

Boy Scouts of America Troop 776 Goddard, Kansas

Quivira Council, White Buffalo District



Policies and Procedures

Revised/Proposed 09/16/2008

TROOP 776 POLICIES & PROCEDURES

TABLE OF CONTENTS

Introduction	Purpose, Mission, Vision, Aims & Methods, and Philosophy of Boy Scouts
Section 1	General Information - Meeting Time and Place, Charter
Section 2	Dues - Amount, Due Date
Section 3	Troop Structure - Council, Meeting Organization, Patrols, Patrol Leader Council, Troop Committee Information
Section 4	Uniforms
Section 5	Advancement - Tracking, Recognition
Section 6	Merit Badges- Earning, Recording, Booklet Library
Section 7	Troop Activities - Monthly Activity, Permission Slips, Fees, Sleeping Arrangements, Packing Disallowed List
Section 8	Camp/Activity Fee Scholarships – Application, Qualification
Section 9	Youth Training
Section 10	Order of the Arrow
Section 11	Service Time – Approved
Section 12	High Adventure
Section 13	Patrol Cooking
Section 14	Medical Procedures - Troop Medical Form, Other Medical Forms, Prescription and OTC Medications
Section 15	Youth and Adult Behavior - Unacceptable List
Section 16	Disciplinary Policy – Expectations
Section 17	Fundraisers - Approval, Disbursement
Section 18	Individual Scout Accounts, Use of Monies
Section 19	Parent/Guardian Participation - Requests, Requirements
Section 20	Adult Uniform and Positions
Section 21	Leader/Driver Responsibility - Vehicle and Driver Requirements
Section 22	Troop Newsletter/Website

TROOP 776 POLICIES & PROCEDURES

Purpose

Specifically, the BSA endeavors to develop American citizens who are physically, mentally, and emotionally fit; have a high degree of self-reliance as evidenced in such qualities as initiative, courage, and resourcefulness; have personal values based on religious concepts; have the desire and skills to help others; understand the principles of the American social, economic, and governmental systems; are knowledgeable about and take pride in their American heritage and understand our nation's role in the world; have a keen respect for the basic rights of all people; and are prepared to participate in and give leadership to American society.

Mission Statement

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

Scout Oath

On my honor I will do my best
To do my duty to God and my country
and to obey the Scout Law;
To help other people at all times;
To keep myself physically strong,
mentally awake, and morally straight.

Scout Law

A Scout is:
Trustworthy Obedient
Loyal Cheerful
Helpful Thrifty
Friendly Brave
Courteous Clean
Kind Reverent

Vision Statement

The Boy Scouts of America is the nation's foremost youth program of character development and values-based leadership training.

In the future Scouting will continue to

- Offer young people responsible fun and adventure;
- Instill in young people lifetime values and develop in them ethical character as expressed in the Scout Oath and Law;
- Train young people in citizenship, service, and leadership;
- Serve America's communities and families with its quality, values-based program.

Aims and Methods of the Scouting Program

The Scouting program has three specific objectives, commonly referred to as the "Aims of Scouting." They are character development, citizenship training, and personal fitness.

The methods by which the aims are achieved are listed below in random order to emphasize the equal importance of each.

Ideals. The ideals of Boy Scouting are spelled out in the Scout Oath, the Scout Law, the Scout motto, and the Scout slogan. The Boy Scout measures himself against these ideals and continually tries to improve. The goals are high, and as he reaches for them, he has some control over what and who he becomes.

TROOP 776 POLICIES & PROCEDURES

Patrols. The patrol method gives Boy Scouts an experience in group living and participating citizenship. It places responsibility on young shoulders and teaches boys how to accept it. The patrol method allows Scouts to interact in small groups where members can easily relate to each other. These small groups determine troop activities through elected representatives.

Outdoor Programs. Boy Scouting is designed to take place outdoors. It is in the outdoor setting that Scouts share responsibilities and learn to live with one another. In the outdoors the skills and activities practiced at troop meetings come alive with purpose. Being close to nature helps Boy Scouts gain an appreciation for the beauty of the world around us. The outdoors is the laboratory in which Boy Scouts learn ecology and practice conservation of nature's resources.

Advancement. Boy Scouting provides a series of surmountable obstacles and steps in overcoming them through the advancement method. The Boy Scout plans his advancement and progresses at his own pace as he meets each challenge. The Boy Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help a Boy Scout grow in self-reliance and in the ability to help others.

