

TROOP 457

Boy Scouts of America
6540 Main Street
St. John Lutheran Church
Williamsville, NY 14221

Operating Guidelines

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Introduction

Welcome to Troop 457, Boy Scouts of America.

Every Scout needs to know what is expected of him. The success of having an adventurous and safe outdoor program rests in the ability of the Boy Scout to take responsibility for his own behavior. Boy Scout accident, medical and liability insurance depends upon planned activities conducted with regard for safety and protection of property. All Scouts need to know what is "OK" and what is not. In order to guarantee acceptable conduct all adult Scouters need to know what is expected of them. The policies outlined in this document establish the procedures for running Troop 457's program.

The emphasis of the Boy Scout program is to promote and encourage leadership in boys. In support of this program Troop 457 adult leaders are present as advisors, insuring safety and keeping the program oriented toward Scouting ideals. Troop, patrol and Patrol Leader meetings, camping trips and day trips shall be run by boy leaders, **not** by the adults.

But, boys are "boys," and there may be times when you will question, "Why are they so disorganized?" "Why are the meetings so noisy and unproductive?" and "Why don't the adults step in and do something?"

In Scouting we believe that the best way to develop leadership is to let the boys have as much freedom as possible; applying just enough adult authority to keep them safely focused on the task at hand. As long as they are sincerely trying to accomplish the duties of their positions they are learning the rudiments of leadership.

This booklet outlines the application of general BSA policy to specific situations regarding Troop 457.

BSA policy is written in various official publications and is the final authority for resolving questions of policy. The troop committee is the final authority for implementing BSA policy in Troop 457. Proposed changes to Troop 457 policy can be submitted to adult leaders, the troop committee chairman or a committee member for review at a troop committee meeting.

Once again, Welcome to Troop 457. Keep in mind, Scouting is a family activity and we encourage parents to be involved in their Scout's development. Following is information from the BSA website (<http://www.Scouting.org/nav/about.html>) which might help you better understand what we are trying to accomplish.

Aims and Methods of the Scouting Program

The Scouting program has three specific objectives, commonly referred to as the "Aims of Scouting." They are character development, citizenship training, and personal fitness. The methods by which the aims are achieved are listed below in random order to emphasize the equal importance of each.

Ideals

The ideals of Boy Scouting are spelled out in the Scout Oath, the Scout Law, the Scout motto, and the Scout slogan. Each Scout should measure himself against these ideals and continually tries to improve. The goals are high, and as he reaches for them, he has some control over what and who he becomes.

Patrols

The patrol method gives Boy Scouts an experience in group living and participatory citizenship. It places responsibility on young shoulders and teaches boys how to accept it. The patrol method allows Scouts to interact in small groups where members can easily relate to each other. These small groups determine troop activities through elected representatives.

Outdoor Programs

Boy Scouting is designed to take place outdoors. It is in the outdoor setting that Scouts share responsibilities and learn to live with one another. In the outdoors the skills and activities practiced at troop meetings come alive with purpose. Being close to nature helps Boy Scouts gain an appreciation for the beauty of the world around us. The outdoors is the laboratory in which Boy Scouts learn ecology and practice conservation of nature's resources.

Advancement

Boy Scouting provides a series of surmountable challenges and steps in overcoming them through the advancement method. The Boy Scout plans his advancement and progresses at his own pace as he meets each challenge. The Boy Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help a Boy Scout grow in self-reliance and in the ability to help others.

While Troop 457 recognizes the significance of achieving the rank of Eagle, parents are reminded that the value of advancing is not measured in the speed that ranks are earned. When the process is viewed as a race, important lessons and experiences will be lost along the way.

Associations with Adults

Boys learn a great deal by watching how adults conduct themselves. Scout leaders can be positive role models for the members of the troop. In many cases a Scoutmaster who is willing to listen to boys, encourage them, and take a sincere interest in them can make a profound difference in their lives. Similarly, all parents can set a good example at Troop 457 functions.

Personal Growth

As Boy Scouts plan their activities and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Boy Scouting. Boys grow as they participate in community service projects and do Good Turns for others. Probably no device is as successful in developing a basis for personal growth as the daily Good Turn. The religious emblems program also is a large part of the personal growth method. Frequent personal conferences with his Scoutmaster help each Boy Scout to determine his growth toward Scouting's aims.

Leadership Development

The Boy Scout program encourages boys to learn and practice leadership skills. Every Boy Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership role of others and guides him toward the citizenship aim of Scouting.

