



Troop 117
Boy Scouts of America
Centennial, Colorado



Troop Guidelines
A Guide for Troop Operations

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

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Document Change Record

This guide was originally prepared in 2000 by the parents and Scouts of Troop 117. It has been revised a total of three (3) times since inception. Revision two (2) was not published but those revisions were incorporated in Revision three (3).

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I. Troop Philosophy

Troop 117 believes the scouting experience centers on scouts having fun. Through the activities of the troop, young men are exposed to new and varied experiences that introduce them to basic life principles found in the scout oath and law. Utilizing the skills that are taught to them through the scouting program, young men have opportunities to mature and grow stronger physically, mentally, and emotionally.

As a boy run troop, leadership roles and responsibilities exist for every scout. In addition, part of the leadership responsibility assumed by troop members includes the growth and development of younger scouts. In this nurturing and mentoring environment, parents, adult leaders, and the scouts, teach and apply the scout law and oath to troop and every day life situations.

The Troop 117 experience is an opportunity for families to come together in a positive environment and share the scouting experience. Many opportunities exist for all members of the family to participate in troop activities.

In an environment of trust and cooperation, young men of Troop 117 become productive members of the troop, the community, and our nation.

II. Parent Participation

The success of Troop 117 depends upon the support of **all scout parents**. All parents or guardians are expected to take an active role in their scout's activities as well as the general activities of the troop. The opportunities for parents or guardians to participate in the Troop 117 program are varied, but it is expected that adults will find many ways to contribute to Troop activities. It is through this commitment that the program continues to grow and flourish.

Adults are expected to participate in one or more of the following ways:

Time

Parents are expected to **make a time commitment** to the success of their scout's experience and the success of the troop. It is up to every parent to make a commitment to their scout and the troop.

Finances

It is expected that parents will make the necessary financial commitment to properly equip their son for their scouting experience. This includes annual dues, uniforms, activity costs, and costs of camping trips. In addition, parents are expected to contribute to Friends of Scouting, the fund established to provide general funds to the Boy Scouts of America programs.

Camping and Outdoor Activities

Scouts learn through the troop's camping and outdoor activities. Many of these activities require appropriate levels of qualified adult supervision to ensure the safety of all scouts. Parents are expected to participate in camping and outdoor activities of the troop and enjoy the outdoor experiences that are part of contemporary scouting life.

Advancement

While the scout is responsible for the learning skills necessary for advancement, parents are expected to actively support the growth and advancement of scouts through the ranks. In addition, the troop draws upon adults of the troop to participate in Boards of Review. The Board of Review is an opportunity for scouts to dialogue with adults and adult leaders regarding their advancement, the things that they have learned, and what they hope to continue to gain from their scouting experiences.

Equipment Provision and Maintenance

Parents are required to make certain that their scout is appropriately equipped. An equipment list for beginning scouts is available. New scouts should only invest in the initial necessities. An advanced equipment list is available for scouts as they progress in their scouting experience.

Troop Committee

The Troop Committee is comprised of the parents of the scouts. The committee is responsible for making decisions that shape the future of Troop 117. All adults are expected to be a registered member of the Troop Committee. To be a registered member of the Troop Committee, adults pay a \$20.00 registration fee*. This enables the adult to vote on all issues that come before the Troop Committee. Parents are expected to attend as many troop committee meetings as possible. The Troop Committee meets the first Wednesday following the first Thursday of every month at 7:00 p.m. at Grace Presbyterian Church.

* Adult national Registration is \$10 per year; the additional \$10 is to maintain an Adult Training reimbursement fund. The details of this option are outlined on page 16 Adult Training.

Fund Raising

Parents are expected to support their scout in fund raising activities.

Transportation

The Troop will operate in conjunction with the Safe Guide to Scouting at all times. The responsibility of moving from our base to camping or outdoor activities requires the active participation of volunteers to transport

scouts and their equipment. All adults are expected to help move the troop safely for all scouting activities. Gas reimbursement is based upon driver's costs per trip per individual on trip if greater than 50 miles round trip. Monies will be distributed to each driver. This is for instate trips only. Out-of-state trip reimbursements will be determined on a case-by-case basis rounded to the nearest dollar at the troop Coordinator's discretion.

Court of Honor

The Court of Honor is a special occasion that occurs four times each year. At these special ceremonies scouts are formally honored for their advancement and merit badges earned during the previous quarter. Parents are expected to take an active interest in Courts of Honor and attend these special celebrations that honor the growth and advancement of all scouts within the troop.

Background Checks

Adults who take an active role in the troop are expected to provide certain information to the troop adult leadership. Safety of scouts is one of the most important priorities of Troop 117. To accomplish that objective, adults provide the following information to the Scoutmaster or his designee on an annual basis:

Adult Registration Form

Adult Required Training

Parents are required to take Youth Protection Training and Health & Safety training before participating in any offsite outing or activity. Youth protection training is offered through the troop, district training opportunities and/or online.

III. BSA and Troop Membership Requirements

The following are membership joining requirements for Troop 117.

Age Requirements

The applicant has completed the fifth grade; is 11 years old, or has earned the Arrow of Light Award and is under 18 years of age. Troop 117 observes the maximum age limitations as allowed by Boy Scouts of America for scouts with special needs.

BSA Application and Medical Release Form

The parent of the prospective scout shall complete an application and medical release form and submit them to an Assistant Scoutmaster.

Annual Scout Dues

Annual dues to the troop are \$75.00. The subscription to Boys Life is an additional cost. Refunds may be given to scouts that leave the troop. If the scout leaves during the first half of the year, the scout will be entitled to receive one half of the dues payment. If the scout leaves the troop during the second half of the year, no refund shall be given.

Signed Acknowledgment of Receipt of Troop Guidelines

The parent(s) of the prospective scout and the scout shall acknowledge acceptance of the guidelines upon enrollment into Troop 117. (See last page of this document)

New Scout Conference with Assistant Scoutmaster

Prior to acceptance into the troop, the scout and parent(s) will have a short conference with an Assistant Scoutmaster and/or Scoutmaster to prepare the scout for the introduction into the troop. Prior to the Scoutmaster conference, the scout should purchase the Scout Handbook. Prior to the conference, the applicant and parent shall review and complete the exercises in the front portion of the Scout Handbook, **How to Protect Your Children from Child Abuse.**

Scout attendance

The Director of Advancement for the Boy Scout Division at National says that the way to really determine active unit involvement is through any Scoutmaster conference. Talk about outside activities and what else is going on in his life. Unit leaders should talk with Scouts who are so challenged, and mutually come to agreement on their understanding of the term active long before it becomes an issue for the Eagle candidate. Being active does not necessarily mean attending all meetings and outings there are other things Scouts can do to actively support the troop. A unit cannot set active percentages.

Attendance by a Parent at Parent Organization Meeting (for new scouts)

The parent(s) of all new scouts are required to attend the parent organization meeting. This meeting is conducted by the Committee Chair and Scoutmaster as well as other leaders in the Troop. It is designed to provide new families with an overview of Troop administration and operations. Additionally, it provides opportunity to ask questions specifically about the Troop and qualifications of Adult Leaders and Troop operation.

IV. Troop Uniform Policy

Troop 117 believes owning and wearing a scout uniform is an important way that scouts display pride in scouting. Adult leaders are required to meet the uniform standards of the troop as well as scouts. The Scoutmaster, Assistant

Scoutmaster, Senior Patrol Leader, or Patrol Leader shall have the discretion to allow scouts to wear a Class B uniform at any non-formal scouting event.

