**Boy Scout Troop 595**

**Policy, Rules and Procedures Handbook**

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4. Introduction

This Handbook is presented to all scouts, parents and adult leaders in Boy Scout Troop 595. This handbook is to be used as a guide to assist in understanding how to participate in this troop. The intent of this Handbook is to promote an environment consistent with National Boy Scout of America (BSA) Policy. The items in this Handbook have been prepared to emphasize and/or clarify important functional aspects of the operation of the Troop, and are not intended to supersede National Boy Scout Policy

All scouts, parents and adult leaders will be required to:

* Review this handbook in its entirely to understand its purpose, rules, and procedures as defined within; and
* Sign an acceptance page attached to this handbook to acknowledge their review and agreement with this document. Signature clearly defines acceptance/agreement of all terms and conditions of this document, and is required in order to be allowed to participate in Troop 595.
1. Policy

Boy Scout Troop 595 Policy is described in 4 basic statements. These policy statements are the basis for the rules and procedures; and apply to all adult leaders, parents and scouts. The 4 statements are as follows:

* Scouting Principals, as defined by the Scout Oath, Law, Motto and Slogan
* Scouting Skills, enabling the scout to improve his ability to take on the responsibility of self-guidance, survival skills and leadership.
* Outdoor Adventure, providing the scout opportunities to experience participation with nature where he must learn respect for his environment as well as himself, his fellow scouts and adult leaders.
* Safety, where respect to others and attention to personal action results in no person, place or thing receiving any injury.

Scouting is “by the Scouts-for the Scouts”, Scouting is not for the adults. The adult leadership is present only as oversight to assist in enabling Scouting Skills and Outdoor Adventure to become achieved in the spirit of the Scouting Principals in a Safe Environment. The adult leadership is comprised of volunteers. Parents must respect the volunteer effort and must help to promote the scouting spirit in their sons. Parents are encouraged to join the troop committee or assistant leader positions.

1. Rules

The rules for Boy Scout Troop 595 are defined in the following 3 categories. They serve as definitions of “what is allowed” and “what is not allowed”. The 3 categories are presented below:

1. Organization
2. Participation
3. Conduct

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1. Organization
2. Scoutmaster
	1. Is required to meet all current training qualifications as defined by BSA and Hawk Mountain Council.
	2. Is responsible for the oversight of the Senior Scouts as they direct activities for the outdoor/indoor scouting activities, weekly meetings, advancement, equipment and any other troop programs.
	3. Has the authority to select and approve his assistants in cooperation with the Chartered Organization Representative.
	4. Has authority to approve selection of Senior Patrol Leader, his Assistants, and all Patrol Leaders.
	5. Has the authority to approve and/or authorize all Troop activities or events.
	6. Communicates and coordinates any and all activities with the Committee.
	7. Ensures all activities are conducted in compliance with all BSA standards as defined in BSA.
3. Committee
	1. Is required to meet all current training qualifications as defined by BSA or Hawk Mountain Council.
	2. Is responsible to oversee establishment and operation of all troop programs for

advancement, equipment, finance and recruiting. The Committee shall ensure compliance with all BSA standards as defined in BSA documentation.

* 1. Will appoint from the committee membership those responsible for the following

functions: Chairman, Secretary, Treasurer, Outdoor Activities Chairman, Advancement

Chairman, Chaplain, Training Coordinator & Equipment Coordinator. Detailed

explanation of duties for each function is defined in the BSA troop committee guidebook.

* 1. Other committee members can be participant if they are officially chartered as such in the troop. It is expected that participating committee members either hold an open position or assist in operating functions of the troop.
	2. Committee membership as defined in letter “c” above shall be considered as holding a

position of committee officer.

* 1. All committee members have voting rights. A total of 4 committee officers must be

present during a vote for approval to be valid. Voting shall take place at regularly

scheduled monthly committee meetings. Voting may take place at special committee

meetings as necessary to resolve emergency issues requiring immediate action. The

committee chairman may call special meetings where all committee members must be

notified in advance for participation and the same rules for voting shall apply.

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* 1. Officially trained committee officers may function on behalf of the Scoutmaster or his

Assistants during periods of the Scoutmaster's absence or shortage of his Assistants.

* 1. The Committee shall meet at least monthly to review the current business activities of the troop. The Secretary shall document formal meeting minutes from each meeting and

distribute to all chartered committee members, Scoutmaster's and his Assistants, Troop

council representatives, and church liaison.

1. Scouts
	1. Organization chart
		* The troop shall develop and maintain and organizational chart for the troop as

shown in the “BSA Troop Committee Guidebook”. In addition to the BSA Troop Committee Guidebook, leadership positions shall be conducted as described

below.

