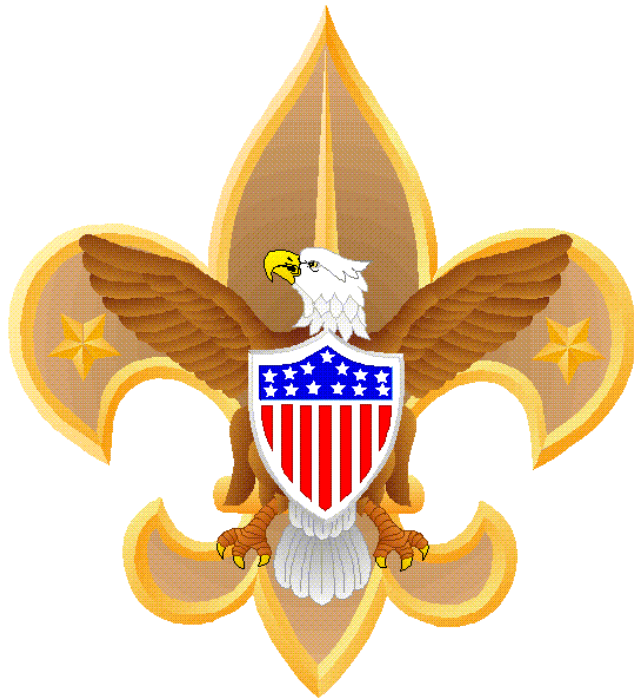


Troop 531

Boy Scouts of America
McKinney, Texas

Policy and Procedures Manual



Chartered by St. Gabriel's Catholic Community
McKinney, Texas

BOY SCOUT TROOP 531

Welcome!

This Policies and Procedures Manual is provided as a resource for all our Scouts and Scouters as a guide to help make their experience as rewarding as possible. If you are considering joining Troop 531 a review of the Manual will help give you an indication of what to expect. You can find out more at our web site <https://sites.google.com/site/mckinneytroop531/home> or from any of the Troop Leadership. Contact information is available at the web site.

Troop 531 received its original charter in 1996. We are sponsored by St. Gabriel's Catholic Community www.stgabriel.org in McKinney, Texas, and are organized in the Lone Star District www.LoneStardistrict.org of the Circle Ten Council www.circle10.org of Boy Scouts of America www.scouting.org.

While scouts of all faiths are welcome, without apology, the Troop will emphasize to the scout a Christian worldview. We will communicate the concept that God is central to the Boy Scout Oath and Law ... A scout will promise 'to do his duty to God' and the Scout Law will remind him that 'A Scout is Reverent'. Troop meals, and travel all begin with prayer and our meetings are typically closed with a brief message from our Scout Chaplain's Aid. A non -denominational religious service is an integral part of each campout. In an atmosphere of definite and positive standards of conduct, the scout will learn to "keep (himself) physically strong, mentally awake, and morally straight." Our goal is to provide an atmosphere for growth in which a scout may develop into a young adult who is a mature, responsible citizen with a reverence towards God. The Troop strives to instill a desire for excellence and the scout will learn many skills and disciplines required for higher education and future employment.

- He will learn to handle the responsibilities he has to God, to country, to others, and to himself.
- He will learn to apply ethics and standards of morality to every part of life.
- He will learn to work with others as a follower and as a leader and develop respectful concern for family members, friends, and all others in society.

The unique Boy Scout methods for achieving these goals have been used since 1910 and are based on a vigorous outdoor program, giving service to others, and providing leadership opportunities in the patrol environment. Yes, there will be hard work, but yes, there will be lots of fun ... and there will be many times when you can't tell them apart.

Each young man and his family are important members of our Troop. Active, involved parents and family members are vital to the successful advancement of each Boy Scout. We encourage all parents to become active in the Troop. There are many opportunities for parents to be involved and of assistance, e.g., committees, campouts, transportation, refreshments, and fundraisers ... to mention just a few.

Please support your scout(s) to the fullest extent possible.

As you review these Policies and Procedures that guide each Scout, Parent and Adult Leader associated with Troop 531; please do not hesitate to contact any of us with questions.

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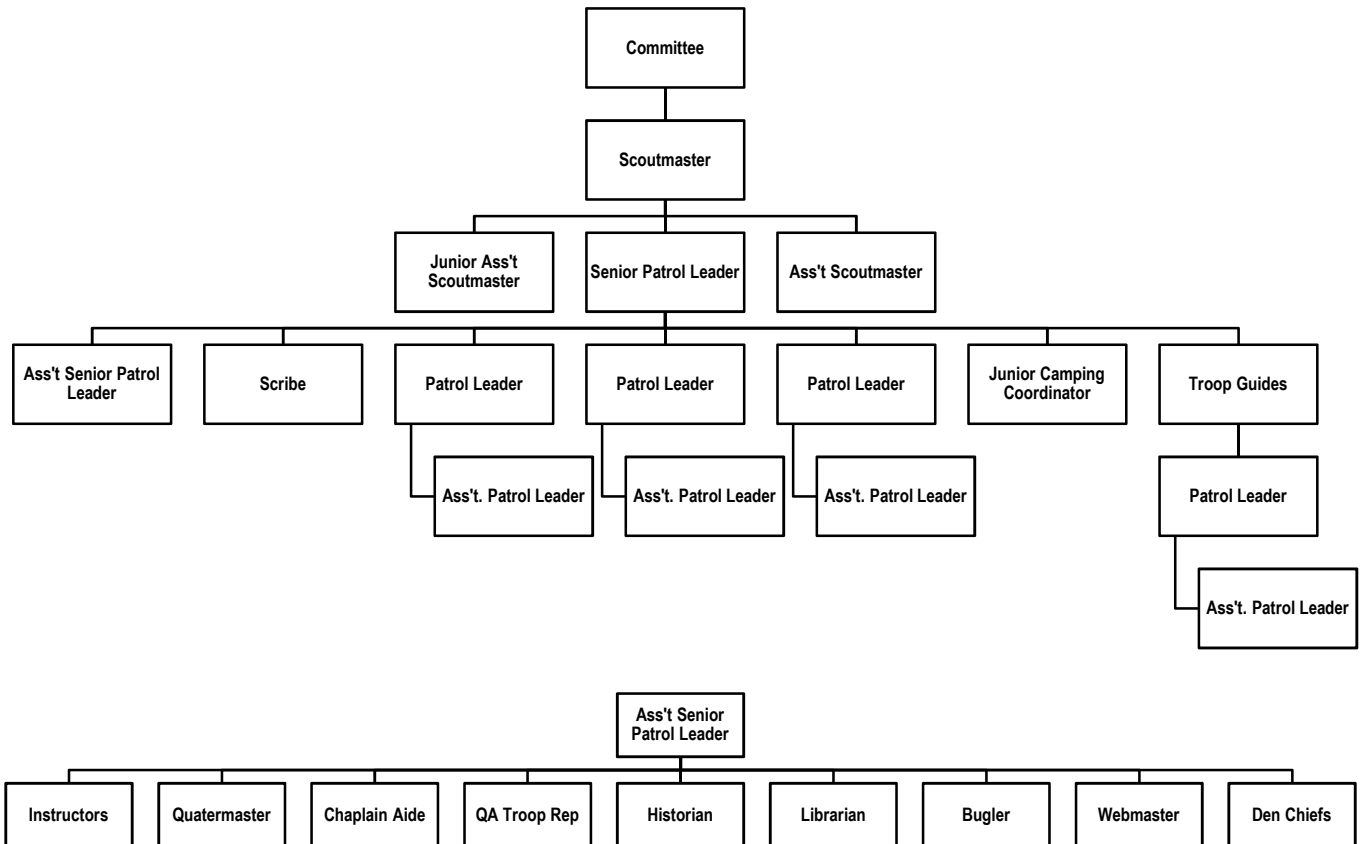
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TROOP **ORGANIZATION**

1 TROOP ORGANIZATION

1.1 Structure

Troop 531 is organized following BSA guidelines as shown below. Ideally, the boys run the troop, and the adults provide the youth training and guidance. However, with our troop the degree of boy vs. adult contributions continually fluctuates. While our goal is to have a boy-led troop, we tend to lean more toward “boy-led adult-right there”.



1.1.1 Patrols

The Troop is made up of patrols, groups of approximately eight to ten boys who work together. New Scouts are placed in a “New Scout” patrol by the Scout Master during their first three years in the troop, working together toward completion of requirements for First Class rank. The Troop Guides are assigned to patrols with new scouts to help acclimate the new scouts to BSA and Troop 531. Patrol composition will be reviewed periodically, with changes and / or realignment as required.

This review and realignment of the Patrols is the responsibility of the Scoutmaster. Concerns and issues relating to the Patrol assignments should be addressed to him.

