

# Troop 271

## Policies, Procedures and Guidelines

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### Mission Statement

Troop 271 is formed for the purpose of teaching young people the ideals and values adopted by the Boy Scouts of America since its inception back in 1910. It is Troop 271's goal to strive to instill into all Scouts the spirit of the Scout Oath and Scout Law into all of its members. This goal can only be accomplished through mutual cooperation, respect and involvement between the young people that make up the Troop, with the guidance and assistance of adult leaders.

### Purpose of Guidelines

Troop 271 has adopted the following policies in an effort to provide guidance concerning the conduct and behavior expected of Boy Scouts at and during Scout meetings and activities. This document is not designed to, nor can it cover and address all potential circumstances that may arise during the course of Scout activities. The leadership of Troop 271 reserves the right to modify and amend these policies, procedures and guidelines depending upon the ongoing and changing needs of the Troop, as well as future circumstances that may not be foreseeable at the present time. However, it is the Troop's hope that the following policies may serve to provide a framework within which respect for self and others may be achieved, and potential conflicts avoided.

## **Personal Conduct**

### **Youth Conduct**

All Scouts are expected to conduct themselves in the highest standards and in accordance with the Scout Oath and Law. Misconduct or inappropriate behavior undermines these principles and cannot, nor should be allowed to be tolerated. Examples of unacceptable behavior and misconduct include but are not limited to: fighting, use of profanity, intentional or willful destruction of Troop property, safety violations endangering the Scout or others, failure to follow instructions and willful disobedience. If the Scout cannot correct or alter his own behavior, measures may be taken by youth and adult leadership to assure that the group is not adversely affected. In order to accomplish this, the following steps may be taken:

**1<sup>st</sup> Offense:** The Scout will be temporarily separated from the group during the Scout Activity until the Scout gets himself under control. The Scoutmaster (or Scoutmaster designee), an Assistant Scoutmaster, and the Senior Patrol Leader (SPL) will talk with the boy about his misconduct and advise him regarding corrective behavior, as well as potential further disciplinary action that may be taken if his behavior is not modified. The Scoutmaster, an Assistant Scoutmaster, and SPL will also discuss the infraction with the Scout's Parent/Guardian when the Scout is picked up.

**2<sup>nd</sup> Offense:** A second offense by the Scout will result in their removal from the Scout Activity.

The Scout's Parent/Guardian will be contacted and required to pick up the Scout or arrange for transportation home from the activity. Based upon the nature of the incident, the Scout may also, at the discretion of the Scoutmaster, an Assistant Scoutmaster and the SPL, be banned from attending or participating in the next Scout Activity(s). The Scout's Parent/Guardian will be fully informed, verbally and in writing, of the Scout's actions and the resulting consequences. Any fees previously paid by the Scout for the activity(s) from which he has been banned will not be refunded.

**3<sup>rd</sup> Offense:** Same disciplinary actions will be imposed as 2<sup>nd</sup> offense except that a special meeting will be conducted involving the Scout, the Scout's Parent/Guardian, the Scoutmaster, an Assistant Scoutmaster, the Committee Chairman, the Chartered Organization Representative, the ASPL, and SPL to discuss possible dismissal of the Scout from the Troop.

If the infraction is of a more serious nature, the Scout may be subject to immediate expulsion from the Troop at the discretion of the PLC, the Scoutmaster and the Troop Committee. Infractions that may result in expulsion include, but are not limited to, the use, possession, or threatened use of a weapon of any kind, or the use and/or possession of any illegal drugs, alcoholic beverages, or tobacco products. Repetitive misconduct or inappropriate behavior will be documented and maintained by the Scoutmaster in the Troop file until the Scout reaches age 18 or leaves the Troop.

### **Adult Conduct**

Adults who join the Troop as leaders or participate in Scout activities are expected to adhere to the rules and regulations as outlined within the Boy Scouts of America Adult Application. With the exception of Registered Merit Badge Counselors using firearms or weapons for instructional purposes only, any adult, whether registered or not, may NOT carry or use the following items while participating with the Troop during Scout Activities:

- Firearms or weapons of any kind
- Alcohol
- Illegal drugs

It is Troop 271's policy that adults attending or participating in Scouting Activities not use cigarettes and/or tobacco products around the Scouts. If an adult must smoke, it is requested that smoking only be conducted in authorized designated smoking areas away from the Scouts.

## **Commitment & Involvement**

### **Youth**

The Troop depends on regular attendance at Scout Activities. Regular attendance is necessary for your Scout to benefit from the Scouting program and to advance in rank. In order to be eligible to attend an outdoor activity or special event, the Scout must be in "good standing" with the Troop. This means that the Scout must have paid the annual renewal/registration fee and have attended at least 50% of all Troop meetings and Scout Activities during the previous 12 months.