Associations With Adults. Boys learn a great deal by watching how adults conduct themselves. Scout leaders can be positive role models for the members of the troop. In many cases a Scoutmaster who is willing to listen to boys, encourage them, and take a sincere interest in them can make a profound difference in their lives.

Personal Growth. As Boy Scouts plan their activities and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Boy Scouting. Boys grow as they participate in community service projects and do Good Turns for others. Probably no device is as successful in developing a basis for personal growth as the daily Good Turn. The religious emblems program also is a large part of the personal growth method. Frequent personal conferences with his Scoutmaster help each Boy Scout to determine his growth toward Scouting's aims.

Leadership Development. The Boy Scout program encourages boys to learn and practice leadership skills. Every Boy Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership role of others and guides him toward the citizenship aim of Scouting.

Uniform. The uniform makes the Boy Scout troop visible as a force for good and creates a positive youth image in the community. Boy Scouting is an action program, and wearing the uniform is an action that shows each Boy Scout's commitment to the aims and purposes of Scouting. The uniform gives the Boy Scout identity in a world brotherhood of youth who believe in the same ideals. The uniform is practical attire for Boy Scout activities and provides a way for Boy Scouts to wear the badges that show what they have accomplished.

Philosophy

Our Troop believes in and practices the Boy Scout philosophy of boy leadership: "Whatever a Boy Can Do, He Should Do." We believe that boys build character, gain confidence and develop leadership skills by making their own decisions (and mistakes).

TROOP 776 POLICIES & PROCEDURES

Adults offer suggestions, provide transportation and anticipate safety issues, but the boys are encouraged to take initiative in seeking opportunities for advancement and adventure.

Section 1. General Information

Meeting Day: Monday evenings year round, except those dates when the Troop's Patrol Leader Council (PLC) and individual patrols meets and on certain holidays.

Meeting Time: 7:00 to 8:30 p.m.

Meeting Place: Goddard United Methodist Church or as otherwise announced

Charter Organization: Goddard Lions Club

Website: <http://www.goddarkansas.org/troop776>

Section 2. Dues

Annual registration dues are \$45.00 per scout and \$15.00 per registered adult payable the first Troop meeting in January. This covers registration, insurance, advancement awards, and basic operating supplies. Subscriptions to Boys Life may be purchased during annual re-charter at the current subscription price. Dues for new members are prorated based on the actual date joining the troop. Scouts and/or adults failing to pay annual dues will not be allowed to participate in any Troop activity until such dues are paid in full.

Section 3. Troop Structure

Troop 776 is in the White Buffalo District of the Quivira Council of the Boy Scouts of America. The troop follows all guidelines of the national BSA organization. The troop is made up of patrols consisting of 6-12 scouts. Each patrol has a Patrol Leader (PL) and Assistant Patrol Leader (APL). The patrols operate as a group during meetings and activities, and each patrol chooses a patrol name, yell and flag.

The Senior Patrol Leader (SPL) and the Assistant Senior Patrol Leader (ASPL) run troop meetings. The SPL is elected by the troop, and the ASPL and all other troop offices other than Patrol Leader and Asst. Patrol Leader are appointed by the SPL. The SPL shall be a Star scout or above. The term of office for all Scout positions in the troop is six months. Certain offices specifically Jr. Asst. Scoutmaster, Troop Instructor, Troop Guide and Den Chief are appointed by the Scoutmaster and normally hold a one year term in that office.

The Patrol Leader Council (PLC) is comprised of the SPL, ASPL, PL's, and other troop officeholders. Meetings are held once a month on a Monday in place of a Troop meeting. The SPL presides over the PLC and the Scoutmaster attends to offer support and guidance, and to act as a liaison between the PLC and the Troop Committee.

The Troop Committee oversees the operations and activities of the troop, and it is comprised of the Committee Chairman and Committee Members. The Scoutmaster and Asst. Scoutmasters attend as non-voting members to the committee. All members of the Committee shall be registered adult Scouters through the troop. All interested adults are encouraged to attend and give input. The Committee shall make all final decisions. The Troop Committee shall meet on a regular monthly basis as best suits the schedules of the Members, but the Committee may be called upon at any time to make decisions outside the regularly scheduled meetings.

TROOP 776 POLICIES & PROCEDURES

Troop meetings normally include a time for awards and announcements at the end of the meeting. Parents/guardians are encouraged to be at the meeting place at 8 p.m. to observe and hear this portion of the meeting.