1.1.2 Patrol Leaders Council (PLC)

The Patrol Leaders Council , which reports to the Scoutmaster, develops a working plan for the Troop meetings, activities, and outings. Short term plans as well as long term goals are addressed by this leadership group. The Scoutmaster and the Troop Committee retain veto power over decisions made by the PLC. The PLC consists of the following youth positions:

- Senior Patrol Leader
- 2 Assistant Senior Patrol Leaders
- Patrol Leaders or their Assistant Patrol Leaders
- Troop Guides
- Scribe

The Senior Patrol Leader, 2 Assistant Senior Patrol Leaders, and Patrol Leaders have voting rights in PLC decisions.

1.1.3 Junior Assistant Scoutmaster (JASM)

The Junior Assistant Scoutmaster is considered a part of the adult leadership. He is trained by the SM and the ASM to be a future adult leader. This position is by appointment only. The SM may appoint a youth 16 or older who he feels exemplifies the aims of scouting, who would make a good Adult Leader, who shows interest in becoming a leader, and who has the maturity level to accept (supervised) adult level responsibilities. This is not a regular position as it is rarely given to a scout. The SM and ASM give the JASM's duties and he reports directly to the Adult Leadership.

1.1.4 Scoutmaster (SM)

1. Follows the guidelines established by the Boy Scouts of America and the Troop Committee to achieve the aims of Scouting for the membership of Troop 531. Uses the proven methods presented in the Scouting literature to direct the program of the troop. Conducts all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.
2. Trains and guides boy leaders. Meets with the Patrol Leaders' Council (PLC) for training and coordination and planning of troop activities. Conducts workshops and training sessions to instruct the youth leadership in the proper methods of running their troop.
3. Attends all troop functions, troop committee meetings, and district events or has a qualified substitute present. Keeps the troop Committee Chairman and the Troop Committee advised of all troop activities and policies.
4. Conducts Scoutmaster's conferences for all rank advancement of Life and Eagle Scout ranks. He may assign a qualified Assistant Scoutmaster for the Star rank and below.
5. Effectively delegates responsibilities and duties to other adults and groups so they have a real part in troop operations. Sees that effective lines of communications are open between the Committee, the Scoutmaster's Staff, the PLC, the Scouts and the parents.
6. Insures that a continuous recruiting effort goes on to maintain or increase the membership of the troop.
7. Makes sure that each Scout has the opportunity to attend at least ten days and nights of camping each year.
8. Makes sure that all Scouts are registered and are entered in the troop records and assigned to a patrol.
9. Enforces the prompt payment of dues and fees.

Assistant Scoutmasters (ASM)

Any number of Assistant Scoutmasters can be a part of the Troop, as required/desired by the Scoutmaster. Assistant Scoutmasters are at least 18 years of age and are registered with the Boy Scouts of America and complete leadership training. Assistant Scoutmasters are assigned program tasks by the Scoutmaster and provide guidance to the junior leadership. These duties could include maintaining advancement records of the Scouts, organizing activities and proper adult supervision, encouraging and assisting new Scouts in learning the program and making advancements, serving as adult Patrol Advisors and attending scout functions. He or she also provides the required two deep leadership.

1.1.5 Troop Committee

The Troop Committee consists of parents or other adults, 18 or over, interested in Scouting. Parents should be representative of boys in all age groups within the Troop to provide continuity of the Committee as members depart. Troop 531 invites and encourages all parents to participate in the Troop Committee

The Troop 531 Committee is organized as follows:

Committee Chair: whose general responsibilities are: Maintain contact with Committee members; Chair monthly Committee meetings; Call additional meetings as necessary.

The following members, serving as subcommittee chairs with each subcommittee encouraged to have additional members, if required or desired, to assist in the performance of the assigned responsibilities.

Secretary: Committee meeting minutes/notices.

Webmaster: Publish and update website.

Publicity: Monthly email to all troop members. Promote troop through local newspaper. Have our Eagle Scouts recognized in the local papers. Provide content for the website.

Membership: Maintain personal records in Troop database, manage annual recharter and register new scouts and leaders with Council

Recruiting: Cub Scout Pack / Webelos coordination, School "Roundup" participation and general recruiting efforts.

Treasurer: Financial records; Audit team; Budget plan.

Fund Raisers: Develop and run fund raising activities for the troop to help the scouts pay for activities.

Flag Coordinator: Coordinates the Rotary flag route program for the troop.

Training: Encourage, promote, and conduct training for adults and Scouts as necessary.

Quartermaster: Procurement and maintenance of troop equipment.

Advancement: Monitor individual Scout advancement; maintain supply of advancement materials. Maintains advancement records in Troop database.

Eagle Advancement: Monitor Life Scout advancement as they strive to attain Eagle; maintain supply of advancement materials; provide advice and guidance at this critical time.

Board Of Review: Schedule and conduct Boards of Review

Merit Badge Coordinator: Monitor and update Merit Badge completion and recruit Troop Merit Badge Counselors. Maintains MB records in Troop database.

Scout Parents Unit Coordinator: The Scout Parents Unit Coordinator is an appointed member of the unit committee or can be an assistant unit leader. Their job is to welcome parents, keep them informed, and encourage them to help with at least one specific task or project each year.

Medical Records: Keep track of the troops medical forms. Make sure all scout forms are current. Once a year update records for camp-outs. Maintains medical records in Troop database.

Chaplain: Provides spiritual tone for troop meetings and activities.

Chartered Organization Representative (CR). Appointed by the chartered organization, the CR is a member of the chartered organization and serves as liaison between the Troop and the chartered organization. The CR is a voting member of the Troop Committee, and the Chartered Organization's voting representative to the district and council.

Contact information for the current incumbent in each of these positions can be found at the Troop 531 web site <https://sites.google.com/site/mckinneytroop531/home>

1.1.6 Merit Badge Counselors

We encourage parental participation as merit badge counselors. The adult volunteer must be approved by the Scoutmaster and Troop Committee, and officially register as an adult leader, committee member, or merit badge counselor.

1.1.7 Parents

The role of parents within Troop 531's successful operation cannot be understated. It is vital that Troop 531 have an active parental support in order to maintain and improve the quality of our Troop. Parents are expected to be supportive of the Troop's efforts to provide the atmosphere Scouts need to learn and excel. Good parental support consists of:

1. Encouraging your son to attend all Troop activities and prepare for them.
2. Assisting your Scout in obtaining a uniform and basic equipment.
3. Encouraging your son in his Scout advancement. Help him to prepare for merit badge sessions and Boards of Review.
4. Taking an active interest in his Scouting activities.
5. Sharing with the adult leaders any important information about your son that could affect his participation ... e.g. medical problems, school problems or personal problems.
6. Working through the exercise in "How to Protect Your Children from Child Abuse" in the front of the Boy Scout Handbook. You should do this soon after your boy has joined the Troop.
7. Supporting the fundraising projects. This is how we earn money for Troop equipment and activities. It also is an opportunity for Scouts to individually earn money toward those activities.
8. Attending parent meetings, Courts of Honor and other family activities.

9. Staying informed concerning upcoming activities. We will send out monthly emails with upcoming events. Handouts will be also given to the boys at troop meetings.
10. Assisting the Troop organization by:
 - Becoming a Troop committee member
 - Helping with transportation
 - Helping with food at a Court of Honor (COH)
 - Helping your Scout if he is responsible for purchasing food for his patrol.
 - Asking the Scoutmaster how you can help with Troop activities. If he did not need your help this time, ask again.
 - Become a Merit Badge Counselor for the Troop in an area you are proficient in by vocation or avocation. There are 120 merit badges, yet some have no counselors.
11. Parents are welcome to attend our weekly Troop meetings.

1.2 Troop Elections/Appointments

Troop 531 holds elections for youth leadership positions semi-annually. Youth positions and terms of office are described below.

In order to participate in a Troop election, the scout must meet the following requirements:

Current Medical Release Form on file

Dues are current

Scout has been a member of Troop 531 for a minimum of six months

Positions for which there are no candidates may be filled by Scoutmaster appointment.

Any youth leader who fails to satisfactorily carry out the obligations and duties of his position (a job description is provided) may be removed from office and he will forego credit toward his rank advancement. The Scoutmaster may appoint a replacement for the remainder of the term.

Troop 531 Youth Leadership Positions

Position	How Filled	Term
Junior Assistant Scoutmaster	Appointed by Scoutmaster	Per Scoutmaster
Senior Patrol Leader	Elected by all eligible scouts	6 months
Ass't. Senior Patrol Leader	Elected by all eligible scouts	6 months
2 nd Asst't Senior Patrol Leader	Appointed by Scoutmaster	6 months
Patrol Leader	Elected by patrol members	6 months
Ass't. Patrol Leader	Elected by patrol members	6 months
Troop Guide	Appointed by Scoutmaster	6 months
Scribe	Sign-up with Scoutmaster	6 months
Instructor	Sign-up with Scoutmaster	6 months
Quartermaster	Sign-up with Scoutmaster	6 months
Chaplain Aide	Sign-up with Scoutmaster	6 months
Librarian	Sign-up with Scoutmaster	6 months
Historian	Sign-up with Scoutmaster	6 months
Webmaster	Sign-up with Scoutmaster	6 months
Bugler	Sign-up with Scoutmaster	6 months
OA Troop Representative	Elected by Troop OA members	6 months

MEETINGS

2 MEETINGS

Troop 531 holds four types of regularly scheduled meetings: the weekly Troop meeting, the monthly Committee meeting, the monthly Patrol Leader Council (PLC) meeting and the annual planning session.

