



*BSA Troop 123*  
Rochester, Michigan

www.BSATroop123.com



# Troop Handbook

## TABLE OF CONTENTS

WELCOME TO BSA TROOP 123! .....	4
GENERAL POLICY STATEMENT .....	5
Purpose of Scouting .....	5
Scouting is: .....	5
Scouts: .....	5
Parents Help By: .....	5
Entrance Requirements .....	6
BSA Registration .....	6
Code of Conduct .....	6
UNIFORM REQUIREMENTS .....	7
PATROL MEETINGS .....	8
NEWSLETTER .....	8
WEBSITE .....	8
COMMITTEE AND LEADERS MEETINGS .....	9
SCOUT FUNDS / SCOUT ACCOUNTS .....	9
TROOP INSPECTIONS .....	9
ATTENDANCE AND ACTIVITY .....	9
ADVANCEMENT .....	10
FINANCIAL HARDSHIP .....	10
HIKING AND CAMPOUT RULES .....	11
TRANSPORTATION RULES .....	12
OUTDOOR ESSENTIALS .....	13
What Is High Adventure? .....	13
Basic Requirements to participate in a High Adventure .....	14
Adult Requirements .....	14
Youth requirements .....	14
ADULT POSITIONS .....	14
Charter Organization Representative .....	15
Troop Committee .....	15
Committee Chairperson .....	15
Committee Secretary .....	15
Committee Treasurer .....	15
Membership Chairperson .....	15
Advancement Chairperson .....	15
Activities Chairperson .....	15
Quartermaster .....	16
Grubmaster .....	16
Troop Leaders .....	16
Scoutmaster .....	16
Assistant Scoutmaster .....	16
Merit Badge Counselors .....	16
Other Positions .....	16
FINANCIAL .....	16
Financial Institutions: .....	16
Authorized Signatories .....	16
Audit: .....	17
Budget: .....	17
Expense Reimbursement Approval .....	17
SCOUT FEES .....	18
ADULT LEADER FEES .....	19
REFUND OF FEES .....	19
PAYMENT OF FEES AND EXPENSES .....	19
FINANCIAL HARDSHIP .....	20
INDIVIDUAL SCOUT FUND .....	20

FUND-RAISERS.....	21
RESERVED ACCOUNTS .....	22
MEDICATIONS.....	22

# WELCOME TO BSA TROOP 123!

Welcome to BSA Troop 123 of Rochester, Michigan. We are happy to have you as a member of our troop. Troop 123 is one of the older Boy Scout troops in this area and we have been in existence since June 1, 1958. We have a large contingent of adult involvement and we continually strive to maintain and upgrade our equipment. We are proud of our Troop's history, and have had over 85 Scouts climb the ranks to EAGLE, the highest rank a youth can achieve in scouting.

## Key Facts

The following is general information about Troop 123. If you have specific questions concerning the troop, please feel free to contact any of the following:

**Sponsoring Organization:** St. Paul's United Methodist Church  
620 Romeo Road  
Rochester, MI 48306

**Scoutmaster:** Email: [Scoutmaster@BSATroop123.com](mailto:Scoutmaster@BSATroop123.com)

**Committee Chairperson:** Email: [Committee.chair@BSATroop123.com](mailto:Committee.chair@BSATroop123.com)

**Troop Meetings:** Meetings are held weekly, on Monday's, September through May. June through August, meetings are held every other Monday. Scouts should plan to arrive at the meeting location – St. Paul's United Methodist Church by 7:15 PM. Opening ceremony begins promptly at 7:30 PM, These meetings will end at approximately 8:30 PM and we will leave building by 9:00 PM

Scouts are expected to wear Full Class A Uniforms at all meetings.

\*RULE OF THUMB: If the schools are closed due to inclement (bad) weather, there will be no meeting that night (based upon Rochester Schools). Please refer to the website for meeting dates.

**Parent's Meetings:** There will be a parents meeting the First Monday of each month (September through June). These meetings will be held during the scout meeting and will begin immediately following the opening ceremony. All parents and / or scout representatives (i.e. Grandparents, Uncles, Aunts, etc) are invited and encouraged to attend these meetings. Goals for these meetings are to update and inform the families of upcoming events and to solicit involvement and support for these events,

# GENERAL POLICY STATEMENT

## Purpose of Scouting

- Influence and develop the character of the Scouts and encourage spiritual growth.
- Develop habits and attitudes of good citizenship.
- Encourage good sportsmanship and pride in growing strong in mind and body.
- Strengthen the ability to get along with other boys and respect other people.
- Foster a sense of personal achievement by developing new interests and Leadership skills.
- Show how to be helpful.
- Provide fun and exciting new things to do.

## Scouting is:

- A troop or group centered program of high adventure and outdoor skills for boys 11 through 17 years of age.
- A program of outdoor skills and leadership development. Camping, hiking, aquatics, crafts, and athletics.

## Scouts:

- Establish their own goals and rate of advancement.
- Help plan programs and make decisions that affect their Troop.
- Participate in special good turn projects.
- Divided into groups called Patrols.
- Meet weekly at Troop Meetings and/or Patrol Meetings.
- Participate in monthly outdoor hikes or overnight campouts and attend yearly summer camps for a week. If eligible, participate in yearly High Adventure outing.
- Participate in various fund-raisers to fund their Campout and Summer Camp / High Adventures.
- Assist fellow Scouts with their Eagle Scout Projects.
- Learn to recognize and accept others with varying degrees of disability and assist fellow scouts with special needs.