* + - All leaders are to be elected by the scouts unless otherwise noted, and shall be

subject to the approval of the Scoutmaster.

* 1. Senior Patrol
		+ The Scout elect the senior patrol leader, however, the assistant senior patrol

leader, (or assistants but no more than 2), is to be appointed by the senior patrol

leader and approved by the Scoutmaster.

* + - Members must be at least 14 years of age and at least First Class scouts
		- Members will be instructed in their responsibilities at the time of their

appointments.

* + - * The existing senior patrol, Scoutmaster, or other Committee members

will train newly appointed members.

* + - * Council training of senior patrol members is advised. This may include

Introduction to Troop Leadership Skills (ITLS), National Youth Leadership Training (NYLT) or other youth leadership training programs. The

Committee will authorize funds on an “as available” basis to support

training.

* + - Senior patrol responsibilities include:
			* Program planning and implementation (all members)
			* Equipment (quartermaster)
			* Records (scribe)
			* Instruction (all members). The Advancement Chairman or Scoutmaster may assign special areas of instruction to individual Senior Patrol

members

* 1. Patrols
		+ The Scouts in the patrols elect Patrol Leaders. The committee may set age and/or rank requirements.
		+ Elected Patrol Leaders may select their Assistant Patrol Leaders, Patrol

quartermaster and Patrol scribe.

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* + - Patrol Leaders will attend the Patrol Leaders Council (PLC) meeting as held by

the Senior Patrol Leader and thus participate in the troop program planning.

* + - Patrol Leaders are expected to show leadership during troop meetings and to plan patrol functions that supplement the general troop program.
		- Patrol Leaders are expected to attend a minimum of 3 troop meetings a month.

Habitual absence from troop meetings will result in a loss of the position.

II Participation

1. Membership
	1. Scout membership as defined by BSA is open to all boys age 10 ½ years old and over

who have completed the fifth grade or are 11 years old but have not yet reached their

18th birthday

* 1. It is encouraged that parents join as a chartered committee member, Assistant

Scoutmaster, or help troop leadership in the various scouting activities.

* 1. Medical forms are required for all scouts and all adult leaders per the BSA rules. These

documents are to be maintained in confidence by the troop secretary or other designated

committee member as determined by committee.

1. Meetings
	1. Meetings will be held weekly throughout the year, with additional meetings scheduled on an as needed basis, by the committee and/or Scoutmaster.
	2. Activities will be planned and implemented by the Patrol Leader Council with the

assistance of the Scoutmaster and committee.

* 1. Scouts will arrive on time and adhere to the meeting agenda. Scouts not participating in

the meeting activity will be asked to leave and receive no credit for attendance.

* 1. No scout will enter the meeting room until the Scoutmaster, his assistant or other

authorized adult leader is present.

* 1. The troop scribe will collect attendance from each patrol leader and submit to the

Scoutmaster and or designated adult leader.

* 1. Scouts must attend an average of two meetings per month to be eligible for participation

in other troop activities. Scouts unable to comply for reasons of valid conflicts, including but not limited to illness, church or other extracurricular functions, must notify the Scoutmaster in advance of conflicting activities to be excused.

1. Trips, camping and outings
	1. Scouts must regularly attend troop meetings at a rate of average 2 per month to be

eligible for participation in special trips, camps, or outings. Scouts unable to comply for

reasons of valid conflict, including but not limited to illness, church or other exclusive

functions must notify the Scoutmaster in advance of conflicting activity to be excused.

The committee may impose additional requirements as deemed necessary.

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* 1. Those scouts attending trips, camping and outings are expected to be at the next troop meeting to assist with clean up and packing of troop equipment. Those who do not may be

subject to exclusion from other scout events and trip.

* 1. Adult supervision is required. The committee is responsible for securing adequate

supervision for all activities. A minimum of 2 adults for every 10 Scouts is

recommended. The Scoutmaster as necessary will obtain Council permission.

* 1. BSA requires that there never be a one-on-one contact between adult and scouts. All

outings must adhere to the BSA requirements for youth protection.

* 1. Fees over and above those covered by the troop will be announced by the Scoutmaster

prior to the activity.

* 1. Troop outings will have prior approval of the committee.
	2. Patrol outings will have the prior approval of the Scoutmaster.
	3. To be eligible to attend summer camp scouts must have approval from the Scoutmaster.
	4. An updated copy of the medical form is to be carried by the Scoutmaster during each

outing.

* 1. **Electronics including but not limited to video games, CD players, radios, TVs and cell phones are banned from scouting activities, including meetings, and are permitted only by the specific approval of the Scoutmaster**.