2.1 Troop Meeting

Troop 531 meets 7:00 to 8:30 p.m. on Monday evenings at St. Gabriel's Catholic Community, 110 St. Gabriel Way, McKinney, Texas 75071 <www.stgabriel.org>. There is a map at their web site. Troop meetings generally follow the routine outlined below:

- Set up
- Opening Flag ceremony, Pledge of Allegiance, Scout Oath, Law, opening prayer, announcements.
- Patrol time for taking attendance, collecting dues, planning campout menu, conducting any patrol-specific business, etc.
- Skills instruction / Troop activities
- Closing circle and Scoutmaster's Minute
- Clean up

2.2 Committee Meeting

The Troop Committee meets once a month, at 7:00 p.m. on regularly scheduled dates. In order for the troop to achieve its purposes and goals, there must be adequate adult involvement. ALL parents are invited to attend and are encouraged to take an active role; however, only registered leaders are granted voting rights.

2.3 Patrol Leader Council Meeting

The PLC meets once a month, on a regularly scheduled date also.

2.4 Annual Planning Meeting

Schedule review and adjustment is an ongoing process throughout the year. The Troop holds a meeting annually, typically in August, for the purpose of planning the Troop calendar for the next 12 months. Topics such as campout weekends and associated work-up milestones, meeting/no meeting dates, Board of Review dates, Court of Honor dates, non-scouting conflicts, suggested activities, campouts, day trips, etc. are addressed. Participation of all adult leaders, scouts, and parents is encouraged.

SCOUT UNIFORM,
MANUALS, AND
PERSONAL
EQUIPMENT

3 SCOUT UNIFORM, MANUALS, AND PERSONAL EQUIPMENT

3.1 Scout Uniforms

The Scout uniform helps achieve the objectives of Scouting because it is a visible symbol of the Scouting spirit. A scout wears it proudly and enthusiastically! The uniform displays his rank, his leadership position and his personal accomplishments. Following official Boy Scout guidelines,

Troop 531 has adopted two uniforms, the official Scout uniform and the activity uniform.

The Official uniform **MUST** be worn to regular Troop and PLC meetings held during the McKinney ISD School year; traveling to and from campouts; for Scoutmaster Conference, Boards of Review, Courts of Honor; public appearances; Council fund raisers; the Scout Show; and for other Scout functions as directed by the Scoutmaster.

The Activity uniform is intended to be worn any time there will be a high level of physical or "dirty" activity, such as at the campsite during a campout, during service work projects, etc. The Activity uniform may also be worn to regular Troop and PLC meetings held during the summer months while the McKinney ISD is not in session. No badges of office or rank or special recognition may be worn on the Activity uniform.

At Summer Camp, and only when in the troop campsite, the uniform requirements may be relaxed to allow casual clothing considered by the Scoutmaster to be "in good taste".

In accordance with the provisions of BSA's Congressional Charter, imitation of United States military uniforms is prohibited. Therefore, camouflage or any military uniform items **CANNOT** be worn during any scout activity.

If there is any personal issue with the scout uniform, you may contact the Scoutmaster for a conference.

3.1.1 Official Uniform

The Troop 531 Official uniform consists of the following:

- Shirt: BSA long- or short-sleeved khaki shirt with the following basic patches and insignia: American Flag, Circle Ten Council Patch, World Crest, Patrol Emblem, current office patch, "531" Troop Numbers, Quality Unit Patch, and Shoulder Loops. (*Patrol Emblem, "531" Troop Numbers, Quality Unit Patch, and Shoulder Loops are provided by the troop.*)
Insignia must be sewn on the shirt as shown on the inside cover of *The Boy Scout Handbook*, and in the Insignia Guide, BSA Publication #3064.
- Pants: BSA green shorts, BSA green long pants.
- Belt: BSA (green web or leather) & Scout buckle
- Socks: BSA (required when shorts are worn)
- Shoes: Clean shoes (no open-toed shoes)

For more formal occasions, the scout may add:

- Neckerchief: Green w/red embroidered BSA logo
- Merit badge sash (always worn over the shoulder — never tucked in the belt)
- Eagle Scout Medal
- Religious medals

Formal occasions include, but are not limited to, Boards of Review, Courts of Honor, Webelos crossovers, Sunday worship services, and public appearances.

- Order of the Arrow (OA) sash – To be worn at official OA events or when representing the OA at a troop meeting.

3.1.2 Activity Uniform

- Shirt: Troop T-Shirt or Scout Activity Shirt
- Pants: BSA green shorts, BSA green long pants.
- Belt: BSA (green web or leather) & Scout buckle
- Socks: BSA (required when shorts are worn)
- Shoes: Clean shoes (no open-toed shoes)

3.2 Scout Manuals

The scout is required to obtain his own copy of *The Boy Scout Handbook*. The scout is also encouraged to purchase a copy of the booklet *Boy Scout Requirements*. For work on a merit badge, it is highly recommended that the scout obtain a copy of the corresponding merit badge pamphlet. The pamphlet may be available from the Troop library, some public libraries, or may be purchased from the Council Service Center or other retail outlet specializing in scout supplies.

3.3 Camping Equipment

The scout needs to provide his own personal equipment, clearly labeled with his name. We recommend the equipment detailed in section 6.1.1.

3.4 Where to Purchase BSA Uniforms, Manuals, and Supplies

Activity T-shirts and Troop hats may be purchased through the troop.

Official uniforms, manuals, and other BSA supplies may be purchased from the following sources:

- Circle Ten Council Service Center - Allen
½ mile north of the Stacy Rd & I – 75
(972) 359-9992
- Circle Ten Council Service Center (Scoutfitter)
8605 Harry Hines Blvd., Dallas, TX 75235
(214) 902-2001
- Circle Ten Council Office
202 South Sam Rayburn Fwy (US-75), Sherman, TX 75092
(903) 893-2135
- National Scouting Museum
1329 W. Walnut Hill Lane, Irving, TX 75015
(972) 580-2484
- BSA Catalog on-line www.scoutstuff.org

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TRAINING

4 TRAINING

Circle Ten Council and the Lone Star District offer a number of training opportunities. We encourage all scouts and adults to undergo as much formal training as possible.

Troop 531 has a Committee position of Training Coordinator who communicates training opportunities when they arise. <https://sites.google.com/site/mckinneytroop531/home>

4.1 Training for Youth

- Troop 531 Youth Leader Training. Following Troop 531 elections, all newly-elected youth leaders will be expected to attend a short training session provided by Troop 531 in order help the scout understand the responsibilities of his new position and establish expectations.
- *This training is mandatory.*
- Oak Leaf Junior Leader Training. All Troop 531 scouts, upon attaining the rank of First Class, are encouraged to take Oak Leaf Junior Leader Training, a one-day District-sponsored course which teaches the scout the basics of troop organization, planning, and other leadership skills needed by a junior leader. There is a fee for the program however the Troop will reimburse the participant upon completion of the program.
- NYLT (National Youth Leader Training) This weeklong training course, offered during summer and other school breaks, is designed to further develop the scout's leadership skills, giving him the confidence and knowledge to run the troop program and an understanding of how to relate leadership skills to the scout's troop responsibilities. Scouts who have attained the rank of Star are encouraged to attend. Troop 531 will pay one half of the attendance fee to NYLT training for any of our scouts who satisfy the following criteria:
 - Meet the NYLT eligibility requirements as defined by Circle Ten Council.
 - Successfully complete a full term in a Troop 531 youth leadership position.
 - Obtain the recommendation of the Scoutmaster.

4.2 Training for Adults

- Guide to Safe Scouting. All registered leaders are expected to familiarize themselves with the policies and guidelines presented in the BSA publication *Guide to Safe Scouting* (BSA supply #34416C). This publication may be available from the Troop library, purchased from The Scoutfitter store at Circle Ten Council, or ordered through the BSA catalog. It is also viewable online via links from the following websites:
- Boy Scouts of America, www.bsa.scouting.org
- Circle Ten Council, www.circle10.org
- Lone Star District, www.LoneStardistrict.org
- Youth Protection Training. This online course covers the youth protection policies of the Boy Scouts of America. *Each registered adult is required to take Youth Protection Training every 2 years.* For volunteers attending a Boy Scout Residence Camp (Summer Camp or Winter Camp) in Texas, State of Texas Administrative Code for Camps YC06-0014 requires the volunteer to

attend a State approved Face to Face training. Dates and registration for Texas YC06-0014 Face-to-Face Facilitator-Led Training can be found at <https://circle10.camp-master.com>. Several of these are provided at the local Fairview office each year.

