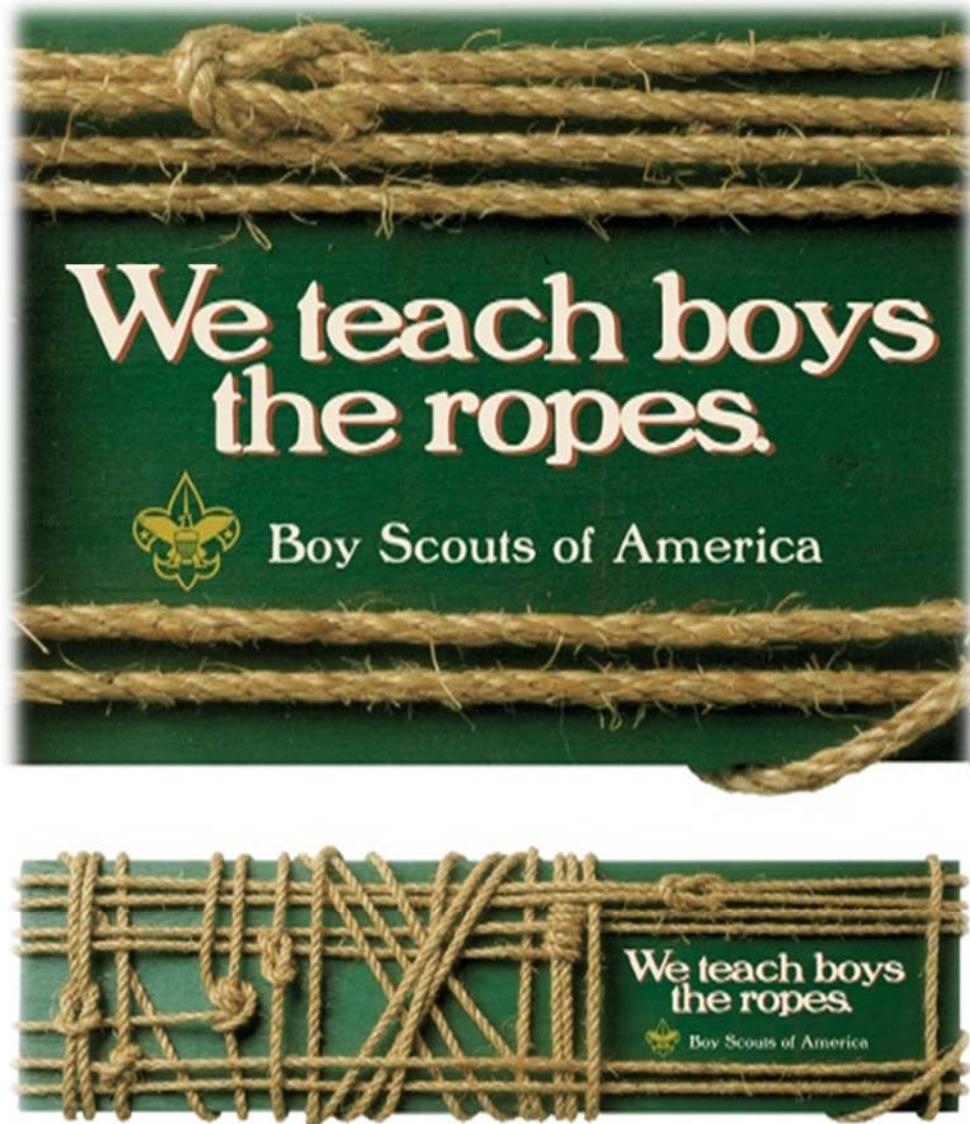


Troop 549
Policies, Practices and Procedures Manual



All who have meditated on the art of governing mankind are convinced that the fate of empires depends on the education of the youth.

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Introduction and History of Troop 549

Welcome to Troop 549! We are glad that you have become a part of our Scouting Family! We are excited to welcome your son to the grand adventure of Scouting. Scouting is a tremendously important and rewarding endeavor that you will be able to share.

Our Chartered Organization is St. Paul Presbyterian Church, 7200 Bellaire Boulevard (located at the corner of Bellaire Boulevard and U.S. Highway 59). Our troop was founded in 1957, and we are proud of our Scouts, their service, and their achievements. Our Troop members come from families who live throughout Houston, The Meadows, Alief, Stafford, Missouri City, Katy and Sugarland. We are a Troop with boys of all faiths and ethnic backgrounds.

The values we strive to instill in each boy are based on those found in the Boy Scout Oath and Law (see Boy Scout Handbook). Scouting strives to develop the following:

- Growth in moral strength and character
- Development of citizenship
- Development of physical, mental and emotional fitness

The following information will explain the operations and policies of Troop 549 and is intended for Scouts and parents of the Scouts who are now in the troop or plan to join the troop. This handbook will help you and your son understand the roles and responsibilities within the troop as well as how the troop functions.

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Expectations

As members of the troop - both scouts and parents - we have certain expectations for each other. These expectations have to do with information, scout participation, and parent participation.

No. 1. Keep Yourself Informed

For the scouts and parents, we expect you to keep yourself informed about troop meetings, activities, signup deadlines, and other matters. For this purpose, we use:

1. Troop website with calendars, announcements, etc.
2. Weekly postings as announcements to the website
3. Emails sent to the entire troop using email@troop549.org
4. Announcements at the end of every troop meeting
5. We use rainout.com for reminders and emergencies
6. Troop Leadership Council (TLC) for top down dissemination of information using the patrol structure.

Please take just 10 minutes each week (Sunday evening works best for most) to inform yourself about what is happening in our troop. Parents, feel free to come in at the end of meetings to join in announcements.

No. 2. Scouts need to participate

Youth today have so many demands on your time. It is hard to fit it all in, isn't it? While school and family always comes first, you have to make hard choices about other priorities. With that said, Scouting requires a certain level of commitment in order for you to have a meaningful scout experience and to advance in rank. Here are our goals:

1. Eight troop camping trips/outings each year
2. One summer camp every year
3. 80 percent of all troop meetings
4. One local Merit Badge Fair each year
5. Half of all community service projects (including Eagle Projects)

No. 3. Parent Participation

With a scout in the troop, it is not unreasonable to ask one or both parents to participate in the troop. It is the parents, after all, that keep this troop running. We are all busy, but we make time for what is important in our lives. There are many, many, many ways to volunteer your time and energies; some are critical positions that we need have filled, such as:

- Scoutmaster
- Assistant Scoutmasters, we always need more
- Committee Member
- Head Adult Leader Organizer (HALO) for an activity

Other ways are as drivers (if your scout goes, offer to drive) or attending a Committee Meeting or the annual planning meeting, running one of the troop elections, serve on a board of review and the list goes on. Just ask your Committee Chairman.

This is not the Scoutmaster's Troop. It is not the Committee's Troop. It is YOUR troop. Please don't just show up. Get involved. Get trained. Take an active role. Your scout will be better off, you will be better off, and our troop will continue to be great. Thank you.

Youth Membership

To join Boy Scouts, a boy must be 11 years old and in the fifth grade, or 10 years old and in the fifth grade and have earned the Arrow of Light Award as a Webelos Scout (Cub Scouting), but not yet have reached the age of 18.

