



Handbook  
of  
Procedures  
and  
Policies

## **This Document**

This Handbook of Procedures and Policies provides an overview of the guidelines for the operation of Troop 125. The Scout Oath and Law will be the guiding principals applied. We make our best effort to apply them using common sense and fairness. The Scoutmaster is appointed by the Troop Committee. He is empowered to interpret and to enforce all policies in the best interest of the troop. The troop committee must review all changes to the Troop's Procedures and Policies with regard to the BSA National Charter.

### **Introduction:**

Welcome to Troop 125! We hope this adventure will be something that parents/guardians and their Scouts will remember positively for the rest of their lives. Scouting has a long and celebrated history. Parent/guardian support is very important. The best support you can give your son is to become involved. Parents/guardians can become involved in the troop regardless of their interests or prior Scouting experience. It is a richly rewarding experience to share in your son's growth in Scouting and Troop 125. Additionally, sharing your hard-won knowledge and experience with the other boys at this critical age will further enhance your experience. The Scoutmaster and troop committee will assist you in becoming involved. It's OK for you to have fun at this too!!

*Adventure!* Is what Scouting is all about. Please read on to find out how we operate in Troop 125.

## Troop Guidelines

Troop 125 is a boy-run Scout Troop that sticks to the basics of Scouting. The answer to any Scouting program question is usually in the *Boy Scout Handbook*, *Scoutmaster Handbook*, or other official Boy Scout publication. The Aims of Scouting are the same as those of Troop 125:

- *Build moral strength and character*
- *Participating citizenship*
- *Develop mental and physical fitness.*

These are the eight methods of Scouting used to achieve the three Aims:

1. Ideals
2. Patrols
3. Outdoors
4. Advancement
5. Adult Association
6. Personal Growth
7. Leadership Development
8. Uniform

## **The Boy Scouts of America**

The Boy Scouts of America is one of the nation's largest and most prominent values-based youth development organizations. The BSA provides a program for young people that builds character, trains them in the responsibilities of participating citizenship, and develops personal fitness.

For nearly a century, the BSA has helped build the future leaders of this country by combining educational activities and lifelong values with fun. The Boy Scouts of America believes — and through nearly a century of experience, knows — that helping youth is a key to building a more conscientious, responsible, and productive society.

### **Mission & Vision**

#### **Mission Statement**

The Boy Scouts of America will prepare every eligible youth in America to become responsible, participating citizen and leader who is guided by the Scout Oath and Law.

#### **Vision Statement**

The Boy Scouts of America will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Law.

## **BSA Troop 125 is the Scout's Troop**

Troop 125 is boy lead. The Scouts take an active role in planning, carrying out and conducting Troop activities.

### **Goals and Objectives**

- To support the Mission and Vision of the Boy Scouts of America.
- To offer a Scouting program to the young men of Granby that is enjoyable, interesting and challenging.
- To have the young men of the Troop learn basic outdoor skills, how to be a leader, assist them in developing self-reliance, citizenship and to develop strength, confidence and good judgment.
- All young men are welcome. Every effort will be made to make the scouting program available to all regardless of any physical or mental challenges that may exist. However, the adult leadership of the Troop must be made aware when challenges exist.

### **Uniforms**

Troop 125 is a full uniformed troop. This means boys and adult leaders wear the BSA prescribed uniform at all troop meetings, outings and events.

The BSA uniform consists of two versions – a field uniform and an activities uniform. The Field uniform consist of either uniform pants or shorts, BSA uniform

shirt, BSA belt, BSA or Troop neckerchief, a neckerchief slide (sometimes called a woggle) and a BSA or Troop billed cap, along with BSA uniform socks or dark socks (with long pants) and appropriate clean foot wear. The activities uniform is the same as above with the replacement of the BSA uniform shirt with a scouting related or troop t-shirt.

On outings the uniform is worn during travel to identify the group as members of the Boy Scouts of America. It is worn with pride. It should always be clean and neat.

The uniform is worn with the shirt tucked in the pants or shorts. The pants or shorts are worn as designed with then a the waist line.

The troop maintains a Uniform Exchange. These are a collection of uniform pieces that scouts have out grown over time. Scouts and parents are encourage to use this resource both for securing uniform parts and to place out grown uniforms. The uniform exchange also has troop insignia clothing available.

The troop has its logo on t-shirts and hats. Please contact the troop adult leadership for more details and information about present items available and their cost. Most uniform parts are at a nominal fee, donation or free on an exchange basis.