### **Adult**

Adult participation is available at many levels. Each adult must determine his/her own level of commitment. However, all parents/guardians are expected to help and participate in some capacity.

The Scoutmaster, Assistant Scoutmasters, and Committee Chairman are required to complete Basic Leader Training within 12 months of assuming that position. All adults are required to complete Youth Protection Training before attending an activity. All adults that plan to attend overnight activities are also required to be registered with the BSA. Also, all registered adults must take Protecting God's Children training and go through a criminal background check as required by the Archdiocese of Detroit and St. Michael Church. Any registered adult leader who successfully completes Basic Leader Training will be reimbursed for fees incurred at the end of the training program. All other adult leader training will be at the expense of the adult. The Committee Chairman must approve any exceptions to the training requirements. Troop 271 will

purchase and/or reimburse the purchase price of dinner tickets (up to two tickets) to the annual District Dinner for adults who win the District Award of Merit or Distinguished Unit Leader Award (“the DULA”) and to the annual Council Dinner for winners of the Silver Beaver Award.

## **Advancement**

**Scout through Life ranks.** Upon successful completion of the specific rank advancement requirements, and following a satisfactory Board of Review, the Scout will receive his Rank Badge during the closing ceremony of the next Troop meeting. A Rank Card will be presented to the Scout at the next Court of Honor.

**Eagle Scout.** Award of the Eagle rank is a special and separate issue. Troop 271 adheres to and follows the Eagle Scout rank advancement guidelines established by the BSA.

## **Merit Badges**

A Scout may continue to complete and earn merit badges until the Scout’s 18<sup>th</sup> birthday. Partial merit badges are the Scout’s responsibility to complete. The Scout must retain a merit badge card until he successfully completes the merit badge requirements. The Scout is strongly encouraged to keep the “applicant’s record” portion of the card for his own records, and to turn the remaining portion of the card in to the Advancement Chairman. The Advancement Chairman will be responsible for recording the merit badge in the Troop advancement record, and he will advise the Council of Scout’s accomplishment. The merit badge and card will be presented to the Scout at the next Court of Honor.

## **Troop Equipment**

Any Troop property (such as tents, stoves, backpacks, etc.,) that has gone home with a Scout for cleaning, or to be put back in proper order or condition, must be returned by the Scout no later than the next scheduled Troop meeting unless otherwise directed by the Quartermaster. If the scout fails to bring the item(s) to the next scheduled troop meeting, the Scout will be required to go home immediately to get the items.

If any Troop equipment has been lost or damaged by the Scout through abuse, misuse or neglect, the Scout will have to pay to have the items repaired or replaced. The Troop Committee will let the Scout’s family know the cost of the items that need to be repaired or replaced. Payment must be made before the Scout will be allowed to use any additional equipment. Payment may be made by cash, check, or out of the Scout’s Troop account, if he has one.

Troop equipment can be signed out, upon approval of the quartermaster and camping chair, for all official Scout events.

## **Fundraisers**

Troop 271 currently requires Scouts and Scouters to pay dues. To assist with defraying the cost of dues and other Troop Activities, fundraisers are made available to all Scouts. Each Scout participating in select fundraisers will have their Troop Account credited with the portion of profits raised by that Scout. Participation in fundraisers teaches the Scout financial responsibility.

### Examples of Troop Annual Fundraising Activities

1. Popcorn Sales
2. Raffle of Popcorn Items
3. Fundraising Dinner at St. Michael's
4. Wreath Sales
5. Michigan International Speedway (MIS) - June and August
6. Movement Festival - May
7. Scout run Blood Drive
8. Troop Canopy rentals

Funds go into the Scout's accounts for Popcorn sales, Wreath sales, MIS, and canopy rental fundraising activities. Funds go into the Troop 271 account for the Popcorn Items Raffle, the Fundraising Dinner, and for canopy rentals.

### **Scout Troop Accounts**

Troop accounts are set up to provide the Scout with money earned through Troop sponsored fundraisers. A Scout may withdraw money from their Troop account upon presenting the Troop treasurer with a completed Check Request Form signed by their parent/legal guardian. An approved copy of the request form is available on the Troop web site.

Upon leaving or withdrawing from the Troop, a Scout may either request that the remaining balance in their Troop account be sent to them, or donate the remaining balance to the Troop campership fund. The Scout must notify the Troop treasurer as to which option they wish to exercise within one (1) year from the date that the Scout leaves the Troop. If the Scout fails to give the Troop treasurer a written withdrawal request form for the remaining balance of their Troop account within one year after leaving the Troop, any monies remaining in the Scout's Troop account will automatically be transferred to the campership fund. A Scout will be presumed to have left the Troop if they fail to appear for any meetings or Scout activities for a period of six (6) consecutive months. Overdrawn accounts policy: A Scout or Scouter cannot attend the next planned activity that requires payment to participate in that activity until the overdraft amount is paid back.