Usually a boy should visit more than one troop before he chooses to join one. It is best to choose a troop that is near one's home so that it is convenient for him to get to activities. The boy's parents should accompany him to the first meeting. After a discussion with one of the Adult Leaders, the boy and his parents will fill out the application form, pay the troop registration fee, and receive a BSA health history/physical/consent to medical treatment form, to be turned in within two weeks. A Scout must be registered (Troop registration fee paid) to participate in Troop activities and campouts (as per BSA National policy).

Adult Membership

The operation of a successful Scout Troop depends upon the services of volunteer adult leaders. Our Scoutmaster (SM) is Bill Folts, Jr. (281)498-6457 home or

(281)543-2464 cell. Our Chartered Organization Representative (COR), who is the liaison between the church and the Boy Scout unit, is Mrs. Eileen Moore, (713)774-0314. Our Committee Chairman (CC) is Sherry Dieckmann, (713)668-9048 home or (713)302-5399 cell.

Adults who wish to hold a leadership position must be registered with the Council and complete Youth Protection Training (available on the SHAC website: www.samhoustonbsa.org). Those adults who wish to become Assistant Scoutmaster (ASM), Committee Chairman, or a Scoutmaster must complete Basic Adult Leader Training and Youth Protection Training. Basic Adult Leader Training is available to any adult who is interested in understanding what Scouting is about and who would like to have some fun! In addition, those who wish to serve as Assistant Scoutmaster or Scoutmaster must complete Introduction to Outdoor Leader Skills (IOLS) to be considered trained in those positions.

Meetings

The Scouts meet every Monday night in the Fellowship Hall/Currie Hall at St. Paul, from 7:30 p.m. until 9:00 p.m. Scouts must stay on the premises while a Troop Meeting is ongoing.

Committee meetings, where the Troop Committee Members give their reports are held on the first Monday of every month in the Church Library or Parlor, from 7:30 p.m. till about 8:45 p.m. Parents are welcome to attend the committee meeting but do not have a vote on matters brought before the committee unless they are registered as committee members. It is important to attend so that you get all the information on activities that your son may have inadvertently neglected to give you! Scouts are busy guys!

Registration Fees

The registration fee for youth membership in Troop 549 is \$100.00 per year*. This covers the fee for registration with the Sam Houston Area Council, a subscription to Boy's Life magazine, the troop (BSA) accident insurance policy, and partially pays for the badges and awards earned by the boy, routine supplies and equipment and other troop expenses. (Note: the cost of awards and advancement in any troop far exceeds this registration fee.) If a family already subscribes to Boy's Life, the annual dues are reduced by the yearly cost of the magazine at the request of the parents, at the time annual fees are due.

Adults may become registered with the Troop by completing a BSA registration form, complete Youth Protection Training (YPT) and paying \$35.00 to the Troop. This secures BSA medical insurance coverage for the adult while participating in scouting activities (provided a current BSA Medical Form is on file with the troop.)

All annual registration fees (adult and boys) must be received by October 31 of each year.

*In the event of financial hardship, written request for special payment arrangements must be submitted to the Troop Treasurer. Such a payment plan is subject to approval by an executive session of the Chairman, Treasurer, and another delegated Committee Member.

Fees may be paid online at the troop website: <http://troop549.org>

Scout Dues

The Scouts are encouraged to be responsible for some of their expenses, therefore the boys have made it a Troop policy that each Scout should pay 25 cents each week (or one dollar at the beginning of each month) to his Patrol Leader (PL), to be collected by the Troop (boy) Treasurer and deposited in the Troop account by the (adult) Troop Treasurer. This is in keeping with the Scout Law, A Scout is Thrifty, and helps to pay his way.

Parental Assistance

Scout Leaders are there to provide guidance and encouragement. Parents can do much to help their son by expecting him to follow the Troop rules for safe behavior and to show respect for his Leaders, his fellow Scouts, and himself at all times.

All parents are encouraged to become a part of the Troop Committee or Adult Leadership, which results in a great Troop program for the boys. Parents of each Scout are expected to contribute to the success of the Troop by devoting time and effort to Troop activities.

Ways in which each parent can help include:

- Helping your son to be properly uniformed & paying Troop fees.
- Being on time to events (especially campouts).
- Volunteering to drive to campouts
- Encouraging your son to participate fully in scouting activities & projects.
- Attending monthly committee meetings (held the first Monday every month), to better understand the program and advancement process & to get vital information.
- Attend Courts of Honor and Scout Sunday Celebrations.
- Registering as an adult leader with BSA.
- Giving time & sharing your talents
- Perhaps register as a Merit Badge Counselor.

Camping

Troop 549 plans one campout every month. The camping/event calendar is prepared by the Scouts in the Leadership positions every August and is given to all of the Scouts and Leaders in September. If you require a copy of the calendar, come to a parent's meeting and ask for one. All of the monthly information is discussed at these meetings.

While camping is encouraged and definitely part of the Scouting program, it is not a requirement that the Scout attend every campout. Some camping trips are required as part of team building in preparation for adventure patrols, but that prerequisite is discussed in advance and must be completed if the Scout wishes to participate in that event.

Cost of monthly campouts is \$15.00 per person (Scout, Adult, Leader, or youth guest) for food and patrol chuck box supplies. Each patrol must plan its menu, purchase food and prepare its own meals, therefore camping fees must be paid to their Patrol Leader on the Monday (five days) before the campout. If the fee is not paid, or arrangements made, the Scout is not to show up on Friday, expecting to go on the camping trip. Camping fees are not refundable for any reason due to the fact that the food for the weekend is already purchased, unless the scout or his parent contact his Patrol Leader and the Scoutmaster **NO LATER** than the Wednesday before the campout. Cash payment is preferred as a boy will be doing the shopping.

There is also a \$10.00 per person fuel fee for camp under 2 hours away and \$15.00 for campouts over two hours away, which is collected on Monday night before the campout along with food fees.

Additional expenses for day events, activities or special stops will be announced in advance. We also require boys to turn in an envelope with \$20.00 (two ten dollars bills) for purchasing food going to camp and returning home on Sunday. On Friday night, when the boys stop for food \$10 will be given to the scout to purchase food. On Sunday the scout will be given the other ten dollars to purchase lunch. Any of the travel meal money not spent by the scout is returned to the scout. We prefer that each Scout learn to handle his own personal finances responsibly. We do not collect for adults and other family members, they are responsible for bringing money to purchase food going and returning from camp.

Our camping and activity schedule is planned by the boys, one year in advance. Check the calendar and let our Transportation - Camping Chairman know that you will be going! It's a good time to join in the outdoor experience and have some fun while the boys show you their skills!

Parents, adults, and siblings may go camping with the Troop. Siblings must be with their parents at all times and may not interfere with the activities of the Scouts. Siblings may not sleep in the tents with Scouts. Scouts may not sleep away from their patrols unless it is to satisfy a merit badge requirement (such as Wilderness Survival).

Guests (WEBELOS & their parents), and Adult Leaders will camp with the Leadership patrol and will pay their camping fees to the Senior Patrol Leader (SPL) on the same Monday that fees are due for the campout. These individuals will be included on the Leadership Duty Roster for duties.

Parents (not in leadership) and siblings are welcome to attend and do family camping at their own campsite near the troop. We strongly discourage them from becoming involved with their Scout's patrol. You may plan to read a good book, take a nature hike or go into a nearby town, etc., as long as you communicate your plans with the Senior Patrol Leader and the Adult Leaders for safety reasons. We ask one parent to volunteer to purchase food for all families attending. The troop will provide a chuck box, camp stove, and Dutch oven if needed for family camping. Adults and siblings need to bring their own tents, sleeping bags, and any other equipment they feel they need and pay camp site fees.