- New Leader Essentials. This is a 90-minute District-sponsored session intended to provide a basic understanding of youth development, how Scouting is organized and financed, policies related to Boy Scouts, and resources to help the leaders succeed. All adult volunteers are strongly encouraged to take this course. This course is also available online.
- Scoutmaster/Assistant Scoutmaster Specific Training. This course, which is held several times throughout the year, addresses the needs of adults who have accepted the responsibility of working directly with the youth in Boy Scouting by expanding the foundations of the methods of scouting introduced in the New Leader Essentials course. Scoutmasters and Assistant Scoutmasters, as well as any committee members interested in gaining a better understanding of the Scoutmaster's role, are encouraged to attend.
- Troop Committee Specific Training. This course is designed to assist Committee members to better understand their role and responsibilities in the support of the troop. All Committee members are encouraged to take this course. This course is available through the district or via the online Scout training.
- Introduction to Outdoor Leader Skills. This weekend-long course (Friday evening until Sunday afternoon) gives adult leaders the practical outdoor skills they need to lead scouts in their camping experiences. This course is intended for Scoutmasters, Assistant Scoutmasters, and Troop Committee members.
- Wood Badge. BSA's premier training course, Wood Badge is the most advanced training available for Scoutmasters, Assistant Scoutmasters, and other Scouters directly involved with a Scout Troop. Its aim is to develop in adults (and through them in boys) the use of eleven skills of leadership, with the application of those skills geared towards the Boy Scout Troop. Wood Badge is a two-part program. The first consists of either two 3-day weekends or one week of practical experience; the second is application of the lessons learned in the practical course by creating and carrying out a plan of action. You must have completed Scoutmaster/Assistant Scoutmaster Specific Training and IOLS in order to participate. The cost of the program is \$250. Participants will pay this fee, however the Troop will reimburse participants upon receipt of the Wood Badge designation.

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ADVANCEMENT

5 ADVANCEMENT

The trail to Eagle Scout is accomplished by advancing through the ranks of Scout, Tenderfoot, Second Class, First Class, Star, Life, and then Eagle. Rank advancement is a central theme of the scouting program and is an important indicator of the scout's involvement in the program. Scout Spirit, Leadership/Participation, merit badges, and service projects are the core focus of advancement. Rank requirements are defined in *The Boy Scout Handbook* and in the booklet, *Boy Scout Requirements*. An overview of the scope of the BSA advancement requirements is provided in the chart below.

		Scout Rank						
		Scout	Tenderfoot	Second Class	First Class	Star	Life	Eagle
Requirements	Scout Skills	x	x	x	x			
	Scout Sprit			x	x	x	x	x
	Leadership					x	x	x
	Activities		x	x	x	x	x	x
	Service Project			x		x	x	x
	Merit Badges					x	x	x
	Scoutmaster Conference	x	x	x	x	x	x	x
	Board of Review	x	x	x	x	x	x	x

The scout works on rank-specific requirements for Scout skills, Scout Spirit, Leadership, Activities, Service Projects, and merit badges concurrently. After satisfying all rank-specific requirements, the remaining two steps are done sequentially: Scoutmaster Conference, then Board of Review. Upon successful completion of the Board of Review, the scout has officially satisfied rank advancement requirements and is promoted to the next higher rank. The scout is recognized for rank advancement as soon as possible following his Board of Review, typically at the next Troop meeting. The scout is also publicly recognized for his accomplishments during a Court of Honor. Merit badges will be awarded to the scout at the next Court of Honor.

5.1 Scout Skills

The scout must demonstrate mastery of specific skills in order to earn the ranks of Scout, Tenderfoot, Second Class, and First Class. In order for a scout to have a requirement signed off as being completed he must qualify by personally satisfying the Scoutmaster or an Assistant Scoutmaster (or Scoutmaster-approved designee) that he can meet the requirement. The intent is to ensure that the scout learns the material - simply observing someone else's efforts is not enough.

The scout is responsible for ensuring that his BSA Handbook is signed and dated each time he completes a requirement. Only the Scoutmaster, Assistant Scoutmaster or a Scout who is a Star, Life or Eagle rank may sign for completion of a requirement.

The scout is also responsible to make sure his requirements are updated in the troop database. Only the scout is able to meet with the Advancement Chair to have his requirements entered. The Advancement Chair will be available 30 minutes prior to the first troop meeting of the month for updates.

5.2 Scout Spirit

The ranks of Second Class, First Class, Star, Life, and Eagle have requirements for demonstration of scout spirit. Scout Spirit is defined as living the Scout Oath and Scout Law in a scout's everyday life. In order to receive credit for the Scout Spirit requirement, Troop leadership, his peers, and his parents review each scout. All adult leaders who have observed the scout's behavior (both appropriate and inappropriate) are encouraged to regularly report to the Scoutmaster regarding Scout Spirit. Troop leaders make every attempt to advise scouts of inappropriate behavior with behavior modification recommended and implemented prior to the formal review for advancement.

5.3 Leadership / Participation

The scout must serve in a youth leadership position for a specified time period in order to earn the ranks of Star, Life, and Eagle. In order to receive credit for Leadership requirements, the scout must participate in at least sixty percent (60%) of the scheduled Troop activities during his term of office. Troop activities include troop meetings, PLC meetings, service projects, outings, and other scheduled events. The participation requirement applies to each of the types of activities (i.e., the scout must participate in at least 60% of the troop meetings, 60% of the PLC meetings, 60% of the service project events, etc.).

Each scout, whether serving in a youth leadership position or not, should strive to exceed these participation levels.

5.4 Activities

The scout must participate in specific types and numbers of activities in order to earn the ranks of Tenderfoot, Second Class, and First Class. The ranks of Star, Life, and Eagle require the scout to be active in the troop and patrols for a specified amount of time before he can be eligible to earn those ranks.

The scout is responsible for ensuring that his name is entered on the attendance roll for each Troop 531 meeting / activity in which he participates.

5.5 Service Projects

Service to others has been a vital part of Scouting since it's beginning. Individual scouts have done millions of Good Turns of all descriptions. Patrols and Troops have organized to carry out worthwhile projects for their communities. In times of emergency, they have assisted fire and police departments and cleaned up after storms.

The ranks of Second Class, Star, Life, and Eagle require participation in approved service projects. Troop 531 is involved in the two primary service projects described below, and participates in other projects as the opportunities arise. We encourage all Troop 531 scouts to participate. In addition, each Eagle Scout candidate depends on 100% participation of the Troop for completion of his Eagle service project. It is important that scouts support each of these efforts.

5.5.1 BSA Food Drive

We participate in BSA's annual Food Drive. Food collected by scouts in McKinney is delivered to Community Food Pantry to aid Collin County area residents. The Food Drive effort is usually done in February.

5.5.2 Rotary Club Flag Lease Program

To raise funds for the troop and provide service to the community, the Troop participates in the McKinney Rotary Club Flag Lease program. In this program, the troop sets out and takes down flags for 3 routes, each consisting of approximately 60-90 flags, in McKinney on 5 different times in the year: Memorial Day, Flag Day, Independence Day, Labor Day and Veteran's Day. Parents with trucks, SUVs or vans are needed to help deliver and take down the flags. As this is the most significant fund-raiser for the Troop, all Scouts and as many parents as possible need to participate at least once per year.

5.5.3 St. Gabriel's requests

At various times during the year, St. Gabriel's may also ask for scouts to help with various church functions. All scouts are strongly encouraged to give back to our charter organization.

5.6 Merit Badges

The ranks of Star, Life, and Eagle require that a scout earn a certain number and type of Merit Badges. Merit Badge subjects range from Agribusiness to Woodworking and cover areas such as hobbies, careers, sports, science, and Scouting skills.

Any registered scout, regardless of rank, may work on any merit badge with Scoutmaster approval (signature required on "Blue" card used for tracking merit badge progress). Although work on some merit badges may be done as troop-organized activities or at Summer Camp, the advancement program allows the scout to move ahead in his own way and at his own pace. Rather than competing against others, he challenges himself to go as far as his ambition will carry him. The rate of advancement depends upon his interest, effort, and ability.

Note: Scouts are responsible to have another person with them at each meeting with the merit badge counselor. This person can be another Scout, your parent, a sibling, relative or friend.

5.6.1 Independent Merit Badge Work

Prior to beginning any work on the merit badge, the scout must:

- Obtain and fill out a merit badge application (referred to as the "blue card").
- Obtain the Scoutmaster's signature of approval to begin work.
- Meet with the merit badge counselor. The troop maintains a list of approved merit badge counselors. If there is not a counselor identified for the merit badge of interest, we'll try to find one. The counselor will explain the requirements for the badge and help the scout lay out a plan to fulfill them so that he can get the most out of the experience.