Uniform

The uniform makes the Boy Scout troop visible as a force for good and creates a positive youth image in the community. Boy Scouting is an action program, and wearing the uniform is an action that shows each Boy Scout's commitment to the aims and purposes of Scouting. The uniform gives the Boy Scout identity in a world brotherhood of youth who believe in the same ideals. The uniform is practical attire for Boy Scout activities and provides a way for Boy Scouts to wear the badges that show what they have accomplished.

Chapter 1- Parent Participation

- 1. General:** The adults who provide supervision, support and time to make Troop 457 a success are volunteers. They will need your help. How you support your son's troop depends on your talent and available time. Both mothers and fathers can give a few hours to provide transportation, help maintain troop equipment, be a merit badge counselor, serve on our troop committee or serve in some other leadership positions. Whatever your volunteer role, our troop needs you to keep operating as a quality unit which makes our troop worthy of the fine Scouts it serves. Please complete the troop resource survey and return it to the Scoutmaster or troop committee chairman.
- 2. Personal growth agreement:** The Scoutmaster will discuss with your son during his Scoutmaster Conferences his strengths and interests and recommend ways he can use these in his Scouting activities. It will be up to your son to decide the goals he sets for himself as a growth agreement. The Scoutmaster will encourage and counsel your son along the way. Your interest in his growth in Scouting is vital in helping him to fulfill his personal responsibilities.
- 3. Funding:** Troop 457 activities require funds. Each family is asked to participate in our one and only Troop fund raising project – Popcorn. The annual dues and Popcorn funds are used primarily for membership dues in the Boy Scouts of America, Boy's Life or Outdoors magazine subscriptions, merit badges, rank advancements and Scouting gear. The profits from the annual popcorn sales have traditionally been shared with the boys in the form of Troop Bucks for their use in Scout related activities and purchases (campouts, High Adventure, and summer camp). The distribution of popcorn sale proceeds between the Troop and the Scout are discussed and decided at the Troop Committee meetings, typically in the May-June timeframe. Finally, each Scout is asked to share the cost of camping trips which principally consists of food and supply costs, but may include admissions and transportation costs. Encourage your Scout to look for jobs where he can earn his own money for the cost of activities. "A Scout is thrifty."
- 4. Provide Updated information as requested:** It is up to the parents to provide timely updates on any address, phone, and e-mail changes. Each September, information will be updated for every Scout. This includes address and e-mail changes, troop driver information, troop medical forms, etc. Until this information is updated, the Scout can not attend any weekend camping activities. Changes after the start of the year should be provided to the Scoutmaster. Parents should promptly inform the Scoutmaster of changes as they occur.

Parents are responsible for making sure that all payments and permission slips are signed and turned in on-time. Failure to adhere to this may jeopardize the Scout from attending the camping trip. Parents are also required to supply updated annual medical forms for those attending summer camp, high adventure activities, and the troop trip. Failure to supply such information on-time will result in your son not being able to attend the event.

Chapter 2 – New Scouts

- 1. General:** Troop 457 is a large troop with a dynamic membership. Currently, the troop enrolls 10-20 new Scouts per year. While a majority of the new members advance from the Webelos program, the troop does acquire boys new to Scouting or who are transferring from other troops, districts and councils. Each potential Scout must meet BSA membership requirements.
 - a.** The Scoutmaster, Senior Patrol Leader or representative members from Troop 457 will attend Webelos bridging ceremonies of those Packs giving advance notice of boys intending to join Troop 457. Each Webelos who has stated his intent to join Troop 457 will be presented a Scout neckerchief from the troop and will be officially welcomed to the troop.
 - b.** Boys advancing from Webelos will form a "new Scout" patrol. To give these new Scouts the initial attention they deserve the troop committee will designate an Assistant Scoutmaster to work directly with them. All advancing Webelos can start attending troop meetings on the same day in early March including those who have not officially crossed over.
 - c.** If the new joiner is not bridging from a Webelos Den, he will be placed in a patrol with others of his age or skill level.
- 2. Information packet:** The information packet is designed to give a new Scout and his parents details about Scouting and Troop 457. The packet includes the following:
 - Policy Booklet
 - Troop Medical Release Form (Parents authorization for emergency treatment)
 - Troop Resource Survey (Parents are expected to participate actively also.)
 - BSA application (both boy and adult)
 - BSA Unit Accident Insurance Information (this insurance is mandatory and is paid annually during the Troop 457's rechartering)
- 3. Troop information/permission requirements:** Prior to any Scout participating in his first Troop 457 event, the following shall be returned to the Scoutmaster or one of his assistants:
 - Completed BSA application along with prorated share of the annual dues to pay for registration, Boys' Life subscription and insurance if the Scout is not transferring from a another unit.
 - Troop Medical Release Form (Parent's authorization for emergency treatment)
 - New Scout fee to cover dues for the remainder of the year.

4. Troop Equipment Fee In order for the troop to keep its equipment up to date and to replace failing equipment, new Scouts will be required to pay a one time equipment fee six months after they have joined the troop. Scouts joining in the spring will pay this in September. This fee will be set by the Troop Committee annually.

5. Troop Uniform Policy

a. Wearing a uniform "shows Scout spirit." It is not the purpose of the Scout uniform to hide the differences between boys or make them feel they are all the same. Scouts come from all racial and ethnic backgrounds. They have their own religious beliefs and family traditions. Scouting wants boys to take pride in these differences rather than to hide them or be ashamed of them. There is one way all Scouts are alike. Whenever a Scout sees another Scout in uniform he knows he is like that person because both have committed to the principles of the Scout Promise and Scout Law. This is important in a time when there are too many things dividing people. The Scout Oath and Law bind all Scouts, the world over, in a common purpose. The Scout uniform identifies Scouts openly with someone of the same beliefs and values. By wearing the uniform Scouts are taking an open stand for their convictions.

b. BSA policy allows a troop several options regarding uniforms. Troop 457 has elected the following:

(1) BSA Field Uniform (Class A)

- Scout shirt (long or short sleeve)
- Green or tan pants or shorts only. No jeans or patterned shorts. (Troop 457 does not require official BSA pants, but they are recommended)
- Troop neckerchief and slider presented to new Scouts at the bridging ceremony or when they join the Troop.
- Any closed-toe shoe or boot (as a safety precaution we advise against the wearing of sandals at Scouting events.)

Note: Order of the Arrow (OA) sashes are only worn at OA functions or Courts of Honor, not at regular troop meetings, consistent with OA guidelines.

(2) Activity uniform (Class B) (authorized for meetings during the summer when school is not in session and may be prescribed for other events or travel to/from Scouting events.)

- Scout or Troop T-shirt
- Any closed-toe shoe or boot (as a safety precaution we advise against the wearing of sandals at Scouting events.)

c. Scouts should wear their field or activity uniform for all Scouting activities, as announced. Field Uniform are required for courts of honor, some district, council and out-of-council events, e.g., summer camp. A merit badge sash will be required after six merit badges are earned. The merit badge sash is a required uniform item for special occasions. Medals earned should only be worn for formal occasions such as a court of honor.

d. New uniforms are available for sale through GNFC located at 2860 Genesee Street, Buffalo, NY 14225.

e. The troop has a uniform exchange. Refer to the Troop Directory for the person responsible for the uniform exchange.

f. If for any reason a Scout is unable to afford a uniform, the troop will help arrange for one. A note, signed by the Scout's parents or guardian, stating financial circumstances shall be presented to the Scoutmaster for review. Personal details will remain confidential.

g. Scouts are not required to keep up to date with official uniform changes. As long as it is an official Scout uniform it may be continued to be worn.

- 6. Dues policy:** Troop dues are set by the Committee prior to the first meeting in the fall and are to be paid in September. Scouts who are delinquent in their dues will not be permitted to advance or participate in troop camping trips or events. As with any organization, activities require money. Financial problems are understood. If such occurs, let us know so we can work out an agreeable payment plan and keep your Scout active.

Additional dues or fees for events may be required if the troop falls short of its goals for the annual popcorn sales. This will be determined by the Troop Committee if needed.

- 7. Annual calendar of events:** Troop meetings and monthly events are planned for a 10-month period from September 1 through June 30.

a. Meetings: Unless otherwise denoted on the annual calendar, meetings are held weekly at 7:30 p.m. to 9:00 p.m. every Wednesday. Parents are responsible for arranging transportation for their Scout. Scouts should not arrive more than 10 minutes prior to the meeting time and should be picked no later than 10 minutes after the meeting time unless otherwise directed by the Scoutmaster or prior arrangements have been made. Parents are responsible for their own child's safety before and after Scout meetings. Do not leave your Scout at the meeting place if no adult leader is present. Loitering is not permitted. Scouts are not permitted to loiter outside during meetings, nor are they permitted to leave the meeting hall without a responsible adult. If the Scout does not report to the Scout meeting, Troop 457 is not responsible for him.

b. Courts of honor: Troop 457 conducts courts of honor to recognize our Scouts' hard work. Courts of honor are family affairs and parents are encouraged to attend to honor the boys for their achievements. A troop Court of Honor shall be held during the months of September, January, and June, exact dates will be denoted on the Troop calendar.