The boys are there to develop a "team" of Scouts with their patrol. We encourage them to provide their own solutions to difficulties which will arise and provide supervision for safety and guidance as needed.

The Troop will leave on time for each event or campout. Unless otherwise stated, we gather at the church at 5:30 p.m., load the trailer and vehicles and depart by 6:30 p.m. A map will be left on the Scout room door for latecomers, whose parents will have to deliver them to the campsite.

Transportation and Camp Site Fees

Parents are asked to help by driving the boys to and from campouts and are invited to camp with the Troop. Usually, if everyone chooses to drive on two campouts a year, every weekend is covered.

BSA policy allows persons 16 years of age, with six months driving experience and a valid driver's license (not permit), no record of accidents or moving violations to drive on a camping trip so long as there is an adult in the vehicle who is 21+ years old.

*However, except in the case of medical emergencies, our Troop policy is that all drivers transporting youths must be 21 years or older. Scouts with valid driver's licenses may drive their siblings (Scouts) or others to Troop meetings only with the permission of all parents. Local Tour Permits are required by BSA for trips of less than 500 miles one way, and National Tour Permits are required for trips of more than 500 miles. Standard passenger vehicles must be safe and meet minimum State insurance requirements. We drive with our headlights on and carry cellular phones as often as possible to facilitate safety.

Campsite fees are paid by the Troop. Adult drivers are asked to pay for gas and any vehicle entrance/parking fees; however you may wish to purchase a Texas Parks and Wildlife Conservation Passport which allows your vehicle and up to eight passengers to enter without a park fee. It is available for year fee through the TPW online or at any State Park and may be used by your family on personal trips. The Troop has an annual Group Entrance Permit for the State Parks which covers most, if not all, of the entrance fees.

For each campout or event there will be a designated parent to be the communication liaison, to be called in case of an emergency or other need. The Camping/Transportation Coordinator will give out this person's telephone number to the parents of participating Scouts. It is the parents' responsibility to ask when the event will be ending and to be on time to retrieve their Scout(s).

All Scouts are expected to help unload and store equipment properly upon

return from a camping trip. Please do not take them home until this is done!

Parental or Guardian Consent

Written permission from the parent/guardian of each scout shall be obtained before a Scout may attend an outing or activity. This is to obtain a release for the leaders and to provide for emergency medical treatment should the parent not be available. The Scout family must Complete Parts A and B of the medical form within one month of joining the troop. The most current version of the medical form can be found at <http://troop549.org>. One copy will be kept on file with the Troop and the Scout family should keep at least one other copy at home.

Summer Camp / Winter Camp

Our Troop goes to Summer Camp, usually, the last full week in June or in July. The troop also attends Winter Camp and it is held between December 26th - 31st. These Long Term Camps are an excellent opportunity for the boys to earn Merit Badges, enjoy nature, meet new friends and practice their Scouting Skills.

Troop 549 goes to El Rancho Cima, Camp Pirtle, Camp Karankawa, Camp Strake, Sid Richardson, along with other camps. Attending these long term camps is highly recommended. The benefits are numerous, but include the opportunity to earn four or more merit badges, team building, leadership opportunities, and of course a lot of fun!

The costs of Summer Camp and Winter Camp varies slightly from year to year. Each event costs between 260-\$400 dollars. Costs are kept to a minimum by providing parent transportation to and from the event where possible.

It is recommended that a new Scout should attend at least two monthly camping trips with the Troop before attending summer or winter camp, as these events can be tough on a first time camper.

*Campership assistance for Summer Camp (within the Sam Houston Area Council) or Philmont High Adventure can be arranged if you contact the Troop Treasurer or the Committee Chairman in writing as soon as you know you may have need of assistance. (Assistance is available through council resources, but applications must be completed at least three months in advance. Parents are asked to pay for a portion of the fee according to their ability to pay).

Financial Assistance for Long-Term Camps and Winter Camp

The Troop wishes every boy to have the opportunity to attend long-term camps (Summer and/or Winter Camp) with the troop. There are many benefits, which are described above. If the Troop is attending Summer Camp outside of the Sam Houston Area Council, the Troop may provide financial assistance, which will be reviewed confidentially, on a case-by case basis. Please contact the Committee Chairman or Troop Treasurer in writing at least three months prior to the deadline for payment of fees. This policy also applies to Winter Camp, since the Sam Houston Area Council does not have a campership program for Winter Camp.

The Scout Law states, "A Scout is Thrifty." A Scout should help to pay his own way. The Scouts have the opportunity to help earn some or all of their Summer and Winter Camp fees by participating in the fall popcorn sale or in the spring scout fair coupon book sale. More details are discussed in the Fundraising section. If a Scout does not do his best to sell popcorn to help pay his own way, the Troop Campership Sub-Committee (Chairman, Treasurer and a third Committee Member) may choose not to approve the request for financial assistance.

Day Events/Special Activities/Service Projects

When the Scouts plan their program for the year, they include occasional "extra" activities such as bowling, a movie, pizza party, etc. These are optional and are included to add a day of fun for any Scout who wants to spend time with his fellow Scouts. It fosters team building and friendship as well as Scout spirit.

Other special events include Scout Sunday at St. Paul Presbyterian Church, a time to share fellowship with the congregation of our Chartering Organization. The Scouts are an integral part of this service and truly make it an experience for the whole family.

Our unit participates in several Service Projects throughout the Year. Some of these include Scouting for Food, St. Paul's Halloween Carnival, Eagle Service Projects and others as they become known.

Adventure/High Adventure Programs

Whenever adult leadership is available, the Troop conducts an adventure trip for

experienced Scouts, who are at least 14 years old and who meet other trip criteria as set by the leadership and have attended at least one long term campout with the troop. It is an opportunity to strengthen their friendships in Scouting and to challenge them to use the skills they have learned over several years with the Troop. These trips are planned by the boys and adult leaders. Contracts for required campouts, hikes, fees, etc. must be adhered to in order that a Scout may attend. BSA and Troop safety policies are followed. Advance preparation outside of regular Troop meeting time is usually required.

This is not a required event and while some financial assistance (a loan to be paid back) is available from our troop, the Scout and his family must pay the high adventure fees.

This is not a standard high adventure Venturing Crew trip. Boy scouts who are members of both a crew and the troop may use this trip for awards in a crew if their crew advisor approves it. Any crew awards earned are given by the crew that the boy is a member of and not the troop. Most troops use the high adventure program for older boy scouts who have earned a lot of merit badges and are not interested in joining a crew. These boys found that the regular summer scout program had nothing or only a few merit badge classes for them to take. This allows troops to engage older boys in summer camp.

Venturing Crew

(Is a separate organization for boys and girls 14-20 year old. We ask all boys in our troop who join the crew to attend at least 60 percent of the troop events while in secondary school)

Most years, Crew's take a high adventure trip lasting about two weeks, to Philmont Scout Ranch, in New Mexico, Bechtel Summit in West Virginia, Sea Base (Bahamas, Florida, or Galveston), Northern Tier in MN and Canada or other places. Most of these trips are limited to boys or girls who are 14 years old by January 1st, (or have completed 8th grade) the year of the trip. These trips can be arduous and may involve backpacking with heavy packs, and other challenges. The cost is range from about \$650.00 to about \$2100.00 per person, excluding travel arrangements. Extra personal gear is necessary, such as a framed backpack, hiking boots, rain gear. The cost of these items is determined by the Scout and his family and is additional. It is wise for boys to begin to save for this trek a year or two in advance. We encourage all boys that are old enough to consider joining the crew. We find this organization provides older boys the opportunity to develop higher level skills than provided by the troop. The crew program deals with high level thinking skills needed for college and career success. It is a totally different program that allow its members to earn awards and develop adult skills.