## Parents Help By:

- Providing continuous encouragement and support for your sons as they progress in scouting.
- Participating in special Troop Courts of Honor where scouts receive advancement recognition.
- Participate in monthly parent meetings and scheduled outside activities and campouts.
- Provide transportation for scheduled weekend activities.
- Lend special skills and abilities as a Merit Badge Counselor or program consultant.

- Serving on the Troop Committee or in a direct leadership role as Scoutmaster or Assistant Scoutmaster.
- Assist in various fund-raisers and encourage your scout to promote and actively participate in the fund-raisers.

### **Entrance Requirements**

- A boy must be 11 years of age or have completed the 5th grade. A boy who is 10 ½ years of age, and has been awarded the Arrow of Light may join the troop, but will not receive advancement recognition until the above age requirement is met. He may participate in earning his skill and merit badge awards, and attend Troop functions during this period.
- Subscribe to the SCOUT OATH AND LAW, and PASS the Scout rank requirements.
- When applying to the Troop, a Parent or guardian must accompany the boy to the FIRST TROOP MEETING
- Complete all application forms. A transfer Scout must complete a Boy Scout application form when transferring into the Troop.
- Adults desiring to join the BSA organization must complete the adult application form.
- REFUNDS are NOT AVAILABLE after payment for BSA registration has been made to the council.
- Complete an EMERGENCY MEDICAL RELEASE FORM (back of Boy Scout Application), and have this form signed by a parent or guardian.
- Payment of Troop 123 registration fee (see financial section). This fee is required to register the scout.

### **BSA Registration**

Upon completion of the Scout requirements and/or approval of the Scoutmaster, the boy will be officially registered with the Boy Scouts of America through the Clinton Valley Council office and will also be assigned to a Patrol (smaller group of boys, within the troop).

### **Code of Conduct**

Scouts are expected to observe the Scout Oath and Law, BSA and Troop policies and regulations and Church building rules in order to:

- Gain the most positive value from their scouting experience.
- Protect the health and safety of all persons.
- Maintain the rights of others.
- Respect and protect Troop program equipment and facilities.

Scouts are expected to attend Troop and Patrol Meetings on a regular basis, be prompt to the meetings, and devote their energies to learning under the direction of all troop leaders.

**MISCONDUCT** shall be regarded as those actions which do or may interfere materially or substantially with the operation of the Troop. Acts of misconduct in any of the following categories will result in disciplinary and/or corrective action to the Scout. Examples of potential misconduct are as listed below (this is not an all inclusive list – it is for reference only):

1. Intentionally causing loss or destruction of equipment and/or facilities will result in the Scout and parents being responsible for reimbursement.
2. Habitual tardiness. Scouts will be punctual in attending scheduled meetings and activities.
3. Not being in specified uniform at Troop meetings and/or functions (without justified reason).
4. Non-payment of dues, or dues in arrears.
5. Disobeying adults or Scouts in a position of leadership.
6. Causing disruption of Troop program, or discipline.
7. Infringing on the rights of others. (*HAZING WILL NOT BE TOLERATED*)
8. Endangering the health, welfare or safety of any person.
9. Inappropriate behavior.

Once a Scoutmaster or other leader has witnessed and / or been advised of inappropriate or unsafe behavior by a Scout, an Adult Leader or other person witnessing the behavior, the Scoutmaster will determine the course of action to be taken. The scout could face a jury of his peers, including the patrol leader's council or other group as required. This group will define the actions to be taken to reinforce appropriate behavior.

Any boy, whose actions pose a perceived danger to him self or others, during Scout activities, will be sent home. It will be the Scouts Parents responsibility to supply transportation home for the Scout. The Scoutmaster, or designated representative, will contact the boy's parents and / or guardians to discuss what has happened and to discuss ways the family and the troop can work together to better integrate the boy into the Scouting program. Serious safety issues and / or inappropriate behavior by a Scout will be handled by the Scoutmaster and the Troop Committee – and as required, local Council Office and BSA National Office will be contacted. Review and disciplinary actions will involve the boy's parents and / or guardians.

## **UNIFORM REQUIREMENTS**

### **Uniform and Scout Handbook**

A Scout Handbook should be acquired immediately by the Scout after joining the Troop. The Scout Handbook is used as reference, and record keeping, of the boy's advancement through the scout ranks.

A complete Scout uniform should be acquired by the Scout within 60 days of joining the Troop (the Troop may provide - for purchase - a "seasoned" clothing selection). In cases of hardship, this requirement may be waived upon approval of the Scoutmaster.

## Uniforms:

Unless told otherwise, Uniforms are required for ALL activities Troop 123 participates in. These include (but are not limited to) all troop meetings, campouts, summer camp, parades, etc. Uniforms are also normally worn at any council activity (Camporee, First Aid Meet, and Training)

### Minimum Uniform consists of:

- Khaki Scout shirt (Long or short sleeve)
- Red epaulets on shoulders (see Scout Handbook for placement)
- Troop Number "123" on left sleeve (see Scout Handbook for placement)
- Clinton Valley Council Patch on left sleeve (see Scout Handbook)
- Patrol insignia on right sleeve below American Flag (see Handbook)
- Leadership Patch on left sleeve
- Official Scout Neckerchief
- Neckerchief slide
- Any earned awards or ranks (see Scout Handbook)
- Green Scout pants or shorts (weather appropriate)
- Scout Belt (green web or leather) with Scout Belt Buckle
- Official Scout socks
- Troop 123 Scout hat or red & green Official Scout hat (these are the only acceptable head gear).

**NOTE:** Campaign hats are for adults only.

## PATROL MEETINGS

Patrol meetings are held at the discretion of the Scouts in the Patrol (minimum suggested frequency of 1 Patrol Meeting per month).