Campouts always have a published gathering time and leaving time. At the gathering time, we do a headcount, gear check, and driver briefing. We try to leave on time, so please arrive early to facilitate this. On the top part of the required permission slip (parent/guardian keeps) is a contact number for emergencies and a description of the time and place of the event. Please keep this should the need arise to contact your scout.

Section 4. Uniforms

Scouts are to wear their Field or 'official' Boy Scout uniform to all meetings, to and from campouts, Courts of Honor, Scoutmaster Conferences, Boards of Review, and all other functions at which they represent the troop. An 'activity' uniform may be worn during campouts, hikes, backpacks, and other activities not requiring an official uniform as determined by the Troop Committee.

The Field or official Boy Scout uniform consists of the official Scout shirt (long or short sleeves) with appropriate insignia and patches; the official BSA pants or shorts, blue jeans, shorts, or other acceptable pants; belt; hiking boots or tennis shoes with socks; the official Troop 776 scarf or Eagle scarf; the official Troop 776 hat, or BSA hat, or other 'plain' hat; coup thong (once earned); belt fob (optional); merit badge sash or Order of the Arrow sash (not both)(optional).

The 'activity' uniform consists of any Troop 776, Order of the Arrow, or BSA T-shirt or collared shirt other than the official Scout shirt; BSA pants or shorts, blue jeans, shorts or other acceptable casual pants; hiking boots or athletic shoes with socks; coup thong (once earned).

Section 5. Advancement

All requirements for advancement are tracked using the Official Boy Scout Handbook. The Handbook is the Scout's official record of advancement, and, therefore, it should always be kept in good condition. Scouts are encouraged to purchase a book cover in order to protect their Handbook. Each Scout should have his handbook at all troop meetings and functions. Advancement requirements may be approved and 'signed off' by any registered Scouter (adult) other than the Scout's parent/guardian, and by any Scoutmaster-approved Scout (normally Troop Guides).

Rank patches are awarded to the Scout at the earliest possible troop meeting following his Board of Review. A Scout must wear his uniform to the Board of Review. Formal recognition and written rank card are awarded at the Courts of Honor, held quarterly in January, April, July, and October. Scouts should retain rank advancement cards as proof of completion.

Section 6. Merit Badges

Merit badges are required for Scouts to advance to Star, Life, and Eagle ranks. When a Scout has chosen a merit badge to work on, he is encouraged to find one or more other Scouts to work on it with him. These Scouts should then obtain merit badge cards and counselor names, if necessary, from the Scoutmaster before beginning any work on the badge. The Troop Committee keeps a current list of all available merit

TROOP 776 POLICIES & PROCEDURES

badge counselors in the Troop. The Scout then makes arrangements with the merit badge counselor to meet and complete the badge.

Upon completion of the merit badge, the Scout has the counselor and Scoutmaster sign the card, and then turns it in to the Awards Chairman. If merit badge booklets are required, the troop has a library with a number of books to loan. The Scout may also purchase his own booklet at the Quivira Scout Shop (2nd and New York in Wichita). Booklets borrowed from the troop library should be returned as soon as practical upon completion of the merit badge.

Section 7. Troop Activities

Troop 776 plans an outdoor activity at least once each month except for December. These activities may include camping, hikes, backpacking trips, bicycle rides, field trips and day trips. Uniforms are required to be worn while traveling to and from activities. All participants (youth and adult) at troop activities are expected to behave in an appropriate manner consistent with the ideals and policies of the Boy Scouts of America. General safety and youth protection are of the utmost importance on all outings. Any necessary disciplinary actions will follow the stated troop discipline policy (see Section 12).

Permission slips and any required fees must be turned in on or by the date designated on the permission slip for the activity or the scout may not be allowed to attend the event. It is the Scout's or Scouter's responsibility to see that this is done on time.

Early departures from overnight activities are not allowed unless an emergency exists or unless cleared with the Scoutmaster, Assistant Scoutmaster or Leader in Charge in advance.

Adult leadership/participation, when required, shall be at least 'two deep' (at least two adult leaders at each event). At least one adult shall be 21 years of age or older.