Note: trips and outings include, but are not limited to: Scout shows, swimming, hiking, canoeing, Klondike Derby, camping, bike hikes, service projects, picnics, summer camp, and backpacking

1. Uniform
	1. All scouts and adult leaders are required to wear appropriate uniforms for regular meetings, unless stated otherwise. Class A uniforms are required for Board of Reviews, Court of Honor or any other formal troop functions.

Note: troop will assist Scout in acquiring shirt, if needed through exchange and

fundraisers.

* 1. Class B uniform is generally used during Scout outings and Scout meetings unless

otherwise stated.

* 1. Class A Uniforms are not to be worn during troop fundraisers.
1. Contribution
	1. All scouts, adult leaders and parents are expected to participate in the troop fundraising activities, service project, and council sponsored programs. Absence from participation

may result in loss of privilege of scout outings and activities.

* 1. Older Scouts are expected to take on leadership roles in the troop. The BSA rules for rank advancement to Star, Life and Eagle mandated a prescribed period of time to actively participate in leadership roles to maintain good standings in the troop.

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* 1. All scouts are expected to assist the troop with the various operational and administrative duties, including but not limited to scribe, quartermaster, librarian, historian, chaplain aide etc. All scouts are expected to contribute some of their time toward the betterment of

the troop. Unwillingness to help may result in loss of privilege of scout outings and

activities.

* 1. All scouts are required to assist in the planning and participation of all scout meetings,

outings, activities and troop events. All older Scouts are expected to assist younger

scouts during troop meetings and activities.

1. Advancement
	1. Advancement is the responsibility of the scout.
	2. The Scoutmaster, senior patrol, advancement chairman, committee members, or other

designated leaders will present the opportunities for advancement; however, the scout is

responsible for his own personal growth.

* 1. Rank advancement requires a Board of Review. A board of at least 3 and no more than 6 committee members will hold Board of Reviews for Tenderfoot through First Class

monthly, if required. Star or Life Board of Reviews will be held on an as needed basis

with a minimum of at least three committee members.

* 1. Eagle Boards of Review are District and Council functions.
	2. The advancement chairman and appropriate Board of Review will counsel scouts who are not advancing at a normal rate.
1. Finances
	1. Treasurer
		1. Record all financial transactions of the troop.
		2. Maintains records for 5 accounts
			1. General account - consist of funds to be used for general troop expenses
			2. Individual Scout accounts consist of funds that are credited to individual scouts that can be drawn upon to finance personal Scout activity fees and expenses
			3. Hawk Mountain account consist of an amount maintained by the Council office to pay for BSA purchases from the council office, such as merit

badges, patches, Scout Handbook, camp fees etc.

* + - 1. Campership account consists of an amount dedicated to pay for scouts needing assistance to fund summer camp. Scouts must apply to and be approved by Council via Council application prior to consideration by Troop. The committee will determine the amount to be awarded.
			2. Eagle Scout Account consists of funds dedicated towards supplies related to Eagle Scout projects. This account is funded by donations and

committee designations.

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* + 1. Will provide a monthly statement to the Committee on the balance of the troop ac

count and an itemized listing of the individual balances to assist the committee in the planning of future programs and expenses.

* + 1. An individual scout account will be forfeited to the troop if; the Scout has stated

the desire to leave the troop, his parents have been notified, and that scout has subsequently been a non-participant for 6 months.

* + 1. A Scout who is 18 to 21 years old who remains with the troop will be able to

maintain an account to be used for scouting purposes

* + 1. A scout who moves to another troop may transfer the amount in his account to

the new troop

* 1. Scout registration
		1. The new Scouts will pay initial registration fees at the time of his registration. No scout will be registered until his fee is paid.
	2. Dues
		1. Dues are collected annually by the treasure at a rate that is determined by the

committee prior to the Troops annual rechartering.

* + 1. All scouts are expected to fully participate in fundraising activities for the benefit of the troops and their own scout account to help fund troop and their individual participation in all troop functions. In the event of financial difficulties, the

committee may at its discretion award financial support to an individual scout.

Any such requests and payment of such aid should be made directly to the

Scoutmaster. Any such requests and payment of such aid will be kept strictly

confidential.

* 1. Sales
		1. Money required for troop expenses not covered by dues will be raised via

committee approved fundraisers.

* + 1. Sales will be conducted in accordance with BSA policy.
		2. Money collected from sales will be submitted to the treasurer for deposit to troop bank account
		3. If the amount in the general account is at a level that is acceptable to the

committee a portion of the amount of the sales profits may be added to an individual scout account. The committee will determine this amount.