## NEWSLETTER

Troop 123 may publish a bi-monthly newsletter with the intention to highlight current and future program activities, etc. Specific details and forward looking meeting plans and campouts are detailed in the Troops Website ([www.bsatroop123.com](http://www.bsatroop123.com)). Scouts and Parents should read the information contained within the newsletter and the Troops website to get the latest information regarding Troop activities, campouts, etc, including date changes for specific events and activities.

## WEBSITE

Troop 123 has set up and will maintain a website. This site will have photos and information pertaining to the troop and its activities. The website is available for all Scouts, Parents and family members to view. The address of the site is: [www.bsatroop123.com](http://www.bsatroop123.com). Please inform Troop Leadership (in writing), if you do not wish to have your son's picture on the Troops website.

## **COMMITTEE AND LEADERS MEETINGS**

Troop Committee meetings are held monthly to conduct Troop business and plan upcoming activities and events. All registered members of the Committee and Troop leaders are strongly encouraged to attend. Parents are also encouraged to attend and participate in the Committee Meetings. The Committee is the main policy making body of the Troop. Committee meetings are usually held at St. Paul's United Methodist Church at 7:00 pm, the 2<sup>nd</sup> Wednesday of every month (see the Troops website for the exact date and times of Committee Meetings).

## **SCOUT FUNDS / SCOUT ACCOUNTS**

These are special accounts, maintained by the Troops Treasurer whereby money from the Scouts and Troops Fundraising events are placed into each Scout's account. Scouts can earn their portion of this money by participating in these fundraising events. This money is then made available to the Scout, to use to pay for Troop outings and special events. Under special conditions, portions of these funds will be made available to the scout for the purchase of personal equipment needed by the Scout for campouts. Due to higher costs for High Adventure events, a separate account may be set up for the scout to make payments for these events. . It is strongly recommended that ALL Scouts participate in the Troops fundraising events (see "Financial Section" of this handbook for more details).

## **TROOP INSPECTIONS**

Inspections are held at regular Troop meetings at the discretion of the Scoutmaster and Scout leadership. This inspection covers individual and Patrol check-ups; main items required for inspections are attendance, proper uniform, Boy Scout Handbook, patrol flag, paper and pencil / pen.

## **ATTENDANCE AND ACTIVITY**

Any scout that is inactive for three (3) months (inactive is defined as non-attendance at regular Troop meetings, Troop outings, or Patrol meetings) will be moved to an "inactive" patrol. A letter will be sent to the parents informing them of the change in status. Delinquency in dues (after December 31<sup>st</sup>) will also render the scout inactive.

Scouts who require a special status of semi-active (a scout who is busy at school, sports, band, and work, is ill, or out of town for an extended period) will be placed on a semi-active status. It is the responsibility of the scout to inform the Scoutmaster that he desires this status change.

# ADVANCEMENT

There are a total of seven ranks that Scouts can attain during their scouting career. Progress through the ranks is as listed below:

1. Scout (when you join)
2. Tenderfoot
3. Second Class
4. First Class
5. Star
6. Life
7. Eagle

During the process of earning these ranks, you will learn many things that will stay with you all your life. Each of these ranks has their own list of required activities to attain that particular rank, and requires progressively more work and knowledge as you advance. Your Scout Handbook is one of the most valuable tools you can use while advancing through the ranks. Not only does it list the requirements, but it will tell you how to do most of the required activities.

Most advancement is done at a Scout's own pace. Many of the early activities can be accomplished at a campout or at summer camp. When a Scout has completed an activity, they must seek out a Scout of higher rank to have them "sign off" this accomplishment in their Scout Handbook. First Class Scouts can sign off on boys with the rank of Scout, Tenderfoot, and Second Class. Star, Life, and Eagle Scouts can sign off for any class below their own rank. You must demonstrate your capability and/or knowledge of the task prior to having the activity signed off in your Handbook.

As part of a Scout's advancement for the higher ranks (Star, Life, Eagle) they must earn merit badges. There are currently over 100 merit badges available to the Scouts. Certain merit badges are required (for Eagle) and the rest are optional. The Scout may earn merit badges at any time, but are encouraged to concentrate on the basic rank advance requirements until they have attained the rank of First Class. Merit badges are earned by the Scout working with a Merit Badge Counselor who will lead the Merit Badge workshop and oversee the Scouts progress towards completing the Merit Badge. See the "Advancement Chairperson" to obtain the name and contact information of a Merit Badge Counselor for the merit badge you want to work on.

The Board of Review for Tenderfoot through Life ranks will consist of three (3) members of the Troops Committee.

A Council Advancement person performs Eagle Board of Review with three (3) Troop Committee members, including the Advancement Chairman, and the Eagle Advisor.

# FINANCIAL HARDSHIP

Special allowances can be made and fees, or a portion of, can be waived at the discretion of the Scoutmaster. It will be up to the boy or his parents to contact the Scoutmaster to discuss this matter. These circumstances will be held in confidence.

## HIKING AND CAMPOUT RULES

- Scouts must be registered, attend at least 2 troop meetings between campouts, and be current in dues and campout payments.
- Permission slips and payment for the event / outing / campout, **MUST** be received ONE WEEK PRIOR to the campout.
- SCOUTS MUST TRAVEL TO AND FROM THE CAMPOUT with the rest of the troop and be in the COMPLETE SPECIFIED UNIFORM. Visitors (boys) are NOT PERMITTED ON CAMPOUTS without the permission of the Scoutmaster. Parents are encouraged to visit or attend all activities.
- Scouts must obey Patrol leaders and adult leaders, and follow the duty roster. They must not leave the campsite without permission and should avoid other Patrol and Troop areas.
- Fireworks, weapons, drugs, alcohol, or other contraband ARE NOT ALLOWED. Parents will be notified.