## **Leadership**

All Scouts can be a leader, not just those elected or appointed to a position with a patch. To teach leadership

to every Scout is one of the Troops objectives or goals. There are many occasions when every Scout can exhibit leader qualities, he just needs to take the initiative and the desire to make the difference in his patrol, Troop, school and home.

A description of job responsibilities for each of the Scouting positions is available in the Junior Leaders handbook. A Junior Leader Training course is also available that will teach the Scout how to be an effective leader and how to deal with and resolve conflicts within his peer groups. For further information on position duties and responsibilities please see an adult leader.

## **Patrol Leaders Council**

The Patrol Leaders Council (PLC) is a meeting where the Troops junior leaders plan and run the Troop program. The Patrol Leaders Council consists of the Senior Patrol leader, Patrol leaders and Senior Patrol members. The Scoutmaster and an Assistant Scoutmaster also attend this meeting in order to assist and guide the junior leaders. All Scouts are welcome to attend this meeting to become more involved with their Troop. It is *important* that *every Patrol* be represented at the Patrol Leaders Council meeting. If a Patrol leader cannot attend a specific meeting he must get his Assistant Patrol leader or another Patrol member to attend. This meeting is generally held once a month for approximately 1½ to 2 hours.

The Patrol Leaders Council meeting is where the following month's meetings and outings are planned and ideas and problems are discussed. Members of the Council are assigned tasks or duties that need to be

accomplished in order to implement the selected activities. Changes in the troop calendar, activities and events are also discussed and resolved at the regular meetings of the PLC.

*All Scouts* need to express their ideas, concerns, likes and dislikes to their Patrol leader. The Patrol leader acts as the voice of his Patrol members to share with the Council these thoughts. It is with active participation and open communication that the Patrol Leaders Council, with the help of the adult leaders, will be able to develop a program that satisfies the Troop objectives and goals.

## **Advancement**

Advancement is the recognition of the boy's development of knowledge, skills and abilities and the attainment of the Troop goals. It is the responsibility of the Scout to advance in rank, and for the Scout to perform the work to advance. It is not the responsibility of the parent or adult leaders. The responsibility of the parent and adult leader is to encourage or remind the Scout of his duties and responsibilities, and to be sure that the opportunities exist for advancement. It is important that this fine line not be crossed so that without the parent or adult leader involvement the Scout would not be advancing. Participating in Troop activities and doing "Scouting things" will provide many opportunities for advancement.





It is expectation is that a Scout satisfies advancement requirements as they are stated – no more and no less. This applies to both general rank advancement and for

merit badges. If the requirements says show, demonstrate, tell, list, etc. that is what the Scout must do. A Scout 1st Class or above, or, an adult leader may approve the satisfactory completion of general advancement work. The approver must date and initial the completion in the Scouts Record.

The Scoutmasters or advancement committee of Troop 125 will periodically provide a copy of an updated advancement report to each Scout. If a Scout does not know what advancement work he needs to satisfy, he just needs to ask an adult leader.

## Merit Badges

When a Scout wishes to earn a particular merit badge, he must do the following:

-  Find a buddy to work on the merit badge with him. A parent or relative may satisfy the buddy requirement, except for a Merit Badge counselor working with his or her own son.
-  Get the name of an approved merit badge counselor for that merit badge and a *signed* merit badge application from the Scoutmaster or an Assistant. The counselor list is available from Troop records.
-  Purchase the pamphlet for that merit badge or get one from the Troop library.
-  Get in touch with the counselor and arrange to get started and for assistance in working on the merit badge.

The Troop periodically arranges for a merit badge marathon, or a group session, for merit badges that the Scouts sign up for. Any Boy Scout may earn any Merit Badge at any time. He does not need any specific rank advancement to be eligible.

A couple of areas for which help is needed from parents are Merit Badge counselors and new Patrol Assistant Scoutmasters.

## **Merit Badge Counselors**

The Troop tries to maintain a listing of counselors who are qualified for particular Merit Badges. We are looking for new counselors to add to the list. Merit badge counselors shall be registered. Merit Badge counselors are not allowed to work on a one-on-one basis with a Scout. A Scout must always have another Scout, or buddy, with him at each meeting with a merit badge counselor. For a parent - Merit Badge counselor who happens to be working with his or her own son there shall be another, unrelated Scout present. Merit badge counselors wishing to offer a particular Merit Badge class must offer the class to the Troop. *Also, see section on Adult leaders.*

## **Attendance**

Attendance at weekly Troop meetings and outings is encouraged of all Scouts. Scouting is a year round program, not a fair weather event. It is understood that a Scout cannot attend every activity. Participating in both Troop meetings and outings, will provide many opportunities for advancement. Attendance will be taken at all Troop meetings. Members may be excused for reasons of illness, homework, religious activities or family obligations. Sports practice or a game is not an excused reason, however, arriving late to a meeting

because of a practice or game will be allowed. To be excused from a Troop meeting call your Patrol leader, or, Patrol Leaders call the Senior Patrol Leader. If a Scout arrives to a meeting late, please notify the Troop Scribe sometime during the meeting when it will not be disruptive.