All adults participating in Troop outings and events must complete Youth Protection Training. This training must be renewed every three years. Evidence of completion of training should be provided to the Troop Training Coordinator. Fees are variable for any given activity. Most activities will have the fee listed at the top of the sign up sheet in the Scribe's notebook and on the permission slip. All activities will include a minimum \$12.00 fee for food, unless meals are otherwise provided in the camp fee, and a fuel surcharge. The fuel charge will be calculated based on the total round trip mileage estimated by Google maps, divided by an average fuel consumption of 15 mpg per vehicle, multiplied by a per gallon fuel fee set annually by the Troop Committee, then divided by an average of 5 persons per vehicle, including the driver. The Troop Committee has adopted the figures for round trip mileage, average miles per gallon, per gallon fuel cost and average occupancy due to the need to establish the fuel charge prior to the activity. No adjustment shall be made for any difference between the figures set by the Troop Committee and the actual figures. The per gallon fuel fee amount will be announced by the committee on October 1, 2008 and again at the first Troop Meeting of each new year, but may be adjusted at anytime when deemed necessary by the committee. Driver fuel reimbursements will be calculated and distributed as outlined in Section 21. Leader/Driver Responsibility)

All individuals that sign up for a particular activity are required to pay the full fee by the due date specified in order to participate. Fees for outings *may* be refunded if the participant cancels **prior to** any food and/or other materials for the outing being purchased or in the event of an unforeseen emergency. All refunds must be approved by the Troop Committee and will be applied to the participants campership account.

TROOP 776 POLICIES & PROCEDURES

On overnight activities, Scouts cannot share tents or other sleeping accommodations with adults other than their own parent/guardian, in accordance with BSA policy. Adults of the opposite sex shall not share a tent unless they are legally married.

Overnight camping gear should include the items listed in the Boy Scout Handbook. Pocketknives may only be used after a Scout has earned his Totin' Chip. Items **not** allowed include:

- Axes or hatchets (These will be provided by the troop if needed)
- Sheath knives or any knife with a blade longer than 4 inches
- Wire saws
- Butane lighters
- Glass containers
- Firearms, munitions, or fireworks
- Aerosol insect repellent
- Electronic devices (approved for traveling to and from activity)
- Excessive amounts of snack food or candy

Section 8. Camp/Activity Fee Scholarships

Camp Scholarships provided by Boy Scout Troop 776 are considered to be one-half (½) or less of the full camp fee (based on Troop Funds). Additional or supplement funding may be provided by the Goddard Lions Club as requested by the Troop Committee and approved by the Governing Board of the Goddard Lions Club. The Troop recognizes the advantage to youth in participating in camp programs and wants to aid legitimate need cases. It does not, however, want to assume the total responsibility. The Troop does want to assist the family. Full camp fee for purpose of this policy is defined as the total cost that would otherwise be incurred by the scout's family including activity fees and meals. It does not cover additional fees such as merit badge fees, souvenirs, etc. that are not included in the original camp fee.

NO SCHOLARSHIP WILL BE AWARDED FOR 100% OF THE CAMP/ACTIVITY FEE.

- Scholarships are available **ONLY** to youth members who are registered members of Goddard Boy Scout Troop 776 for at least four (4) months prior to the date the scholarship application is made. (Exceptions are made for new scouts entering the Troop prior to Summer Camp).
- It must be understood that all other sources of financial help have been exhausted including the youth member's own earning power and his family's resources. The scout's agreed upon share of the activity fee must be paid **PRIOR TO** the date of the campout/activity.
- Scholarships are limited to Troop campouts and activities only **OR** a district or council sponsored activity the scout as an individual may participate in for the betterment of the troop.
- Scholarship Applications may be obtained from the Troop Committee Treasurer.
- Applications with **ALL** information completed and signed by the member's parents should be submitted to the Troop Committee Treasurer before the Troop Committee Meeting immediately prior to the deadline for payment of the activity fee for which the scholarship is requested.
- **NO SCHOLARSHIP APPLICATION WILL BE ACCEPTED WITHOUT THE SIGNATURE OF A PARENT.**