**NOTE:** Authorities **will be** notified per BSA policy.

- Radios, walkmans, mini TV's, or hand held electronic games ARE NOT ALLOWED on campouts. If these items are found on campouts, they will be confiscated and will be returned to the scout's parents.
- All Troop equipment (tents, etc), taken home after a campout (for cleaning, drying out tents, etc), must be returned to the Troop at the next meeting (clean and dry – along with a note of any repairs needed for these items).

## TRANSPORTATION RULES

- Only adults at least 21 years of age, having a valid driver's license, and proper liability insurance on their vehicle will be allowed to transport Scouts (per BSA policy).
- Each person in every vehicle must be secured with a proper seatbelt. Thus limiting the maximum number of occupants to the number of seatbelts.
- Each adult must have at least two Scouts in their vehicle, no single Scout with a single adult, unless they are related. (BSA policy)
- Most camps do not allow vehicles at the campsite. It is recommended to put all personal gear in the Troop trailers, or you may have to carry it a long way to the campsite.
- When traveling, if meals on the road are necessary, they will be included in the fees. The money will be given to drivers for distribution to the Scouts in their vehicle (Scouts can bring a small amount of spending money – should there be an unanticipated meal en-route or returning from the event / campout).
- Lights on while traveling for safety.
- All emergency paperwork, permission slips, and health forms will be in the Scoutmaster's (or his designee) possession during travel. As such, it is highly recommended that the group stay together during travel (where possible).
- Most campouts will start at St. Paul's parking lot. Scout will return to the driver's home, and will call to be picked up. At the driver's discretion, the Scouts may be dropped off at their own homes.
- NO FOOD OR DRINKS IN VEHICLES, unless approved in advance by the vehicles owner.
- 2-way radios are encouraged for troop communications while traveling.
- See Financial Section for gas reimbursement

# OUTDOOR ESSENTIALS

- Scout Handbook
- Compass
- Plate, bowl, knife, fork, and spoon and mesh bag to allow contents to air dry.
- Good sleeping bag and ground pad
- Flashlight and spare batteries
- Sturdy footwear (hiking boots if possible), plus extra pair of shoes (NO SNEAKERS IN WINTER MONTHS OF CAMPING)
- Good raingear (poncho or rain suit)
- Pen or Pencil and paper
- Personal First Aid Kit (Troop has a larger, well stocked Kit available for use by the Troop)
- Wash cloth, soap, towel, toothbrush, and toothpaste
- Extra clothes (As dictated by the weather)
- Knife (NOTE: Scouts can only use their knife if they have earned their Totin' Chip and can produce this Chip if requested to do so)

**NOTE: HATCHETS ARE NOT ALLOWED (BSA POLICY)**

**NOTE: GUNS OF ANY KIND ARE NOT TO BE BROUGHT BY SCOUTS (any rifles or shotguns will be supplied by the camp, and supervised by a certified instructor, no handguns are used)**

## Troop 123 supplies tents, propane stoves, and patrol cook kits.

Scouts will use Troop tents for all outings unless specifically approved by the Scoutmaster. This is to protect your personal equipment from damage.

The Troop also owns two trailers for hauling Troop and personal gear to events.

Remember to bring a sense of humor, and your scout spirit on all campouts and events!

## What Is High Adventure?

Many High Adventure program opportunities exist for experienced, older Scouts. This is the culmination of all the things that Scouting should have taught the boys, including: skills, character development, citizenship, and personal fitness.

Older Scouts need more from their Scouting program than newer Scouts do (as after a few years, the monthly campouts may not be a challenge for the older Scouts). High Adventure can help fill that need. Most High Adventure Trips are expeditions with one or more purposes, involving a week or more in remote outdoor settings. Participants of a High Adventure trip should have mastered all of the basic outdoor skills and be ready for an outing that will offer new challenges. Adequate personal preparation and conditioning is required for all participants of High Adventure trips. If a unit is losing the interest of older boys, or if the boys have other things to do, it may be that the program is only addressing the needs of our 11-13 year old age Scouts. High Adventure is only one of 3 parts that make up a winning program for the older boys. The other two are an emphasis on advancement to Eagle, and an emphasis on the Order of the Arrow.

Some High Adventure trips the troop has taken or are planning to take include:

- 1997 Philmont Scout Ranch
- 2000 Isle Royale
- 2001 Philmont Scout Ranch
- 2002 Jamboree and Alaska
- 2003 Isle Royale
- 2004 Alaska
- 2005 Jamboree
- 2006 Boundary Waters
- 2007 Isle Royale

## **Basic Requirements to participate in a High Adventure**

### **Adult Requirements**

- Must be a full Class "A" uniformed leader
- Must have completed 10 days and nights of camping as a leader with the troop per year
- Must be in good physical condition as determined by his physician
- Must be registered on the troop charter
- Must make 80% of prep outing and meetings prior to the trip
- Must be approved by the Scoutmaster
- Must have completed the required training for this trip as determined by the Scoutmaster (some trips require specific training)

### **Youth requirements**

- Must be 14 years old at the time the trip starts. (or 13 if the boy's father is a qualified leader and participating in the same crew / adventure, the scoutmaster has ultimate approval if a scout younger than 14 wishes to participate in the high adventure outing)
- Must have completed the First Class Rank
- Must have completed the Merit Badges required for this trip as determined by the Scoutmaster
- Must have completed the required training for this trip as determined by the Scoutmaster
- Must be a scout in good standing with the troop
- Must meet all National Requirements, if they are stricter than the troops requirements

## **ADULT POSITIONS**

A charter for a Boy Scout Troop is issued by the National Council, Boy Scouts of America, to a sponsoring institution which may be a church, synagogue, service club, school and group of citizens or other organized group interested in using the Scout Program for its boys

The following is a list of positions that can be held by adults (this list is not all inclusive, each troop may create a position as need is identified and this position is agreed upon by the committee):

### **Charter Organization Representative**

Speaks for all phases of Scouting for the sponsoring institution – Cub Scouting, Boy Scouting, and Explorer Scouting. Interprets Troop matters to the institution. Represents the Troop and the institution at District and Council meetings. Represents the Troop to the sponsoring institution. Is usually a member of the sponsoring institution.