The scout should submit the blue card to the merit badge counselor at the time of their initial meeting for signature. The scout will retain the blue card until all requirements have been satisfied. When the scout has completed his work on the merit badge, the scout will submit the blue card to the Advancement Coordinator.

There are likely to be times where the scout finds himself doing something as part of a non-scouting function that could also serve to satisfy requirements for a merit badge for which he has not officially registered. The acceptance of any such experience toward satisfaction of merit badge requirements is at the discretion of the Scoutmaster, the Merit Badge Coordinator and the respective Merit Badge Counselor.

5.6.2 Merit Badge as Troop Activity

Some merit badges make for good troop activities. Examples might be: working on the Space Exploration merit badge as part of a trip to the Space Center in Houston; the Railroading merit badge as part of an outing to the Texas State Railroad in Rusk. When a merit badge is done as a troop activity, completion of the requisite blue card will be handled by whatever means deemed necessary and appropriate by the Merit Badge Coordinator and the respective Merit Badge Counselor.

5.6.3 Merit Badge at Summer Camp

Some merit badges are best done at Summer Camp. Examples are: First Aid, Lifesaving, Swimming, and Environmental Science. The scout is not required to complete a blue card; that will be the responsibility of the Troop's adult leadership (under the auspices of the Advancement Coordinator). The Summer Camp staff serves as the primary Merit Badge Counselors.

Following completion of Summer Camp, the Troop 531 adult leaders who attended camp will meet with the Advancement Coordinator to review the results of each scout's Summer Camp merit badge work:

- While many of the merit badges offered at Summer Camp can be completed in their entirety, it is not uncommon for the scout to return with only partial credit. The Merit Badge Coordinator will make every effort to see that the scout is provided with the opportunity to complete any outstanding requirements.

5.7 Scoutmaster Conference

Each rank has a requirement that the scout participate in a Scoutmaster Conference. This is a valuable opportunity for the Scoutmaster to discuss with the scout his activities in the troop and his understanding of the practice and ideals of scouting. The scout must be prepared to give examples of how he has demonstrated Scout Spirit at home, school, church, and in the community. Unless the Scoutmaster designates an alternate, the Scoutmaster is the only adult leader who may perform this review with the scout.

5.8 Board of Review

When a scout has completed all the requirements for a rank, he appears before a Board of Review. The Board of Review is NOT a retest...the scout has already been tested on the skills and activities required for the rank. The Board of Review is an opportunity to review the scout's attitude, accomplishments, and his acceptance of Scouting's ideals. Detailed Board of Review information and guidelines may be found in the Troop's "A Guide to Conducting Boards of Review".

Upon reaching the rank of Life Scout, the scout may obtain a copy of the Eagle Scout Project Packet and Eagle procedures from the Eagle Scout Coordinator.

5.8.1 Purpose of Board of Review

The review has three purposes:

- To find out what kind of experience the scout is having in his patrol and the troop.
- To encourage the scout to progress further ... set goals
- What the troop maybe able to do differently to enhance the scouting experience.

Additionally, the Board of Review:

- Provides "quality control" on advancement within the unit. The Board should make sure that high standards have been met in all areas of the scout's life.
- Provides an opportunity for the scout to develop and practice those skills needed in an interview situation.

- Is an opportunity for the scout to review his accomplishments.

5.8.2 Scheduling of Boards of Review

One day each month is designated as that month's Board of Review date. Typically this will be the third Monday of the month during troop meeting time. As a rule, Boards of Reviews will be planned events, with the date selected well in advance. We will make every effort to stick to those dates on the Troop calendar designated as Board of Review dates. The Board of Review Coordinator may plan for additional or "emergency" Boards of Review. The scout is responsible to request a Board of Review and also to make sure the database is updated with the outcome of the Board of Review if he is to receive recognition at the next Court of Honor. Scoutmaster conference and Board of Review are not to be completed on the same night.

Three things will be required for the scout to attend his Board of Review.

- Scouts will be required to be in full official uniform for the Board of Review. If they are not, they may have their BOR postponed until the next scheduled date.
- Dues must be current
- Scout must bring his Scout handbook that has been documented with completion dates and has a signature showing completion of a Scoutmaster conference.

5.9 Courts of Honor

A Court of Honor is the ceremony at which the scouts are recognized for their accomplishments before an audience of family, friends, Chartered Organization officials, and Troop 531 leaders.

The Court of Honor is always a very important event. We encourage parents to refrain from simply dropping their scouts off at the Court of Honor; all scouts in the Troop are due our full parental support and encouragement.

5.9.1 Court of Honor Deadlines

We need adequate time for accurate processing of advancement records, purchase and organization of awards, planning/rehearsing the ceremony and creating and printing the Court of Honor program. Two weeks prior to the Court of Honor is the deadline for completion of all requirements for awards to be presented at that Court of Honor (this includes completion of any relevant Scoutmaster Conferences and Boards of Review). If practical, we will attempt to accommodate any scout who earns an award in the two-week period prior to Court of Honor; however, there is no guarantee that we will be able to do so. Scouts are encouraged to avoid this situation by planning ahead.

5.9.2 Scheduling of Courts of Honor

Troop 531 will conduct a minimum of three "regular" Courts of Honor per year: typically in August, December, and April (following Summer Camp soon after the start of the school year, mid schoolyear, and again just prior to the end of the school year).

The Eagle Scout's Court of Honor is usually conducted as soon as possible following receipt of National BSA approval of the Eagle candidate. Scheduling and planning of the Eagle Court of Honor is the responsibility of the Scout and his parents.

5.10 Important Records / Documentation

Each time a scout earns a rank advancement or merit badge, he will receive a card validating his accomplishment. It is VERY IMPORTANT that these cards are kept in a safe place, perhaps in a small binder, envelope, or album. Rank advancement cards and merit badge blue cards may be required at the

Eagle candidate's Board of Review. These cards and his **signed** Scout Handbook are the “most official” records of a Scout’s advancement!

CAMPING

6 CAMPING

We have monthly campouts at various locations, and attend a weeklong Summer Camp at BSA Camps. On these campouts a boy learns to become self-sufficient by working with others to set up a safe and efficient campsite, including planning and cooking meals. He will learn how to use a map and compass, tie knots, build structures (commonly referred to as "camp gadgets"), and use woodsman's tools properly and safely. Campouts also provide the scouts with the opportunity to develop additional patrol leadership, maintenance, and logistic skills.

6.1 Monthly Campouts

Our typical monthly campout spans the period of early Friday evening until early/mid afternoon on Sunday. Prior to each campout we issue a "Trip Itinerary" which provides the details for that activity. In general, the itinerary for a monthly campout is as follows:

Friday:

Meet at the church parking lot in time to be on the road by 6:00 p.m. (Scouters should eat their evening meal prior to arriving at the church.)

Travel to the campsite

Set up camp

"Cracker barrel" (a light snack consisting of fruit, lunch meat, crackers, juice, etc.)

Lights out

Saturday:

Breakfast

Morning activity

Lunch

Afternoon activity

Supper

Evening activity/campfire

Lights out

Sunday:

Breakfast

In-camp chapel service

Break down campsite

Return to McKinney (the troop may or may not stop for lunch, depending on the expected arrival time).

6.1.1 Camping Equipment

The scout needs to provide his own personal equipment, clearly labeled with his name. A list of recommended personal gear is provided below. The *Boy Scout Handbook* also includes a list of recommended camping gear. We encourage the scout to bring only the essentials.

The Troop is not responsible for personal equipment lost or damaged on campouts; each scout must assume responsibility for his own personal equipment.

Official uniform

Troop 531 T-shirt (Shirts are included in some trip costs, extras may be purchased at cost)

Lightweight-hiking boots

Lightweight rain poncho

Sleeping bag

Flashlight with extra batteries (the smaller and lighter the better)
Compass
Pocketknife - lock blade, 2 1/2" blade (non-locking blades and sheath knives are not allowed), requires current Totin' Chip
Water bottle or canteen
Personal first-aid kit (assembled as a Patrol project)
Personal mess kit and eating utensils (required for hiking trips)
Day pack or back pack for hikes and activities
Scout Handbook
Soap
Toothpaste
Toothbrush
Deodorant
Gallon Ziploc bags
Washcloth

Not Required (but useful):

Camp pillow
Camp Chair
Back pack
Air Mattress
Sunglasses
Sweatshirt
Comb
Windbreaker
Trash bag for dirty clothes
Towel
Backpack / duffel bag

The Troop provides all of the equipment necessary for cooking and campfires: stoves, Dutch ovens, cast iron cookware, cooking utensils, tables, dining fly, etc. Troop equipment will be assigned to each patrol. The Troop Quartermaster will work with the quartermaster of each patrol to maintain patrol campout gear during the campout. Troop equipment assigned to a patrol **MUST** be returned clean and in good condition.