TROOP 776 POLICIES & PROCEDURES

- Scholarships are based on available Troop funds and will be reviewed by the Troop Scholarship Committee consisting of the Troop Committee Chairman, Treasurer, Secretary, and Advancement Chairman. If the Scholarship is granted, the family will be notified by the Troop Committee Chairman or Troop Treasurer. ALL SCHOLARSHIP APPLICATIONS WILL BE HANDLED ON A CONFIDENTIAL BASIS BY THE TROOP SCHOLARSHIP COMMITTEE.
- In consideration of awarding a scholarship to a scout, the committee may take into consideration (in addition to the families financial ability to pay) the youths overall involvement in Troop activities, including meetings, service projects and campouts, participation in Troop fundraisers and prior scholarships awarded.
- The Troop Committee may elect to finance the entire agreed upon portion of the activity/camp fee or may seek assistance from the Goddard Lions Club in financing the amount.
- If financial assistance is provided by the Goddard Lions Club, the scout will be expected to provide future service to the Lions Club at a later date, i.e. assist at the Goddard Lions Club fireworks stand, selling of tickets to a Lions Club event, etc.
- Once the scholarship application has been approved or rejected by the Scholarship Committee, the application will be either returned to the family or destroyed. A ledger will be kept of all financial assistance provided to scouts by activity and date.
- While there is no requirement or expectation on behalf of the Troop, awarded scholarships may be paid back to the troop's scholarship account. The family's ability or inability to do so however, will have no impact on the decision by the scholarship committee whether or not to award the scholarship.

Section 9. Youth Training

The troop recognizes the importance and benefit of qualified youth leaders in the troop. Annually the Council offers National Youth Leader Training (NYLT). To be able to attend this training, scouts must be at least 13 years of age and First Class or above. Candidates must possess strong leadership skills, have a desire to better themselves, and regularly attend and participate in troop meetings and activities. Participation requires approval of the Scoutmaster. Normally the troop will send a maximum of two scouts to training annually, however may elect to send more depending on the size and needs of the troop. To ensure an adequate group of trained scouts the troop will pay 50% of the fee for this training. The remaining portion of the fee is the scout's responsibility.

Section 10. Order of the Arrow

Founded in 1915 by Dr. E. Urner Goodman and Carroll A. Edson, The Order of the Arrow is Scouting's National Honor Society. The purpose of the Order of the Arrow is fourfold:

- To recognize those Scout campers who best exemplify the Scout Oath and Law in their daily lives
- To develop and maintain camping traditions and spirit
- To promote Scout camping

TROOP 776 POLICIES & PROCEDURES

- To crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others

Scouts are elected to the Order by their fellow unit members, following approval by the Scoutmaster. Elections are held annually typically towards the start of the year. At least half of the registered active youth in a unit must be present before a unit election can be held and a candidate must receive at least 50% of the votes from the voting membership.

To be eligible for election to OA, a youth must be a registered member of a Boy Scout troop or Varsity Scout team and hold First Class rank. The youth must have experienced fifteen days and nights of Boy Scout camping during the two-year period prior to the election. The fifteen days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America. The balance of the camping must be overnight, weekend, or other short-term camps. The Scoutmaster is responsible for determining whether a Scout has met the camping requirements for eligibility.

Adult selection is based on their ability to perform the necessary functions to help the Order fulfill its purpose, and is not for recognition. Selected adult Scouters must be an asset to the Order because of demonstrated abilities, and provide a positive role model for the youth members of the lodge.

Once a scout has been elected into the Order he attends the induction ceremony, called the Ordeal. This is the first step toward full membership. During the experience, candidates maintain silence, receive small amounts of food, work on camp improvement projects, and are required to sleep alone, apart from other campers. The entire experience is designed to teach significant values.

The Troop will pay for the elected member's first year's dues to the Order with the expectation the member will complete the Ordeal. If the member fails to complete the Ordeal within one year from being elected, the member will have to be re-elected by the troop. If the same member is elected a second or subsequent time, the member is responsible for paying or reimbursing the troop for their first year's annual membership dues to OA. All subsequent year's dues to OA are the responsibility of the OA Member.

Section 11. Service Time

Scouts are expected to earn community service time towards rank advancement and in support of the Boy Scout motto "Do A Good Turn Daily." Service time includes volunteer work to a community, school, church, or other non-profit organization. In order to earn service time towards rank advancement, scouts MUST be working as a boy scout during the time the service is provided and not as a part of what would normally be expected or done as a member of the organization the scout may be affiliated with. All service time must be approved by either the Scoutmaster or Service Time Coordinator PRIOR TO the service time being completed.