If a youth leader has been made aware that a member will not be present and that youth leader himself will also not be attending, it is the responsibility of that youth leader to notify another leader, or to tell the patrol member that he should directly contact someone else.

If a Scout has three or more consecutive unexcused absences at Troop meetings, he will be contacted by a Scoutmaster and the reasons of his absence will be discussed. The purpose of the discussion is to learn of the reasons and determine if there is a problem in the program itself.

Outing attendance is critical to a scouts development in the scouting program. Outings are where skills are learned and practiced. Without regular participation the objectives of the program are difficult, if not impossible, to attain. Scouts are encouraged to make every effort to attend all troop outings and activities. However the troop leadership understands that circumstances arise that may prevent a scouts attendance. The Troop has established 3 outings per scouting year as a minimum acceptable level of outing participation.

This minimum level , although not optimum, for the scout to development knowledge and skills for advancement and essential leadership skills, it can provide a level of participation that can lead to success and growth of the scout over time in the scouting program.

## **Calendar**

The Troop program year is planned annually by the Patrol Leaders Council (PLC). The calendar is distributed each fall to all scouts. Please post it in a prominent place in your home. Please refer to it often so as to coordinate your personal schedules with the Troops activities.

Occasionally changes are made to the published calendar. This is typically due to outside influences beyond the control of the scouts or leadership of the Troop. Scouts will be informed of the changes at the Troop's weekly meeting.

## **Dues**

The Troop charges a weekly dues to cover small expenses of operations. Dues of \$1.00 per week, including Courts of Honor, are collected at each Troop Meeting. Weeks when there is no scheduled Troop meeting there are no dues. If a Scout misses a meeting, he is still responsible for the dues. It is expected that the Scout earns his dues money by doing "chores" around his home.

Dues will be collected by the Patrol and then turned over to the Troop Scribe. The Patrol should confirm with the Troop Scribe that dues payments have been properly recorded along with attendance at each meeting. It is the responsibility of the Troop Scribe to monitor and remind Scouts of the status of unpaid dues.

Scouts whose dues are delinquent for more than three weeks (\$3.00), will not be permitted to attend subsequent outings until the dues are paid in full.

Annually the Troop must re-charter and pay annual registration and subscription fees. This is an additional

fee over and above the weekly dues. The additional fee is less than \$25.00. You will be notified by email when the registration and subscription fee is due. Typically, in the fall of the year.

## **Outings**

Troop 125 plans an outing every month of the year, except August, although periodically a special outing is also planned for August. Summer Camp normally occurs during July. In December, a day outing or hike is traditionally planned because of the Troop annual wreath sale and the busy holiday season. Outings are held in all kinds of weather.

An outdoor experience is often the most memorable experience for a Scout. It is with participation in these outings that a Scout will most fully enjoy and benefit from Scouting and will have more opportunities to satisfy advancement requirements. He will practice and demonstrate Scout skills and develop the friendship, teamwork and leadership skills that are an essential part of Scouting. Outings are in tents, except traditionally for one cabin outing a year.

For each outing a permission form signed by the parents/guardians is required. The permission form will be distributed at a weekly troop meeting.

The permission form gives the parents details of the outing — location and emergency contact information. It also asks for information about any prescriptions the attending scout will be carrying during the outing. Please complete and return to the next troop meeting following distribution.

*Parents* of boys attending an outing — if will not be home for most of the duration of the outing, please no-

tify an adult leader with your contact information in case of an emergency.

There is usually a nominal charge for an outing. The charge is to cover the cost of food and any camp site or other fees. For longer distance outings the partial cost of gasoline for drivers is sometimes reimbursed.

## **Medications**

The adult leadership of the troop must be made aware of any prescription medications that a scout may be taking. This is particularly critical on outings and at summer camp. The adult leadership also must be aware of the procedures for administration of prescription medications. This information will be kept confidential.

At summer camp prescription medications will be administered by the camp medical staff. The prescription medications will be given to the camp medical personnel during camp check-in. Procedures will be reviewed with parents/guardians at that time.

## **Physicals/Medical History**

Each scout must have a Physical/Medical History on file with the troop. This information will be kept confidential. The information will be used if a scout needs emergency medical treatment on an outing, where timely treatment is essential and the scout's parent can not be located in a timely manner.

A current physical\*, along with permission to administer prescription medications and a statement of allergies are required for attendance at summer camp.

\* A current physical is defined as a currently physician signed physical/medical history of a physical conduct

within the past three years, assuming there have no recent changes in the scout health history.

Annually, during the troop re-chartering process a parent survey is conducted to update troop records. As part of that survey each parent is asked to complete and sign a "Permission to Treat" documents. This document would be used to give a medical facility the authorization to treatment the scout, when a parent/guardian can not be contacted in a timely manner. Please complete and return this request quickly.

## **Allergies**

If your scout suffers from any allergies, especially food or medications, the adult leadership of the troop must be made aware of these conditions. This information will be kept confidential, but shared as is necessary to avoid dangerous or unsafe situations.

## **Equipment**

The Troop is fortunate to have a good supply of equipment to support its program. This equipment is expensive and requires proper care.

Troop camping equipment is issued before each outing to each Patrol participating in the outing. It is the Patrols responsibility to take proper care of the equipment issued to it. If the equipment is not returned to the Troop Quartermaster after an outing in a reasonable period of time and in good condition, then the Patrol will not have the equipment needed for its next outing with the Troop.

It is the Troop's Quartermaster(s) responsibility to record the equipment issued to a Patrol before each outing, as well as to track its return, and to note its condition.

Scouts need to notify the quartermaster of any defects or damage to Troop equipment promptly. Normal wear and tear is not a problem and accidents do happen. Malicious damage however is not acceptable. If it is determined that a Scout or Patrol has handled Troop Equipment inappropriately, appropriate action will be taken, including charging the offending scout(s) for repair or replacement.

Tents are some of the most expensive items that a Scout or Patrol will be responsible for. Each tent costs approximately \$250. After an outing, tents will need to be cleaned and dried before being returned to Troop storage. Tents packed away wet will mildew very rapidly. It is very important that a tent be unpacked and hung to dry immediately upon return from an outing. It is also of utmost importance that the tent be cleaned, removing leaves, dirt and sand from the exterior, as well as the interior of the tent, before repacking and returning to Troop storage.

Note to parents: You can be a big help by supervising the cleaning and drying of any tent that is sent home with your son following an outing. (The Troop does not have space to hang tents to dry.)

Tents should be hung to dry. They should not be set up in the back yard to dry. Additional time in the elements reduces the life of the tent. If possible, it is best to hang from the rafters of a basement or garage. Tents dry very quickly, so a couple of hours or overnight will be sufficient to dry the tent for storage.

By the way, pets can be harmful to tents.

Again, any damage or missing parts should be reported to the Troop Quartermaster immediately.

Note to Parents and Scouts — the use of personal camping equipment (i.e. Tents, stoves, etc.) is not en-

couraged. Scouts must receive permission for the use of personal equipment from the Scoutmaster.

## **Adult Leaders**

The Troops adult leaders (often referred to as Scouters) are volunteers who work toward achieving the goals of Boy Scouting. They are present to guide and develop all the Scouts into leaders who can fully run the activities of the Troop. They are not present to run the Troop. The Adult leaders and others can be used by the Scouts as resources for information and guidance.

An adult leader should not approve work performed by their own son. It is B.S.A. policy that there be a minimum of two adults present during all Scout Activities or functions.

The Troop is always in need of additional adult help. The level of involvement, and therefore the responsibilities can be varied to suit the needs of the volunteer.

## **Communications**

Often information needs to be passed on to all Scouts outside of the Troop meetings. When this occurs the Patrol Leader is responsible for passing on the information to his Patrol. The Patrol Leader may have the Assistant Patrol Leader or another Patrol member assist in contacting all of the Patrol members.

Communications is one of the most important skills that a leader needs to possess. Without good communications the Troop program cannot be implemented fully. In our daily lives it is necessary to discuss, pass on information or receive information. It is very important that the conversation or written information is clear, fully descriptive, well understood and include what actions are necessary. Remember who, what where, when, how and why, although all may not be

applicable to each discussion. When each of these questions are answered in the communication, and when it is clear to the Scout that the receiver understands each aspect, then the Scout has a better chance of achieving full and effective communication.