### **Troop Committee**

The Troop Committee is responsible to the sponsoring institution (through the Charter Organization Representative) and to the Boy Scouts of America - for the proper supervision of the Troop. It provides leadership, a meeting place, opportunity for camping and other services needed for the successful operation and permanency of the Troop. The Troop Committee is the Board of Directors of the Boy Scout Troop and is composed of persons from the chartered institution and parents of Scouts. The committee should be large enough to do the job effectively. Troop Committee meetings should be held monthly and kept informal.

### **Committee Chairperson**

Keeps the Committee functioning properly, coordinates efforts of Committee and Scoutmaster. Calls and presides at all meetings of the Troop Committee.

### **Committee Secretary**

Keeps calendar of the Troop, District and Council events. Keeps the minutes of Troop committee meetings and handles Troop correspondence.

### **Committee Treasurer**

Custodian of all Troop funds, in charge of banking, paying approved bills, etc. Makes application for Scout insurance, facility permits, etc. Responsible for Troop budget plan and financial records, arranges for annual audit of Troop financial records.

### **Membership Chairperson**

Makes survey of potential Scouts and develops systematic recruiting plan for Troop. Meets with parents of Scouts and recruits, informing them of aims and purposes of Scouting. Checks on membership lapses and inactive Scouts.

### **Advancement Chairperson**

Oversees the advancement of troop members. Sets up schedule of Troop Boards of Review. Plans Troop Courts of Honor, Investitures, etc. Responsible for submitting Advancement reports to Council for credit.

### **Activities Chairperson**

In cooperation with the Scoutmaster, guides Troop's outdoor program for the year, providing an opportunity for members to spend at least 10 days and nights at camp. Assists Scoutmaster with plans and preparations for participation in Camporees, Rallies, etc. Seeks new hiking and camping sites for the Troop use, makes necessary

arrangements and secures permission for their use. Reports Troop camping to Council camping service for credit.

### **Quartermaster**

Supervises care of all Troop equipment. Conducts regular inventory of Troop equipment. Recommends replacement of existing equipment, and where necessary obtains repair parts, procures additional equipment and facilitates equipment repairs as needed.

### **Grubmaster**

Supervises the menu planning of the patrol on patrol style cooking. Plans the menu and procures the food for troop style cooking. Advises the patrol members on proper cooking techniques.

### **Troop Leaders**

Scouting's key volunteers are the men and women who serve as Scoutmaster and Assistant Scoutmaster. These are the primary people who come into direct contact with the boys.

### **Scoutmaster**

Willingly accepts the ideals and principles of Scouting. Teaches and guides boys to be leaders. Encourages boys to learn for themselves. Supervises preparation of Annual Charter Renewal. Reports to the committee on Troop activities and issues. Oversees and organizes the meeting of the Beaver Patrol (the patrol of adult leaders).

### **Assistant Scoutmaster**

Assists the Scoutmaster in the Scouting Programs and fulfills the Scoutmaster's duties during his absence. Fulfills certain roles as defined by the Scoutmaster.

### **Merit Badge Counselors**

Persons who offer their time and knowledge to guide boys in one or more of the merit badge subjects.

### **Other Positions**

Other positions will be defined by the troop as their need arises and qualified adults are available.

## **FINANCIAL**

### **Financial Institutions:**

Saving and checking accounts will be maintained at a financial institution or institutions as designated from time to time by the Troop Committee. Troop funds may be deposited only in accounts that are covered by Federal Deposit Insurance.

### **Authorized Signatories**

1. The four (4) individuals having signature authority for Troop funds are:
  - a. Committee Chair
  - b. Committee Treasurer
  - c. Scoutmaster

- d. Activities Chair
2. Transfer of funds between savings and checking accounts will require one (1) signature.
3. All checks written against Troop funds must be signed by the Treasurer and countersigned by one other authorized signatory. In the absence of the Treasurer, checks may be signed by any two of the authorized signatories.

**Audit:**

1. **Audit Committee**
  - The Troop Committee shall appoint annually an Audit Committee consisting of at least two (2) Troop Committee members.
  - The Audit Committee shall report to the Troop Committee regarding the condition of the financial records at the next regular Committee meeting following the audit.
2. **Frequency of Audit** The troop Financial records shall be audited:
  - Annually during February
  - Prior to transferring the financial records to a new Treasurer

**Budget:**

1. **Preparation**

The Treasurer and the Scoutmaster shall prepare an annual budget with monthly timing. This budget shall be presented to the Troop Committee for review and approval during the November meeting.
2. **Review**

The Treasurer shall submit a monthly budget review and financial statement to the Troop Committee.