### **Campership Program**

The Campership program was established in honor of a former Eagle Scout of our Troop who suddenly and unexpectedly passed away in 2002. The program provides campership funds for Scouts who request financial assistance to attend camping activities. In determining whether to award a campership, the Scoutmaster will take the following factors into consideration:

1. The Scout's financial need for the campership;
2. The Scout participation in Troop activities and fundraising;
3. The Scout's standing in the Troop (as previously defined under Commitment and Involvement).

4. The campership fund will only provide the Scout with up to 50% of the fees of a campout. Furthermore, only 50 % of the Troop's campership fund can be used by the Troop during any fiscal year.

### **Emergency**

Scouts should know how to reach a Parent/Guardian at all times. The Scout's Parent/Guardian must notify the Scoutmaster in advance if they do not expect to be available at their normal phone number during a Scouting activity.

### **Medical Forms**

All Scouts and adults must have current Personal Health History forms (Part A: Informed Consent, Release Agreement, and Authorization & Part B: General Information/Health History) on file with the Troop to participate in Scout activities. Under BSA regulations, this form is required to be updated annually using BSA form 680-001. This form may be obtained from the Troop website, the Camping Chairman, or the Scoutmaster. If the Personal Health History is not updated as required, the Scout or the adult will not be allowed to attend any Scout Activities until a current form is submitted.

The Troop must be informed of any changes in the Scout's medical condition. The Part C: Pre-Participation Physical medical form requiring a physical exam of all Scouts and adults must be on file with the Troop for any activity that is planned to last longer than 72 hours in duration. This form is valid for one year from the date signed by the physician. A Part C form requiring a physical exam and valid for one year, must be on file for any High Adventure or National Jamboree activity.

### **Troop Activities and Fees**

The Troop encourages all Scouts and parents who register for an event to participate for the entire duration of that event. This results in equal sharing of workload amongst all attendees when setting up and breaking down camp. Registration for events is to be done using a signed permission slip with payment that is to be provided to the Camping Chairman. If an activity has a headcount limit, the individual(s) that paid the Camping Chairman take precedence over those that did not complete a permission slip or submit payment.

The Troop does not pro-rate activity fees. If you will be attending any portion of an event, you will be required to pay the entire fee. Please keep in mind that the Troop is under the same obligation to the camps and other venues we attend. The Troop is charged a flat fee per person or per cabin. This includes sleeping arrangements and meals. For example, if a Scout chooses to arrive Saturday morning rather than Friday night, the Troop is still responsible for the full cost of the weekend to the camp. Any time there is an opportunity for partial attendance options, they will be offered for that specific outing. For example, horse-back riding and Holiday Camp dinner.

Activity fees will only be refunded prior to the Troop being obligated for the costs. After final counts have been taken and the Troop has become obligated, refunds will not be given.

### **Permission Slips**

Scouts may be required to turn in permission slips in order to attend activities or outings other than weekly meetings. If a permission slip is required, it should be turned in by the date specified on the permission slip. Failure to turn in the slip and payment by the due date may result in the Scout being unable to attend the activity or outing. Any Scout who cancels attending the activity or outing after the permission slip due date may forfeit a refund or reimbursement of any payment previously made due to expenses that have already been incurred. The permission slip shall specify the date after which refunds will not be provided to participants who cancel. Payment for troop activities can be made by check, payable to Troop 271, by cash, or by using the Scout's Troop account.

### **Transportation**

Any adult providing transportation for Scout Activities must provide the Troop with a copy of their current Certificate/Proof of Insurance. Drivers may also be asked to sign a statement before each activity verifying that automobile insurance on the vehicle being used to transport any Scouts is currently in full force and effect. All occupants in the vehicle MUST use seat belts. No one may be transported without wearing a seat belt. Michigan law also strongly encourages drivers to seat all passengers age 12 and under in the rear seat of the vehicle to avoid potential injury from an air bag in the event of an accident

### **Parent/Guardian Drop Off & Pick Up**

Troop 271 adheres to BSA policy of maintaining "two deep leadership" for the supervision of Scouts at Troop activities. This means that at least 2 adults, or one adult leader and another Scout, will be present prior to, during, and after a Scout outing. Generally, all Troop 271 outings depart from and return to St. Michael School. Regardless of the point of departure or return, when dropping off a Scout at the beginning of a Troop outing or activity, the Scout's Parent/Guardian must wait with their Scout until at least two (2) adult Troop leaders are present and the Scout has been checked in with the leaders. Parents/Guardians are also expected to pick the Scout up promptly at the end of the outing or activity so that the adult leaders may also depart timely. Any Scout that has not been picked up when the last two (2) adult leaders are ready to leave will be taken to an adult leaders' home for pick-up and attempts made to notify Parent/Guardian. Under no circumstances will a Scout be allowed to stay by himself.