Field Uniform – “Class A Uniform”

The Class A uniform will be worn throughout the school year and at all formal scouting activities (such as troop meetings, flag ceremonies, District and Council activities) and is required dress during the year from the August Court of Honor forward; to the end of the normal school year. Troop 117 considers a full Class A uniform to consist of the following:

- Tan Scout shirt (with all appropriate insignia and patches*)
- Neckerchief (provided by the troop upon achieving rank of Tenderfoot).
- Scout pants or Jeans (clean and in good state of repair - NO holes)
- Belt (If pants/shorts are equipped with belt loops, a belt is required - run through belt loops)
- Appropriate footwear (tennis shoes or hiking boots. - Socks are required)

Merit badge sash or Order of the Arrow sash (On formal occasions, scouts are expected to wear their sash(s)).

On the Merit Badge Sash Merit Badges will be on the front and past Leadership patches and or any other scout patch can be affixed on the back.

* Appropriate insignia and patches are as follows:

- Current Rank
- Red Shoulder loops
- Council Patch
- Troop numbers
- Patrol patch
- Quality Unit
- Leadership Patch (if in a leadership position)
- Trained Patch (if trained in current leadership position)

Activity Uniform - Class B Uniform

The activity or Class B uniform is worn during the summer months or when activities may cause damage to the Class A uniform such as campouts, hikes, and other outdoor activities. It consists of a Troop/Scout tee shirt(s), jeans or shorts in good condition, and tennis shoes or hiking boots.

Uniform Inspections

Uniform inspections can occur within patrols on a weekly basis and will be performed by patrol leaders. Troop uniform inspections occur upon the

discretion of the Scoutmaster. Patrols are judged by the Senior Patrol leader on the degree to which the patrol adheres to the uniform policy of the troop. ***All scouts are expected to be in full compliance with the uniform policy at all times. This quality demonstrates good Scout Spirit when being considered for rank advancement.***

V. Annual Calendar

The annual troop calendar provides a general activity plan for the coming year. The annual calendar for the coming year is prepared the first part of October.

Annual Calendar cont.

The committee for the annual calendar consists of the following members:

Scout members:

Senior Patrol Leader
Assistant Senior Patrol Leader
Patrol Leaders
Other interested Scouts from the Troop

Adult Members:

Troop Committee Chairman
Scoutmaster
Scouters (any other interested adult members)

It is the responsibility of the Senior Patrol Leader to actively solicit ideas and suggestions of the troop members through each Patrol Leader. It is the responsibility of each Patrol Leader to actively solicit the ideas and suggestions of his patrol.

The goal of Troop 117 is to provide one camping activity during every month of the year with the exception of the month of December. In addition, the annual calendar provides a schedule for Boards of Review and Courts of Honor. The troop schedules these advancement and recognition opportunities four times each year.

Upon adoption by the Calendar Committee, the calendar is presented to the Budget Committee for the preparation of an annual budget.

*****Apply when needed *****Within 30 days of the completion of the Troop calendar by the Calendar Committee, the High Adventure Patrol shall establish a calendar of activities. No planned activities of the Patrol will conflict with planned activities of the troop. The High Adventure Patrol calendar of activities shall be submitted and approved by the Troop Committee Chair and the Scoutmaster. Requests for budget allocations shall be submitted to the Budget Committee prior to the third

week in November and shall be considered in Budget Committee recommendations to the Troop Committee.

Individual patrols may schedule and calendar patrol activities. These activities shall be scheduled so as not to create conflicts with the Troop calendar. Upon scheduling with the Senior Patrol Leader and Scoutmaster, patrol activities should be posted to the troop calendar.

From time to time it may be necessary to amend the calendar. The PLC and Scoutmasters shall make amendments to the troop calendar, which should be ratified by the troop committee. Rescheduling of activities may occur based on safety, weather, availability of trained adults and/or Assistant Scoutmasters, or availability of transportation.

VI. Annual Budget

Following the completion of the annual calendar, the Budget Committee shall review the program of activities and shall establish a proposed budget for the troop. The work of the Budget Committee shall be completed by the second week of November.

The Budget Committee shall consist of the following:

Committee Chairman
Scoutmaster
Treasurer
Quartermaster
Fund Raising Chairman
Advancement Chairman
Scouters (any other interested adult members)

It is the responsibility of the Budget Committee to recommend a budget that shall be adequate to support the recommended program of activities. The scope of the committee's responsibilities shall include making recommendations for any troop dues increase or decrease, and any necessary fund raising activities, that may be necessary to support the calendar of activities and the purchase of new or replacement equipment.

Upon adoption of the budget by the Budget Committee, the annual calendar and the annual budget shall be presented to the Troop Committee. The annual presentation shall occur at the first meeting in December. The annual calendar and budget shall be approved by an affirmative vote of the majority of the registered adults present at the annual calendar/budget meeting.

From time to time it may become necessary to amend the Troop Budget. The Troop Budget will be considered for amendment upon the convening of the Budget Committee and an affirmative vote by a majority of the members of the Troop Committee that are present. The recommendation to amend the budget shall be considered by the Troop Committee at the next regular meeting. Any recommended amendment to the budget shall be approved upon a majority vote of the registered adults **present at the meeting**.

VII. Meetings

Weekly Troop Meetings

Troop 117 meets every Monday throughout the year. When no Littleton Public School is scheduled on a given meeting night the Troop meetings might not be conducted (see Troop Calendar). Troop meetings start at 7:00 p.m. Troop meetings are scheduled for 90 minutes. Time may be reserved at each troop meeting for a patrol meeting. A request for a patrol meeting shall be made by a Patrol Leader to and coordinated with the Senior Patrol Leader.

Scouts should not loiter around the church prior to, or at the conclusion of troop meetings. The following arrival and pick up schedules shall be observed:

Arrival Time Policy

Scouts should arrive for the meetings no sooner than 15 minutes prior to the meeting.

Pick-Up Time Policy

All scouts should be picked up no later than 8:45 p.m. If a scout has not been picked up by the designated time, the scout will place a call to his home and make the necessary arrangements for immediate pick-up.

Troop Committee Meetings

The Troop Committee shall occur within two weeks of the District Roundtable Meeting at the discretion of the committee chair. However, the committee meeting shall not occur during a regular scout meeting. **Meetings are planned not to exceed 90 minutes in length.**

Assistant Scout Masters (ASM) Meeting

The Scout Master will conduct an ASM meeting once a month, or more often if necessary, to communicate the needs of the Troop to the Assistant Scout Masters. Additionally, this meeting is used to keep ASMs up to date with upcoming Troop activities. (Meeting is held at Grace Presbyterian Church; preceding the PLC by one half hour)

Patrol Leader Council Meetings

The Scoutmaster meets with the Senior Patrol Leader, Assistant Senior Patrol Leader, and Patrol Leaders once each month to discuss the operation of the troop and to coordinate events from the Troop Calendar.

VIII. Troop Organization

Chartering Organization

Grace Presbyterian Church is the chartering organization for Troop 117. The chartering organization is the sponsor of the troop. The charter granted by the Boy Scouts of America allows the Church to host a troop. The Church agrees to support the troop by providing a meeting place with adequate facilities.

Charter Committee

According to BSA guidelines, the primary function of the chartering organization is to select and approve all adult leaders including the Scoutmaster, Assistant Scoutmasters, Committee Chairman, and two additional Committee members. To be a member of the Charter Committee, adults must be registered members of the Troop Committee.

In the operation of Troop 117, the charter organization has delegated responsibility for the selection of the Scoutmaster, Assistant Scoutmasters, Committee Chair, and all background checks for all adult leaders to the Troop Committee.

The church designates a representative of the church to serve as the chartering organization representative. This person serves as the liaison between the troop and church.

Adult Leadership

The goals of adult leadership in our troop include the following:

1. To provide an environment in which the boys of the troop can learn the ideals of scouting
2. Develop leadership abilities
3. Have fun and exposure to a variety of activities.

To achieve these goals, an organizational structure has been established to ensure that the troop meets its obligations to BSA program guidelines and to fairly distribute the workload among all parents and adults in the troop family.

Troop Committee Structure

The Troop Committee is comprised of all parents, adults, and adult leaders of the troop. The Troop Committee is responsible for providing the general framework and guidelines for the operation of the troop. These general oversight responsibilities include ensuring that troop is operating consistent with BSA and troop policies. In addition, the Troop Committee provides administration support

for the operation of the troop, ensures that adequate adult leadership is in place, provides support functions to the troop, and generally ensures a quality-scouting program. All parents, adults, and adult leaders have a voice in the operation of the troop.

While all parents, adults, and adult leaders are members of the Troop Committee, voting privileges are limited to those persons who are registered members of the Troop. To be a registered member of the Troop, the adult submits an adult volunteer form accompanied by a payment of \$20.00. The Committee Chairman and Scoutmaster enjoy no voting rights on the Troop Committee. However in the event of a tie, the Committee Chair may cast a vote.

The following are the 117 Troop adult leadership positions of the Committee:

- Committee Chair
- Secretary
- Treasurer
- Quartermaster
- Committee Members

In addition, the Scoutmaster and Assistant Scoutmaster(s) serve on the Troop Committee.

Partial descriptions of some of these positions are found below. More complete descriptions of these positions can be found in the BSA Troop Committee Guidebook.

Troop 117 believes that it is important to ensure the long-term stability in our troop programs by allowing adults to serve without term limits in Troop Committee leadership positions. However, just as it is important for the young men of the troop to experience a wide variety of leadership positions, the long term stability and strength of the troop is enhanced by periodic change in adult leadership positions.

In order to accomplish this objective, in October of every year, the Troop Committee Chair shall appoint a Recruiting Committee consisting of three registered Troop Committee members. The purpose of the Recruiting Committee will be to identify adults that are willing to serve in a committee position. The Recruiting Committee shall report its findings at the November meeting at which time elections shall be held. At that time, any person may express an interest in serving in a position on the Troop Committee and be considered for election.

Persons elected shall serve for three months in an “elect” capacity and shall formally assume office in February. During this three-month period, newly elected persons to positions shall learn the methods and responsibilities from the

incumbent. The troop believes this method of recruitment, election, and training ensures the long-term stability of troop operations.

Patrol Leaders Council (PLC)

The Patrol Leaders Council (PLC) provides the basic planning for the operation of the troop. The PLC consists of the following:

- Scoutmaster
- Senior Patrol Leader
- Assistant Senior Patrol Leader
- All Patrol Leaders
- Troop Scribe

The Scoutmaster and Scribe do not have a vote on the PLC. In the event the Patrol Leader can not attend, the assistant attends in his absence.

The meeting is open to any Assistant Scoutmaster or Committee member. However, they do not have a vote. The PLC may invite anyone it deems necessary to attend the PLC meetings.

Adult Leadership Positions for Troop Administration

A full description of responsibilities can be found in the Troop Committee Guidebook published by the Boy Scouts of America.

Committee Chair **

In the operation of Troop 117, the Troop Committee elects the Troop Committee Chair. The Chair is responsible for preparing and disseminating meeting agendas. The Chair presides over the monthly meeting of the Troop Committee. The Chair follows the practices of meeting conduct found in "Robert's Rules of Order".

The Committee Chair is responsible for monitoring and maintaining Troop Committee positions and for recommending changes or improvements in the operation of the troop. The Committee Chair ensures that all functions are delegated and completed. In addition, the Chair attends round table meetings and arranges for annual charter review.

Secretary**

The Secretary keeps the minutes of Troop Committee meetings and reports the minutes from the previous meeting.

Treasurer**

The Treasurer handles all troop funds including all income and disbursements including: dues collection, reimbursements for all troop outings, pre-payments, down payments, and final installments for special activities including summer

camps. The Treasurer is responsible for properly accounting for all payments. In the absence of the Treasurer, the Assistant Scoutmaster receives payments.

The Treasurer reports monthly on troop finances at the Troop Committee meeting. In addition, the Treasurer reimburses adults for all troop expenses. The Treasurer may provide leadership in the preparation of an annual troop budget.

Fund Raising Coordinator

This position coordinates fund-raising activities. These activities may include special fund raising events for the troop as well as annual fund raising activities such as scout show ticket sales and popcorn sales. All fundraising activities should be approved by the troop committee and follow council requirements and guidelines.

Communications Coordinator

The Communications Coordinator coordinates phone calls with patrol leaders to implement the Troop calling tree. This position maintains the troop calendar.

Forms Coordinator

The Forms Coordinator maintains troop documentation including applications, permit slips, attendance records, medical forms, insurance records, and tour permits.

Hospitality Coordinator

The Hospitality Coordinator coordinates refreshments for Courts of Honor and special events including the troop holiday party.

Financial Auditor

The Financial Auditor independently reviews the troop bank account, deposits, checks written, and withdrawals and reports any unresolved discrepancies to the troop committee.

Troop Webmaster

The Troop Webmaster maintains the troop web site and controls access to posting of information on the web site in accordance with National BSA requirements and guidelines.

Adult Leadership Positions for Troop Operations

A full description of responsibilities can be found in the Troop Committee Guidebook published by the Boy Scouts of America.

Scoutmaster

The Scoutmaster's chief responsibility is to the scouts. He serves as a liaison between the scout leadership and the Troop Committee. To meet that objective, he meets regularly with the scout leadership to discuss the plans and programs of the troop. He works with SPL and ASPL on establishing weekly meeting agendas and addressing operating issues of the troop. The Scoutmaster participates in most camp outs as an adult leader. He is part of the team to recruit new scouts and adult leaders. The Scoutmaster receives direction from the Troop Committee and ensures that policies and rules of the troop are followed.

In addition, the Scoutmaster coordinates all Assistant Scoutmasters. The Scoutmaster is responsible for developing an understanding of the status and operation of each patrol within the troop.

Assistant Scoutmasters

Assistant Scoutmasters are assigned to each patrol within the troop. The role of the Assistant Scoutmaster is to support the on-going growth and development of scouts within the troop. Assistant Scoutmasters in Troop 117 are assigned to new scouts, to each patrol, and to the High Adventure Patrol (when active).

Assistant Scoutmaster for New Scouts

This position is responsible for welcoming new scouts into troop. He plans initial activities that give new scouts an opportunity to ask questions about the Boy Scout experience in Troop 117. The Assistant Scoutmaster for New Scouts works with Troop Guide to help new boys and assists new scouts in earning the First Class rank. The Assistant Scoutmaster for New Scouts attends most camp outs.

Patrol Assistant Scoutmaster

This position assists the patrol leader in organizing and managing the patrol. In addition, the Patrol Assistant Scoutmaster provides transportation for boys and equipment to scouting activities. He ensures that patrol is meeting obligations to the troop.

High Adventure Patrol Assistant Scoutmaster (when active)

This position assists the Patrol Leader in the planning and organization of high adventure activities. This position assists the Patrol Leader in recruiting adults to provide leadership and transportation for patrol activities. The High Adventure Patrol Assistant Scoutmaster ensures that troop rules and policies are followed. The position ensures that planned patrol activities are not in conflict with troop calendar by coordinating with the Committee Chair or Scoutmaster.

Advancement Chair

The Advancement Chair convenes Boards of Review. In addition, the Advancement Chair maintains the advancement record for each scout within the Troop. The advancement chair processes advancement reports to the scout office.

The Advancement Chair coordinates the purchases of all awards. As may be required, the Advancement Chair advises boy's parents on advancement needs. The Advancement Chair is responsible for planning participation in merit badge colleges and coordinating badges to be completed at summer camp.

Eagle Coordinator

Eagle Coordinator has special responsibility in advising boys and parents on Eagle projects and assuring that proper forms and procedures are completed prior to the Eagle Board of Review.

Merit Badge Coordinator

The Merit Badge Coordinator actively recruits adults for merit badge counselors. This position maintains records of merit badge counselors and serves as a resource to boys seeking merit badge counselors. This position attempts to allocate the merit badge counselor workload among adult volunteers. Whenever a merit badge counselor seeks to schedule a merit badge session, he informs the merit badge coordinator, whom in turn notifies the Scoutmaster or Committee Chair to schedule facilities and place the merit badge opportunity on the troop calendar.

Quartermaster

The Quartermaster works with the scout Quartermaster(s) to ensure that troop equipment is in safe and in good repair. The Quartermaster reports equipment needs and issues to Troop Committee. The Quartermaster is responsible for making expenditure suggestions to Troop Committee for the acquisition/disposition of troop equipment.

Chaplain

The Chaplain is responsible for meeting the religious needs of the scouts within the troop. He is responsible for planning and delegating responsibility for religious services at troop activities. He works closely with the Chaplain Aide to ensure that religious holidays are observed within the troop.

Refilling an Adult Leadership Position Vacancy

Adults are expected to fulfill at least a one-year commitment in an adult leadership capacity. In the event that an adult must resign from an adult leadership position, the resigning adult will be expected to find a suitable and qualified replacement to complete his/her term. In the event no such replacement can be identified, the Scoutmaster in consultation with the Committee Chair will actively seek volunteers for the vacated position to complete the unexpired term.

Scout Leadership Positions

Troop Level Scout Leadership Positions

Elected Position

Elections are conducted two times each year by the scouts in the troop. Elections occur in February and August/September of each year.

Senior Patrol Leader

All scouts in good standing elect the Senior Patrol Leader (Star or above). He is responsible for providing the primary scout leadership to the troop.

Duties include the following:

1. Appointing an Assistant Senior Patrol Leader
2. Preparing the weekly troop meeting agenda and reviewing with the Scoutmaster
3. Run the weekly troop meeting
4. Appoints junior leadership positions
5. Runs Patrol Leadership Council meetings
6. Assures that all troop positions are being properly administered

The eligibility requirements for the Senior Patrol Leader are as follows:

1. Having successfully completed Junior Leadership Training or an equivalent youth leadership training program, or committing to complete the Junior Leadership Training at the next available opportunity. The commitment shall consist of the completion of the application for Junior Leadership Training accompanied by a check for the full amount of the training.
2. Having achieved the rank of Star; or having previous Senior Patrol Leader experience, when such an election is determined by the Scoutmaster to be in the best interest of the troop.

Tenure

The Senior Patrol Leader serves a term of six months and may not secede himself in office. A scout may serve a second term as Senior Patrol Leader when the Scoutmaster determines it is in the best interest of the troop.

Appointed Positions

Assistant Senior Patrol Leader

The Assistant Senior Patrol Leader (Star or above) is selected by the Senior Patrol Leader and serves a term concurrently with the appointing Senior Patrol Leader. The Assistant Senior Patrol Leader assists the Senior Patrol Leader in the operation of the troop and assumes full authority and responsibility of the Senior Patrol Leader in his absence.

The eligibility requirements for the Assistant Senior Patrol Leader are as follows:

1. Appointment by Senior Patrol Leader
2. Approval by the Scoutmaster
3. Having successfully completed Junior Leadership Training or an equivalent youth leadership training program, or committing to complete the Junior Leadership Training at the next available opportunity. The commitment shall consist of the completion of the application for Junior Leadership Training accompanied by a check for the full amount of the training. Having achieved the rank of Star.

Instructor

The instructor teaches scouting skills. The instructor is usually an older scout and teaches scouting skills in troop and patrol settings.

Quartermaster

The quartermaster keeps track of troop equipment and makes sure that it is in good condition. Specific duties include keeping records on troop equipment, making sure that troop equipment is in good working order, makes suggestions for new equipment, issues equipment and makes sure that it is returned in good condition.

Scribe

The scribe keeps the troop records. He records the activities of the Patrol Leader's Council and keeps a record of scout attendance at troop meetings. Specific duties include keeping a log of the patrol leader's council meeting, recording individual scout attendance, and reporting attendance to the Advancement Coordinator.

Librarian

The Librarian takes care of troop literature and the troop library. The troop librarian keeps a record of books and pamphlets owned by the troop. The librarian actively seeks copies of scouting books that are of no future use to older scouts or scouts that are leaving the troop. The librarian keeps a record of all books that are checked out and asks scouts to return books that have been checked out for an excessive period of time when other scouts are seeking the use of the book.

Historian

The Historian keeps a record of troop activities. The historian gathers pictures and facts about past troop activities and keeps them in a historical file or scrapbook. The historian takes care of troop trophies, ribbons, and souvenirs.

Chaplain Aide

The Chaplain Aide works with the Troop Chaplain to meet the religious needs of the scouts in the troop. He assists the Troop Chaplain with religious services at troop activities. He makes sure that religious holidays are observed in troop activities.

Troop Guide

The Troop guide is responsible for new scout's first experiences with the troop. He is responsible for making them feel comfortable within the troop. He shields new scouts from hazing from older scouts. He sets a good example for younger scouts. He is responsible for assisting the advancement of new scouts within the troop to achieve the rank of First Class within the first year of scouting.

Patrol Level Scout Leadership Positions Elected Positions

Patrol Leaders

The members of each patrol elect a Patrol Leader (First Class or above). Eligibility requirements for the position of Patrol Leader are as follows:

1. Having achieved the rank of First Class
2. Election by his patrol
3. Successful completion of Junior Leadership Training or a commitment to obtain the training at the next available opportunity

The duties and responsibilities of Patrol Leaders are as follows:

1. Patrol leaders are responsible for their patrols at all times and control the conduct of their patrol.
2. Patrol leaders preside at the meetings of their patrols.
3. Represent their patrol at Patrol Leaders Council.

Patrol Leaders (cont.)

4. Work directly with the Senior Patrol Leader to carry out the activities of the troop.
5. Weekly assesses the patrol's compliance with troop guidelines.

He is the elected leader of his patrol and represents the patrol at the Patrol Leader's Council. He appoints the Assistant Senior Patrol Leader, plans patrol meetings, is responsible for keeping patrol members informed, helps scouts within his patrol to advance, and sets a good example. The Patrol

Leader may be required to ask scouts within his patrol to conduct themselves according to the scout oath and law.

Appointed Patrol Positions

Assistant Patrol Leader

The Assistant Patrol Leader helps the Patrol Leader conduct meetings of the patrol and helps the patrol leader during patrol meetings. He assists the Patrol Leader in keeping patrol members informed and attends the Patrol Leaders Council when the Patrol Leader can not attend.

Patrol Scribe

The Patrol Scribe keeps the patrol log that is a record of troop activities and decisions at each patrol meeting. The Scribe keeps a record of attendance at patrol meetings.

Grub master

The Grub master leads discussions within the patrol regarding menus to be submitted to the Nutrition Coordinator. In addition, the Grub master coordinates the shopping for food following the approval of the Troop Nutrition Coordinator and coordinates any pre-cooking of food by the patrol.

Quartermaster

The patrol Quartermaster is responsible for keeping all patrol gear in good condition and is responsible for the return of all troop gear in good condition.

Cheer master

The Cheer master is responsible for keeping the morale of the patrol high. He is responsible for leading songs, yells, stunts, and campfire programs of the patrol.

Removal from Office: Impeachment

Impeachment is the process by which a scout is removed from an elected or appointed position. The process of impeachment is a very serious action to be taken by a troop in circumstances where it can be shown that the removal of

Impeachment (cont.)

the scout is necessary for the best interests of the troop. The conditions under which impeachment proceedings can be initiated are as follows:

1. When it can be shown that there is a gross dereliction of duty that adversely impacts the operation of the troop
2. When there has been a gross violation of the scout oath or law
3. When the welfare of scouts or the troop is at risk by the on-going tenure of the incumbent.

To initiate an impeachment proceeding, a petition containing two thirds of the membership or the patrol in the case of a patrol proceeding or two thirds of the troop in the case of a troop proceeding shall be presented to the Scoutmaster. The petition shall provide the details regarding the allegations under the petition. Final judgment in the matter is reserved to the Scoutmaster and Assistant Scoutmasters.

IX. Order of the Arrow

The Order of the Arrow is scouting's honor society. It recognizes youth and adult campers who best exemplify the scout oath and law in their daily lives, maintains camping traditions, and exemplifies the habit of helpfulness cheerful service to others.

To be eligible for Order of the Arrow, a scout must hold the first class rank or higher. In addition, he must have taken part in a minimum of 15 days and nights of scout camping in a two-year period, including a 6-day and 5 night camping experience at a national council facility accredited by BSA.

Following approval by their Scoutmaster, eligible names are submitted to the troop membership for election to the Order. A scout must receive a majority vote of the troop in order to be considered nominated.

Adults are elected to the Order by other registered adults and are recommended to the Order of the Arrow Election Committee.

X. Training

Adults and scouts are expected to take advantage of the training opportunities that exist within scouting.

Adults

Adults are required to complete the following training:

Fast Start

Fast start is a three-hour training that introduces the adult to the basics of scouting.

Youth Protection Training

Youth protection training is a three-hour training session that introduces adults to principles designed to protect scouts and ensure their safety. The youth protection training is intended to teach adults basic principles regarding child abuse and how to effectively limit liability in matters of adult conduct and inter-action with boys within the troop.

BSA Health & Safety Training

This training is designed to provide adult leaders with a good understanding or the use of the Safe Guide to Scouting. It clearly states what type activities Scouts can be involved in while participating as an individual member or a group.

Adult Training

The Denver Area Council offers basic Adult Training several times each year. The training covers Scoutmaster Fundamentals including orientations to troop meetings, troop organization, and the outdoor program. The Scoutmaster and Assistant Scoutmasters shall complete Scoutmaster Fundamentals within six months of assuming an Assistant Scoutmaster or Scoutmaster position.

Adults shall pay the cost of basic adult training. Upon successful completion of training, the troop shall reimburse the adult 50 percent of the cost of training (upon request).

Additional or Advanced Adult Training

The Committee shall consider requests for advanced training reimbursement on a case-by-case basis.

Scout Training

Junior Leadership Training (JLT)

Junior Leadership Training is an opportunity for boys to learn important leadership skills. Scouts having obtained the rank of First Class are eligible to participate in Junior Leadership Training. Scouts shall pay the cost of basic training. Upon successful completion of training, the troop shall reimburse the scout 100 percent of the cost of training.

To be eligible to hold the office of Senior Patrol Leader or Assistant Senior Patrol Leader, a scout must have attended Junior Leadership Training or committed to attend the next available JLT opportunity.

XI. Patrols

Troop Philosophy

To the maximum extent possible, Troop 117 follows the patrol system. Through the use of the patrols, scouts learn the value of teamwork, leadership, and cooperation.

Forming New Patrols

Patrols are re-organized every year with the intent of assuring appropriate levels of leadership within each patrol. The troop committee meets annually to assign scouts of the same rank to each of the patrols. This assures that an adequate

number of advanced scouts are present within each patrol to assist younger scouts in their advancement. In addition, this periodic patrol reassignment gives scouts an opportunity to develop closer relationships with other scouts in the troop and strengthens the overall working relationships within the troop.

It is the goal of the troop to maintain patrol size in the range of 6-10 scouts. From time to time there may be some fluctuation in troop size. It is the intent of the troop to follow BSA guidelines with patrol sizes to be no less than 6 or no more than 10.

At the time of formation of new patrols, each patrol is expected to develop a name, flag, cheer and song. For camping experiences, each patrol is responsible for developing and securing approvals for menus, maintaining patrol equipment, cooking and camping as a patrol, and participating in activities as a patrol.

Assignment of New Scouts to Patrols

All new Scouts are formed into their own patrol until ALL reach the rank of tenderfoot. Then, they will be integrated into the other existing patrols in the Troop during Fall elections. Initial reassignment will be managed by the Scout Master, Troop Guide(s) and parents of these Scouts.

It is the policy of the troop to assure that brothers are not within the same patrol unless requested by parents. This approach gives siblings equal opportunity to participate in patrol leadership without the appearance of domination within a single patrol.

High Adventure Patrol (when active)

The decision to make the patrols of the troop heterogeneous in terms of age and rank creates some challenges to maintain the interest of older scouts. To meet that challenge, Troop 117 offers a High Adventure Patrol to boys that are 13 years of age or older and that have reached the rank of First Class. The High Adventure Patrol is intended to offer high adventure activities to boys that have an interest in high adventure and have demonstrated mastery of scouting essentials.

High Adventure Patrol activities are under the supervision of adult leadership. No High Adventure activities are allowed to conflict with regular troop activities. In some instances, due to the higher risk involved, special parental permission is required for scout participation.

XII. Troop Discipline

General

As a scout run troop, the troop relies on each scout to conduct himself consistent with the scout law and oath. Obedience by scouts to the scout law and oath is

central to the maintenance of safety and order within the troop. Adult intervention may occur when it is necessary to maintain safety, prevent property damage, avoid disrupting other troop activities, and to maintain order.

The troop utilizes the youth protection policy of BSA in all matters related to the safety and welfare of scouts. In particular, troop discipline will be imposed in all matters of intimidation, hazing, and physical harm or endangerment.

Progressive Discipline

Troop 117 follows a progressive discipline philosophy. This means that discipline will be addressed at the lowest possible level and that reoccurring behavioral issues will be addressed in an increasingly more severe manner. Repeated violations are addressed by involving additional boy and adult leaders and the parents of the offending scout in the discipline process.

Patrol Leader Discipline

Patrol leaders are expected to address issues of scout conduct within their patrol. Assistant Scoutmasters assigned to each patrol should be consulted when behaviors of a scout within a patrol are inconsistent with troop expectations. The Assistant Scoutmaster or other adult leader may assist the patrol leader in obtaining the desired behavior from a scout. If the patrol leader is unable to achieve the desired behavior, the issue shall be reported to the Senior Patrol Leader.

Senior Patrol Leader Discipline

The Patrol Leader shall report non-compliance with a request, or a repeated behavior offense to the Senior Patrol Leader. It is the responsibility of the Senior Patrol Leader to attempt to resolve the issue. If the Senior Patrol Leader is unable to achieve the desired behavior, the matter is reported to the Scoutmaster.

Scoutmaster or Assistant Scoutmaster Discipline

The Scoutmaster or other adult leader shall intervene to obtain the required behavior. It is the responsibility of the Senior Patrol Leader to provide a short written report to the Scoutmaster at his earliest opportunity detailing the issues and their resolution. The written report provides details of the incident in the event that future disciplinary actions are required.

Penalties or Sanctions for Inappropriate Behavior

Any scout or adult leader authorized to impose discipline shall ask the offending scout for suggestions for any sanction or penalty to be imposed. With the advice and consent of the Assistant Scoutmaster or Scoutmaster, a penalty or sanction may be imposed. All penalties imposed must be approved by the Scoutmaster, Assistant Scoutmaster, or trained adult and must meet the following test:

1. The imposed sanction must be directly related to the offense
2. Any sanction imposed must be in proportion to the offense committed.

No sanctions will be allowed that in any way demeans the scout. Any punishment must be constructive in nature and provide an offending scout the opportunity to fully consider the consequences of his behavior.

Scoutmaster Discipline

Two Reports of Disciplinary Problems by the Senior Patrol Leader

Following two written reports of inappropriate behavior, the Scoutmaster shall notify the parents of the offending scout. The purpose of the notification will be to inform the parents of the reoccurring disciplinary issues associated with their son and encourage their involvement and intervention in the matter.

Three reports of Disciplinary Problems by the Senior Patrol Leader

Following three reports of inappropriate behavior by the Senior Patrol Leader to the Scoutmaster, the Scoutmaster shall inform the parents of the scout regarding the nature of the disciplinary problems that are being encountered. The Scoutmaster shall meet with the scout and his parents to discuss the issues and agree upon a plan of action to prevent such behaviors from occurring in the future.

Discipline Committee

The Discipline Committee consists of the Patrol Leaders, Senior Patrol Leader, Assistant Scoutmasters and Scoutmaster. The purpose of the Discipline Committee is to hear disciplinary cases that are brought from the Scoutmaster. The Scoutmaster shall take this action following three incidents that have been referred by the Senior Patrol Leader. It is the responsibility of the Discipline Committee to hear the report of the Scoutmaster and to make a recommendation to the Troop Committee regarding removal of the scout from the Troop.

Troop Committee Discipline

The Troop Committee shall have the responsibility for removing a boy from the Troop. The Troop Committee shall also establish the terms and conditions under which a boy may return to troop activities following a disciplinary suspension. The Troop Committee is expected to seek a behavior plan from the scout and his parents as a condition of returning to the troop following a suspension. The Behavior Plan shall outline the terms and under which the boy will be allowed to return to troop activities.

Infractions

Level One Infraction

Level One Infractions are violations of troop disciplinary policy. Repeated offenses of level one infraction shall follow the progressive discipline

policy of the troop. Examples of Level One Infractions include but are not limited to the following:

Possession of Fireworks

Fireworks shall be confiscated and returned to the scout's parents.

Possession of Sheath Knives

Shall be immediately confiscated and returned to the Scout's parents. Certain scouting events, such as fishing or cooking, allows a scout to have in his possession a knife with a blade that exceeds four inches.

Possession of Sexually Explicit Materials

Materials shall be confiscated and returned to the Scout's parents.

Foul Language, Swearing, Cursing, Blasphemy, Inappropriate Gestures

The troop strongly encourages that scouts be sensitive to their use of words. Scouts should be aware that the use of the term "My God" may be considered offensive to others. Reverence as defined by scouting principles would preclude invoking the name of God.

Hazing or Abuse

The troop makes a distinction between types of hazing and the corresponding disciplinary actions. Less serious forms of hazing are treated as a Level One Infraction. These activities may include the following:

- Any activity that demeans an individual
- Physical contact
- Any action by one scout toward another that threatens bodily harm (Assault)

Hazing or Abuse (Cont.)

Any activity or action imposed on another by a person of higher rank for the purpose of re-enforcing a distinction between rank or class.

Level Two: Disciplinary Action Required by Discipline Committees

Level two disciplinary infractions are those actions that cause serious danger to the health, safety, and welfare of boys within the troop and/or a direct violation of the BSA zero tolerance policy. Examples include but are not limited to:

Possession of Drugs, Alcohol, and Tobacco

Contraband shall be immediately confiscated by an adult and will be returned to the scout's parent.

Possession of Firearms/ Archery Bows/Cross Bows /Blow Guns

Unless associated with a supervised troop activity, the contraband shall be immediately confiscated by an adult and shall be returned to the scout's parent.

Inappropriate Physical Contact

Youth protection training shall be followed. Two adults shall immediately follow up on any reports of inappropriate physical contact. Two adults shall interview the scout in order to determine the nature of the incident. The adults shall immediately report the incident to the Scoutmaster.

Hazing or Abuse

Level two forms of hazing may include the following actions or activities:

- Physical Neglect

- Emotional Neglect

- Physical contact as exhibited by violent behavior including kicks, chops, choking, or other threatening behavior

- Fighting (Battery)

Level Two discipline infractions require the immediate intervention of adults. The purpose of such intervention shall be to assure the health, safety, or welfare of the scouts and/or the protection of property.

Adult Leader Conduct

Adult leaders are expected to exhibit the ideals of scouting in all contacts with the scouts of the troop. Personal habits, language, hygiene, and interaction with scouts shall be in accordance with the scout oath and law. It is the responsibility of the Scoutmaster to discuss any issues of conduct of all adult leaders with the individual and the parent committee.

XIII. Camping Trip Rules

Camping is conducted by the Troop in accordance with the Safe Guide to Scouting and an important part of the troop's activities and each scout is expected to provide their own gear for each camp out. Trip planning is an essential part of the camping experience and consists of the following activities and requirements.

General Rules and Expectations

Required Gear

Scouts and adults are expected to provide their own camping gear for each outing. Scouts are expected to own the 10 essentials for camping described in the Scout Handbook.

Cost Sharing

Costs are shared among camping participants. Whenever possible, costs will be presented prior to an activity with all costs being shared equally **including those who signed up for an activity but did not participate.** A Trip Fund exists for deposit monies for ‘High Adventure and Summer Camp’ deposits, it is required that an equal share of any camp be paid by the members of the Troop that signed up for the event prior to the actual event. Scholarships for troop camping activities are available. In those cases where an economic hardship exists, the family may make a request for assistance. The Scoutmaster shall present that request to the Troop Committee for consideration.

Summer Camp Scholarships are available from the Boy Scouts of America. Any family in need should contact the Scoutmaster for applications for summer camp scholarships.

Uniforms While on Camping Trips

As a symbol of pride and scout spirit, the troop will travel in “A” or “B” uniforms. “A” uniforms will be worn for all flag ceremonies and for all religious services. “A” uniforms may also be required for other camping activities based on the nature of the activity. The Senior Patrol Leader will notify the troop when activities warrant the wearing of “A” uniforms. Except for those instances cited, the “B” uniform is considered appropriate dress on all camping activities.

Nightly Turn-in

The goal of the troop is to make sure that scouts have 8 hours of sleep on every night. This means that lights out will be at 10:00 p.m. No scout shall be able to turn in for the evening until his duty roster or other obligations to the troop and his patrol have been met.

Use of knives, hatchets, axes, saws

In accordance with the Safe Guide to Scouting; prior to the scout using any of the tools described above during a camping activity, the scout must demonstrate an ability to care for and use these tools in an appropriate manner. As a general rule, a scout earns his “TOTIN’ Chip” as part of completing his second class requirements. However, a scout may demonstrate his knowledge of proper handling of his pocketknife to his Assistant Scoutmaster prior to completing his second class requirements. If the scout successfully demonstrates knowledge of the proper care and handling of a knife equivalent to the requirements of knife safety found in the “TOTIN’ Chip” requirements, the scout may carry a pocketknife with him on camping activities. All pocketknives carried by a scout shall have blades not greater than 3.5 inches in length. Any misuse of a knife however, will result in the knife being confiscated by the Assistant Scoutmaster and returned to the scout’s parents until the “TOTIN’ Chip” is earned.

Two to a Tent Camping

At least two to a tent camping is expected. Consistent with safe scouting guidelines, no unrelated adult may tent with a scout.

Privacy and Personal Property

The troop expects that all scouts will respect the property of others at all times. This means that a scout should not touch or use the personal property of others without the consent of the owner.

Buddy System

The buddy system is required of all participants (including adults). Scouts shall notify their patrol leader (or adult in the SPL's absence) when leaving the group. Adults will notify the Scoutmaster when leaving the group.

Leave No Trace

As a troop our goal will be to leave all the sites that we use in a better condition than when we arrived. The troop strongly encourages all scouts to earn the leave no trace badge and use the leave no trace principles on all camping activities.

Use of Fire

The use of fire on any camping activity is governed by safe scouting principles. These include observance of all open fire bans, proper preparation of a fire site, proper starting and tending of fires, and the proper extinguishing of fires. Fire remnants shall be disposed of consistent with campground policies.

Medicine and First Aid

Ensuring that prescriptions are properly administered is the responsibility of each scout or adult. The Scoutmaster should be made aware of any chronic medical conditions that require the administration of medicines. In those instances, ***the Scoutmaster may assume responsibility (unless otherwise dictated by the Medicine and First Aid (Cont.)***

camp) for the administration of those medicines. It is the responsibility of the individual to notify the Scoutmaster of the location of all medicines to treat chronic conditions.

Visitors on Outings

Adults

Adult family members are expected to participate in camping activities.

Siblings

Unless designated as a family outing, siblings are strongly discouraged to participate. Parents are asked to consider the skill levels required for troop camping activities so that the presence of a younger person does not adversely affect the experience of older participants.

Pets

Pets are generally discouraged on family camping activities. Any family desiring to bring a pet may request permission at a troop meeting. If any member of the troop requests that pets not be permitted, the request to limit pets will be honored.

Prospective Boy Scouts

At certain times of the year, Webelos may be given the opportunity to participate in troop camping activities to assess how the troop approaches outdoor activities. His parent or guardian must accompany any Webelo attending a troop camping activity.

Use of Electronic Entertainment Gear

The goal of a camping experience is to get to know fellow Scouters. Travel times represent opportunities to get to know other members of the troop. Electronic gear (excluding walkie-talkies or weather radios) is not permitted on any camping activity involving travel times of four hours or less.

On those activities where travel times exceed four hours, electronic gear may be used on a limited basis. Scouts shall observe the directions provided by drivers regarding the use of electronic gear during travel. Upon arrival, electronic gear shall be properly stored in the vehicle.

Minimum Number of Adults Required on Camping Activities

The goal of the troop is to assure the safety and security of all scouts and adults during camping activities. The goal of the troop is to have no less than two trained adults on every outing. However, if two trained adults cannot attend, a minimum of one trained adult and one registered adult must be present at all times.

Minimum Number of Adults Required on Camping Activities (cont.)

On camping activities involving 12 or fewer scouts, no less than 2 registered adults consistent with the above requirements shall be present at all times. On camping activities involving 12 or more scouts, not less than four registered adults shall be required. Of the four registered adults, not less than one, preferably two shall be trained. It will be the goal of the troop to maintain a 3:1 scout to adult ratio on camping trips.

Tour Permits

Consistent with BSA policy, tour permits are required to be filed. A local tour permit shall be filed for all trips less than 500 miles. A national tour permit shall be filed for all trips longer than 500 miles. It is the responsibility of the Event Coordinator to file the appropriate tour permits; get signed permits back and have them on the trip. The Scoutmaster or Troop Committee Chairman is responsible to review these actions prior to the trip taking place.

Permission Forms

Permission forms are required for all activities outside the normal meeting place. Scouts without completed permission forms will not be permitted to participate in the activity.

Medical Forms

Medical forms shall be completed and submitted to the Scoutmaster annually. Any change in medical condition that affects a scout or parent's ability to participate in camping activities should be reported to the Scoutmaster. In addition to the completion of the medical form, families are asked to supply insurance information to the troop. This information shall be taken on all scouting activities and in the event emergency treatment is required, the information shall be given to the health care provider.

Duty Roster

A duty roster is to be prepared for each camping experience by the patrol leader. Duty assignments shall be rotated among all scouts. At a minimum the duty roster shall consist of cooking and clean-up activities.

Cooking

Cooking is an important part of the camping experience and the troop uses the patrol method for meal planning and participation. Under certain circumstances, the cooking will be done as a troop and those circumstances will be defined in advance on a case-by-case basis.

The troop believes that every scout should have the opportunity to participate in menu planning and cooking the meal for his patrol. Menus are planned by each patrol and approved by the Nutrition Coordinator. Menus are coordinated by Patrol Leaders to determine if economies can be realized in the purchasing for meals. Assistant Scoutmasters will assist patrol leaders in planning the pre-cooking of any meals.

Clean Up

Clean up is an essential part of camping. Individual mess kits as well as patrol cooking equipment must be cleaned after each meal. The patrol box and cooking equipment shall be subject to the inspection of the patrol leader and periodic inspections by the Senior Patrol Leader. The intent of these inspections shall be to make certain that all equipment is maintained in a safe, clean, and sanitary condition. Equipment found to be in a substandard condition will immediately be cleaned or repaired by the Patrol Leader.

Scoutmaster Authority to Cancel for Safety

The Scoutmaster has the authority to cancel any camping activity in the interest of scout and adult safety.

Post Trip Evaluation

At the next available troop meeting, the participants shall offer their views on the camping activities and suggest ways to improve the quality of the experience. All scouts, particularly younger boys will be expected to offer their opinions.

XIV. Advancement and Merit Badges

Advancement

Advancement is the process by which scouts progress through ranks of the scouting program through the gradual mastery of scouting skills. Troop 117 follows the four basic steps to Boy Scout advancement that includes the following:

1. A scout learns
2. A scout is tested
3. A scout is reviewed
4. A scout is recognized

Special Requirements for Certain Advancements:

Service Projects

Service projects are required for the ranks of Second Class, Star, Life, and Eagle. A service project is intended to foster a sense of personal responsibility and citizenship. The Scoutmaster approves all service projects in advance.