**Expense Reimbursement Approval**

1. **Expenses**
  - a) **Regular Expenses**

Reimbursement of expenditures not specifically listed below will be made upon presentation of a receipt, statement, bill, etc. to the Treasurer and after approval of the expenditure by the Troop Committee.
  - b) **Special Event Expenses**
    - I. Special events are Troop Committee approved activities for which the troop is making payment on behalf of the individuals who have or will participate in the event. This includes High Adventure and Summer Camp.
    - II. The Treasurer shall have the authority to make payment for expenses for special events upon written request of the event coordinator. The total of all payment at no time can exceed the total collected from the event participants.
  - c) **Fund-raiser Expenses**

The Treasurer shall have the authority to make payment for expenses for the Troop Committee approved fund-raising events.
  - d) **Pre-approved Expense Guidelines**

The Treasurer shall have the authority to make payment for monthly campout food, car gas and site fees in accordance with these guidelines.

(1) Campout Food Allowance

The food expense allowance for weekend campouts will be \$10.00 per Scout or adult leader. Any additional amount budgeted for a specific campout shall also be included. Receipts and excess funds must be returned to the Treasurer. No addition amounts will be reimbursed unless approved by the Troop Committee.

(a) Provided that it is included in the event budget, for trips that extend through a meal, an additional \$5.00 per Scout (not including adult leaders) will be given to the driver of each vehicle for each meal.

(2) Campout Vehicle Gas Expense

(a) The driver of a vehicle that tows the large trailer will be reimbursed for actual gas expense upon presentation of receipts to the Treasurer.

(b) The driver of a vehicle used to transport two or more Scouts and leaders (not including the driver) will be reimbursed according to the following schedule provided these amounts are included in the event budget (Rule of Five):

<u>Total Tour</u>	<u>Budget /</u>
<u>Mileage</u>	<u>Person</u>
0 to 300	\$0.00
301 to 600	\$5.00
601 to 900	\$10.00
901 to 1200	\$15.00
1201 to 1500	\$20.00
1501 to 1800	\$25.00
1801 to 2100	\$30.00
2101 to 2400	\$35.00

2. Scout Funds

The Treasurer shall have the authority to make payment for scout fund items in accordance with the scout fund guidelines.

3. Equipment

Prior approval by the Troop Committee is required for any purchase of capital equipment.

**SCOUT FEES**

1. BSA Fees/Subscriptions

The Troop will pay BSA registration fees and Boy's Life subscriptions for all active Scouts from Scout dues.

2. Troop Dues

a) Dues will be collected on an annual basis at the rate of 6.25 per month (\$75 annually). The dues period will run from January 1 to December 31 and will be collected for the year in advance. The

collection period will be from November 15 to December 31. A \$5.00 penalty will be added for payments after December 31 by active Troop 123 members.

- b) New or transfer members joining after January 1 will be charged \$6.25 per month for the remaining full months during the calendar year. Payment must be made at time of application. Payments made after application will be subject to a \$5.00 penalty.
- c) Members will be allowed a 30 day grace period (ending January 31) to pay dues. After that time the member will be reclassified as inactive and a letter will be sent to the member's parents informing them of the change in status.
- d) If membership in BSA has expired, the Scout must re-enroll as a new member.

## **ADULT LEADER FEES**

### **1. BSA Fees/Subscriptions**

#### a) Eligible Leaders

The Troop will pay BSA registration fees and Boy's Life subscriptions for all eligible leaders (See G.3).

#### b) Others

At their request, other adults may join upon payment of required BSA and/or Council fees provided they meet all requirements specified in this policy manual.

### **2. Troop Dues**

There are no dues for adult leaders

### **3. Leader Eligibility**

An eligible leader is an individual that actively participates in at least one of the following positions:

- a) Troop Committee Member
- b) Scoutmaster
- c) Assistant Scoutmaster
- d) An adult leader who has participated in at least four (4) regular monthly campouts during the prior twelve (12) months.

## **REFUND OF FEES**

Refunds are not available after payment for BSA registration has been made to the Council.

## **PAYMENT OF FEES AND EXPENSES**

### **1. Check/Money Order**

- a) Payment in the form of check, money order or transfer from Scout fund is preferred and strongly encouraged. Checks and money orders are to be made payable to "Troop 123 BSA".
- b) Returned checks are subject to collection fees, if any, charged by other organizations. No additional fees will be charged by the Troop.

### **2. Cash**

Cash is not preferred but will be accepted and receipts will be given.

## **FINANCIAL HARDSHIP**

Financial assistance for fees and expenses is available. A written request for assistance must be submitted to the Scoutmaster. All requests will be held in confidence between the requester and the Scoutmaster. The Scoutmaster will present the request to the Troop Committee which shall be responsible to approve or decline the request.

## **INDIVIDUAL SCOUT FUND**

### **1. Definition**

- a) The Treasurer shall establish for each Scout and Scout Leader an "individual scout fund". These individual funds shall be an accounting method to record each individual's pro-rata share of profit from fund raising activities.
- b) Funds represented by these individual accounts are the property of the Troop to be used for the benefit of the individuals in whose name they are recorded.
- c) All monies represented by these funds will be deposited in the regular banking accounts of the Troop and no special division of these funds will be made from other Troop funds.
- d) Scout funds will be non-interest type accounts. No interest will be accrued by or credited to a Scout fund. Any interest earned will be credited to the Troop general fund.