* + 1. A scout’s individual sales profit will first be utilized to cover any delinquent

dues and expenses prior to entering his account.

1. Troop purchases
	* 1. Awards earned by the scouts will be purchased by the troop.
		2. Scout leader training fees may be reimbursed per troop committee approval.
		3. Troop equipment will be purchase as needed and as funds are available.

Expenses over $50 must have committee approval.

* + 1. Scoutmaster may purchase scout related items on an emergency basis up to $50 without prior approval of the committee and submit to the treasurer for
		2. reimbursement. The committee chairman must approve expenses greater than

$50 amounts on an emergency basis with all expenses reviewed at the next

committee meeting.

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* + 1. The troop will supply handbooks, official neckerchief and slides, and Class B

shirts for the bridge crossing ceremony.

III. Conduct

1. Adult leaders
	1. All adults who participate in outdoor scouting activities, and/or who function as, or in

place of, a Scoutmaster or Assistant Scoutmaster are required to be trained are the

requirements established by the BSA or Hawk Mountain Council standards. The troop

training coordinator will provide the necessary information for requirements and classes.

* 1. Adults are to conduct themselves in strict conformance to the BSA adult leadership guidelines. This includes but is not limited to consumption/possession of alcohol, tobacco or

other substances as mentioned in BSA policy. (<http://www.scouting.org/filestore/HealthSafety/pdf/Scouter_Code_of_Conduct.pdf>) See Appendix B

* 1. All adult leaders will be subject to current background clearance requirements including but not limited to; PA state police background checks, child abuse clearance and if

resident of Pennsylvania for less than 10 years, FBI clearance. Adult leadership requires approval by committee chair and charter organization representative.

1. Scouts
	1. Troop policy states that discipline is the responsibility of the scout. The Scoutmaster and the senior patrol leader will reinforce it. All discipline problems above those that cannot

be corrected by the patrol leader shall be referred to the appropriate Assistant Senior

Patrol Leader. Where extreme cases that cannot be controlled by the patrol leader /

assistant senior patrol leader team, the Scoutmaster and Senior Patrol Leader will be

consulted.

* 1. A system of discipline will be available within the troop for those who habitually

misbehave and/or participate in serious deeds unworthy of the Boys Scout experience.

This will be determined by the troop leadership and overseen by the Scoutmaster,

Committee Chair and Chartered Organization Representative. This system is intended to encourage good behavior and provide for enjoyable and safe experience for those scouts who do exhibit good behavior.

* 1. The following behaviors will not be tolerated and will result in immediate dismissal from any activity without refund of monies paid. Parents of the Scout will be called and

required to make arrangements, at the parent’s cost, to remove the scout from the activity. The following behaviors will result in an automatic suspension.

* + 1. Possession of, and/or any use of tobacco, drugs or alcohol.
		2. Theft
		3. Willful destruction of property; (payment for repairs or replacement of damage

property will be the responsibility of the scout and/or parent)

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* + 1. Willful reckless endangerment with intent to harm and/or destroy with the use of items including but not limited to knives, axes, tools, chemicals or fires.
		2. Willful indecent exposure and or inappropriate physical contact to himself.
		3. Reckless physical contact/abuse of another scout with the intent to harm. This

does not include disagreements/arguments resulting in typical “one on one” type altercations.

* + 1. Possession of fireworks, explosive or firearms.
	1. The following behaviors will result in a reprimand and warning. These behaviors are

considered to be “common sense”.

* + 1. Deliberate disobedience and/or defiance to instructions from adult or Scout

leader.

* + 1. Deliberate improper use of knives, axes, tools or fire.
		2. Possession and/or unauthorized use of flammable substances including but not

limited to lighter fluid, gasoline, propane, aerosol sprays etc. Flammable

substances are prohibited from scout activities except as specifically authorized

by the Scoutmaster and/or his Assistants’. Any unauthorized flammable

substance found in the possession of the Scout shall be confiscated.

* + 1. Verbal abuse, derision (i.e. making fun of someone, mocking etc.), bullying.
		2. Lying and/or cheating
	1. Behaviors not specifically addressed above will be evaluated and appropriate discipline

determined by troop leadership as outlined in items 2b above.

1. Parents
	1. All adults who participate in outdoor scouting activities and/or who function as or in

place of a Scoutmaster or Assistant Scoutmaster are required to be trained for the

requirements established by the BSA standard.

* 1. In addition, all adults are required to meet the current background clearance process.
	2. No parent will be allowed to interfere with troop meetings, troop events and outdoor

activities.

* 1. No adult may physically discipline any scout at any time.
	2. Any form of child abuse will not be tolerated in Troop 595 and will be reported to the

appropriate authorities as mandated by BSA procedures.