The troop uses email as a means of communicating with scouts and parents. It is very important that the troop have on file a valid email address that is checked on a regular basis. Email is often the quickest and most efficient means of communicating changes in troop events or to notify scouts and parents of special events, activities or other matters of importance. Please keep the troop informed of any email address changes.

The troop also has a website for the communication of information. It is [www.granbytroop125.org](http://www.granbytroop125.org). A portion of the website is password protected. Please ask for the password. The website contains the troop calendar, appropriate forms and other information to assist scouts and parents in understanding and participating in troop activities and events. Please visit it on a regular basis.

## **Scout Conduct and Behavior**

The Troop expects appropriate behavior at all times. Part of being a good citizen is to be respectful of others. The Scout Law should always be the Scouts guide, along with the Golden Rule – treat others as you would want to be treated.

It is only courteous that while someone is speaking before a group others do not interrupt or hold their own separate conversations. If a Scout is being disruptive during a meeting presentation, he will be asked to be quiet. If he continues to disrupt a presentation, after a couple of warnings, he will be asked to call home for pick up and leave the meeting.

If improper conduct is exhibited during outings, the Scout will be removed from the activity until his behavior can improve. Improper behavior will not be tolerated.

Repetitive behavior problems will be discussed with the Scouts parent(s). Conduct that is dangerous to others or to equipment will require an immediate phone call for a parent to pick up the Scout. After discussion with adult leadership, repetitive behavior problems may also result in a scout being excluded from specific activities or events, until he demonstrates improved behavior and maturity.

The following is the process that will be followed to deal with scout conduct issues. The behavior issue will be first handle by the senior boy leadership of the Troop or its PLC. If the inappropriate behavior continues the Scoutmaster will be advised of the behavioral issues. The Scoutmaster will have a conference with the scout to explore the issue and prescribe a remedial course of action. Finally, the Troop Committee will be the next step in the process of dealing with a Scouts inappropriate behavior. The Scout Oath and Law will be the guiding principals used to respond to behavior issues.

## **Scout Spirit**

The Scout shall demonstrate Scout Spirit by living the Scout Oath (Promise) and Law in his everyday life. Scout Spirit is a rank advancement requirement and is expected of all members of Troop 125. To help better define Scout Spirit the Troops PLC recently developed some guidelines.

A Scout must treat others as he would want to be treated.

## **Discussing Problems and Enjoyments**

In order for Troop 125 to achieve its goals and objectives it is important to have feedback from all members of the Troop, including parents. A Scout can discuss any problem with an adult leader. Besides expressing dislikes, it would be very appreciated if positive things are also expressed. Without feedback it is very difficult to measure how the program is working.

Personal difficulties with others need to be reported to the Scoutmaster immediately.

The communications section discusses briefly how to effectively communicate. An important aspect is how the communication is delivered. A discussion that is belligerent or hostile will not be helpful and will hamper communications.

## **Quitting**

If a Scout is feeling that he wishes to quit the Troop, it is requested that he first discuss his reason with an adult leader. The particular reason may be one which could possibly be accommodated or could cause a change to be made. If the Scout's decision to quit is final, please call an adult leader and at least explain the reason for quitting.

## **Sports**

We recognize the need and desires for a Scout to participate in some organized sport. This is encouraged and is helpful toward his development. Sports complement the Scouting objectives of fitness and team work. We also recognize that Scouting and sports can coexist. We make extra efforts to plan around known sports events, and to allow a Scout to leave a local outing temporarily to attend a game. There are circumstances

where the Scout may need to decide between a Scout activity and a sporting function.

## **Fund Raisers**

The primary method of raising funds to operate Troop 125 has been with the Wreath Sales in December. It is during this sale that the Troop asks the cooperation of *every* member family to help with this sales effort. The weekly dues helps defray part of these costs. The annual budget for running the Troop 125 program is approximately \$2,500. This annual budget includes additional outing expense, insurance, awards, repairs, trailer registration and postage. This budget does not include annual individual scout registration, purchasing additional tents, canoes or other needed equipment.

## Notes

### **Scout Oath**

On my honor I will do my best  
To do my duty to God and my country  
and to obey the Scout Law;  
To help other people at all times;  
To keep myself physically strong,  
mentally awake, and morally straight

### **Scout Law**

A Scout is:  
Trustworthy  
Loyal  
Helpful  
Friendly  
Courteous  
Kind  
Obedient  
Cheerful  
Thrifty  
Clean  
Reverent