It is the responsibility of each scout to take care of all equipment used on outings. Upon return from the campout, equipment will be inventoried and inspected. The Patrol, as a whole, will be held accountable for any Troop gear that is missing or damaged. Each Patrol member will be expected to pay his prorated share of the expense to repair or replace damaged or lost equipment. We request the support of the scout's parent in helping the scout understand this rule and its consequences. Camping equipment is expensive!

6.1.2 Food

Each campout patrol is responsible for supplying its own food and preparing its own meals. The Monday prior to a campout an individual from each patrol will be assigned the responsibility of purchasing his patrol's food for the campout. That individual will be given a budget based on the number of members in his patrol. For example, if the campout fee included \$10 per person for food, a camping patrol comprised of 6 people would have a food budget of \$60. The individual responsible for purchasing the food is expected to adhere to the stated budget...**NO EXCEPTIONS**. Receipts for food

purchases, along with any surplus funds, must be submitted to the patrol quartermaster. Once you sign up for the camp out and are included in the count for food purchase, you will be responsible for your percentage of payment even if you do not attend the camp out. Each campout patrol must have its menus approved in advance by the Scoutmaster or his designated representative. Prepackaged foods are discouraged. No snacks, candy, or soft drinks are permitted at the campsite. *No food is allowed in tents at any time.*

6.1.3 Eligibility Requirements

Our monthly campouts are intended for registered scouts in good standing and BSA registered adult volunteers.

A scout who meets the following criteria is eligible to attend a monthly campout:

- Current Medical Release Form on file with the troop.
- Dues must be current
- Payment of associated fees by the deadline established

An adult who meets the following criteria is eligible to attend a monthly campout:

- The adult is a registered BSA volunteer, which includes filling out the appropriate paperwork to allow the BSA to conduct a background screening.
- Or the adult is not a BSA registered volunteer, but is a parent or guardian of a Troop 531 scout and who has cleared the St. Gabriel/Dallas Diocese Safe Environment qualification.
- Current Medical Release Form on file with the troop.
- Payment of associated fees by the deadline established.
- In certain cases, we will follow the St. Gabriel/Dallas Diocese exception policy (i.e., a campout in which a Cub Scout Pack is invited to camp with the troop and the parents attending with their Webelos are not registered adults or after a scout joins the troop and a new parent requests to join their scout on one of the first two campouts after their scout joins)

Adults who are NOT family members of a scout and are not registered members of the Troop or BSA will not be allowed to participate in Troop campouts. Unless the campout is specifically intended to include the scout's immediate family, non-scouting siblings are normally not permitted.

NOTE:

- Brothers and sisters of scouts are not covered by BSA insurance.
- The Troop or Committee will not be responsible for the safety of non-scouts brought on campouts.
- Non-scouts will not be allowed to participate in the activities. Some activities may be hazardous to younger children.

6.1.4 Monthly Campout Preparations Timetable

In order for us to be able to adequately plan for and handle all of the requisite campout preparations, we have adopted a "standard" timetable for the events leading up to our monthly campouts:

- Committee Meeting prior to campout: Medical records status updated; accounts status updated; any scouts who would fail to meet campout attendance eligibility requirements are identified; draft of Trip Itinerary available.
- Two Mondays prior to campout: Deadline for signup - payment due.
- One Monday prior to campout: Camping patrols finalized; Budgets for food purchase established and food money paid; Menus finalized; Campout duty rosters finalized; Transportation arrangements finalized.

- Prior to Friday departure: Tour Permit obtained from Circle Ten Council, Troop trailer/equipment readied.

Of course, there will be exceptions to the rule, but use of a standard approach allows us to identify and address those exceptions well in advance.

6.1.5 Monthly Campout Coordinators

The Monthly Campout Coordinators will work closely with the PLC in planning and executing the monthly campouts. The MCC and the PLC will ask and select a scout to be the Scout in Charge (SIC) of the campout. The SIC will be responsible for making all announcements for the campout to the troop and developing an itinerary for the campout. The MCC will be responsible for securing the campsite and addressing the tour permit. If the MCC cannot attend the campout, he/she will assign an adult that is going to be the adult in charge of the campout. The idea behind this is to have the scouts take ownership of the campouts and to start planning and leading a project to better equip them to coordinate their own Eagle Project.

6.2 Summer Camp

6.2.1 Camping Equipment

The Summer Camp or Troop provides tents. The scout needs to provide all of his other personal equipment, clearly labeled with his name.

6.2.2 Eligibility Requirements

A scout who meets the following criteria is eligible to attend Summer Camp:

- Current Medical Release Form on file with the troop.
- Dues must be current.
- Payment of associated fees by the deadline established.
- The scout has submitted any BSA-required Annual Personal Health Medical Record, including section B.

Only eligible adult leaders are permitted to attend Summer (or Winter) Camp. See section 6.1.3. (Parents/family may attend the parent's night activities.)

6.2.3 Summer Camp Preparations Timetable

Preparations for Summer Camp are similar to those for monthly campouts, but on a much larger scale. Many of the steps require a longer lead-time than for monthly campouts. Details will be made available well in advance of any deadlines.

REQUIRED FORMS

7 REQUIRED FORMS

The forms most commonly required for Troop 531 scouts and scouters are described below.

7.1 BSA-required Forms

All BSA-required forms may be obtained from Circle Ten Council or the Committee Chairman.

- **Boy Scout Application.** This is the youth's application for BSA membership. The parent should complete the form then submit it, along with the full registration fee, to the Scoutmaster. We will submit the form and associated fee to Circle Ten Council after the application has been approved by the Scoutmaster.
- **Adult Application.** This is the adult's application for BSA membership. It is required for all adult leaders, including Chartered Organization Representative, Committee Chairman, Committee members, Scoutmaster, Assistant Scoutmasters, and merit badge counselors. The adult applicant should submit the completed form, along with the registration fee (there is no fee if the adult applicant is registering as a Merit Badge Counselor only), to the Committee Chairman. We will submit the form and associated fee to Circle Ten Council after the application has been approved by the Committee Chairman and the Chartered Organization Representative.
- **BSA Annual Personal Health Medical Record.** This form is valid for 12 months. The completed form should be submitted to the Medical Records Coordinator. Parts A and C are to be completed annually by all BSA unit members. Both parts are required for all events that do not exceed 72 consecutive hours, where the level of activity is similar to that normally expended at home or at school, such as day camp, day hikes, swimming parties, or an overnight camp, and where medical care is readily available. Medical information required includes a current health history and list of medications. Part C also includes the parental informed consent and hold harmless/release agreement as well as a talent release statement. Part B is required with parts A and C for any event that exceeds 72 consecutive hours, or when the nature of the activity is strenuous and demanding, such as a high-adventure trek. It is to be completed and signed by a certified and licensed health-care provider—physician (MD, DO), nurse practitioner, or physician's assistant as appropriate for your state.
- **Merit Badge Counselor Form.** This form is required for all adults who serve as merit badge counselors. The completed form should be submitted to the Scoutmaster, the Committee Chairman, or the Troop Merit Badge Counselor Coordinator.

7.2 Troop 531-Required Forms

- **BSA Annual Personal Health Medical Record.** These release forms will be taken on all outings in case emergency medical attention is needed. Completed Medical Treatment Authorization Forms should be submitted to the Medical Records Coordinator.
- **Merit Badge Application Form ("Blue Card").** The merit badge application is referred to as the "blue card". If the merit badge is to be done as part of a Troop activity or at Summer Camp, initiation and handling of the blue card is the responsibility of the Troop's adult leadership (under the auspices of the Merit Badge Coordinator). If the scout intends to work on a merit badge independently, the scout is responsible for obtaining the blue card, completing the application, obtaining the Scoutmaster's signature of approval to begin work, and submitting the card to the merit badge counselor prior to commencing any work on the merit badge. Blue cards may be obtained from the Advancement Coordinator.

FINANCIAL

CONSIDERATIONS

8 FINANCIAL CONSIDERATIONS

8.1 Individual Scout Accounts

Each scout has his own 'account', set up and maintained by the Troop Treasurer. We would like to have ALL scouts eligible to advance and participate in all troop activities. To that end, keep in mind that our scouts are provided opportunities to earn money to be applied toward dues, as well as for campouts and Summer Camp, through active participation in our fundraisers. Scouts are strongly encouraged to take advantage of these opportunities.

8.2 Fees

8.2.1 BSA Membership Application Fees

Membership application fees are set by BSA, and are due at the time of application submittal. Since our charter is renewed in February, Circle Ten Council will prorate the fee for an applicant who joins our troop any other time of the year.

8.2.2 Troop Dues

Dues are \$25 per quarter per scout. The Treasurer will send a reminder that the dues are due at the **beginning of each quarter**. Assessment of dues is NOT on a "per meeting attended" basis; nor are they for any specific camping or event expenses (these events are budgeted to be self-funding from the event fee communicated during the event planning). All dues are used to pay for the scout's annual registration fee, Boy's Life subscription, insurance, awards, troop supplies and equipment. Webelos crossovers are allowed the first two quarters without paying dues to insure the Scout fits well within the Troop.