1. Operation of Motor Vehicles
	1. No person under the age of 18, including but not limited to scouts, may drive scouts

to/from/during any scouting event or outdoor activity. Any scout driving himself to/from any scouting event or outdoor activity must have a written waiver from the scouts’

parents in advance of each activity or event.

* 1. Any person between the ages of 18 and 21 may drive scouts to/from/during scouting

events, activities or meetings only under the approval of the Scoutmaster and or his

designated event, activity or meeting leader. No event, activity or meeting leader may be under the age of 18

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* 1. Troop 595 leadership does not allow, approve or acknowledge any scout under the age of 18 driving himself and/or any other scout or other person to/from/during scout meetings. Any scout driving himself and/or any other scout or other person to/from/during scout

meetings does so at the sole responsibility of the scout’s parents.

* 1. Troop 595 leadership strictly prohibits any person under the age of 18 driving anyone

to/from/during any activity, event or meeting under any circumstances unless the

following conditions have been met: 1. Driver has been licensed for greater than 6 months; and 2. Driver has no record of accidents or moving violations. Troop 595 does not and cannot monitor any scouts driving record. It is the sole responsibility of the scout’s

parents to provide Troop 595 Scoutmaster a specific notification, in writing, of any

licensed scouts driving record.

* 1. All drivers at any age must be in compliance with all motor vehicle requirements and

driving rules as set forth by BSA national policy. Activity chairman will collect specific

driver information from parents and authorized drivers. Troop 595 or its leaders do not

accept responsibility for accuracy or adequacy of such information.

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The undersigned Scout and his Parent fully acknowledge and agrees to the terms as written and explained to them. No other terms other than those stated in this document apply. This agreement shall be in effect though the duration of the Scout’s membership in Troop 595 and may be changed only by the Troop 595 Committee.

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scout’s signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Troop Representative Date

**Appendix A**



**Appendix B**

**BOY SCOUTS OF AMERICA**

**SCOUTER CODE OF CONDUCT**

On my honor I promise to do my best to comply with this Boy Scouts of America Scouter Code of Conduct while serving in my capacity as an adult leader:

1. I have or will complete my registration with the Boy Scouts of America, answering all questions truthfully and honestly.

2. I will do my best to live up to the Scout Oath and Scout Law, obey all laws, and hold others in Scouting accountable to those standards. I will exercise sound judgment and demonstrate good leadership and use the Scouting program for its intended purpose consistent with the mission of the Boy Scouts of America.

3. I will make the protection of youth a personal priority. I will complete and remain current with youth

 protection training requirements. I will be familiar with and follow:

a. BSA youth protection policies and guidelines, including mandatory reporting:

http://www.scouting.org/YouthProtection.aspx

b. *The Guide to Safe Scouting*: http://www.scouting.org/scoutsource/HealthandSafety/GSS.aspx

c. The Sweet Sixteen of BSA Safety:

http://www.scouting.org/scoutsource/HealthandSafety/Resources/sweet16.aspx

4. When transporting Scouts I will obey all laws, comply with youth protection guidelines, and follow safe driving practices.

5. I will respect and abide by the Rules and Regulations of the Boy Scouts of America, BSA policies, and BSA-provided training, including but not limited to, those relating to:

a. Unauthorized fundraising activities

b. Advocacy on social and political issues, including prohibited use of the BSA uniform and brand

c. Bullying, hazing, harassment, and unlawful discrimination of any kind

6. I will not discuss or engage in any form of sexual conduct while engaged in Scouting activities. I will

 refer Scouts with questions regarding these topics to talk to their parents or spiritual advisor.

7. I confirm that I have fully disclosed and will disclose in the future any of the following:

a. Any criminal suspicion, charges or convictions of a crime or offense involving abuse, violence,

sexual misconduct, or any misconduct involving minors or juveniles

b. Any investigation or court order involving domestic violence, child abuse, or similar matter

c. Any criminal charges or convictions for offenses involving controlled substances, driving while

intoxicated, firearms or dangerous weapons.

8. I will not possess, distribute, transport, consume, or use any of the following items prohibited by law or in violation of any Scouting rules, regulations and policies:

a. Alcoholic beverages or controlled substances, including marijuana.

b. Concealed or unconcealed firearms, fireworks, or explosives.

c. Pornography or materials containing words or images inconsistent with Scouting values.

9. If I am taking prescription medications with the potential of impairing my functioning or judgment, I

 will not engage in activities which would put Scouts at risk, including driving or operating equipment.

10. I will take steps to prevent or report any violation of this code of conduct by others in connection with

 Scouting activities.

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