Special Use of Funds

Crew members may use their merit points earned from various money making projects to apply for funds to pay for a crew camp or dues. If a boy scout or adult has money in our troop savings account they can request a transfer of funds to the crew treasurer to be used for any crew camps and dues at least 1 month in advance in writing to the committee's treasurer. No one can pull funds if they have any outstanding debt to the troop.

Order of the Arrow

The Order of the Arrow (OA) is a national brotherhood of Scout honor campers originated to strengthen Troops and encourage outdoor experiences. It is based on brotherhood and cheerful service to fellow men. Troop members are nominated and elected to membership by fellow Scouts in their own Troop. They must meet election qualifications that are established by the Order of the Arrow. Elections are held once a year, usually in February, under the direction of the Council's OA lodge. Nominations and election procedures are provided by the lodge. Eligible adults may be nominated by the Troop Committee, but only if Scouts are elected.

Upon election, the Scouts and adults will not be informed of their election. Parents of elected Scouts will be notified of their election so that they may attend the OA ceremony during the fall or spring or at summer camp. The election and "call out" does not make those elected to the Order of the Arrow a member of the OA Lodge. Individuals become members of the OA upon successful completion of the Ordeal of the Order, conducted during the spring and/or fall of the year in which they were elected.

Scouts Saving Accounts

Scouts and families may wish to keep money on deposit in a scouts saving account for payment of expenses. No interest will be earned on these savings accounts. Any money left will be returned to the account holder when they leave the troop.

Fund-Raisers

Troop 549 works hard to keep costs to a minimum. The Troop participates in several fund-raisers each year to help cover the costs of equipment, supplies, and special camping.

Scouts and adults can earn merit points by selling approved fund raiser items and other special events approved by the committee. Merit points may be redeemed from the troop merit account for payment of camping, transportation and annual fees on a 1 point to 1 dollar basis. No direct cash to an individual can be given from this account.

Merit points are awarded as follows:

- .7 points for each dollar earned as commission from fundraisers. Commission on troop fundraisers will be determined by the Troop Committee. Commission on Council fundraisers are set by Sam Houston Area Council.
- 1 point per hour for preparing food for fund raisers
- Other merit point awards will be determined by the Troop Committee on a case by case basis.
- Work for charitable service projects are not eligible for merit point awards.

Every year, we participate in the annual Boy Scout Popcorn sales and Scout Fair Coupon book sales put on by the Sam Houston Area Council. Scouts (and parents if they wish) are encouraged to sell popcorn or coupon books. This provides a way that each boy may help finance his own Scouting Adventures by earning merit points on commission made from these sales. Any unused merit points will revert to the Troop general account when a boy leaves the Troop or transfers to another troop.

Troop fund raisers include food sales, catering and other fund raisers selected by leadership and approved by the troop committee. Boys are never forced to participate, nor are they given a quota. These fund-raisers are designated to be shared directly with the boys through the Troop general account, which will be used to purchase Troop equipment, pay state park campsite fees, and other necessary Troop expenses. The Troop Committee reserves the right to vote on what part, if any of the profit can be used for commission on troop sponsored fundraisers.

Troop Funds

The Committee will pre-approve all Troop activities and all expenditure of funds. Troop adult leaders will not obligate funds, commit Troop involvement, or make requests for resources without the authority of the Troop Committee. After-the-fact requests for reimbursement of expenses may be considered by the Committee on a case-by-case basis. If anyone does purchase or obligate funds without the committee approval they should do this knowing that if the committee does not approve it they are responsible for money spent.

All awards, equipment, and expenses for the troop must be approved by the committee before any check will be written. In case of an emergency, the Committee Chairman, Treasurer, Secretary, and Advancement Chairman can vote to spend up to \$250.00 with a majority vote.

Advancement

1. Definitions: There are many definitions of advancement, but the Scouting definition might well be, simply, "the art of meeting a challenge." For that is exactly what the Boy Scout advancement program asks boys to do. It invites them to master a challenging series of skills that prepare them to enjoy the outdoor action scouting promises. As they master these skills they move up through six Boy Scouting ranks, each more demanding than the last and each qualifying for more exciting outdoor adventure – and more fun.

2. Four steps of advancement:

- a. The Boy Scout Learns.
- b. The Boy Scout is Tested
- c. The Boy Scout is Reviewed.
- d. The Boy Scout is Recognized.

Details for advancement are contained in the Boy Scout Handbook, which every Scout is required to have as soon as possible after joining the Troop.

3. Advancement through First Class: From the time the Scout enters the Troop through the time he earns advancement to First Class, he is learning basic scouting skills to enable him to camp, hike, swim, cook, tie knots, administer first aid and perform other tasks in the outdoors and to work as a member of a team. The goal of the Scouting program, and this Troop, is for the Scout to achieve the rank of First Class within his first 18 months in the Troop.

4. Advancement from First Class to Eagle: From the achievement of First Class through Eagle, The Scout will be demonstrating leadership, performing service projects, earning merit Badges and using the skills learned while achieving the next higher rank. The Eagle rank requires more effort, as noted in the BSA Advancement Guide.

5. Summer Camp or Summer Activity Advancement: Each Scout should be encouraged to complete advancement requirements during Summer Camp or the Summer Activity.

- a. It is the goal of this Troop that each new Scout complete one merit badge and the advancement requirements for tenderfoot and Second Class during Summer Camp or Summer Activity. The goal for each experienced or older Scout will be to complete a minimum of three merit badges.
- b. Before Summer Camp or summer Activity, each Scout shall complete an individual advancement plan indicating the merit badges they wish to work on. This information will be consolidated and used in planning the program for the Troop at Summer Camp or during the Summer Activity.

6. Merit Badges: The goal of the merit badge program is to expand the Scout's area of interest and to encourage the Scout to meet and work with adults in a chosen subject. Merit badges are earned by a Scout working with a registered merit badge counselor. The Scout is required to contact the Advancement Coordinator or Scout Master to determine who is the appropriate merit badge counselor. The Scout will need to contact the merit badge counselor to arrange for times and places to meet (following BSA Youth Protection Policies). The Scout will obtain an application for Merit Badge (BSA Form No, 412) (blue card) from the Advancement Coordinator. This is a three-part form that indicates to the counselor that the Scout is eligible and has been approved by the Troop to work on the merit badge. When the Scout completes the work on the merit badge, the counselor will sign the form and present the Scout with two of the three parts; the counselor will retain the "Counselor copy." The Scout will turn in the other two parts signed by the counselor, to the Scoutmaster. The completed merit badge will be recorded in the Troop Records and one part of the Merit Badge Application will be stored with the Troop's paper records. Merit Badges earned will be presented to the Scout during the next Troop court of Honor.