### **Re-Chartering and Participant Registration Policies**

Re-chartering is when the Troop annually registers with National BSA. All adults that plan to attend overnight campouts or activities are required to register with the BSA. Completion of Youth Protection training is necessary before an adult can be registered. Protecting God's Children training is also required by the Archdiocese of Detroit and St. Michael Church.

### **Troop Communications**

Troop communications are made at Troop meetings, via internet, or posted on our Troop website. Communications intended to be distributed to the entire Troop must be reviewed and sent by the Troop Committee Chairman. Communications posted on our website must be reviewed by the Committee Chairman and Webmaster for approval, which then will be posted by the Webmaster.

### **Rank Advancement Boards of Review**

The Troop Scoutmaster and Assistant Scoutmasters cannot participate in scout rank advancement boards of review. Members of the board must be 21 or older.

### **Merit Badge Counselors**

To qualify as a merit badge counselor, a volunteer must:

- Register with the Boy Scouts of America.
- Be at least 18 years old.
- Be of good character.
- Be proficient in the merit badge subject by vocation, avocation, or special training.
- Be able to work with Scout-age youth.
- Be approved by the district/council advancement committee.

To register with the Boy Scouts of America, a potential merit badge counselor must complete the BSA's Adult Application form, complete Youth Protection Training (with completion certificate), and submit them along with the BSA Merit Badge Counselor Information form to the District Advancement Chairperson.

Merit badge counselors do not need to be registered with the Troop, but must complete Youth Protection Training, and must complete merit badge counselor training.

### **Class A Uniforms**

Class A uniforms are required to be worn by the Scouts at the following times:

- At each Troop meeting
- Upon departure for weekend camp-outs and events
- At boards of review
- Troop attended religious services
- When requested by the Scoutmaster

### **Church Policy**

- It is Troop 271's policy to attend Catholic Mass at all campouts if available.
- If the campout is local and the Troop can be back at St. Michael's in plenty of time for the Noon Mass, the Troop leadership can elect not to go to Mass on the campout. This decision needs to be made and communicated to all attending before the campout.
- Troop 271 attends Catholic Mass because it is a Catholic obligation to do so. In addition, Troop 271 is chartered with St. Michael Catholic Church, and most of the Troop membership is Catholic.
- All Scouts and Scouters that are Catholic are required to attend Catholic Mass on campouts as a Troop.
- All non-Catholic Scouts will attend Catholic Mass with the Troop unless the Scout is with his parent and the parent decides not to attend Mass, or if two unrelated, non-Catholic adults (two deep leadership) stay in camp with the Scout.



- If non-denominational Vespers is offered at the campout, ALL Scouts and Scouters are obligated to attend the service in addition to going to Catholic Mass.

**Funeral Policy**

The Troop Chaplain will serve as representative for the Troop for hospital visits and/or funeral visitations. He may be called upon to make pastoral calls in the event of an accident, illness or death. He should be made aware of when pastoral calls would be beneficial to the family. It is Troop 271's policy to send a card (from the Troop) expressing the Troop's sympathy to the Scout's family. This is to be done for the Scout's immediate family which includes parents, grandparents, siblings, and in the rare case, for the Scout himself. This policy also covers active Troop 271 Scout leaders whom may not have a Scout in the Troop any longer.

In addition to sending a card, the Troop Chaplain may arrange the following:

- Attending in uniform – The Troop Chaplain and Scouts
- Sitting together as a unit
- Serving as honorary pallbearers or ushers at the request of the family
- Serving during the service by doing such things as reciting the Scout Oath or Scout Law

**Youth Member**

Name: \_\_\_\_\_

**Troop 271 Policy Confirmation and Acceptance**

I/We have received a copy of BSA Troop 271's Policies and Guidelines. I/We have read these Policies and Guidelines thoroughly, understand them, and agree to accept and follow them as the governing regulations of Troop 271.

\_\_\_\_\_  
Signature of Scout

\_\_\_\_\_  
Date

Signature of Parent/Guardian

Date

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Signature of Parent/Guardian

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Date

**Adult Leader**

Name: \_\_\_\_\_

**Troop 271 Policy Confirmation and Acceptance**

I have received a copy of BSA Troop 271's Policies and Guidelines. I have read these Policies and Guidelines thoroughly, understand them, and agree to accept and follow them as the governing regulations of BSA Troop 271.

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Signature of Adult Leader

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Date

Comments: