

Boy Scout Troop 544

Troop Guidelines

September 2013

Troop Information

Boy Scout Troop 544

Website: <http://troop544.ScoutLander.com>

Chartered through: Pleasant Prairie Fire & Rescue Association

District Information

Gateway BSA District

Council Information

Three Harbors Council

Website: www.threeharborscouting.org

Boy Scouts of America

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Contents

INTRODUCTION	6
Boy Scouts of America	7
JOINING TROOP 544	7
Membership and Fees.....	7
Troop Meetings.....	8
Patrol Meetings.....	8
Outings and Activities	8
Types of Troop Activities.....	8
Troop Activity Costs	8
<i>Transportation</i>	9
Campout Guidelines	10
Uniforms.....	10
Class A Uniform Type.....	11
Class B Uniform Type (Activity Wear).....	11
Scout Handbooks	11
TROOP ORGANIZATION (How your Troop works)	12
General	12
Adult Leadership.....	12
The Scoutmaster	12
Assistant Scoutmasters	13
Youth Junior Leadership	13
Junior Leadership qualifications.....	13
Junior Leadership duties:	13
Senior Patrol Leader (SPL).....	14
Assistant Senior Patrol Leader (ASPL).....	14
Patrol Leader (PL).....	14
Assistant Patrol Leader (APL)	15
Troop Guide	15
Troop Scribe.....	16
Quartermaster.....	16
Historian.....	16

Librarian	17
Other Junior Leadership Positions	17
Instructor	17
Chaplain Aide.....	17
Troop Bugler	17
Den Chief.....	17
The Patrol Leaders' Council (PLC).....	17
Youth Leadership Election Procedure	18
Senior Patrol Leader	18
Patrol Leader.....	18
Termination of Leadership Position	18
Scout Advancement.....	18
Advancement Procedure.....	19
Rank Requirements	19
Merit Badges	19
Service Projects.....	19
Scoutmaster Conference and Boards of Review	20
Court of Honor	21
CODE OF CONDUCT	21
PARENTAL / GUARDIAN DUTIES	22
SPECIAL NEEDS.....	22
GRIEVANCES	22
FINANCIAL GUIDANCE	22
Financial Institutions	22
Expenses and Reimbursements	23
Special Event Expenses	23
Fund-raiser Expenses	23
Pre-Approved Expense Guidelines	23
Scout Funds	24
Fees and Dues	25
Troop Dues.....	25
New Scouts (Not transferring from Cub Scouts)	25

Webelos Scouts who cross-over to Boy Scouts.....	25
Adult Leader Fees.....	26
Payment of Fees and Expenses:.....	26
Financial Hardship:	26
Fundraising.....	26
Miscellaneous	27
WHAT ADULTS DO ON CAMPOUTS/ACTIVITIES	28
What adults can participate in Campouts/Activities?	28
Summary of What Happens at Activities	28
Adult Role at Activities.....	29

INTRODUCTION

The following guidelines have been developed to assist in the orientation of new scouts and their families to Boy Scout Troop 544. These guidelines adopted by Troop 544 Committee, with input from the Scoutmaster and Charter Representative are intended to be in compliance with the Policies and Procedures of the Boy Scouts of America.

The Troop operates as a chartered unit of the Boy Scouts of America (BSA) and therefore follows all rules and regulations of the BSA. These guidelines are designed to help the troop remain successful by providing a tool for communication and decision making. Troop guidelines are simply used by the Troop to implement the BSA program while still adhering to the rules and regulations of BSA.

Troop 544 is chartered by the Pleasant Prairie Fire & Rescue Association. It is the responsibility of our charter partner, i.e. Pleasant Prairie Fire & Rescue Association, to furnish the troop with a meeting place, select the Scoutmaster, appoint a troop committee of at least three adults, approve all adult leaders, and chose a chartered organization representative.

The Boy Scout program is for the Scouts and is as successful and rewarding as each Scout, Scouter (adult leader), and parent make it. Our mission as leaders of Troop 544 is to serve the boys by instilling values, preparing them to make ethical choices over their lifetime and to enable them to achieve their full potential. It is our hope to develop an awareness of self-reliance, to improve individual and group skills, and to increase the abilities and knowledge of the Scout, particularly those of the outdoors and nature. We intend to accomplish this by working toward the three aims of scouting which are:

- Foster Citizenship
- To build moral Strength and Character
- Development of Physical, Mental and Emotional Fitness

Our values are based upon the Scout Oath and Law and reinforced through our involvement with community service projects and other scout outings, such as camping, canoeing, rock climbing and rappelling, patrol and troop meetings, etc.

In turn, we ask the Scout's parents to encourage his efforts, especially in planning and helping for his advancement. Other parental opportunities for involvement include serving on the Troop Committee, as an assistant Scoutmaster, or as a Merit Badge Counselor (referenced in the Advancements section). Other parental support which will be needed from time to time will be assistance with transportation to outings, refreshments for Court of Honors (referenced in the Advancements section) and other special events such as fund raisers.

Should a program question/concern arise or a youth experience a problem, please contact the Scoutmaster or one of the Assistant Scoutmasters. Such contact is especially important when a situation arises that may affect the Scout's relationship with his fellow Scouts, Patrol, or Troop. The Scoutmaster and/or Assistant Scoutmaster will make every effort to help the Scout resolve his concern.

The troop desires that all boys be able to participate in the scouting program regardless of their personal financial situation. Because of this, various fundraising projects are conducted throughout the year to assist the Scout financing his outings. If you have a particular need, please contact a registered Scout Leader. All discussion will be held with the utmost confidentiality.

Boy Scouts of America

BSA Mission Statement

It is the mission of the Boy Scouts of America to serve others by helping to instill values in young people and to prepare them to make ethical choices during their lifetime in achieving their full potential. The values we strive to instill are based on those found in the Scout Oath and Scout Law.

Aims of Scouting

They are character development, citizenship training, and mental and physical fitness.

Troop Philosophy

As Scouters, we expect each of the Scouts and their leaders to present themselves in the same manner as quoted in the Scout law:

Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean and Reverent.

We hope that all Scouts keep this in mind in their daily activities, not only at scouting events. We expect each of the boys to also follow the Outdoor Code at all outdoor activities. Remember, we want to leave an area in the condition that we found it if not better.

The Scout Oath or Promise, The Scout Law, The Scout Motto, the Scout Slogan and The Outdoor Code can all be found in the Boy Scout Handbook.

JOINING TROOP 544

Membership and Fees

We encourage each of the prospective scouts to visit our troop meetings before making their decision to join. We also encourage the parents to attend the meeting with their boy. This enables us to show you and your son how our troop functions and allow you time to ask any questions you may have concerning the troop. Feel free to ask the Scoutmaster, Assistant Scoutmasters or the members of the Troop Committee questions you may have.

Your son may visit the troop as an unregistered scout for three (3) meetings. He may not participate in any outings until he is properly registered with the troop and his fees are paid. This involves the parents filling out a Scout application for their son and the accompanying health form.

We have set the Troop Dues yearly fee at the amount of \$55.00. For Scouts that join the troop after the 1st of January (new Scouts or Webelos cross-overs), there is a prorated calculation that can be found under the *Financial Guidance* section of this document; Fees and Dues.

- This money covers Boy Scout Registration, Boy's Life Magazine Subscription, Insurance and Troop Dues.
- Troop Dues cover items such as awards, patches, merit badges, replacement of troop equipment, and much more.
- Almost half of this fee is BSA fees which we pay Council on behalf of the Scouts.
- Dues do not include individual expenses that each boy may have for outings.

We realize that some families may feel that this is a large fee that we are collecting, but you will find that we provide the boys many opportunities to earn the fee through several different fundraisers.

If you find that this dues arrangement is a hardship for your family at any time please feel free to contact any of the Scoutmasters or Committee Members. We will make every attempt to assist you with this or any other problems.

Troop Meetings

Troop 544's meetings are held Tuesday nights at Prairie Lane Elementary School. The meetings start promptly at 7:00 PM and are completed at 8:30 PM. When there are exceptions to this meeting place and time, every effort will be given to let everyone know of these changes ahead of time. During the school year, we do not meet during weeks when school is not in session, such as during Winter and Spring breaks. During the summer months the troop may choose an alternate place to meet as well as how frequently we meet. Schedule of meetings will be provided to Scouts as planning occurs.

Patrol Meetings

At the Scoutmaster's direction a monthly troop meeting may be changed to individual Patrol Meetings. Patrol Meetings are meetings of individual patrol members at a location determined by the Patrol Leader.

Outings and Activities

We try to provide the boys with an outing every month. This may be a camping trip, a day trip, or an evening outing such a troop swim. Information will be distributed at Troop meetings as planning occurs.

Types of Troop Activities

These outings are to enable each scout to enhance his learning experience and to help him advance. They may also be just to have FUN! Here are a few examples:

- Campouts (Devil's Lake, Camp Oh-Da-Ko-Ta, Galena, Eagle Cave)
- One Day Outings (Chicago Museums, Shedd Aquarium, Milwaukee Museum, Lake Andrea)
- Week Long BSA Camps (R.S.Lyle, LeFebere Northwood's Camp, Indian Mound Reservation (IMR))
- High Adventure Trips (Boundary Waters Canoe Base, Philmont Scout Ranch, Sea Base, and Bechtel Summit)
- Community Service Projects (Scouting for Food, Adopt-a-Highway)
- Council or District-wide Events (Camporees, Scout Shows, Winter Event)

The Troop committee welcomes any other ideas and input for Troop Activities.

Troop Activity Costs

For every outing you may find that there could be additional costs to each Scout. These costs may include entrance fees to places of interest, cost of a meal, individual fees to camp, or supplies. All fees for outings are set by the Troop Committee.

The troop uses permission slips to control both activity fees and documentation of your permission for a Scout to attend an activity. Permission slips and fees are due in advance of the start of an activity. Program, site rental and food costs are determined by the committee in advance for each activity.

Remember the Scouts have an account with the Troop and can earn money to finance these items by being active with fundraising. Any money that is in their individual fund account can be spent on outing costs, equipment, uniforms and other scouting related items.

Permission Slips

A general permission slip may be given out for multiple events to ease the problem of getting permission slips back for each individual outing. However, there will be times when an individual permit is necessary for a single outing. Please remember to turn these in promptly. If one is not turned in for the outing, the Scout will not be able to attend!

Transportation

The Troop uses the resources of the parents to provide transportation to most outings. For liability reasons, anyone transporting scouts to or from any events, must be registered with Boy Scouts of America. We require each driver to be a role model to our scouts. We remind all drivers that both you and your car must be in good driving condition. Your son's safety is our first concern.

We live by the motto of "Safety First". Every driver must have at least the minimum insurance required under BSA policy (\$50,000/\$100,000/\$50,000). BSA Tour Permits require that driver's insurance information be included in the Tour Permit.

Remember if we do not get enough drivers for any outing-either the outing will be canceled or we will have to limit participation. Please offer your services whenever possible! Remember that if we each take our turn, no one parent or sets of parents will have to do it all!

Reimbursement of activity transportation costs (gas, tolls, etc) may or may not be provided by the Troop Committee.

Tour Permits

Tour permits are completed as required by our Three Harbors Council, and must be filled out for every activity that takes the Scouts out of their normal meetings, such as campouts, day trips, etc. These forms provide the Scout office with valuable information concerning the number of people participating, what insurance covers each car, a trip itinerary, etc.

Health Information, Medical Forms, etc.

Medical

Current health forms should be downloaded from Council's website. BSA Medical Form rules apply for all activity participants. Scouts/Adults participating in Long Term camp (72 Hours or more), must have parts A, B, and C complete and signed by a physician. Scouts/Adults not attending a Long Term camp, must have parts A & B complete, and it is not required to be signed by a physician.

For scouts attending High Adventure camps, the High Adventure Medical Form must be completed, and can also be found on the Council website.

Insurance

Each parent or legal guardian is encouraged to have health/accident insurance on their Scout. The troop does have a policy for accidental injury for each registered Scout and Leader. This is only in affect during a Scouting event. This covers meetings, outings, travel, etc. if the proper forms have been filled out.

Campout Guidelines

The following are some guidelines that each of us needs to follow to make each camping trip as safe and as enjoyable as possible:

- BSA requires 2-deep leadership at all events, which means there must be at least two adults present.
- No flame candles or fires inside tents.
- Keep campfires well away from tents.
- Profanity and vulgar language/humor will not be allowed.
- Verbal or physical harassment of anyone will not be allowed.
- Rough housing, wrestling, pushing and shoving can get out of hand. Do not do it!
- Take only pictures and leave only footprints. We will always leave a campsite cleaner and neater than we found it.
- Personal gear should be kept together.

NO electronics or cell phones will be allowed during a campout. We go camping to get away from all that. If you want to take pictures...bring a camera, not a phone that takes pictures! Electronics may be allowed during traveling long distances, but then must remain in the vehicle upon arrival at destination.

Personal Gear

A full list of personal gear necessary for campouts is available in the Official Boy Scout Handbook. Each Scout is responsible for his own gear. This includes making sure you bring the appropriate clothing for the weather.

Remember what personal means..., this means that no one should tamper with or take any items from someone else without their permission.

Troop Equipment

Troop equipment includes tents, camp stoves, cooking gear and many other items. These items are property of the troop and should be treated properly. The troop has invested a great deal of money in equipment for the use of the Scouts. Remember that it was your money that was invested. The money earned through fundraising is mostly used to purchase these items. Each Scout is expected to use and care for it better than if it were his own. Intentional or negligent damage by any scout will be cause for that Scout to be responsible for the repair, replacement or reimbursement to the troop for the cost of repair or replacement. Disciplinary action may also be taken as deemed necessary by the Scoutmaster and/or the committee.

Uniforms

The official uniform of the Boy Scouts of America is a time honored symbol of the Scouting Movement. It embodies and connects all Scouts to Scouting's past, present, and future. When worn correctly it builds team spirit, respect, citizenship, and other admirable Scouting qualities. The Scoutmaster will determine if a Scouts uniform does not meet the aims of Scouting and the Scout will be informed of such. For example worn out apparel with holes and grime is not acceptable.

Troop 544 recognizes two types of Scouting Uniforms. They are referred to as "Class A", and "Class B." Class B is also referred to as "Activity Wear".

The Scoutmaster may determine the appropriate uniform for specific Troop Activities. A best effort will be made to inform Scouts and parents of the appropriate uniform prior to each activity.

If a Scout is not able to wear the full uniform he is encouraged to wear as complete a uniform as he owns, and replace missing items with appropriate temporary alternatives. An example, a temporary alternative would be green khaki pants or shorts for the BSA pants or shorts. Scouts should be respectful when assembling a temporary uniform. At no time are sweatpants or sleeping pants an acceptable component of a temporary uniform.

Troop 544 recognizes that young Scouts are continually growing and that BSA uniform components are expensive. The Troop may provide several opportunities throughout the year for Scouts to raise funds to offset the costs of uniforms, equipment, and activity expenses.

It is expected that all Scouts will put forth their best effort to obtain, maintain, and wear a complete Class A uniform.

Class A Uniform Type

Class A uniform includes, but is not limited to the official BSA Uniform shirt (long or short sleeve) with epaulets, official BSA uniform pants or shorts (shorts also require BSA socks to be worn), BSA Belt and neckerchief. If the scout has a Scout Bolo tie, they are welcome to wear that in place of a neckerchief.

In addition to the American Flag patch that comes on the BSA shirt, a Class A uniform shirt will also include the Council shoulder patch, Troop numbers, and a patrol patch. A Class A uniform may also include additional patches such as Leadership position patch, knots, Arrow of Light if earned as a Cub Scout, and other approved patches. Please refer to the BSA guidance for proper patch locations.

Class A Uniform Usage

Class A uniforms are to be worn:

- To and from any troop or patrol trips,
- All Scout meetings,
- All Board of Reviews,
- Scout ceremonies, and
- And any other time designated by the Scoutmaster.

A complete Class A uniform is expected to be worn by all Scouts participating in Star and above Scoutmaster Conferences and Board of Reviews. Additionally some Scouting functions, (i.e. National Scout Jamboree), will require all participants to wear the official BSA uniform as outlined by the National Council.

Class B Uniform Type (Activity Wear)

Class B uniform is; any Scouting T-shirt or polo shirt and short or pants. The Class B uniforms shall at all times respect the aims of Scouting.

Class B Uniform Usage

Class B uniform (also known as activity wear) are to be worn:

- During all campouts,
- At the Troop meeting immediately following a campout, i.e.: weekend of camping,
- And any other time designated by the Scoutmaster.

Scout Handbooks

Each Scout must have a Boy Scout handbook. The handbook is an integral part of the scouting experience. Without the handbook the Scout does not have a means of tracking or referencing his

advancements. This includes any rank advancement, most merit badge work and a quick reference for many other Scouting items.

Each Scout is expected to bring his handbook with him to every Scout meeting and every campout. This will enable the leaders to accurately track each of the Scouts accomplishments.

If a Scout loses his handbook the Scoutmaster should be informed. When the Scout gets a new book the Scoutmaster and advancement chairperson will determine how to get the Scout's new book updated with his previous advancement history.

TROOP ORGANIZATION (How your Troop works)

General

Troop 544's primary leadership is provided by the boys in the unit and is to be run by the youth. The senior youth leader is the Senior Patrol Leader and all other youth leadership is subordinate to this position. The Scoutmaster and his Assistants serve to provide a quality program for the Scouts. The Troop Committee is comprised of parents and interested adults who provide administrative and other support to the Scouts, Parents, Scoutmaster and the Troop. All registered leaders must be trained in Youth Protection. We highly encourage our registered leaders to undergo Boy Scout Adult Leader Basic Training.

Trained leaders at both the youth and adult level help in achieving a successful program for our boys.

The Scout Troop is comprised of small groups of Scouts (6-8) referred to as patrols. Within each Patrol, as youth is elected as the Patrol Leader.

Adult Leadership

The Scoutmaster

The Scoutmaster is the adult leader responsible for the image and program of the troop. The Scoutmaster and assistant Scoutmasters work directly with the Scouts. This is a very important position in the troop as the quality of the Scoutmaster's guidance will affect every youth and adult involved in the troop.

The Scoutmaster can be male or female, but must be at least 21 years old. The Scoutmaster is appointed by the head of the chartered organization.

The Scoutmaster's duties are cited in BSA guidance and include:

General

- Train and guide youth leaders.
- Work with other responsible adults to bring Scouting to boys.
- Use the methods of Scouting to achieve the aims of Scouting.

Meetings

- Meet regularly with the Patrol Leaders' Council (refer to section on Junior Leadership) for training and coordination in planning troop activities.
- Attend all troop meetings or, when necessary, arrange for a qualified adult to substitute
- Attend troop committee meetings
- Conduct periodic parents' sessions to share the program and encourage parental participation.
- Take part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation.

Guidance

- Conduct Scoutmaster Conferences for all rank advancements.
- Provide a systematic recruiting plan for new members and see that they are promptly registered
- Delegate responsibility to other adults and groups (assistants, troop committee) so that they have a real part in troop operations.
- Supervise troop elections for the Order of the Arrow.

Activities

- Make it possible for each Scout to experience at least 10 days and nights of camping each year.
- Participate in council and district events.
- Build a strong program by using proven methods presented in Scouting literature.
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.

Assistant Scoutmasters

To fulfill his obligation to the troop, the Scoutmaster, with the assistance of the troop committee, recruits Assistant Scoutmasters to help operate the troop. Each Assistant Scoutmaster is assigned specific program duties and reports to the Scoutmaster. They also provide the required two-deep leadership standards set by the Boy Scout of America (there must be at least two adults present at any Boy Scout activity). An Assistant Scoutmaster may be 18 years old, but at least one in each troop should be 21 or older, so he or she can serve in the Scoutmaster's absence.

Types of Assistant Scoutmaster's include:

- Assistant Scoutmaster for New Scouts
- Assistant Scoutmaster for Venture
- Assistant Scoutmaster for Varsity

The troop welcomes as many Assistant Scoutmasters as possible. A successful troop has a high ratio of active adults to youth membership.

Youth Junior Leadership

The troop is actually run by its boy leaders. With the guidance of the Scoutmaster and his assistants, they plan the program, conduct troop meetings, and provide leadership among their peers.

Junior Leadership qualifications

Must be an active member of the troop

Junior Leadership duties:

- Arrive 5 minutes before the start of troop meetings and activities
- Work with other troop leaders to make the troop runs well
- Help develop troop spirit
- Set a good example
- Wear the Class A (field) uniform correctly at all regular troop meetings and activities as required
- Wear the Class B (activity) uniform to all outings and other troop activities, when not wearing Class A uniforms.
- Live by the Scout Oath and Law
- Show Scout Spirit

Senior Patrol Leader (SPL)

The Senior Patrol Leader is the top junior leader in the troop. His term, which can start at any time, will be for a period not to exceed one year, after which an election must be held to determine the next SPL. The SPL may be re-elected with no limit to the number of terms he can be elected.

Senior Patrol Leader qualifications

- Elected by the majority of the Scouts registered in the troop
- Star Scout or higher Scout (at the discretion of the Scoutmaster, this requirement may be waived)
- Have served at least one term as a Patrol Leader, Scribe, Assistant Patrol Leader or other junior leadership position approved by the Patrol Leader Council (PLC)
- Scoutmaster approval

Senior Patrol Leader duties

- Preside over troop meeting, activities and events,
- Lead the Patrol Leaders' Council (PLC), this includes the establishment of an agenda for the PLC
- In consultation with the Scoutmaster, appoints other junior leaders and assigns specific responsibilities as needed
- Guide the Patrol Leaders and other junior leadership positions, this includes the assignment of duties and responsibilities to other leaders
- Calls all Patrol Leaders to communicate information when a "Patrol Call" is required.
- Make sure Assistant Senior Patrol Leader attends any meeting/activity he will not be able to attend
- Be present at all PLC Meetings (80% minimal expectation) Satisfy the duties of all Junior Leadership positions as listed above

Assistant Senior Patrol Leader (ASPL)

Assistant Senior Patrol Leader is appointed by the SPL and must meet all the requirements of the SPL. He will take over the job of the SPL in his absence, and will assume the position of SPL, for the remainder of the term, in the event the current SPL is unable to continue in that capacity. There is no limit to the number of terms he can be appointed.

Assistant Senior Patrol Leader qualifications

- Appointed by the Senior Patrol Leader with Scoutmaster approval
- Star Scout or higher Scout (at the discretion of the Scoutmaster, this requirement may be waived)
- Have served at least one term as a Patrol Leader, Scribe, Assistant Patrol Leader or other junior leadership position approved by the PLC

Assistant Senior Patrol Leader duties

- Fill in for Senior Patrol Leader in his absence
- Help with leading meetings and activities
- Attend Patrol Leader Councils (PLCs)
- Assist SPL with "Patrol Calls"
- Satisfy the duties of all Junior Leadership positions as listed above

Patrol Leader (PL)

The Patrol Leader is elected by a majority vote of the members of his individual patrol by secret ballot. His term can start at any time, will be for a period not to exceed 6 months, after which an election must be held to determine the next PL. There is not a limit to the number of times he can hold the office.

Patrol Leader qualifications

- Be an active member of the patrol

- First Class Scout or higher Scout (Exception: There is no rank requirement for the Patrol Leader of a new scout patrol)
- May not serve two consecutive terms (Exception: May run for a consecutive term if there are only one or zero candidates)
- Scoutmaster approval

Patrol Leader duties

- Attend PLCs,
- Plan and lead patrol meetings and outings
- Call the members of his patrol to inform them of recent and important information or reminders
- Create duty rosters for his patrol when at a function where the Troop is functioning as patrols
- Help patrol members succeed in their assigned duties
- Show patrol spirit and instill patrol spirit in his patrol members
- Represent the patrol at all PLC meetings
- Make sure Assistant Patrol Leader attends any meeting/activity he will not be able to attend
- Prepares the patrol to take part in all troop activities
- Know what patrol members and other leaders can do
- Satisfy the duties of all Junior Leadership positions as listed above

Assistant Patrol Leader (APL)

This position does not qualify for the leadership requirements for advancement

Assistant Patrol Leader is appointed by the Patrol Leader to assume the duties of the Patrol Leader in his absence.

Assistant Patrol Leader qualifications

- Be an active member of the patrol
- Appointed by the Patrol Leader with Scoutmaster approval
- First Class Scout or higher Scout (Exception: There is no rank requirement for the Patrol Leader of a new scout patrol)
- May not serve two consecutive terms (Exception: May run for a consecutive term if there are only one or zero candidates)

Assistant Patrol Leader duties

- Perform PL's duties in his absence
- Assist the PL in planning and leading patrol meetings and activities
- Helps the PL keep patrol members informed
- Assists the PL in preparing the patrol to take part in all troop activities
- Take charge of the patrol in the absence of the Patrol Leader
- Represent the patrol at PLC meetings in the absence of the Patrol Leader
- Satisfy the duties of all Junior Leadership positions as listed above

Troop Guide

Troop Guide introduces new scouts to troop operations and helps them feel comfortable in the troop.

Troop Guide qualifications

- Appointed by Senior Patrol Leader with Scoutmasters approval
- First Class Scout for at least 2 years or a Star Scout

Troop Guide duties

- Help new scouts earn advancement requirements through First Class Assist in establishing a new patrol
- Prevent harassment of new scouts by older scouts

- Help older scouts teach skills to new scouts with guidance of Assistant Scoutmasters
- Train the PL and APL of the New Scout Patrol
- Guide new scouts through early troop experiences to help them become comfortable in the troop and the outdoors
- Teach basic scout skills
- Be present at all PLC meetings
- Satisfy the duties of all Junior Leadership positions as listed above

An assistant Scoutmaster should advise the Troop Guide

Troop Scribe

The troop Scribe helps document events of the troop, and coordinated advancement needs for Scouts.

Troop Scribe qualifications

- Appointed by Senior Patrol Leader with Scoutmasters approval
- First Class Scout or higher

Troop Scribe duties

- Take minutes of all PLC meetings and submit them to the Scoutmaster and Troop Committee and Patrol Leaders at the following PLC meeting
- Maintain lists of scouts needing Scoutmaster Conferences and Board of Reviews
- Satisfy the duties of all Junior Leadership positions as listed above

The Troop Committee Advancement Chair and the Treasurer will serve as advisors to the Scribe.

Quartermaster

The Quartermaster keeps track of troop equipment and sees that it is in good working order

Troop Quartermaster qualifications

- Appointed by Senior Patrol Leader with Scoutmasters approval
- First Class Scout or higher

Troop Quartermaster duties

- Responsible for Troop equipment and supplies
- Updates troop equipment inventory quarterly
- Keeps record of Patrol and Troop equipment and keeps it in good repair
- Issues equipment and see to it that it is returned in good order
- Make recommendations to the SPL for purchase of new equipment
- Satisfy the duties of all Junior Leadership positions as listed above.

An Assistant Scoutmaster should advise the Quartermaster and will see to it that proper equipment and inventory logs are kept.

Historian

The troop Historian records troop activities

Troop Historian qualifications

- Appointed by Senior Patrol Leader with Scoutmasters approval
- Tenderfoot Scout or higher

Troop Historian duties

- Keep a journal of all Troop events for historical purposes which include place and time of the event, along with a list of participants.
- Gather pictures and facts about past activities of the Troop and keep these in permanent forms such as scrapbooks, wall hangings, or information files
- Provide a report of recent events at each Court of Honor
- Satisfy the duties of all Junior Leadership positions as listed above.

Librarian

Librarian qualifications

- Appointed by Senior Patrol Leader with Scoutmasters approval
- Tenderfoot rank or higher

Librarian duties

- Keep troop record books, pamphlets, magazines, audiovisuals, merit badge books for use by troop members
- Advise PLC of new or replacement items needed
- Has the literature available at the Troop meetings
- Maintain a check-out system
- Follow-up on late returns
- Satisfy the duties of all Junior Leadership positions as listed above.

Other Junior Leadership Positions

Other Junior Leadership Positions are appointed by the Senior Patrol Leader (SPL) in consultation with the Scoutmaster. They are:

Instructor

- Teach one or more advancement skill requirements
- Satisfy the duties of all Junior Leadership positions as listed above.

Chaplain Aide

- Assist in troop religious services,
- Provide invocation at all meals during a Troop activity
- Encourage Troop members to earn their religious emblem
- Satisfy the duties of all Junior Leadership positions as listed above.

Troop Bugler

- Responsible for waking the members of the Troop on campouts at designated time
- Satisfy the duties of all Junior Leadership positions as listed above.

Position to be assigned to those who know music and can play taps and reveille unless there are none eligible who can perform these duties.

Den Chief

Works with a Cub Scout or Webelos den as a guide.

The Patrol Leaders' Council (PLC)

The Patrol Leader Council (PLC) consists of the SPL, Assistant SPL and the Patrol Leaders. The SPL presides over the PLC and will call for any votes. Each member of the PLC will have one vote. At least 2/3 of the PLC voting member must be present before a vote can be taken. The Troop Scribe will record any decisions made and will prepare them to be reviewed by the Scoutmaster. If a meeting is scheduled and the SPL or Patrol Leader cannot attend, their Assistants must attend in their place.

Working under the guidance of the Scoutmaster or his/her designee, the PLC is responsible for the Troop program. This includes planning and carrying out the Troop meetings and outdoor programs. In order to properly represent the members of the Troop, Patrol Leaders are requested to meet at least once a month for a PLC. Each Patrol Leader must represent his own patrol, and communicate their needs and concerns. The Patrol Leader must participate in the Troop's planning and decision making, and help plan outdoor events. Other youth and adults may be invited to the PLC by the SPL to assist with planning of activities as needed.

Youth Leadership Election Procedure

- The elected positions in Troop 544 are the Senior Patrol Leader and the Patrol Leaders.
- Elections are overseen by the Scoutmaster and performed by Troop Youth Leadership.
- Ballots will be made secret.
- Only youth are allowed to vote.
- No adult leaders may vote.

Senior Patrol Leader

- Election on an annual basis.
- There must be a quorum of 50% of the active Scouts in attendance in the Troop.
- Each candidate should prepare a speech which will be addressed to the Troop.
- The SPL will be the candidate who receives the majority of the votes.
- If there is a tie, the tied candidates will remain on the ballot for a run-off election.

Patrol Leader

- Election every 6 months.
- There must be a quorum of 50% of the active Scouts in attendance in the patrol.
- The PL will be the candidate who receives the majority of the votes.
- If there is a tie, the tied candidates will remain on the ballot for a run-off election.

Termination of Leadership Position

As it is vital to the smooth operation of the Troop, all Scouts in leadership positions are requested to attend ALL meetings. If a Scout with a leadership position misses an excessive number of Troop or PLC meetings, he may be removed from the position he is currently holding by the Scoutmaster with concurrence of the Troop Committee Chair, and another appointment will be made. In the case of the SPL, the ASPL would assume the SPL position and in the case of a Patrol Leader, the Assistant Patrol Leader would assume the Patrol Leader position until the next election.

Any Scout found to be using any illegal drugs or alcohol during any Scouting event or activity will be removed from the leadership position he is currently holding, and may not run for any leadership position again until approved by the Scoutmaster after consultation with the Troop Committee Chair if needed.

Scout Advancement

Advancement is the process by which Scouts progress from rank to rank in the Scouting Program. The purpose of advancement is to strengthen character, body, mind and the concept of being a participating citizen. The Boy Scout requirements for rank are the basis for advancement.

There are five steps in the advancement procedure: learning, testing reviewing, recognition, and participation.

Boy Scout Ranks are as follows; Scout, Tenderfoot, Second Class, First Class, Star, Life, and Eagle

Advancement Procedure

- The Scoutmaster shall be responsible for approving any youth to sign off advancement requirements. If a Scout is deemed not worthy to sign off advancement he will be informed by the Scoutmaster that he cannot signoff advancement. This action shall also be reported to the Troop Committee.
- Youth elected to the following positions may sign off advancement if they are a First Class Scout for at least 1 year or a Star Scout;
 - Senior Patrol Leader,
 - Assistant Senior Patrol Leader,
 - Patrol Leaders, and
 - all Troop Guides.
- Scouts can only sign off advancement requirements if that rank is lesser than their own (i.e., a First Class cannot sign off First Class requirements, but may sign off Second Class, Tenderfoot or Scout requirements).
- Those qualified to sign off rank advancement from Star to Eagle will be determined by the Scoutmaster.
- The requirement of 'Scout Spirit' in all ranks is specifically reserved for the Scoutmaster's approval, as part of the Scoutmaster's Conference.
- The Scoutmaster and Advancement Chair or their designees will sign all advancement forms concerning the Scouting program.

Rank Requirements

Boy Scout Rank Requirements are set forth in the current Boy Scout Handbook, Boy Scout Requirements or Scoutmasters Handbook.

Merit Badges

Through the Merit Badge Program, a Scout learns career skills, develops socially, and may develop physical skills and hobbies that give a lifetime of healthful recreation.

When a Scout is interested in earning a Merit Badge, he must obtain a blue card and requirement tracking sheet from the Scoutmaster or an Assistant Scoutmaster. The Scout is required to contact a Merit Badge Counselor who is registered with the BSA. The Merit Badge Counselor only will certify progress and completion of a Merit Badge. Scouts should utilize the buddy system in working on Merit Badges. After the Scout completes the Merit Badge and returns the signed blue card to the Scoutmaster, the Merit Badge data will be entered in the Scout's records by the Advancement Chair, and the Merit Badge will be awarded to the Scout..

Scouts are encouraged to complete any Merit Badge requirements within one year. This includes any partial done at summer camp.

Boy Scout Merit Badge Requirements are set forth in the current individual official BSA Merit Badge Books, or Merit Badge Requirements.

Service Projects

A major emphasis of most religious faiths and Scouting is SERVICE, doing something for others.

One of the guiding principles of the Boy Scouts of America is the development in each Scout of a spirit of selflessness and awareness that he and his troop can make a difference in the community by responding to needs that would otherwise go unmet. Service to others is required for advancement to each rank from Second Class to Eagle.

In addition to individual good turns required of each Scout, Troop 544 has adopted a policy of conducting 4 to 6 Troop service projects year in which assistance will be rendered to the community, the nation or world-wide mission. By active and dedicated participation in planning and conducting service projects the Scout learns how much the contributions of his time, energy, and imagination can mean to the world around him.

Eagle service project plans must be presented to the appropriate troop committee Chair prior to any project being started to ensure that current Three Harbors Council Life to Eagle guidelines for Districts and Units have been followed and completed. The Eagle Candidate must notify the Troop Committee Chair prior to the regularly scheduled committee meeting to make arrangements for presentation to the Troop Committee. The Committee Chair will sign the Eagle application once it is approved by the Troop Committee.

The Troop will follow the Three Harbors Council Unit Leaders Guide for Life to Eagle booklet. District approval must be obtained before any Eagle project is begun.

The Troop Committee Service/Good Turn Chair will coordinate all service projects in consultation with the Scoutmaster, the Senior Patrol Leader, and the Patrol Leaders' Council.

Service hours utilized for rank advancement requirements (2nd Class, 1st Class, Star and Life) must be approved in advance by the Scoutmaster. Scouts should annotate the description, date and total hours worked for all service hours in their Scout Handbook.

Scoutmaster Conference and Boards of Review

Scoutmaster Conference

As each Scout completes the requirements for the next rank, his progress is reviewed by the Scoutmaster during a Scoutmaster's conference. The Scoutmaster's conference helps the Scout evaluate his accomplishments and set new goals. Once this conference is complete, the Scout is prepared for his Board of Review.

Board of Review

The Board of Review for the ranks of Tenderfoot to Life is the responsibility of the Troop Committee Advancement Chair. A periodic review of the progress of Scouts is vital in the evaluation of the effectiveness of the Scouting Program.

The purpose of the Board of Review is as follows:

- To make sure the Scout has done what he was supposed to do for the rank. That the work has been learned and completed.
- To see how good an experience the Scout is having.
- To encourage the Scout to progress further.

The review is not an examination. The Scout has learned and has been examined prior to the review. The Scout reviews what he did for the rank. From this review, it can be determined whether he did what he was supposed to do.

Board of Reviews will be held during the weekly Troop meeting upon proper scheduling. These should be scheduled with the Troop Scribe, and approved by the Troop Advancement Chair one week in advance. Board of Reviews are led by members of the Troop Committee.

It is expected that each Scout appearing before a Board of Review for advancement will present himself in a complete, proper class "A" uniform with proper insignia and current badges of rank and office neatly affixed to the uniform.

The Board of Review should take approximately fifteen minutes. At the conclusion of the review, the board should know whether a boy is qualified for the rank. The Scout is asked to leave the room while the board members discuss his achievements. The decision of the board of review is arrived through discussion and must be unanimous. If members are satisfied that the Scout is ready to advance, he is called in, congratulated, and notified when he will receive his recognition. If the board decides that the Scout is not ready to advance, the candidate should be informed and told what he has not done satisfactorily.

An Eagle Board of Review is conducted by the Troop Committee with the Three Harbors Council Advancement Chair and/or their designee in attendance.

A Board of Review OR Scoutmaster Conference may also be called for by the Scoutmaster, Troop Committee Member, Adult Scout Leader, or Patrol Leaders' Council for reasons of non-advancement, poor performance, or specific cause, etc.

Court of Honor

The Troop will have a semi-annual ceremony to give peer recognition as well as parental and Troop Committee recognition to those Scouts who have earned awards advanced in rank or attained a leadership position. These ceremonies will be announced and invitations will be issued. All parents, family members, Troop Committee members and friends are encouraged to attend and support their Scout. Scouts receiving awards and recognition, in addition to those Scouts attending the Court of Honor, are expected to be in complete, properly worn Class "A" uniform (see "Boards of Review").

In addition, Scouts who attain the rank of Eagle will have an individual Eagle Court-of-Honor. The Troop will work closely with the Scouts family to create a personal ceremony that honors both the Scout and his parents.

CODE OF CONDUCT

Along with the opportunities that Scouting offers, comes to each Scout the obligation to conduct himself during Troop meetings and activities in a manner that is consistent with the characteristics called for by the Scout Law. Among other expectations of the Scout will be a display by him of courtesy and helpfulness to others and obedience to Junior and Adult Leadership. Also, compliance with safety and troop operation rules will be emphasized and required.

Parents are encouraged to remind their Scouts that his behavior during Scouting activities will reflect on his Patrol, Troop, his family and all who contribute their time and attention in support of the Troop. If a Scout finds himself unable to obey the Scout Law during Troop Meetings and activities his parents / guardians will be notified and his opportunities to participate in future activities may be restricted.

Scouts unable to follow the Code of Conduct or policies of the Troop will be brought before the Scoutmaster and Patrol Leaders' Council for disciplinary action.

If any infraction cannot be handled by the Scoutmaster and/or Patrol Leaders' Council, a special disciplinary Board of Review may be held for further action and disposition.

PARENTAL / GUARDIAN DUTIES

Each Family Unit is expected to assist in the Troop program in one or more areas by:

- Serving as an active Assistant Scoutmaster (Must be a registered Scouter and undergo training).
- Chairing or serving on committees to organize functions in support of the Troop program.
- Attend and participate in Troop campouts and other Scouting events.
- Serving as a Merit Badge Counselor in area(s) of expertise (must be a registered Scouter. This position requires no fees.)
- Serving as an active member of Troop Committee (Must be a registered Scouter - training encouraged).
- Providing refreshments for Courts-of-Honor and other occasions.

Each Family Unit is expected to contribute, when requested, in:

- Providing transportation for Troop activities.
- Assisting Scout to purchase patrol food for campouts.
- Attending Courts-of-Honor. (This is very important to your Scout, and therefore, each family has a standing invitation to be present at every Court-of-Honor.)

SPECIAL NEEDS

Parents who have boys with special needs due to physical and/or learning disabilities are strongly encouraged to discuss them with the Scoutmaster, one of the Assistant Scoutmasters or a Committee member to ensure that their son's needs are met and that program adjustments are made as necessary. This is an important discussion as it may have an impact on their Scout's advancement and troop activity planning. The troop wants to provide a quality program for every boy in the troop.

GRIEVANCES

Use of the chain-of-command within both the youth and adult leadership is encouraged whenever possible.

For minor grievances, Scouts should first talk with their Patrol Leader, who may take the matter up with the Senior Patrol Leader, the Senior Patrol Leader, in turn may utilize the Patrol Leaders' Council and/or the Scoutmaster as a resource to settle disputes or resolve issues. Similarly, Assistant Scoutmasters are encouraged to bring issues to the Scoutmaster's attention for resolution. The Scoutmaster may utilize the Committee Chair or any other member of the Troop Committee as necessary.

For major grievances, disputes, and infractions of the "Code of Conduct", the Scout may go to any adult Scouter directly for resolution.

Parents who perceive inequities or any infractions of the "Code of Conduct", or wish to discuss any issue, are encouraged to speak with the Troop Committee Chair to resolve any concerns.

FINANCIAL GUIDANCE

Financial Institutions

The Troop will maintain checking and / or saving accounts at financial institutions, as determined from time to time by the troop committee.

All Financial Institutions will be insured with the Federal Deposit Insurance Corporation (FDIC).

The Treasurer shall be the main signatory for troop checks. The troop committee shall establish alternatives.

Expenses and Reimbursements

The Troop Committee will make reimbursement of expenditures to Scouts and Scouters not specifically listed below upon presentation of a *Payment Request Voucher* form accompanied by receipt(s), statement(s), bill(s), etc. to the Treasurer and after Committee approval of the expenditure.

Special Event Expenses

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 this event. This includes High Adventure and Summer Camp.

The Treasurer shall have the authority to make payment for expenses for special events upon request of the event coordinator. The total of all payments should not exceed the total collected from the event participants.

Fund-raiser Expenses

The Treasurer shall have the authority to make payment for expenses for the Troop Committee approved fundraising events.

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:
 - a) The food expense allowance for weekend campouts will be determined by the committee on a per-Scout basis. Usually this is 5 dollars per meal.
 - b) Receipts and excess funds must be reported to and returned to the Treasurer. No additional amounts will be reimbursed unless approved by the Troop Committee.
 - c) 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) may be given to the driver of each vehicle for each meal.
 - d) Registered adult leaders who participate in a campout are not charged a food allowance.
2. Adult Leader Program Fees
 - a) Adult leaders of a campout may be charged program fees for activities. One example of this is the overnight fee for the USS Cobia trip or a museum entrance fee.
3. Campout Vehicle Gas Expense:
 - a) The driver of a vehicle that tows a Troop owned trailer during a Troop event will be reimbursed for actual gas expense upon presentation of receipts to the Treasurer and approval from Troop Committee. Evidence that the vehicle was filled up with gas just prior to the event should be provided to the Treasurer.
 - b) Troop Committee will determine if a driver of a vehicle used to transport three or more Scouts and leaders (not including the driver) should be reimbursed by the Committee for driving expenses.

- c) The following schedule is provided as committee guidance for these reimbursements:

Total Tour Mileage	Budget/Person
0 – 300	\$0.00
301 – 600	\$5.00
601 – 900	\$10.00
901 – 1,200	\$15.00
1,201 – 1,500	\$20.00
1,501 – 1,800	\$25.00
1,800 – 2,100	\$30.00

Scout Funds

The Treasurer shall establish for each Scout an individual scout account. These scout accounts will record each scout's deposits, withdrawals, and pro-rata share of profits from fund raising activities.

- Funds represented by these scout accounts are the property of the Troop to be used for the benefit of the scout in who's name they are recorded.
- 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.

Deposits to Scout Account

- Individual contribution.
- Proceeds earned by fund raising events
- Reimbursement of expenses not paid out directly to scout,
- Pro-rata share of Troop fund raising events.
- Eagle Project funds

Withdrawals from Scout Account:

- Individual contributions.
- Expenses for regular scouting activity.
- Annual dues, registration and Boy's Life fees.
- Reimbursement of payments for scouting related equipment, uniforms, etc. upon submission of the paid receipts,
- Expenses for High Adventure events or Summer Camp,
- Educational expenses incurred after the Scouts 18th birthday,
- Eagle Project expenses.

Deficit Balance

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

Transfer of Scout Accounts

- Transfer of Scout - Any scout transferring to another BSA Troop may request the transfer of his scout account to the Troop.
- The scout account balance will be forwarded directly to the new Troop Treasurer.
- In no event will a direct payment to the transferring scout be made.
- The request will be submitted to the Troop 544 Treasurer, and must include:
 - The new Troop number and Council
 - The new Troop Treasurer's name and address

Attainment of Eighteenth Birthday

Scout funds are held in the scout's account for scouting purposes. Upon attainment of the eighteenth birthday the balance of funds may be reimbursed to the scout for educational or career expenses which support the aims of Scouting.

Termination

In the event of termination of the Scout, whether voluntary or involuntary, any balance remaining in the Scout account is forfeited and will be transferred to the Troop general account if not requested based on *Withdrawals From Scout Account* guidelines listed above within 45 days

Fees and Dues

Troop Dues

1. The dues period will run from January 1 to December 31 and will be collected for the year in advance.
2. The collection period will be from November 15 to December 15 and will be coordinated with the fall fundraising activities.

New Scouts (Not transferring from Cub Scouts)

Scouts that join the troop, not transferring from Cub Scouts, will receive a Scout neckerchief and slide, epaulets, and Troop Numerals when joining the troop. First years' fees will be based on the table below:

Joining Month	Annual Dues	Joining Fee	Total Cost
1	\$ 55.00	\$ 20.00	\$ 75.00
2	\$ 50.50	\$ 20.00	\$ 70.50
3	\$ 46.00	\$ 20.00	\$ 66.00
4	\$ 41.50	\$ 20.00	\$ 61.50
5	\$ 37.00	\$ 20.00	\$ 57.00
6	\$ 32.50	\$ 20.00	\$ 52.50
7	\$ 28.00	\$ 20.00	\$ 48.00
8	\$ 23.50	\$ 20.00	\$ 43.50
9	\$ 19.00	\$ 20.00	\$ 39.00
10	\$ 14.50	\$ 20.00	\$ 34.50
11	\$ 10.00	\$ 20.00	\$ 30.00
12	\$ 5.50	\$ 20.00	\$ 25.50

Webelos Scouts who cross-over to Boy Scouts

Webelos Scouts who transfer into the Troop receive a Scout neckerchief and slide, epaulets, and Troop Numerals when joining the troop. First years' fees will be based on the table below.

Joining Month	Annual Dues	Joining Fee	Total Cost
1	\$ 25.00	\$ 20.00	\$ 45.00
2	\$ 23.00	\$ 20.00	\$ 43.00

3	\$ 21.00	\$ 20.00	\$ 41.00
4	\$ 19.00	\$ 20.00	\$ 39.00
5	\$ 17.00	\$ 20.00	\$ 37.00
6	\$ 15.00	\$ 20.00	\$ 35.00
7	\$ 13.00	\$ 20.00	\$ 33.00
8	\$ 11.00	\$ 20.00	\$ 31.00
9	\$ 9.00	\$ 20.00	\$ 29.00
10	\$ 7.00	\$ 20.00	\$ 27.00
11	\$ 5.00	\$ 20.00	\$ 25.00
12	\$ 3.00	\$ 20.00	\$ 23.00

Adult Leader Fees

The Troop will pay BSA registration fees for all Eligible Leaders as approved by the Troop Committee.

Payment of Fees and Expenses:

- 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 544 BSA".
- Returned checks are subject to collection fees, if any, charged by other organizations. No additional fees will be charged by the Troop.

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, Scoutmaster and Committee Chair.

Fundraising

A Scout is Thrifty - "A Scout works to pay his way and to help others. He saves for unforeseen needs. He protects and conserves natural resources. He carefully uses time and property." – Scout Law

Fundraising helps provide funds for summer camp, BSA High Adventure camping (Sea Base, Philmont, Boundary Waters Canoe Base), activities, uniform, equipment, and much more.

Paying your own way is a fundamental principle of the Boy Scouts of America. It is one of the reasons why no solicitations (requests for contributions from individuals or the community) are permitted by units. Young people in Scouting are taught early on that if they want something in life, they need to earn it. The finance plan of any unit should include participation by the Scouts.

Planning a fundraiser:

1. Must comply with BSA rules, and should reflect Scouting's basic values.
2. The Troop Committee must approve all fund raising activities in advance. This includes both those activities performed collectively as a Troop or as individual Scouts.
3. The Fund-Raising Calendar Year is calculated from September 1 to August 31.
4. First \$55 of yearly Troop profit generated by the individual will be directed to offset the scout's annual dues.

5. The Troop/Scout Net Profit split shall be determined by the Troop Committee.
6. Fundraising is only applicable to youth, and does not apply to adults; therefore no fundraising should occur without youth participation.
7. Fundraising for High Adventure trips can be additional fundraising activities determined by the High Adventure Participants. For participating youth to get credit for profits of High Adventure fundraising, that youth must be present and participate in the fundraiser.

Fundraisers can be divided into three general categories:

- Service fundraisers – like Arby's, hot dog sales, car washes, etc.
 - These will have an 'hourly profit rate' calculated based on total profit for the event, divided by number of total 'scout hours' worked. That 'hourly profit' will then be used to determine the profit for each youth based on the hours they participated in the event.
- Product Sales fundraisers – Popcorn, Wreaths, Bake Sales, Friendship Placemats, etc.
 - Profits for the Fall Wreath and Popcorn sale are as follows:
 - Profit is calculated based on each youth's sales.
 - The first \$55 of profit is taken and applied to Dues/Fees
 - Any profits above \$55 is split 50% to the youths scout account, and 50% to the Troops general funds.
 - Profits for Bake Sales when held at the Spaghetti Dinner or Pancake and Porky Breakfast will have 100% of the profit applied to the youths scout account.
 - Profits for the Friendship Placemats are as follows:
 - The 1st placemat sale (\$25) will go to Troop 544's general fund.
 - The second and all subsequent placemat sales will be applied to the youths scout account.
- Event fundraisers – the most common are our Spaghetti Dinners and Pancake and Porky Breakfast. Proceeds from ticket sales for these are as follows:
 - Pancake and Porky Breakfast: Ticket sales of the first 5 tickets are established for the Troops High Adventure Fund, and all remaining ticket sales go to the Troop's General Fund.
 - Spaghetti Dinner: All ticket sales go to the Troop's General Fund.

Miscellaneous

Scout (youth) Training

Leadership candidates that attend Council-based leadership training (NYLT, Den Chief, Thunderbird, etc.) will be reimbursed for 50% of the cost of the training following successful final completion of the training course and recommendation by the Scoutmaster.

- This will be affected by a credit being posted to the individual scout account if Scout funds were used to pay the training fee.
- This will be a direct reimbursement if the funds used were outside of the Scout fund (i.e. if the parents paid cash to council or funds were a direct contribution).

Adult Training

Adults that attend a BSA Council-based leadership training (Woodbadge and LBPU excluded) may be eligible for a 50% reimbursement of the cost of the training following proof of successful final completion of the training course. To be eligible for this reimbursement, PRIOR to registering for the training, the adult must submit to the Committee Chair written documentation on the course being offered, total cost,

and reason for the training. Upon approval from the Troop Committee, a direct reimbursement will be provided to the adult.

WHAT ADULTS DO ON CAMPOUTS/ACTIVITIES

Here is some information we try to give parents on their first campout with the troop. Camping is the heart of Boy Scouting, so please take a few minutes to read this section.

Boy Scouting is absolutely different from Cub Scouting or Webelos! And while parents often accompany the Scouts on campouts, the Scouts camp with their patrol and not with their parents and family members.

Here is a summary of our troop (and BSA) policies and the reasoning for the policies. There are exceptions, but these policies are in effect on most outings.

What adults can participate in Campouts/Activities?

1. Any adult that is BSA registered, and has a current Youth Protection Certification on file with the troop is welcome to attend any/all activities.
2. Any adult that will be driving scouts to and/or from events must have a current valid Driver's License, and must have the minimum auto insurance required under BSA policy (\$50,000/\$100,000/\$50,000).

Summary of What Happens at Activities

1. Troop Leadership – The Senior Patrol Leader leads the Troop. The Patrol Leader leads his patrol. Adult campers must listen to the direction of all youth leaders during activities.

A key difference between Boy Scouting and Cub Scouting/Webelos is who is responsible for leadership of the youth. The responsible person for a Cub/Webelos den is the adult Den Leader. The responsible person for a Boy Scout patrol is the Patrol Leader. A Patrol Leader has real authority and genuine responsibilities. Much of the success, safety, and happiness of six to ten other boys depend directly on him. Boys are in a patrol so they can learn leadership and teamwork without adult interference. The responsible person for the Boy Scout Troop is the Senior Patrol Leader. The Senior Patrol Leader is probably the hardest youth job in the Troop as he is responsible for leadership of the Troop and implementing program during activities. The Scoutmaster is responsible for counseling the Senior Patrol Leader during activities and other adults should respect this chain of command.

2. Scout Tenting & Meals—Scouts tent with their patrol in a patrol site area. Patrols plan their own menus, and cook and eat together as a team.

We try to set up the patrol camp area separate from the other patrols. Outing planning requires each patrol to plan their meals and establish a duty roster before each campout. Typically this happens at the Troop meeting immediately prior to the outing.

Boy Scout camping activities center on the patrol, where boys learn teamwork, leadership, and camping skills. It is important that adults not be in the middle of patrol activities such as site selection, tent pitching, meal preparation, and anything else where boys get to practice decision making

3. Adult Tenting & Meals—Adults tent with other adults in an area separated from the other patrols where the adults relax and contemplate their blessings.

Troop 544 usually follows the Wood badge model where adults are guests of the patrol for meals. Sometimes based on circumstances we create a separate adult or "old goat" patrol. Adults are

encouraged to do “demo” cooking separate from the patrols such as Dutch Oven meals and deserts. However, the cleanup of all dishes used during the “demo” is the responsibility of the adults.

4. **Adult/Boy Tenting**—BSA youth protection policies forbid an adult and a boy sharing the same tent. While youth protection policies may not apply to a parent/guardian and son tenting together, it is troop policy that boys tent with boys and adults with adults.

If a father tents with his son, it has been our experience that the boy will lose out on many opportunities to make decisions and be part of the patrol team!

5. **Smoking/Drinking**—Drivers may not smoke while Scouts are in the car. Adults may not drink alcoholic beverages during a Scout activity. Adults who must smoke or chew must do so discretely out of sight of the Scouts.
6. **Boy Leadership**—Adults should not interfere with the functioning of boy leaders, even if they make mistakes since we all learn best from our mistakes. Step in only if it is a matter of immediate safety or if the mistake will be immediately costly. If you observe illegal, immoral, unethical, or unsafe behavior it is your duty to intercede and stop the behavior. If possible, involve a uniformed adult leader first. In all other cases watch the behavior and allow the boys to learn.
7. **Boy Growth** -- Never do anything for a boy he can do himself. Let him make decisions without adult interference, and let him make non-costly mistakes.
8. **Adult Training & Resources** – Adult leadership should buy and read the BSA Scoutmaster Handbook and attend basic training.

The BSA provides an outstanding handbook for adults, and an excellent training course to help us understand the goals of Scouting and how to attain them. The adult manual is called the Scoutmaster Handbook, and it's worth your time to read it. The training is called Scout Leader Basic Training, and is offered in our area several times each year

Adult Role at Activities

Boy Scouting teaches leadership, and boys learn leadership by practicing it, not by watching adults lead. So what do we adults do, now that we've surrendered so much direct authority to boys?

Here are our troop's guidelines on the indirect, advisory role you now enjoy. You will enjoy watching the scouts take progressively more mature and significant responsibilities as they zoom toward adulthood.

1. Relax during the campout. You need a break! We appreciate your taking your time to chaperone the troop. Please enjoy the activity.
2. Let the youth leadership lead and learn from the activity.
3. Any adults attending campouts automatically become part of the troop leadership. Adults tent in separate tents from the youth. We encourage the adults to visit the various patrol sites, talk to the scouts, and ask what's going on or how things are going. Show a Scout how to do something, but don't do it for him, let him learn. Let mistakes happen, as we all learn best from our mistakes. Adults are to be safely nearby, to observe and make sure the youth are making smart and safe choices only.
4. The underlying principle is never do anything for a boy that he can do himself. We allow boys to grow by practicing leadership and by learning from their mistakes. And while Scout skills are an

important part of the program, what ultimately matters when our Scouts become adults is not only whether they can use a map & compass, but whether they can offer leadership to others in tough situations; and can live by a code that centers on honest, honorable, and ethical behavior.

5. Boys need to learn to make decisions without adult intervention (except when it's a matter of immediate safety). Step in only if it is a matter of immediate safety or if the mistake will be immediately costly. If you observe illegal, immoral, unethical, or unsafe behavior it is your duty to intercede and stop the behavior. If possible, involve a uniformed adult leader first. In all other cases watch the behavior and allow the boys to learn.
6. Being an adult advisor is a difficult role, especially when we are advising kids. Boy Scouts of America offers special training on how to do this, which we encourage our all adults to take, registered or not registered with BSA.