### **2. Deposits**

Deposits can be made into an individual's scout fund by any of the following methods:

- a) Scout's pro-rata share of Troop fund raising activities
- b) Scout's pro-rata share of Individual fund raising activities
- c) Refund of pre-paid scouting events and activities unless directed otherwise within two (2) weeks of the ending of the event.
- d) Individual contribution

### **3. Use of Funds**

Scout funds may be used for any of the following purposes:

- a) Payment of fees and expenses for Troop Committee approved activities including monthly troop camping and training events.
- b) Scouting related equipment and clothing including camping equipment, scout uniforms, and hiking boots.
- c) Scouting related supplies including materials and merit badge manuals required for advancement.
- d) Payment of fees and expenses for authorized Clinton Valley Council and nation scouting activities.
- e) Request for purposes other than those specifically listed above must be approved in advance by the Troop Committee.

### **4. Payments From Individual Scout Fund**

- a) A written approval signed by a parent or guardian must be received by the Treasurer prior to all payments or transfers of money from a Scout's individual scout fund.

- b) Any payment of fund transfer other than to Troop 123 or the Clinton Valley Council, BSA must specify the payee and be accompanied by an itemized receipt.

**5. Deficit Balance**

- a) A deficit scout fund balance is not permitted. If a deficit balance occurs the treasurer will notify the responsible individual who will then have thirty (30) days to eliminate the deficit balance.
- b) If the deficit balance is not eliminated within the allotted thirty (30) days, the responsible individual will be ineligible to participate in Troop activities until the deficit is paid.

**6. Termination of Scout Fund**

a) Transfer of Scout

- (1) Any Scout transferring to another BSA Troop may request the transfer of his scout fund to the Troop. The request must be submitted in writing to the Troop 123 Treasurer and must include:

- (a) The new Troop number and Council
- (b) The new Troop Treasurer's name and address
- (c) A statement acknowledging transfer of the Scout into the new Troop signed by the new Troop Scoutmaster.

- (2) The scout fund balance will be forwarded directly to the new Troop Treasurer. In no event will a direct payment to the transferring scout be made.

b) Attainment of Eighteenth Birthday

Upon the attainment of the eighteenth birthday the balance of funds (after any deductions for any financial obligations) will be transferred to the Troops General Fund, Capital Investment Fund or the Baden Powell Fund and will be used for future troop needs.

c) Termination

In the event of termination of the Scout, whether voluntary or involuntary, any balance remaining in the Scout fund is forfeited and will be transferred to the Baden Powell Fund.

**FUND-RAISERS**

**1. Approved Fund Raising Activities**

All fund raising activities must be approved in advance by the Troop Committee. This includes both those activities performed collectively as a Troop or as individual Scouts.

**2. Troop/Scout Profit Split**

Except for those fund raising activities specifically itemized below, net profits (gross receipts collected less all expensed) shall be split between the Troop and the individual Scout as follows:

- a) The first \$200.00 of net profit earned by a Scout during the current calendar year shall be divided 50% to the Troop General Fund and 50% to the individual Scout.
- b) All net profit earned by a Scout exceeding \$200.00 during the same calendar year shall be divided 10% to the Troop General Fund and 90% to the individual Scout.

- c) Gross receipts or actual money earned by activities listed as exceptions (see L.3) to the Troop/Scout profit split will not be counted towards the \$300.00 break point defined above.
- d) The individual Scout's share of all profits shall be credited to his scout fund.
- e) Calendar year is calculated from September 1 to August 31.

**3. Exceptions to Troop/Scout Profit Split:**

**Annual Bowl-a-thon**

With the additional prizes offered at the Bowl-a-thon, the gross receipts of each Scout shall be divided 50% to the Troop General Fund and 50% to the individual Scout. This shall be regardless of total net profit earned to date by the Scout.

- Designated returnable bottle / can drives (will be designated by Troop Leadership).

**4. Adult Profit Split**

No adult will be awarded a share of profit or otherwise be financially compensated for their efforts in fundraising activities.

**RESERVED ACCOUNTS**

**1. Definition**

- a) The Troop Committee may from time to time establish reserved accounts for special purposes (ex: New Trailer, Tires, Repairs, Equipment, etc).
- b) All money represented by these accounts will be deposited in the regular banking accounts of the Troop and no special division of these accounts will be made from other Troop accounts.
- c) No interest will be accrued by or credited to any reserved account. Interest earned will be credited to the Troop general fund.

**2. Accounts**

**Baden Powell**

This account shall be used for the benefit of individual scouts and will not be used for the payment of any Troop expense. Use of this fund will be consistent with guidelines established in the section governing uses of scout funds. Expenditures will be made upon recommendation of the Scoutmaster and/or his assistants and with the approval of the Troop Committee.

**MEDICATIONS**

It is not uncommon for Scouts to require medications. Doctor prescribed medications required by Scouts will be administered to the Scout by a designated Adult Leader and will remain with the Adult Leader for the duration of the campout. Should medications be required by the Scout, these medications should be provided by the Parent / Guardian to the Campout / Event Troop Leadership. Medication MUST BE provided in the original Pharmacy containers and where necessary - should include written instructions along with the medication. Medication containers should be placed in a Clear Plastic / Sealable storage bag / container and should include the Scouts name and phone number of the Parent / Guardian.

# TROOP RESOURCE SURVEY

Welcome to the Scout family of **Troop 123** Boy Scouting is for adults as well as boys. We invite you to offer your skills and interests so the best possible program can be developed for the Boy Scouts in this troop. In making this survey the committee wishes to find ways you can enjoy using your talents to help our Scouts. Your cooperation is greatly appreciated. Please return this survey to the Committee's Advancement Chair.

(Please Print)  
Name \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Address \_\_\_\_\_ Business Phone(\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_

- 1] What is your favorite hobby(s) \_\_\_\_\_
- 2] In what sports do you take an active part? \_\_\_\_\_
- 3] Would you be willing to assist the troop leaders and committee occasionally? \_\_\_\_\_

4] Please check the areas in which you would be willing to help.