Section 12. High Adventure

All High Adventure activities must be presented to the Troop Committee for approval prior to the activity. High Adventure activities are normally geared towards older, higher ranking scouts to maintain a new and challenging Scouting experience. Requirements for High Adventure participation are as follows:

TROOP 776 POLICIES & PROCEDURES

- Scouts must be at least 14 years of age and First Class by departure for the activity unless otherwise specified by the camp.
- All participants must be 'blue' swimmers as determined by QSR requirements when aquatic activities are included in the activity.
- At least one adult must have a current certification in First Aid and CPR.
- A minimum of one adult leader must complete Safe Swim Defense training, have a commitment card (No. 34243) with them, and agree to use the eight defenses in this plan when aquatic activities are included in the activity.
- All swimming activity must be supervised by a mature and conscientious adult age 21 or older who understands and knowingly accepts responsibility for the well-being and safety of youth members in his or her care, who is experienced in the water and confident of his or her ability to respond in the event of an emergency, and who is trained in and committed to compliance with the eight points of BSA Safe Swim Defense. (It is strongly recommended that at least one adult or older youth member is currently trained as a BSA Lifeguard to assist in the planning and conduct of all swimming activity.)
- At least one adult must have completed Safety Afloat Training when any type of boating will be involved.
- All adult participants must have taken Youth Protection Training.

Section 13. Patrol Cooking

The troop uses patrol cooking as often as possible. Patrol cooking provides a fun learning experience for Scouts and fulfills necessary rank advancement requirements. Patrol menus must have the approval of an adult leader. A fee of \$12.00 for food is included in the activity fee. Each patrol is responsible for planning a patrol menu and grocery list prior to the outing and having it approved by an adult leader. The patrol will elect a grub master to purchase the food or the patrol can go together as part of a patrol meeting. The patrol will have a grocery budget of \$12.00 per patrol member participating in the event. After the food has been purchased, the 'grub master' will submit the grocery receipt for the food attached to the patrol menu planner and grocery list to the Troop Treasurer who will reimburse the grub master up to the allotted amount of \$12.00 per participant. Any charges above the allotted amount will be the responsibility of the grub master to collect from the patrol members who participated in the event. Any funds left over will be placed in the Troop's general equipment fund and will be used to replenish patrol box supplies.

Patrol boxes are available through the troop. Some supplies are in the boxes, but each patrol should make sure that their patrol box is stocked with all necessities and for notifying the Troop Quartermaster of any needed supplies. Each Scout is responsible for his own mess kit, drinking cup and utensils.

Section 14. Medical Procedures

All youth and adults who wish to participate in troop activities are required to complete a Troop 776 Medical Form once a year or as medical conditions change. This form provides the troop with basic medical, physician and insurance information. Medical forms shall be updated annually in January.

Medical forms are taken to all troop activities so the adult leadership can deal with medications and other situations appropriately.

TROOP 776 POLICIES & PROCEDURES

Council or other medical forms may be required for certain functions such as summer camp and High Adventure activities. These forms will be required in addition to the troop medical forms when appropriate.

Prescription medications and over-the-counter medications should be given to a leader for safe keeping and appropriate dispensing during an activity. Parents/guardians attending activities may keep the medications and administer them to their son.

Section 15. Youth and Adult Behavior

Scouting activities are fun, memorable experiences and the Troop Committee wants the Scouts and Scouters to enjoy themselves at all times. The participants' fun and enjoyment must, however, stay within the boundaries of proper behavior.

All Scouts and Scouters must abide by the Boy Scouts of America "Guide to Safe Scouting" and participate in Youth Protection Training. Misbehavior and inappropriate activities will not be tolerated and will be dealt with as described in the 'Disciplinary Policy' section (Section 16) of this document. Examples of inappropriate behavior are as follows:

- Acting in a disrespectful manner
- Disobeying rules of the activity
- Being uncooperative
- Intentionally damaging property or equipment
- Physical aggression or name calling
- Threatening violence towards another person or intimidation
- Leaving a designated area without permission from a leader
- Using inappropriate language or gestures
- Hazing

Section 16. Disciplinary Policy

During all events and activities, the Scouts and Scouters are expected to live up to the rules and guidelines established by the BSA and Troop 776. In the event a Scout or Scouter does not follow these rules and guidelines, or threatens the health and safety of any participants, the leader in charge may take immediate remedial action as deemed appropriate, including, but not limited to, immediate suspension from the remainder of the activity. Depending on the circumstances, the parents/guardians may be required to pick up their Scout immediately. Should such behavior re-occur by the same Scout or Scouter, that individual may be subject to permanent dismissal from the troop as determined by the Troop Committee. A Scout or Scouter who continually disrupts activities or whose actions endanger him or others will be sent home.