7. Merit Badge Counselors

- a. All parents of Troop 549 Scouts are encouraged to become Merit Badge Counselors. Each merit badge counselor must be registered. Counselors must register using the Adult Registration Application (BSA Form No. 524-501) and complete the Merit Badge Counselor Training and Information sheet, and submit both forms to the Aquila District for approval.
- b. A Counselor is not limited in the number of badges he/she may be registered to

counsel and there is no limit to the number of badges a Counselor may work on with a specific Scout. However, Troop 549 encourages the Scoutmaster to assign no more than three badges per scout to any one Counselor, so that each Scout gets the maximum benefit from the Merit Badge Program.

8. Board of Review

a. **Purpose:** The purpose of the review is not an examination. Rather it is:

- (1) to determine the Scout's attitude and acceptance of Scouting's ideals;
- (2) to ensure that the requirements have been met for advancement;
- (3) to discuss the Scout's experiences in the Troop and the Troop's program; and to encourage the Scout to keep working toward advancement

A Board may also be held to counsel a boy about his lack of progress toward advancement Objective requirements that have been "signed off" and Merit Badges that have been earned may not be re-tested as part of the Board of Review. The Board may refer to a particular skill or Merit Badge in the context of the overall program, learning difficulties, likes, dislikes, etc. Each candidate is reviewed individually. The candidate shall be in complete uniform. The Board should make every attempt to be warm and friendly and be willing to listen to what the Scout has to say.

b. **Conduct of the Board of Review:**

- (1) **Tenderfoot, Second Class, First Class, Star and Life:** The Board of Review is conducted by a minimum of three adult leaders. Parents of a Scout being considered for advancement by the Board may not sit on their son's board. The Scoutmaster is not a member of the board and may not attend or participate on Boards of Review; however the Board may question the Scoutmaster regarding a particular Scout as part of the Scout's Board of Review and will allow the Scoutmaster to address the Board of Review about a particular Scout if the Scoutmaster so requests. Parents or Assistant Scoutmasters may observe a Board of Review but may not participate in Discussions of other such deliberations of the Board.

- (2) The Board should give the Scout the opportunity to bring up any questions he may have, and provide a chance for the Board to talk with him about such matters as goals, Scout Spirit and personal growth. If necessary, the Board should frankly discuss his lack of progress and try to help him get back on track.
- (3) After an initial interview, the candidate is dismissed and the Board discusses whether the candidate is qualified. The candidate is asked to return before the board and is told whether he is qualified or not. If not, the Board informs him what he must do to obtain approval.
- (4) The Board will notify the Scoutmaster of the results. If advancement below Eagle is approved, the Scout will be presented with the cloth patch of the new rank as soon as possible following the Board of Review. A certificate of rank will be presented at the next Court of Honor following the Board of Review. The date the Board of Review is held, if the advancement is approved, is the date of the rank advancement.
- (5) **Eagle Rank:** The District Advancement Committee conducts this Board of Review (BOR). Members on the Eagle BOR can include teachers, family friends, someone from the Troop, etc. Essentially he should ask adults who know him fairly well who are willing to participate for him. The Troop may provide one member as requested. The Scoutmaster will introduce the candidate, but is not permitted to attend, nor participate in the Board. If the candidate is approved, the date of Eagle promotion is the BOR date, but the Eagle Rank will be presented later, at the Eagle Court of Honor planned by the candidate.

9. Purchase of Advancement Materials: Advancement material consists of rank, merit badges, leadership position patches, and special awards such as Lifesaving, Mile Swim, journey To Excellence unit award, etc. These items will be paid for by the Troop and purchased from the Scout Shop along with paperwork required by B.S.A.

10. Advancement Recognition: Each Scout should be presented with their badge of rank at a troop meeting as soon as possible after the board of Review. Merit Badges earned will be presented during the next Court of Honor immediately following the earned date of the badge.

- a. **Eagle Recognition:** A formal Eagle Court of Honor shall be held to honor Scouts earning Eagle. Since the Eagle Court of Honor is highly personalized, Troop 549 will provide as much support as possible for this ceremony, but all costs beyond those normally those associated with the advancement (i.e. rank patch or presentation kit) shall be paid by the family of the Scout

It is Troop policy that BOR for advancement must be scheduled no later than the Monday before the Court of Honor and only after the SM conference has been held. Impromptu boards may be held on campouts if the Scout is prepared and the SM conference has been completed, provided that there is a Trained and Registered leader and two other adults (not ASM or SM) to convene the review.

Notification must be given to the Advancement Chairman or the Committee Chairman one week before the Board of Review so that the committee members may be notified to put the BOR on their calendars. On the Troop calendar there are asterisks to note specific Mondays when BORs' may be scheduled. It is not to be assumed that adults will be available.

Health & Safety

Sam Houston Area Council prohibits the use of sheath knives and hatchets (hand axes) on Council property. The boys do not need them. Please do not buy them. Troop 549 prohibits them on all activities, regardless of where we are camping. A simple regulation BSA Scout knife or two-bladed pocket knife is more than adequate. A Boy Scout must learn the proper handling and use of a knife and ax, and demonstrate this knowledge before he may carry a knife or enter the ax yard at camp. Troop 549 uses the Tot-in' Chip to signify that a Scout has earned this approval. If he has not earned the chip, he may not use his knife. Abuse of sharp tools will result in confiscation of the knife or ax. Parents will be notified if the misbehavior continues.

Troop 549 has its own camping equipment and encourages the boys to use this rather than personal gear. Occasionally, the need arises that a boy may bring a tent, but we encourage camping with the buddy system (if the tent size is adequate) since it is a

safety procedure and encourages the boy to work with others and in a group. The Troop has propane lanterns which are never to be taken inside of a tent and will be used under adult supervision. Liquid fuels (including charcoal lighting fluid) are not allowed on BSA property and are not to be taken camping with the Troop at any time, other than Philmont or a specially designated high adventure trip and only under the direct supervision of a registered adult who has been trained to use the liquid fuel equipment.

Weapons of any sort (including sling shots) will not be taken on any campout or event, nor are knives or other equipment to be used as a weapon under any circumstances.

Scouts are strictly forbidden from having cellular phones at any time during a campout. Please leave them at home. Adults are allowed to have cell phones for communication with other drivers and for emergency purposes. Scouts are forbidden from using any cell phone during a campout. Cell phones, electronic games, radios, headsets, etc. are not part of the outdoor experience and are not to be used during the campouts. They will be confiscated and returned to a parent or guardian upon return from the trip. However, electronic games or music players with headphones may be used while traveling at the discretion of the driver, but they must be left in the vehicle during the campout. **Troop 549 and the drivers are not responsible for loss or damage to any item left in a vehicle. Bring your electronic items at your own risk.** Occasionally, the Scoutmaster and Troop Committee may request that all electronic devices remain at home.

Scouts will refrain from damaging or abusing equipment belonging to the Troop or another Scout. He will be held responsible for replacing items which are damaged or ruined as a result of willful misconduct.

We discourage the use of profanity - A Scout is Clean, in body, mind, and spirit. Scouts are expected to follow the 12 points of the Scout Law. While we know there will be disagreements and general rough housing, excessively disruptive, physically aggressive, or threatening behavior will not be tolerated. Acts of willful harm to another (Scout or Adult) will result in an immediate suspension of privileges and a Board of Review for Discipline.

Parents may be called to retrieve their son from a campout or event if the Scout acts in a disrespectful, unsafe or harmful manner.

A Scout will receive a clear warning from an Adult Leader, to be followed by counseling by the SM and another Adult Leader, to give the Scout an opportunity to find his own

solutions.