Eagle courts of honor are conducted separately from the regularly scheduled events for individual Scouts as needed. All Scouts and parents are encouraged to attend and show support for the Eagle's accomplishment.

c. Summer camp: To give Scouts the opportunity to achieve BSA goals for long-term camping, Troop 457 attends at least one week of camp at an approved BSA facility during the summer. This affords the Scouts an opportunity to experience different camp programs and also provides opportunities for Scouts to explore their interests through merit badge offerings.

d. Short-term camping: Troop 457 conducts a camping trip or special event each month from September to June. Short term camps promote advancement opportunities, fun, fitness and comradeship.

e. Annual Calendar Preparation: In preparing the annual calendar the Senior Patrol Leader will canvas the troop for desired events. The Senior Patrol Leader will then hold a meeting of the Patrol Leaders and adult leadership and prepare a proposed calendar for approval by the troop committee. The troop committee will consider the boys' desires for an annual program with respect to the ability to support the program. Once the calendar of events is approved by the troop committee the Scoutmaster will arrange for distribution of the calendar.

Chapter 3 - Troop Organization

1. General: Troop 457 is organized in accordance with BSA guidelines. The following descriptions highlight areas within the troop's organization.

2. Organization

a. Chartering organization: St. Johns Lutheran Church is the chartering organization (CO) for BSA Troop 457. The charter allows the Church to host a BSA troop for its community and youth objectives. In turn the Church agrees to support the troop by providing a safe meeting place with adequate facilities. The primary function of the CO is to select and approve all adult leaders (SM, Assistant Scoutmaster, committee chairman and members). The chartering organization is responsible for background checks of all adult applicants and will have the final approval for adults filling positions with the troop.

b. Chartering organization representative: A member of the church who serves on the troop committee and acts as a liaison between the troop and the chartering organization. He or she encourages training, helps recruit other adult leaders, assists in unit rechartering, and encourages service to the organization.

c. Adult Committee: The Adult Committee is a group of adults, generally parents of the Scouts, who support the troop by ensuring that the troop's adult leadership is adequate, by providing various support functions, delivering quality troop program and handling troop administration and by ensuring that the troop is functioning according to official policy. Committee meetings are held as indicated on the annual calendar. The Adult Committee primarily consists of a chairman, a treasurer, an outdoor activities coordinator, an advancement coordinator, a fund-raising coordinator, a leadership coordinator, and an equipment coordinator. Additional positions on the Adult Committee can be found on the Troop 457 Web Site – Adult Committee Organizational chart. (See BSA Troop Committee Guidebook for further information.)

d. Adult Committee chairman: The committee chairman serves as the "chairman of the board," the board being the Adult Committee.

e. Scoutmaster: The Scoutmaster is responsible for overseeing the operations of the troop. The Scoutmaster serves as the "chief executive officer." His main responsibility is the Scouts of the troop and all assistants Scoutmasters assigned. The Scoutmaster attends troop committee meetings and reports the status of the troop and the annual program of events.

f. Assistant Scoutmasters: Assistant Scoutmasters are an extension of the Scoutmaster. They will lead as the Scoutmaster does and fill in for them when they are not present.

(1) Assistant Scoutmaster (new Scout patrol): Ensures that all new Scouts are properly oriented to the troop by providing the boys with necessary information, forms and counseling. This orientation can take up to a year and provides assistance in a new Scout progressing in rank toward First Class.

g. Senior Patrol Leader: The Senior Patrol Leader is the boy leader of the troop elected by his fellow Scouts. He sets the agenda and presides at all Patrol Leaders' Council meetings, runs the weekly troop meetings and appoints other boy leaders assigning specific responsibilities as needed.

h. Assistant Senior Patrol Leader: The assistant Senior Patrol Leader, appointed by the Senior Patrol Leader, assists the Senior Patrol Leader in conducting meetings and acts as the Senior Patrol Leader in the Senior Patrol Leader's absence. Due to the size of the troop, up to 3 ASPLs can be appointed.