## GENERAL ACTIVITIES SPECIAL PROGRAM ASSISTANCE

- Campouts
- I can participate in progress reviews
- Hikes
- I have a station wagon, van, or Truck
- Outdoor Activities
- I have a workshop
- Troop meetings
- I have some family camping gear
- Swimming supervision
- I have access to a cottage
- Bookkeeping
- I have access to camping property
- Typing/Computers
- I can make contacts for special trips/activities
- Drawing/Art
- I can help with troop equipment
- Transportation of Scouts
- Transportation of equipment
- Fundraisers
- Other \_\_\_\_\_

5] Please check any Scout skills you would be willing to teach.

- Rope work
- Conservation
- Outdoor Cooking
- Edible Plants
- First Aid
- Knife and Axe
- Map and Compass
- Communications
- Star Study
- Computers

# MERIT BADGES (Sample List – Refer to Current Year BSA Handbook for latest list of Merit Badges)

___ American Business	___ Cooking	___ Horsemanship	___ Railroading
___ American Culture	___ Crime Prevention	___ Insect Study	___ Reading
___ American Heritage	___ <b>Cycling</b>	___ Indian Lore	___ Reptile and Amphibian Study
___ American Labor	___ Dentistry	___ Journalism	___ Rifle Shooting
___ Animal Science	___ Disabilities Awareness	___ Landscape Architecture	___ Rowing
___ Archaeology	___ Dog Care	___ Law	___ Safety
___ Archery	___ Drafting	___ Leatherwork	___ Salesmanship
___ Architecture	___ Electricity	___ <b>Lifesaving</b>	___ Scholarship
___ Art	___ Electronics	___ Mammal Study	___ Sculpture
___ Astronomy	___ <b>Emergency Preparedness</b>	___ Medicine	___ Shotgun Shooting
___ Athletics	___ Energy	___ Metalwork	___ Skating
___ Atomic Energy	___ Engineering	___ Model Design & Building	___ Small-Boat Sailing
___ Auto Mechanics	___ Entrepreneurship	___ Motor boating	___ Snow Sports
___ Aviation	___ <b>Environmental Science</b>	___ Music and Bugling	___ Soil and Water Conservation
___ Backpacking	___ <b>Family Life</b>	___ Nature	___ Space Exploration
___ Basketry	___ Farm Mechanics	___ Oceanography	___ Sports
___ Bird Study	___ Fingerprinting	___ Orienteering	___ Stamp Collecting
___ Bugling (see music)	___ Fire Safety	___ Painting	___ Surveying
___ <b>Camping</b>	___ <b>First Aid</b>	___ <b>Personal Fitness</b>	___ <b>Swimming</b>
___ Canoeing	___ Fish and Wildlife Management	___ <b>Personal Management</b>	___ Textile
___ Chemistry	___ Fishing	___ Pets	___ Theater
___ Cinematography	___ Fly Fishing	___ Photography	___ Traffic Safety
___ <b>Citizenship in the Community</b>	___ Forestry	___ Pioneering	___ Truck Transportation
___ <b>Citizenship in the Nation</b>	___ Gardening	___ Plant Science	___ Veterinary Medicine
___ <b>Citizenship in the World</b>	___ Genealogy	___ Plumbing	___ Water Skiing
___ Climbing	___ Geology	___ Pottery	___ Weather
___ Coin Collecting	___ Golf	___ Public Health	___ Whitewater
___ Collections	___ Graphic Arts	___ Public Speaking	___ Wilderness Survival
___ <b>Communications</b>	___ <b>Hiking</b>	___ Pulp and Paper	___ Wood Carving
___ Computers	___ Home Repairs	___ Radio	___ Woodwork

Eagle required merit badges are indicated in **bold** text.

# Troop 123 Permission Slip

As the parent or legal guardian of \_\_\_\_\_, I hereby give my permission for this child to participate in the following outing with BSA Troop 123:

Activity / Event: \_\_\_\_\_  
Departure Time / Location: \_\_\_\_\_  
Return Time: \_\_\_\_\_

I give permission to the leaders of Troop 123 to render and authorize First Aid should the need arise. In the event of an emergency, I also give permission to the physician selected by an adult leader in charge to hospitalize, secure proper anesthesia, order injection, or secure other medical treatment as needed. I also authorize the adult leader in charge or designated alternative to remove the above named child from camp and provide transportation to a medical facility or home.

I further agree to hold the above named unit and its leaders blameless for any accidents that might occur during this outing, except for clear acts of negligence or non-adherence to BSA policies and guidelines.

Cost of Campout: \$

Cash:

I Can Drive

Check:

# of Seats

Scout Account:

I Can't Drive

Medications:  YES  NO (Circle your response).

If yes, see note at bottom of page for requirements.

In case of emergency, I can be reached at \_\_\_\_\_, or  
If I cannot be reached, please contact \_\_\_\_\_ at the following  
number: \_\_\_\_\_.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent or Guardian)

(Return this portion to Activity Coordinator)

---

## **Reminder Slip**

(Keep this portion as your reminder)

Scout's Name: \_\_\_\_\_

Activity / Event: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Return Time: \_\_\_\_\_

Please arrive at least 15 minutes before our scheduled departure time. If for some reason your plans change, please contact the Scoutmaster and / or the Activity Coordinator.

**Note: If your scout requires Medication for this outing, all Medications must be provided in "Original" Pill Bottle (s) / Container (s) and must include written instructions / time (s) to be given to your Scout. This should be provided to the Scoutmaster or the Activity Coordinator at the departure.**