If necessary, the Scouts' parents will be called for a conference (called a Board of Review for Counseling), to help devise a plan of improvement (a Troop Contract).

If the behavior persists, or a Troop contract is violated, he may lose the privilege of attending the next Troop campout or event, possibly including Summer or Winter Camp. In the event of this happening, the Troop is not obligated to refund money already deposited with Council camps or spent toward attending the event.

Medications

It is required that parents communicate whether their son is taking any medications, the reason for use of medication, and if possible provide a detailed note including instructions for dosage, administration, side effects, food interactions, etc. to the Health and Safety Coordinator at the time the health and consent forms are given to the Troop.

If the Scout will need medication while he is on a campout or event, including antibiotics or other short term medications, the medicine must be given to a responsible adult leader in medicine bottles clearly labeled with dose, time to be given, doctors' name and prescription name. (Extra labeled bottles are available if you ask the pharmacist). Please send only enough medicine for the duration of the event plus one extra dose, in case of accidental spillage or loss. Scouts are not to keep their medications in their personal gear. The adult in charge will quietly remind the boys to report for med call. Parents should ask for the return of any unused medications and the labeled bottle upon return from the campout.

BSA policy does not require any adult attending a campout to administer medications. It is the responsibility of the scout to take his own medications at the appropriate time. If the scout is unable to do this, then the parent of the scout will be required to accompany him on the campout.

Training

Safety- Why Train

At all times, Troop 549 will adhere to the safety policies published in the BSA Guide to Safe Scouting and any Sam Houston Area Council and Aquila District supplemental safety policies published.

Minimum Training Requirements

Due to the level and type of activities that Scouts will be participating in, it is important that all Scout leaders, Troop Committee members and Troop Parents be thoroughly trained in the Scouting program. It is the responsibility of the Training Coordinator, on the Troop Committee, to identify upcoming training opportunities, publicize these programs, then collect and verify completed training certificates from the adult leaders and parents who complete scouting training programs. The below levels are considered as minimum training requirements for those adults desiring to attend regular troop camp-outs and other outdoor activities:

Scoutmaster and Assistant Scoutmaster Requirements:

1. Fast Start; New Leaders Essentials; Scoutmaster (Leader Specific) Training; Introduction to Outdoor Leader Specific (IOLS) Training; Youth Protection; Safe Swim Defense; Safety Afloat, and CPR from either the American Heart Association or American Red Cross. Additional training may be required for any climbing activity (i.e. Climb on Safety, COPE, etc.).
2. Attendance to at least 60 percent of the Aquila District Boy Scout Leader Roundtables, which are held at the Bellaire Methodist Church at Bellaire & Newcastle, the second Thursday of each month, from 7:30-9:00 p.m.

Troop Committee member requirements:

1. Fast Start; New Leader Essentials; Troop Committee Challenge; Youth Protection Training.

Troop Parents:

1. Fast Start; Youth Protection.

Youth Protection, Safe Swim Defense and Safety Afloat training all have time limits on their effectiveness, usually two or three years, as applicable. The Troop will try to provide resources for this training through either the Aquila District, or Sam Houston Area Council activities.

The Troop strongly encourages all Scout leaders to attend more advanced levels of training, such as Boy Scout Leader Roundtables and Sam Houston Area Council sponsored training events (i.e. University of Scouting). Occasionally, Troop leaders can attend training at Philmont Scout Ranch Training Center (PTC), near Cimarron, New Mexico. Attendance and completion of the requirements for Woodbadge is

also encouraged.

Adult training sessions on a Troop, District, and Council level are held regularly. Adult Leaders in Troop Leadership positions (SM, ASM) must be registered immediately and trained within three months after being assigned the position. We strongly encourage parents and committee officers to attend Troop Committee Challenge Training. It can be fun and is very valuable toward understanding the Troop Committee's role in the Boy Scout Program. Adults that will be camping on a regular basis are highly encouraged (not required) to take the same training as the SM and ASM. This training currently has two sections: a one day indoor class called Scoutmaster Specific, and a weekend campout called IOLS. These courses explain the Patrol Method and show how a troop is boy- lead.

Boy Scout Training

Scouts elected or appointed to key positions such as Senior Patrol Leader (SPL), Assistant Senior Patrol Leader (ASPL), Patrol Leader (PL) and Assistant Patrol Leader (APL), as well as others, are required to attend the Troop Leadership Council Training (TLT) workshop which is held on a Saturday, soon after Troop elections are completed, every six months. As the Scouts advance in rank and leadership experience, they may be asked to help lead this training event.

National Youth Leadership Training (NYLT)

NYLT is an exciting, six-day, action-packed program designed for councils to provide youth members with leadership skills and experience they can use in their home troops and in other situations demanding leadership of self and others.

NYLT incorporates the latest leadership ideas and presents fresh, vital and meaningful training for today's Scouts and centers around the concepts of what a leader must BE, what he must KNOW, and what he must DO. The key elements are then taught with a clear focus on HOW TO. The skills come alive during the week as the patrol goes on a Quest for the Meaning of Leadership. Content is delivered in a troop and patrol outdoor setting with an emphasis on immediate application of learning in a fun environment. Interconnecting concepts and work processes are introduced early, built upon, and aided by the use of memory aids, which allows participants to understand and employ the leadership skills much faster. Through activities, presentations, challenges, discussions, and audio-visual support, NYLT participants will be engaged in a unified approach to leadership that will give them the skill and confidence to lead well. Through a wide range of activities, games, and adventures, participants will work and play together as they put into action the best Scouting has to offer. Prerequisites: Boy Scouts

(first class and above), Varsity Scouts and Ventures may participate if they: 1) have completed Troop Leadership Training Troops or Crews in their unit; 2) are between 14-18 years old, (Ventures between 14-20) may participate in NYLT 3) have unit leader's recommendation 4) attend the mandatory orientation class The course is designed for youth members 14 years of age. However, at a unit leader's discretion, they may approve a Scout at 13 years of age to attend NYLT. Since a Scout only takes this course once, we want them to get the maximum benefit from this experience; therefore, it is essential that they be able to handle the demands of this advanced course, which requires maturity, experience, and proficiency in basic camping skills. The fee for NYLT is \$225.00. Scholarships are available through the Sam Houston Area Council.

Troop Code of Conduct

The Troop Code of Conduct is the Scout Oath, Scout Law and Outdoor Code. These items are the basic components of our Scouting values and behaviors. BSA programs must be completed within a "safe haven" from abuse, bullying or any form of hazing, initiation, ridicule or unwanted teasing. To achieve that goal, the following will be completed:

1. All parents, committee members and leaders must undergo the BSA's Youth Protection Training. Leaders and committee members who have taken this training will not have to repeat it, unless the last day of their training was over two years ago (Youth Protection Training, for both BSA and the State of Texas, is good for two years).
2. All parents will be given the opportunity to screen the youth video – "A Time to Tell" – a 33- minute Youth Protection Training for the Scouts. Parents may 'screen' this video before their Scout has the opportunity to view it. This is strongly encouraged.
3. All Scouts in the Troop will be required to view this video – "A Time to Tell." Parents who object to the material in the videotape may opt out of the viewing for their Scout after they have participated in the initial screening.
4. All BSA rules and regulations will be followed regarding the reporting of all violations of the BSA Youth Protection Guidelines. For more information read the "Guide to Safe Scouting".
5. In May 2013, the National BSA Council voted to modify its membership standard for youth members of the Boy Scouts of America, which went into effect on January 1, 2014. Effective on that date, no youth may be denied membership in the Boy Scouts of America on the basis of sexual orientation or preference alone. However, any sexual conduct, whether homosexual or heterosexual, by youth of Scouting age is contrary to the virtues of Scouting. As of January 1, 2014, no BSA Chartering Organization can deny membership, or defer youth to another unit,

based upon their sexual orientation or preference. The Chartering Organization for Troop 549, is in full agreement with the new BSA Youth Membership Policy. It will continue to charter Troop 549 for the years ahead, and it stands ready to increase its role in providing quality BSA programming for the youth of Houston, and the Aquila District.

