to any camp outing or request additional adult leadership as necessary.
3. Scouts will not be permitted to participate in campouts without a current permission slip that has been signed by his parent or legal guardian prior to the campout. Scouts are also required to have on file with the Troop the record of emergency data and Boy Scout physical on the appropriate form required for participation in the scouting activity.
4. The parent or guardian of a Scout who misbehaves or disturbs a campout will be called to come and pick him up from the campsite.
5. All Scouts will travel to and from the campsite in full "Class A" uniform, unless otherwise directed by the Scoutmaster. Adult leaders will wear Scout uniforms. Scouts will be permitted to change into other clothes after arriving at the campsite unless otherwise directed by the Scoutmaster.
6. No Scout is permitted to leave the campsite unless he has received prior approval from the Scoutmaster or SPL. Scouts leaving the campsite will use the buddy system.
7. Scouts will maintain the campsite in a clean and orderly manner at all times.
8. Scouts will use fuels as permitted by, and in accordance with, the procedures and policies set forth in the most current version of the *Guide to Safe Scouting*.
9. No fires will be built at a campsite unless prior approval has been received from the Scoutmaster. No fires, heaters or candles are permitted inside tents. Flame-lit hand warmers are also prohibited from use in tents.
10. Each patrol will set-up its tents in the site selected by the SPL or the Scoutmaster.
11. Scouts will not borrow or use another Scout's or adult's equipment without first receiving their permission. Scouts will not go inside another Scout's tent unless permission has been received. Scouts must ask for permission to enter the adult leaders' campsite.
12. The points and times of departure and return for campouts shall be as announced for that activity.
13. All fees due for Troop activities will be paid two weeks before the campout. None of these fees will be refunded if the Scout fails to attend. The food fee for each outing will be established prior to the campout.

XX. Grub Master Duties

A grub master is the Scout responsible for purchasing the food before a campout.

Each patrol is responsible for purchasing its own food for campouts. For each outing, one scout is assigned as the patrol's Grub Master. This assignment is made on a rotational basis and each scout is required to perform this function when it's his turn. Parents will need to assist with purchasing food when it is their son's turn. The patrol, as a group, decides what their menu will be for the outing. This occurs or should occur a minimum of two weeks prior to the campout. Once a *well-balanced* menu has been written and approved, the patrol then sets a budget target for their food and other supplies (e.g., charcoal, propane, trash bags, etc.).

At the Troop meeting before the campout, the Grub Master collects money from each scout attending the campout. At this point, the scout is committed. If for some reason he is unable to attend the outing, his money will not be refunded. This has proven to be the fairest thing to do for the other scouts so they don't end up

having to pay for the other person's share once it has already been purchased. Questions regarding this policy may be addressed to the adult leadership.

XXI. FINANCE

1. In order to establish a framework for expense guidelines and revenue fundraisers, the Scoutmaster will prepare an annual budget for presentation to the Troop Committee in June. After consultation with the PLC, Scoutmaster and Treasurer, the Troop Committee shall approve a budget no later than the Troop Committee's July meeting.
2. After consultation with the PLC and the Scoutmaster, the Troop Committee will establish fundraising activities for the Troop each calendar year.
3. Profits from fundraising activities will be split between the Scouts and Troop Treasury as follows:
4. (1) All funds that are raised from the RH&B each year go towards the following year's summer camp expenses; (2) All camp card money and popcorn proceeds go into scouts ISA at 100%; (3) all other fundraisers get the proceeds split among the participants pro rata on an hourly basis, at 100%. The initial \$75 payment re-chartering dues payment also goes into the scout's ISA. If 75% of a Scout's assessment is not in his account by January 1, the family will be billed (This amount is \$234.75.) The other 25% will be due by May 1. Total yearly cost to a scout is \$313.00.
5. If a Scout quits the Scouting program, or when he reaches the age of 18 and does not attain the rank of Eagle, the remaining funds in his account will be transferred to the Troop treasury or transferred to a sibling who is a Troop member in good standing. When a scout reaches the Eagle Rank and has turned the age of 18 or has reached the Rank of Eagle, is not 18 years of age, but has graduated High School and moved onwards to college, the remaining funds in his account will be given to that scout in a form of a check.
6. Authorized signatories on Troop checks shall include the Troop Treasurer, Scoutmaster, and Committee Chair, and any one signature shall be sufficient. Payments may be authorized for any expenses that are within the current budget, provided reimbursement requests are accompanied by proper documentation. If an amount requested exceeds the budget, or is not otherwise reflected in the budget, approval of the Troop Committee must be obtained before funds can be disbursed.
7. The Troop Committee shall authorize all Troop expenditures by a majority vote. In the event of an emergency, the approval of at least two signatories must be obtained prior to any fund disbursement. The signatories must be mindful of the scope of the budget when considering such expenditure.

XXII. TROOP COMMITTEE MEMBERS

What is the function of the Troop Committee?

The Troop Committee function is to establish fundraising activities that will result in raising enough money to ensure the budget is met. The Committee also has the responsibility to provide adults for Boards of Review. This is an important responsibility and is one area we can always use more help.

Who is the Troop Committee?

The Troop Committee shall consist of the following officers and standing members;

Committee Chairman

Treasurer

Committee Member(s)

Chartered Organization Representative

Scoutmaster (non voting)
Assistant Scoutmaster(s)

What skills do you need to be on the Troop Committee?

No specific skills are required. Certain positions benefit when a member of the Committee has related skills or knowledge, e.g., Treasurer, but an interested parent can fill most of the positions.

How often does the Committee meet?

The Committee currently meets at the Jewish Community Center in Maitland, Florida once a month.

XII. AMENDING GUIDELINES AND TROOP PROCEDURES

1. The Troop Committee may recommend to the Charter Organization changes in Troop procedures as necessary to govern Troop 641 administration of the BSA program. Such procedures must be approved by a majority vote of the voting members present at the Troop Committee meeting and by the Charter Organization.
2. These Guidelines are effective on the date when the Troop Committee Chair and the Troop Sponsor signs.