Section 17. Fundraisers

All fundraisers must be approved by the Troop Committee and Council Office prior to the event. Proceeds generated from fundraisers will be split 50/50 between those who participated and the Troop general fund. Participant earnings will be deposited to their 'campership' account. When undertaken, all Scouts should participate in the fundraisers to support the troop and their individual participation in scouting events and activities. The Troop Committee reserves the right to designate certain fund raisers for the sole purpose of replenishing the Troop's scholarship and/or equipment fund when needed.

TROOP 776 POLICIES & PROCEDURES

Section 18. Individual Campership Accounts

Monies earned through certain opportunities are put into Scouts' individual 'campership' accounts. The Troop Treasurer will track each Scout's account separately. The funds may be used by the Scout to cover the cost of troop activities and annual registration and dues. The treasurer will require a signed note from the Scout's parent/guardian stating the amount of funds needed and for what purpose before the funds may be used. The campership funds may also be used to reimburse the Scout for BSA-related equipment purchased. Prior to the purchase of scouting equipment, the Scout should submit a request to the Troop Committee to determine if the desired equipment meets with the Committee's approval. Upon approval, the Scout shall submit a receipt to the treasurer to receive reimbursement.

If a scout transfers to a different unit, the Troop Treasurer will transfer all money's presently held in the scout's campership account to the Treasurer of the unit the scout is transferring to. When a youth quits scouting or otherwise leaves the troop, funds in the scout's campership account will be handled as follows:

- All funds shall be transferred to the Troop's scholarship account.
- If the scout has a sibling already in the troop or entering the troop as a Webelos, OR the scout's parent(s) will remain active with the troop as a registered adult, the scout's campership will be transferred to his sibling's or parent's campership account.

Section 19. Parent/Guardian Participation

The troop needs the support and participation of the Scouts' parents/guardians. The Troop Committee requests that parents/guardians be willing to help with at least one activity per year. Scouts whose parents/guardians are active in the troop will advance farther and have a more rewarding experience than those whose parents/guardians do nothing.

All parents/guardians or other adults who participate in Troop activities such as, but not limited to, counseling, camping and other outings, driving, and non-Eagle Board of Reviews, must be registered with Boy Scouts of America. All registered adult members will complete Youth Protection Training.

Section 20. Adult Uniform and Positions

Registered adults of the troop are encouraged to wear the official Boy Scout field uniform and may earn the official troop neckerchief by completing the following requirements:

- Wear the Official Scout uniform with correct patches at all Scouting events
- Complete Boy Scout Fast Start Training
- Complete New Leader's Essentials
- Complete Committee Challenge Training
- Complete Youth Protection Training
- Attend three Troop Committee meetings
- Assist with two patrol meetings
- Attend one overnight campout

Any registered adult member may request to serve as an Assistant Scoutmaster for the Troop after completing the following requirements:

TROOP 776 POLICIES & PROCEDURES

- Earn the Troop 776 Neckerchief.
- Earn the 'trained' patch for Assistant Scoutmaster by completing the following:
 - Scoutmaster/Assistant Scoutmaster specific training
 - Introduction to Outdoor Leader's Skills
- Be appointed to the position by the Scoutmaster with Troop Committee Approval.

Any registered adult member may request to serve as Scoutmaster for the Troop when the position is vacated after completing the following requirements:

- Earn the Troop 776 Neckerchief.
- Earn the 'trained' patch for Scoutmaster by completing the following:
 - Scoutmaster/Assistant Scoutmaster specific training
 - Introduction to Outdoor Leader's Skills
- Be appointed to the position by the Troop Committee with approval from the Chartered Organization.

Section 21. Leader/Driver Responsibility

The troop uses parents/guardians as transportation resources and leadership at activities. When accepting this responsibility, adults are expected to set an example of good scouting and act in accordance with the Scout Oath as well as the policies and procedures outlined in this document. Adults are a role model for the Scouts.

Adults volunteering to drive to activities must be at least 18 years of age and have a valid driver's license that has not been suspended or revoked for any reason. If the vehicle to be used is designed to carry more than 15 persons, including the driver, the driver must have a commercial driver's license (CDL). Drivers are expected to show up early at the designated departure location. Vehicles should be in good operating condition with seat belts for all occupants. All vehicles must be covered by automobile liability insurance with limits that meet or exceed requirements of the state of Kansas. It is recommended that coverage limits are at least \$50,000/\$100,000/\$50,000. Any vehicle designed to carry 10 or more passengers is required to have limits of \$100,000/\$500,000/\$100,000. Proof of insurance should be on file with the Scoutmaster. The Troop Committee shall make all final decisions regarding suitability of drivers and/or vehicles for any and all transportation needs.