Second Class

A second class service project must meet the requirements and intent as stated above. For the rank of second class, a minimum of one hour must be committed to the project.

Star and Life

For the rank of Star and Life, a minimum of six hours must be committed to a project that meets the requirements stated above. The project may be an individual project or as a member of a patrol or troop project. The Scoutmaster may approve Star and Life projects for scouts assisting on Eagle service projects.

Eagle

The Eagle service project provides the opportunity for the Eagle Scout candidate to demonstrate the leadership skill he has learned in scouting. He does the project outside of the sphere of scouting. A scout must plan, develop, and give leadership to others in a service project for any religious institution, school, or his community while he is a Life Scout. Before any work is begun, the District and the recipient of the project must approve the project.

Scoutmaster Conferences

The purpose of this conference is to make certain that the scout is ready for his Board of Review. The Scoutmaster conference is **not** a time when the boy is re-tested on the requirements for the rank. During this conference, increased trust is established between the scout and Scoutmaster. In time, the Scoutmaster earns the trust of the scout and he becomes a positive guide and influence in the scout's life. During this conference, the Scoutmaster reviews the scout's personal growth and sets goals for future advancement.

Scoutmaster conferences are generally scheduled **no later than three weeks before** a scheduled Court of Honor at the convenience of the Scoutmaster. It is the responsibility of the scout to make sure all requirements of the rank have been met and to schedule a time for the Scoutmaster conference. All Scoutmaster conferences must observe the rules regarding youth protection.

Boards of Review

The purpose of the board of review is to make sure the scout has completed the requirements for the rank, determine the quality of the experience of the scout is having in the troop, and encourage the scout to progress further. In addition, the board of review is an opportunity for a scout to practice interviewing skills. It is important to emphasize that the board of review is **not** a retest on the skills and activities required for the rank. It is an opportunity to get to know the scout; how his scouting experience is proceeding, and an opportunity to identify ways to strengthen the scout's experience and the troop program.

Boards of Review are conducted quarterly when a Scout meets the requirements for advancement, **no later than two weeks before** a scheduled Court of Honor. It is the responsibility of the scout to make certain that all requirements have been met and to request a board of review time from the Advancement chairman.

The Board of Review should consist of 3-6 adults. Adult participants should be briefed on the purpose and intent of the board of review. At least one trained adult should be present during the Board of Review.

Advancement Policy

First Year Goals

It is the policy of the troop that all scouts should be guided and supported during the first year of their involvement in the troop. General support comes from the Scoutmaster, Assistant Scoutmaster for new scouts, the Assistant Scoutmaster of each patrol, and Troop Guides. It is the goal of the troop that all boys achieve the rank of First Class within the first year of their membership in the troop.

Merit Badges

Merit badge subjects cover a wide range of activities. Merit badges are awarded to scouts for fulfilling requirements in certain fields of interest. Scouts are encouraged to pursue the requirements of a merit badge with another scout. This scout will accompany him when working with a merit badge counselor.

Merit Badge Coordinator and Counselors

Troop 117 uses adults within the troop family that have agreed to offer merit badge work to scouts within the troop. The Merit Badge Coordinator is responsible for coordinating the activities of the adults that have agreed to serve as Merit Badge Counselors. If a requested Merit Badge Counselor cannot be obtained from troop resources, it is the responsibility of the Merit Badge Coordinator to find a counselor from the District to meet the needs of the scout(s).

Merit Badge Counselors are persons 18 years of age or older and are of good character. They must possess sufficient skills in the subjects for which they have agreed to serve as merit badge counselor. According to BSA policy, they must be registered adult members of Boy Scouts of America.

It is the responsibility of the Merit Badge Coordinator to inform the Committee Chairman and Scoutmaster of the schedule of the planned merit badges in order that the schedule may be published in the troop newsletter and be posted on the Troop calendar.

Group Instruction

As a general rule, merit badge work is not completed as part of the weekly troop meeting. However, merit badge work is encouraged at the patrol level. Scouts are encouraged to discuss their merit badge needs with their Assistant Scoutmaster and plan activities to provide opportunities for all scouts in the patrol to jointly work on merit badge requirements. This approach reinforces the patrol concept of the troop and will foster unity at the patrol level.

Recognition

The troop believes that timely recognition is important to maintain scout interest in the program. Merit badges are awarded at the quarterly Court of Honor. The effective date of the merit badge is the date of completion that is filed by the Advancement Chair to Council. Rank advancement badges should be awarded on the 4th Monday of each month but the cards will be retained and presented at the quarterly Court of Honor for recognition.

XV. Transportation

The general guidelines for transportation are as follows:

Valid Drivers Licenses Required

All drivers must have a valid driver's license.

Proof of Insurance

All drivers on scouting activities are required to file with the Trip Planner a Proof of Insurance.

Age of Drivers

The driver must be 18 years of age. Under certain circumstances, a driver may be 16 years of age. The requirements of a 16-year-old driver are as follows:

1. In accordance with State Law and the Safe Guide to Scouting;
Additionally:
2. The driver must have at least 6 months driving experience (excluding learning permit time).
3. The scout must have no record of accidents or moving violations.
4. Permission granted to the Scoutmaster and driver by the parents of any rider.
5. Meeting all of the troop driver requirements regarding proof of insurance, etc.
6. The scout must follow all State of Colorado license requirements

Maximum capacity

The number of seat belts limits the maximum number of scouts that may be carried in a vehicle. All passengers shall be secured by seat belts while traveling on a scout activity.

Speed Limit

A driver while traveling on a scouting activity will not exceed the posted speed limit.

Traveling in Convoy

Troops or patrols shall not travel in convoys.

Maximum Driving Time

The maximum driving time in one day shall not exceed 10 hours. Driving times must be interrupted by frequent rest, food, and recreation stops. If there is only one driver to the vehicle, the driving time should be reduced and stops made more frequently.

XVI. Scout Accounts

Scouts may earn money for scout-related gear and activities by participating in fund raising activities of the troop. Certain activities enable the troop to share part of the proceeds of sales with troop members. Following the fund raising activity, the "commission" is credited to the scout's account.

A scout may draw upon his scout account to pay for equipment, summer camp, or other approved purposes. The scout will be reimbursed after presenting a receipt for the allowable expense to the Troop Treasurer. He will receive a check within 30 days from the Troop Treasurer in an amount equal to the balance of his scout account or allowed expense, whichever is less. The scout maintains his account as long as he is with the troop. Upon resignation, the scout is entitled to receive any balance remaining in his account. The resigning scout will be notified by regular mail of the amount in his scout account and the procedure for withdrawing his account balance. Six months after said notice, any funds not so requested or any un-cashed check from the scout account will be considered as a donation to the troop general fund and the scout's account will be closed.

XVII. Troop Equipment

Troop equipment is for the exclusive use of members of the troop during officially designated troop activities. Personal use of troop equipment is not permitted.

XVIII. Acknowledgment of Receipt of Troop Guidelines

By signing below, we acknowledge that we have read the Troop Guidelines for Troop 117 and agree to follow and abide by said guidelines including the requirements for Parent and Scout participation.

Scout Name	Date
Adult Name	Date

Troop Members return this page of acknowledgment to the Committee Chair. New Scouts /members to the Troop also include the Scout Application; Adult Application and dues.