Consequences

“Discipline is defined as training that corrects, molds or perfects the mental faculties or moral character. Punishment is what occurs due to a lack of discipline.”

Definitions:

Probation: Probation means that the Scout cannot assume any troop leadership position and not participate in any troop outdoor activities (including games during troop meetings) during the period of their probation. Probation also means that at least one parent must be in attendance, with their Scout, on any patrol or troop activity. The Scoutmaster has the discretion as to how the probation is handled.

Suspension: Suspension means that the Scout cannot participate in any troop activity, including weekly troop meetings, troop training events, outdoor events, service projects, etc., for the period of their suspension.

Expulsion: Expulsion means that the Scout is removed from the registry of the Troop and cannot return or participate in any Troop activity at any time in the future.

Misbehaviors, such as distracting others, pushing/shoving in anger, or yelling/name calling in anger, by Scouts will be handled in the following manner:

1. 1st incident: The Scout will be counseled by the Scoutmaster, or Assistant Scoutmaster, away from the other Scouts in a quiet manner. The counseling is aimed at helping the Scout think of positive ways of handling issues or problems.
2. 2nd incident: The Scout will have a conference with the Senior Patrol Leader, or Assistant Patrol Leader (in the presence of the Scoutmaster or Assistant Scoutmaster). The conference is aimed at helping to understand the issues/problems and to think of positive ways in handling them.
3. 3rd incident: The Scout will be required to have a conference with the Scoutmaster, Senior Patrol Leader and the parents of the Scout. The conference is aimed at reviewing the misbehavior and developing positive methods of handling the behavior. A confidential note will be forwarded to the Troop Committee after the conference.

4. 4th incident: The Scoutmaster or Assistant Scoutmaster will require the removal of the Scout from the troop activity or meeting. The Scout's parents will be notified that the Scout is being placed on Probation.

5. Further incidents will require suspension or expulsion from the troop. The Scoutmaster will recommend the appropriate consequences to the Troop Committee, for their review and approval.

Serious misbehaviors such as fist-fighting, wrestling in anger, intention to cause harm (such as threatening harm, etc.), will be grounds for immediate expulsion from the Troop activity, with potential use of Probation, Suspension or Expulsion, after a review by the Scoutmaster and Troop Committee. If the serious misbehavior occurs during a Summer Camp, or High Adventure activity (where the activity is at a remote facility – such as a wilderness area, Philmont Scout Ranch, etc.), the parents will be responsible for all transportation costs in returning their Scout to them. The Parent Permission form will include a similar statement regarding responsibility for transportation costs as a result of serious misbehavior by their Scout. The Scoutmaster will propose any of these consequences to the Troop Committee. With the Committee's approval, the Scout and his parents will be informed verbally, or in writing, of the consequences.

Troop 549 Committee Responsibilities

MISSION STATEMENT: The Troop Committee, which is the troop's Board of Directors, supports the troop's adult and youth leaders in delivering a quality program to the troop's Scouts.

ROLE OF THE TROOP COMMITTEE:

- Advise the Scoutmaster on policies relating to Scouting and the chartered organization St. Paul Presbyterian Church
- Assist in transportation
- Assure that a qualified substitute leader is assigned if the Scoutmaster is absent or unable to serve.
- Assure that quality adult leadership is recruited and trained (the Scoutmaster is most important), and encourage adult leader training.
- Carry out the policies and regulations of the Boy Scouts of America (found in the Guide to Safe Scouting).
- Coordinate the Friends of Scouting Campaign.
- Encourage the leaders.
- Ensure that the troop program provides at least 10 days and nights of outdoor programming per year.

- Manage troop finances.
- Obtain and maintain troop equipment.
- Provide adequate meeting facilities.
- Provide a spiritual tone for troop meetings.
- Recruit and involve troop committee members.
- Serve on Boards of Review
- Solve behavior problems that cannot be resolved within the troop (governed by the Scout Oath and Scout Law... A Scout is Obedient)
- Support troop program delivery
- Support Youth recruitment

Committee Chairman

Responsibilities:

- Organize the committee to see that all functions are delegated, coordinated and completed.
- Maintain a close relationship with the charter organization's representative and the Scoutmaster.
- Interpret national and local policies to the troop.
- Prepare troop committee meeting agendas
- Call, preside over and promote attendance at monthly troop committee meetings and any special meetings that may be called.
- Ensure troop representation at monthly roundtables.
- Secure top-notch, trained, individuals for camp leadership.
- Arrange for charter review and re-charter annually.
- Plan the charter presentation.

Secretary

Responsibilities:

- Keep minutes of meetings and send out committee meeting notices.
- Handle publicity
- At each troop committee meeting, report the minutes from the previous meeting.
- Chairs Communications sub-committee

Treasurer

Responsibilities:

- Keep accurate troop financial records.
- Handle all troop funds, pay bills on the authorization of the troop committee.
- Keep adequate records
- Supervise money-earning projects.

- Maintain the Boys and Adults Savings Accounts
- Maintain the Merit Points for Scouters
- Assist in the Friends of Scouting campaign
- Report to the troop committee at each meeting.

Outdoor/Activities Coordinator

Responsibilities:

- Secures permission to use camping sites (including fees).
- Identifies and reserves, schedules or procures additional resources for activities such as certified instructors, guides.
- Works with Equipment Coordinator to secure any needed/required equipment for activities.
- Promote, through family meetings, attendance at troop campouts, camporees, and summer camp to reach the goal of an outing per month.
- Serves as transportation coordinator including maintaining updated list of troop vehicles, including driver information, insurance and passenger capacity for proper completion of tour permit.
- Ensures all troop vehicles and drivers are in compliance with BSA standards for safe travel.
- Coordinates drivers to and from all troop activities to ensure adequate transportation of scouts and equipment to and from activities.
- Ensure a monthly outdoor program.
- Enlist an activities coordinator for each monthly campout or activity.
- Promote the National Camping Award
- Prepares all permission slips for activities including other forms which may be required such as waivers or additional medical forms.
- Prepares and submits all tour permits to Council for all troop activities in a timely manner.
- Report to the troop committee at each meeting
- Chairs the Outdoor Activities sub-committee

Equipment Coordinator

Responsibilities:

- Supervises and helps the troop procure needed equipment.
- Work with the Quartermaster(s) on inventory and proper storage and maintenance of all troop equipment.
- Makes periodic safety inspections of all troop equipment.
- Coordinates replacement of defective, broken or unusable equipment.
- Ensure annual renewal of Troop Trailer registration.

- Reports to the troop committee at each meeting.

Advancement Chairman

Responsibilities:

- Encourages Scouts to advance in rank.
- Enter all Scout merit badges and ranks earned in Internet Advancement.
- Makes a prompt report on the correct form to the council service center when a troop board of review is held.
- Secures badges, certificates and other awards.
- Works with the troop librarian to build and maintain a troop library of merit badge pamphlets, books, resources and other advancement literature.
- Reports to the troop committee at each meeting.

Training Coordinator

Responsibilities:

- Ensure troop leaders and committee members have opportunities for training.
- Maintain information about up-to-date training materials, DVD's and other training resources and where to obtain them.
- Work with the district training team in scheduling required training for all new registered adults.
- Ensure all registered adults complete Youth Protection Training every two (2) years.
- Maintains records of all training/certifications completed by registered adults within troop and forwards completion dates to Advancement Chairman for entry into Troop records (Such training shall include all required BSA training as well as voluntary certifications in such areas as first aid/CPR, climb on safety, life guard, etc.)
- Maintains records of all training completed by scouts and forwards completion dates to Advancement Chairman to enter into Troop records
- Assist Scoutmaster in organizing Troop Junior Leader Training.
- Assist Outdoor Activities Coordinator in identifying certified guides and/or instructors for troop activities as required.
- Report to the troop committee at each meeting

Board of Review Coordinator

(Reports to Advancement Chairman)

Responsibilities:

- Confirm that all rank requirements including service time, appropriate merit badges, troop position of responsibility and time in rank have been met by

conferring with the Advancement Chairman, Service Time Coordinator and the Scoutmaster.

- Organizes/convenes Boards of Review for rank advancements.
- Report to the Advancement Chairman the names of candidates who have successfully completed any given rank.

Court of Honor Coordinator

(Reports to Advancement Chairman)

➤ **Responsibilities:**

- Assist the patrol members who are designated to be in charge of each Court of Honor with their plans for the event.
- Assist with the planning of any Eagle Courts of Honor if requested by the family of the Eagle candidate.
- Maintain Eagle Courts of Honor reference and history materials.

Service Time Coordinator

(Reports to Advancement Chairman)

Responsibilities:

- Coordinates and schedules any requested troop service time.
- Mentors the Troop Scribe in keeping accurate record of attendance and time worked by scouts for service projects.
- Forwards attendance/time reports to Advancement Coordinator for entry in Troop records.
- Be familiar with the service time needs of all scouts and encourage participation in service time events as they become available.
- Confirm with the Advancement Chairman and Board of Review Coordinator service time records for all scouts requesting a Scoutmaster conference.
- In the Scoutmaster's Absence, approves or disapproves individual requests for service time based on the guidelines set forth by the Boy Scouts of America and Troop 549 Guidelines and Policies.

Life to Eagle Advisor

(Reports to Advancement Chairman)

Responsibilities:

- Meets regularly with Life Scouts to ensure timely completions of remaining requirements for Eagle
- Assists Life Scouts in identifying Eagle Projects through the charter organization representative and other community resources
- Assists Life Scouts in the proper completion of the Eagle Project workbook.

- Utilizes materials/training available through BSA to effectively mentor Life Scouts.

Medical Records Coordinator

(Reports to Outdoor Activities Coordinator)

Responsibilities:

- Coordinate annual collection troop medical forms during troop re-charter process.
- Works with the Outdoor/Activities Coordinator to see that all adults and scouts who will attend any troop activity including high adventure and summer camp have current and proper medical forms well in advance of the beginning of the activity.
- Maintain medical form notebooks and makes at least one available to the Scoutmaster or designated health/safety officer for all troop activities.

Fundraising Chairman

(Reports to Treasurer)

Responsibilities:

- Research and develop fundraising projects for the troop and present ideas to the troop committee for approval.
- Enlist a coordinator to supervise each project.
- Obtain proper authorizations or permits as necessary.
- Coordinate with the Treasurer for the collection of all fundraising proceeds and for making any required payments to vendors.
- Maintain fundraising records for the purpose of calculating the division of troop and boy earnings.

Membership Coordinator

(Reports to Treasurer)

Responsibilities:

- Maintains Troop Roster
- Assists Committee Chairman with annual re-charter
- Coordinates with Webelos to Scout Coordinator to ensure successful/smooth transition of Webelos into Troop.
- Maintains and has available at all Troop Meetings welcome packets, dues forms, health forms, adult resource surveys, troop policies, and applications for new scouts and adults.
- Conduct the Troop Resource Survey.

- Mentors Troop Scribe in the collection of all forms, membership fees and troop dues.
- Mentors Troop Scribe in keeping accurate/regular attendance at Troop Meetings and Activities.
- Contacts members who are absent without cause/notification for extended period to survey interest.
- Serves on re-chartering subcommittee made up of Committee Chairman, Treasurer, Membership Coordinator and Scoutmaster

Merit Badge Counselor Coordinator

(Reports to Training Coordinator)

Responsibilities:

- Make yearly reminders to Merit Badge Counselors about the necessity of getting their renewal forms in before December 31 of each year.
- Seek out adults affiliated with the troop who specialize in areas that would allow them to become Merit Badge Counselors.
- Emphasize seeking adults to serve as counselors for each Eagle required merit badge.
- Direct new Merit Badge Counselors to attend the required training at a monthly roundtable.
- Maintains a roster of troop merit badge counselors and/or other list provided by council of merit badge counselors for referral to scouts.

Webmaster

(Reports to Secretary)

Responsibilities:

- Maintain the Troop's web site.
- Post current newsletters, calendars and appropriate photos and provide links to scout related sites.
- Assure that no information is published that could present any type of security risk to members including full names and addresses, etc.
- Ensure no offensive or degrading material is published.
- Return correspondence as appropriate to anyone who sends inquiries to the webmaster either by way of email or guest book entries.

Newsletter Coordinator

(Reports to Secretary)

Responsibilities:

- Creates a monthly newsletter highlighting troop activities and other scouting related articles such as upcoming training opportunities, district and council activities.
- Mentors the Troop Historian to provide articles and pictures in both the monthly newsletter and troop history book.
- Solicits articles from Scoutmaster, patrols and other members of the troop.

Note: The above represents an ideal Troop committee. When we do not have enough adults to perform the above duties it is the responsibility of the Committee Chairman to make sure all positions are covered by a committee member who is willing to take on additional responsibilities. We strongly encourage all adults to please consider being a member and serving in one of the above positions.

Only registered members that have paid their dues, taken youth protection training (YPT), and have an up-to-date medical form on file with the troop are allowed to vote on committee decisions. Scoutmasters and Assistant Scoutmasters are not members of the committee. Non-members are welcome to attend and listen to items being discussed. Non-members should not make comments unless invited by the committee.

Appendix 1 -Troop Policies Acknowledgement Form

This is to certify that I have reviewed the policies and procedures contained in the Troop 549 Policies, Practices and Procedures Manual, which was provided to me when my son,

_____, member of Troop 549

I further attest that I have reviewed the Troop Code of Conduct section, with my son and that we both acknowledge and agree that we fully understand the importance of maintaining order and discipline within the Troop while attending and participating in functions and outdoor activities.

We hereby agree to these policies and procedures and pledge to abide by the rules of conduct and behavior that are necessary to participate in BSA and Troop 549 programs and activities.

Signed this _____ day of _____, 201____.

Parent Signature: _____

Parent Printed Name _____

Scout Signature: _____

Scout Printed Name: _____

Keep a copy and turn original into the Troop Training Chairman