8.2.2.1 Dues in Arrears

Dues become in arrears 30 days after notices are mailed or passed out to scouts. If a scout is 2 or more quarters in arrears in payment of dues, the troop may at its discretion transfer funds from the scouts account to cover the arrearage.

8.2.3 Adult Dues

Adult dues are BSA registration fee per year. This is for adult leaders only ... not scout parents. We appreciate the time and effort that you devote to your boys' scouting experience but we incur costs to register Committee Officers, Scoutmasters and Assistant Scoutmasters as adult leaders with the BSA. These dues are simply to offset this registration fee. The registration fee is due annually in February for our returning leaders or when you first join or first assume a leadership position.

8.2.4 Camping / Activity Fees

Camping / Activity fees vary depending on nature of the activity. Campout / activity fees are established considering the cost of food, transportation, and any activity-specific admission or user fees. The typical monthly campout fee is \$12 to \$15. The portion of a campout / activity fee designated for transportation will be waived for a driver who provides Troop transportation to and/or from the activity.

8.3 Fundraisers

The Troop participates in one major fundraiser for the Troop and additional ones for the Scout. The primary fund raiser used to support the troop is the McKinney Rotary Club Flag Lease program. Scouts are encouraged to participate in this fund raiser to support the troop's costs for new equipment and activities. Parental support and participation is necessary to help raise the funds needed to support a quality program for our scouts.

The first fund raiser for the Scout is the annual Popcorn Sale in the fall. Each scout is encouraged to participate. The proceeds from the fundraising project are credited to the individual scout's account (Scout Bucks) to help defray the cost of Scout activities. A scout can earn enough money through popcorn sales and other fund raising to pay a large portion of his Summer Camp costs. Another annual fund raiser for the Scout is the sale of Camp Cards in the spring. Additional Scout fundraising opportunities will be added as determined by the Troop Committee.

8.4 Camperships

A scout in need of financial assistance for Summer Camp should notify the Scoutmaster or Committee Chairman; the Troop may be able to make arrangements to accommodate the scout's situation.

8.5 Reimbursement for Expenses

8.5.1 Transportation Expenditures

A portion of each campout / activity fee is designated for transportation. All monies collected as "transportation fee" will be disbursed among those drivers who provide Troop transportation to and/or from the activity. Each driver will be reimbursed at the same rate, pro-rated from the total collected.

The Troop will provide full reimbursement of fuel expenses to the driver who pulls the Troop trailer, due to reduced gas mileage and increased wear and tear on the vehicle. Reimbursement will be funded from the Troop's account without consideration of the transportation monies collected for the particular campout / activity. The expenses incurred by a driver for any segment of the trip for which he / she does not travel with the Troop caravan will not be considered for reimbursement.

8.5.2 Patrol Food Expenditures

A portion of a campout fee is designated for purchase of food. Individuals assigned to purchase food for a campout will be reimbursed for actual expenses incurred, up to the amount budgeted. For example, if the budget is \$10 per person, and the individual is to buy food for 8 people, his reimbursement for purchase of food will not exceed \$80.

8.5.3 Other expenses

An individual's expenses incurred in behalf of Troop 531 will be considered for reimbursement *only* if the individual receives authorization from the Committee prior to making the purchase.

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TROOP POLICIES

9 TROOP POLICIES

The troop follows the policies and guidelines set forth in the BSA publication *Guide to Safe Scouting*. In fact, many of the policies outlined below are directly from that document. For any matter not specifically addressed by the Troop 531 manual, the applicable policy in *Guide to Safe Scouting* will serve as Troop 531 policy.

9.1 Youth Protection and Adult Leadership

Two registered adult leaders or one registered leader and a parent of a participant, one of whom must be 21 years of age or older, are required for all troop activities. We require a minimum of four adult leaders for campouts. We expect scouts to use the buddy system at all times.

One-on-one contact between adults and youth members, except for parent/son situations, is not permitted. In situations that require personal conferences, such as a Scoutmaster's conference, the meeting is to be conducted in view of other adults and youths. Adult leaders must respect the privacy of youth members in situations such as changing clothes and taking showers at camp. Adults must protect their own privacy in similar situations.

When camping, no youth is permitted to sleep in the tent of an adult other than his own parent or guardian.

Physical hazing and initiations are prohibited and may not be included as part of any Scouting activity. Adult leaders are expected to set a good example for the scouts. No off-color joke, sexual comment, or profanity is ever appropriate.

9.2 Aquatics Safety

The buddy system will be strictly enforced when wading or swimming...NO ONE goes alone and no one may go swimming or wading without the supervision of the Scoutmaster or other adult leader. Before a BSA group may engage in swimming activities of any kind, a minimum of one adult leader must complete Safe Swim Defense training, have a commitment card (No. 34243) with him or her, and agree to use the eight defense techniques of Safe Swim Defense.

Before a BSA group may engage in an excursion, expedition, or trip on the water (canoe, raft, sailboat, motorboat, rowboat, tube, or other craft), adult leaders for such activity must complete Safety Afloat Training, No. 34159A, have a commitment card, No. 34242A, with them, and be dedicated to full compliance with all nine points of Safety Afloat. Properly fitted U.S. Coast Guard-approved personal flotation devices (PFDs) must be worn by all persons engaged in activity on the open water (rowing, canoeing, sailing, boardsailing, motor boating, waterskiing, rafting, tubing, kayaking, and surfboarding). Type II and III PFDs are recommended.

9.3 Camping

The buddy system policy extends to sharing tents: there must be a minimum of two scouts per tent. If there are an odd number of scouts on a campout, we encourage scouts to find a way to tent with other scouts, guided by Scoutmaster discretion. Radios, TVs, electronic games, and sheath knives are not allowed on campouts. A pocketknife is permitted only if the blade is under 3-1/2 inches long and the scout has his "Totin' Chip" in his possession.

9.4 Drugs, Alcohol, and Tobacco Use

Troop 531 will not tolerate the use of drugs, alcohol, electronic cigarettes or tobacco by scouts. The BSA prohibits the use of alcoholic beverages and controlled substances at encampments or activities on property owned and/or operated by the BSA, or at any activity involving participation of youth members.

Use of tobacco products and electronic cigarettes by adults at all Troop 531 functions, meetings, and activities will be permitted in designated areas only, located well away from all youth participants.

9.5 Fuels and Fire Prevention

Troop 531 will adhere to local campsite regulations. We will obey all local fire laws, ordinances, and regulations. The use of liquid fuels for starting any type of fire is prohibited *except by an adult*. The use of liquid-gas stoves or lanterns is prohibited at Troop 531 campouts and activities. No tent material is completely fireproof. It can burn when exposed to continued, intense heat or fire. The most important safeguard is to keep flames away from canvas materials. For this reason, only flashlights and electric lanterns are permitted in tents. *No flames in tents!*

The BSA prohibits the securing, use, and display of fireworks in conjunction with programs and activities except where the fireworks display is conducted under the auspices of a certified or licensed fireworks control expert.

Campfires are to be attended at all times, and completely extinguished before leaving camp or going to bed...they will be cold to the touch.

9.6 Guns and Firearms

Except for law enforcement officers required to carry firearms within their jurisdiction, firearms shall not be brought on camping, hiking, backpacking, or other Scouting activities except those specifically planned for target shooting under the supervision of a certified BSA or National Rifle Association firearms instructor.

9.7 Transportation

All drivers of vehicles transporting boys must be 21 years of age or older, registered with the BSA, and have automobile liability insurance with limits that meet or exceed state requirements. Driver and insurance information must be documented on the Tour Permit, which is filed as needed per BSA policy.

All drivers must 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. When traveling out of town, routes will be determined in advance and parents advised. Drivers will follow designated routes and travel together in order to provide assistance if needed. If it is not possible to provide two adults for each vehicle, except for parent/son situations there will be no fewer than two youth members in any vehicle with only one adult – never one on one. Seat belts are required for all occupants. The beds of trucks or trailers must never be used for carrying passengers. Driving time is limited to a maximum of 10 hours and must be interrupted by frequent rest, food, and recreation stops. If for any vehicle there is only one driver, the driving time should be reduced and stops should be made more frequently.

9.8 Discipline

All members of the Boy Scouts of America are expected to conduct themselves in accordance with the principles set forth in the Scout Oath and Law. Physical violence, hazing, bullying, theft, verbal insults,

foul language, and drugs and alcohol have no place in the Scouting program and may result in the revocation of a Scout's membership in the unit. If it becomes necessary to discipline a scout for instances of minor misconduct, the Patrol Leaders Council will be convened and its members will decide the appropriate disciplinary action, appropriate to the offense.

If a scout's actions are continuously distracting to the operation of the troop or are beyond the control of the Patrol Leaders Council and Scoutmaster, the offending scout may be asked to leave the scout function. If necessary we will call his parents and request that they come take him home. The scout may be allowed to return only after consultation with the parents by the Scoutmaster and assurance of proper conduct.