Any Scout or Scouter with concerns about a vehicle or driver should bring it to the attention of the Leader in Charge of the activity. These concerns may include condition of the vehicle, impaired abilities of a driver to alcohol or drug use, or any other concern. Appropriate action will be taken as soon as possible. Safety is paramount and the troop will not compromise on this issue.

Adults driving and participating in a troop activity will not be allowed to leave early unless an emergency dictates otherwise. Should a driver wish to depart earlier than the bulk of the group, prior arrangements must be made to transport all affected gear and/or Scouts back home.

Drivers will be reimbursed an equal percentage of their total fuel expense, but never more than 100%, based on fuel surcharge funds collected divided by the total dollar amount of all gas receipts collected. Drivers will fill their gas tanks prior to departure and again upon return. The final (return) fuel receipt along with all other receipts from fuel stops required along the route will be attached to a Fuel Reimbursement Form and submitted to the Troop Treasurer or Outdoor Activity Coordinator. The Troop Treasurer will then issue reimbursement checks to all drivers.

TROOP 776 POLICIES & PROCEDURES

To reap the greatest percent of reimbursement, the Troop recommends that all vehicles carry the maximum number of scouts/adults possible. Only drivers who sign up to transport scouts/gear based on transportation needs AND APPROVED by the Outdoor Activity Coordinator in advance of departure are eligible for the fuel reimbursement.

Smoking or use of tobacco products of any form is strongly discouraged at troop activities as per BSA policy. Tobacco use, by legal adults, should be done discreetly. In any case, tobacco use will not be allowed by or around the Scouts or in the immediate vicinity of tents or campsites.

Section 22. Troop Newsletter/Website

The troop produces a monthly newsletter which is sent out the first of each month. The newsletter gives important information about upcoming events as well as summaries of recently concluded happenings. Patrol news is also offered. A monthly calendar is also included so that each household can keep track of the month's planned activities.

The Troop also maintains a website with additional information and updates at <http://www.goddardkansas.org/troop776>.

TROOP 776 POLICIES & PROCEDURES

Acknowledgement and Statement of Understanding

This is to acknowledge we have received a copy of the Troops Policies and Procedures and agree to read and abide by them as written. All Scouts and their parents are asked to sign this Code of Conduct and Statement of Understanding as a condition for membership and participation, with the further understanding, that serious misconduct or infraction of behavior rules may result in expulsion from any activity or meeting. We want each Scout to be responsible for their behavior, and only when necessary will the procedure be invoked to send a Scout home.

ALL SCOUTS ARE EXPECTED TO LIVE BY THE BOY SCOUT OATH AND LAW AT ALL TIMES AND TO USE THESE IDEALS AS GUIDES FOR THEIR BEHAVIOR.

- I promise on my honor as a Scout that I will set a good example by keeping myself neatly dressed and presentable.
- I will wear the official scout uniform at all times when designated by the Unit Leaders or a Program Director.
- I will show respect to the adult and youth leaders of my troop and to other scouts at all times.
- I recognize my troop and patrol as my extended family and will not knowingly or willfully exclude other members of my patrol/troop from activities.
- I will not engage in name-calling, put-downs, threats and/or intimidation of others.
- I will be mindful of and respect the customs and cultural and religious differences of other people. Racial and/or sexist slurs, ridicule and insults is inappropriate to the Scouting movement and disrespectful to others.
- I will be responsible for keeping my tent and personal gear labeled, clean, and neat.
- I will respect the property of others and will not use them without permission.
- I will demonstrate respect for Troop equipment, public property, and will be personally responsible for cleanliness and any loss, breakage, or vandalism of property.

Serious or repetitive behavior violations by scouts including, but not limited to, the possession or use of tobacco, alcohol, cheating, gambling, dishonesty, swearing, fighting, and bullying may result in revocation of the youth's membership in the unit. Unacceptable behavior also includes possession of fireworks, traditional & martial arts weapons, possession of pornography or possession of any illegal drug.

SIGNATURE OF
SCOUT _____ Date: _____

SIGNATURE OF
PARENT _____ Date: _____