9.9 Contraband

Scouts shall not bring "contraband" to any scout activity! Contraband is defined as any illegal or prohibited substance, including, but not limited to electronic cigarettes, tobacco, alcohol, drugs, firearms, and fireworks. The safety of all scouts is, at all times, one of the Troop's TOP priorities. Because of this, the Troop has adopted a policy of 0% tolerance regarding the possession of contraband. Therefore, if a scout is found to be in possession of contraband at any scout activity, the scout's parents will be called to come pick him up from wherever he is. e.g., troop meeting, campout, Summer Camp, etc.

9.10 Consequences

The following disciplinary action will be taken:

- First offense: The scout will be placed on one-month probation. During this probation period, he MUST attend 3 of 4 Troop meetings, he may NOT attend any other Troop activities or receive advancement, and he must perform a minimum of 2 hours service time on a project assigned by the Scoutmaster.
- Second offense: The scout will be suspended for 3-6 months, at the Scoutmaster's discretion. The scout may NOT attend Troop meetings, Troop activities, or receive advancement during the suspension period. During the suspension period the scout must perform a minimum of 6 hours service time on a project assigned by the Scoutmaster.
- Third offense: If he wishes to remain in Scouting, the Scoutmaster will assist the scout in finding another Troop.

9.11 Internet

We maintain a web page for the purposes of providing easy access for Troop 531 members to the troop calendar and other relevant information. Numerous links are provided at the site for a wide variety of Scouting related resources. Our current web address is <https://sites.google.com/site/mckinneytroop531/home>

Troop 531 abides by the following internet / web site guidelines. We expect our scouts and adult scouters to do the same.

- At this time we do not publish an individual scout or parent roster (with names, addresses, phone or e-mail contact information). In the future we may choose to do so for the convenience of troop members only. If we make this election in the future we will secure each family's permission first and then will post this information only in a password-protected section of the site.
- From time to time photographs of Troop activities are posted on the web site for the general enjoyment of all who are affiliated with the Troop. Individuals are identified, if at all, only by first name. We do not identify any individual included in a posted photograph with a last name or with any contact information.

- The site includes e-mail and phone contact lists for the Troop 531 committee and for selected Troop Leaders. These e-mail addresses and phone contact information are for the exclusive purposes of conducting troop business, and are not to be made available to any other individual, group, or organization.

9.12 Troop Call Down

In the event of an activity outside of regularly scheduled Troop meetings, PLC meetings and campouts, the Troop will utilize a Troop Call Down to inform members of the Troop as to when and where to assemble and what to bring.

Call downs are useful in situations such as service projects, (including Eagle projects), community programs and activities like Scout Sunday or a patrol meeting.

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ORDER OF THE **ARROW**

10 ORDER OF THE ARROW

Order of the Arrow (OA), recognized as the BSA's national brotherhood of honor campers, is an official part of the national camping program of the Boy Scouts of America. OA is Scouting's National Honor Society. Troop 531 is part of the Wichapi OA Chapter within Mikanakawa Lodge 101 at Circle Ten Council. Since scouts and adults from Troop 531 may be offered the opportunity to join OA, a brief introduction follows. Additional information is available via other OA links from the Circle Ten Council or Lone Star District websites. <http://www.wicahpi57.org/>

10.1 Purpose

The purposes of the OA are to recognize 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; and to crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

10.2 Eligibility

- To become a member, the scout (1) must be of First Class rank or higher, and (2) have experienced 15 days and nights - including one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping - of BSA camping during the two-year period prior to the election.
- Adult nominations are submitted to the OA Lodge Adult Selection Committee. 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.

10.3 Election and Induction into OA

Eligible youth are elected to OA by their fellow scouts, following approval by the Scoutmaster, between January 1 and April 15 of each year. Results of the Troop OA elections are not made known until Camporee or Summer Camp, in a ceremony known as a "Call-out".

10.4 OA Campouts

Scouts in OA have the opportunity to attend additional campouts within the Circle Ten Council. While these campouts provide the opportunity for developing camping skills, leadership, and fun, they are often organized to perform service projects for the District and Council.

10.5 Dues

OA members pay annual dues. The amount, set by the OA Lodge Executive Committee, is nominally \$15, with a small discount for early payment.

10.6 OA Troop Representative

The OA members of the Troop elect a youth representative to serve as a liaison between the local OA chapter and the Troop. The OA Troop Representative coordinates troop involvement with the OA, including Troop OA elections, camp promotions, and inductions into OA, and can request lodge and chapter resources to help meet Troop needs. Scouts may use the OA Troop Representative position to meet the BSA leadership position requirements for the Star, Life, and Eagle ranks.

FEEDBACK

11 MANUAL CHANGE Procedures

We recognize that over time there will be the need or desire to revise and/or update this manual. Any proposed change should be presented in writing to the Committee for review two weeks before the committee meeting. The announcement for the committee meeting sent out the week prior to the meeting to all parents of registered scouts with the troop and will then include the change to the manual that will be discussed and voted on at the meeting. Acceptance of the proposed change requires approval of two-thirds of the Committee members and one half of the committee members must vote at the meeting or by email sent to the committee chair prior to the meeting.

ACKNOWLEDGMENT OF
RECEIPT AND CODE OF
CONDUCT

Participant Code of Conduct and Troop Policy Agreement of Troop 531

Statement of Understanding

All youth and adults participants are selected to represent Troop 531 and the Boy Scouts of America based on their qualifications in character, camping skills, physical and personal fitness and leadership qualities. Therefore, all youth participants and their guardians are asked to sign the code of conduct and statement of understanding as a condition of participation, with the further understanding that serious misconduct or infraction of established rules may result in expulsion, at the participant's expense. Ultimately we want each participant to be responsible for his or her own behavior, and only when deemed necessary will the procedure be invoked to send a participant home.

All youth and adult participants are expected to abide by the following Code of Conduct as follows:

1. The unit's adult leadership (scoutmaster and assistants) is responsible for the supervision of its membership in respect to maintaining discipline, security, and code of conduct.
2. The Scout Oath and Law will be my guide.
3. I will set a good example by keeping myself neatly dressed and presentable. The scout uniform is the only acceptable dress at specific times.
4. I will attend all scheduled programs and participate as required in cooperation with other unit members and the leadership.
5. In consideration of other unit participants, I agree to follow bedtime and other schedules of the unit, or as otherwise directed by leadership.
6. I will be responsible for keeping my tent and personal gear labeled, clean and neat. I will adhere to all recycling policies and regulations. I will do my share to prevent littering at all times.
7. I understand that the purchase, possession or consumption of alcoholic beverages or illegal drugs by any youth and adult members are prohibited. This standard shall apply to all participants, both youth and adult leaders.
8. Serious and / or repetitive behavior violations by youth and adults may result in expulsion or serious disciplinary action or loss of privileges.
9. I understand that gambling in any form is prohibited.
10. I understand that possession or detonation of fireworks is prohibited.
11. I will demonstrate respect for unit and camp property and be personally responsible for any loss, breakage, or vandalism of any property as a result of my actions.
12. Neither the unit leader nor the trip director will be responsible for loss, breakage, or theft of my personal items. I will label all my personal items and check items of value at the direction of the leaders. Theft is grounds for expulsion.
13. While participating in all activities, I will obey the safety rules and instructions of all staff leaders and supervisors.
14. All firearms remain in the possession of the adults designed as instructors and will be handles in accordance with federal and state laws.
15. Scoutmasters and Assistant Scoutmasters will be guided by the Scout Oath and Scout Law and will obey all local, state and federal laws.
16. Scoutmasters and Assistants must receive Youth Protection Training and follow the guidelines therein.
17. Hazing has no place in Scouting. Nor does running the gauntlet, belt line or similar physical punishment. Leaders and older youth will prevent all youth from being initiated into the troop by hazing activity.
18. Adult leaders and youth leaders must instruct youth to avoid confrontation with groups, demonstrators, or hecklers and must assume a passive reaction to name calling from individuals or groups. Units will be removed from the area of potential conflict immediately.
19. Serious violation of code and policy may result in expulsion from the campout at the participant's own expense. All decisions will be final.

I certify, by my signature, that I have read the Participant Code of Conduct and the Troop manual. Furthermore, I agree to abide by the conditions in the Code of Conduct as a participant in the Troop activities, which apply, herein, and I agree to and understand all statements made in the Troop 531 manual.

Signatures of:

Participant _____ Parent _____ Scoutmaster _____

Date _____

RETAIN THIS COPY ALONG WITH THE TROOP MANUAL FOR YOUR FUTURE REFERENCE

Participant Code of Conduct and Troop Policy Agreement of Troop 531

Statement of Understanding

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Signatures of:

Participant _____ Parent _____ Scoutmaster _____

Date _____

SIGN AND RETURN THIS COPY TO THE TROOP SCOUTMASTER