i. Patrol Leaders: Patrol Leaders are elected by members of their patrol and are responsible for their individual patrols at all times. They preside at patrol meetings, as well as control their patrol during troop functions. They represent their patrol at Patrol Leaders Council meetings and report to the Senior Patrol Leader for all matters concerning their patrol.

j. Instructors: Older Scouts who have advanced in rank and training provide a corps of skills and knowledge on which the Senior Patrol Leader can develop training programs in support of the troop's annual training objective. Instructors are appointed by the Scoutmaster and the Senior Patrol Leader.

k. Troop Guides: An older, experienced Scout appointed by the Scoutmaster and the Assistant Scoutmaster. He will help younger Scouts progress through the ranks of Scouting as assigned by Assistant Scoutmaster (New Scouts). Usually two are assigned to each patrol to help the patrol function. Troop guide should act as representative for new Scout patrol @ PLC until the new Scouts elect a Patrol Leader.

l. Other appointed jobs: During summer camp the jobs of SPL, ASPL and Patrol Leaders may be assigned by the Scoutmaster to Scouts who do not normally hold that position based on the Scouts who are in attendance at camp and the meet the needs of the troop. This serves to provide additional leadership opportunities within the troop. For additional job descriptions see the Junior Leader Handbook.

3. Forming New Patrols

a. The "patrol method" gives Scouts an experience in group living and citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it. The patrol method builds patrols into strong active units. This is best accomplished through long-term association with shared, common experiences from camping or special events. Troop 457's goal is to maintain a patrol's integrity through as much of a Scout's career as possible. Given the dynamics of the people of our community that is not always possible. If it becomes necessary to reorganize patrols as a result of attrition then the Scoutmaster and adult leadership will determine new patrol organization.

b. Troop 457's goal is to maintain patrols of approximately 6 - 10 Scouts each. Except for new Scouts transitioning from Webelos, there will be no more than 12 Scouts per patrol. Patrols will be organized by age and skill level whenever possible. The minimum number of Scouts in a patrol will be 5 Scouts. If the size of the patrol is 4 or less, the patrol will be dissolved. The SPL and the Scoutmaster will determine what patrol(s) the remaining members will be placed. If two or more small patrols merge together in their entirety, all members of the newly formed patrol will decide if the patrol's name. If this occurs mid-year and the larger of the 2 patrols does not contribute 75% of the members, an election for Patrol Leader and Assistant Patrol Leader will be held at that time, otherwise the Patrol Leader and assistant leader from the larger patrol will continue to serve out the remainder of their term.

4. Intratroop transfers:

While the goal is to have boys in an environment that will enable them to learn to work together and to learn from each other, we recognize that from time to time, the "right mix" will not be achieved. Accordingly a Scout may request permission to change patrols. The decision to allow the change will be made by the Senior Patrol Leader and the Scoutmaster.

Chapter 4 - Adult Leader Policy

1. General: The adult leadership of Troop 457 has two major goals:

- Provide an environment for the boys to live the ideals of Scouting, including a chance to develop and demonstrate leadership abilities.
- Provide an adult organization structure that can adapt to changes in its staffing requirements.

In keeping with these goals the adult leaders will act primarily as advisors giving maximum opportunity for the Scouts to show responsibility.

2. Adult leader positions:

a. The following is a partial list of the positions that reside at the committee level (additional positions are listed in the Adult Committee Organizational chart, but are not defined below):

- Committee Chairman - Responsibilities are as stated in paragraph 2.d chapter 3 above.
- Chartering Organization Representative - Responsibilities are as written in paragraph 2.b in chapter 3 above.
- Treasurer - Responsible for the entire troop's financial records (this includes the recording of all incoming and outgoing moneys) and provides a monthly written report on troop finances to the troop committee. The yearly projected troop budget is to be compiled and submitted to the committee for review at the June committee meeting.
- Advancement - Responsible for the administration of the troop advancement program, keeps records and prepares reports for submission to the Council. Prepares submission for Court of Honor.
- Fund Raising - Organizes yearly Fall popcorn fundraiser. Troop 457 does not usually have a second fundraiser, but if so this position will lead the Troop through the fundraising process. Organizes volunteers to assist in funding raising. Obtains approval from GNFC.
- Leadership Coordinator - Responsible for assigning Scouts to positions, planning and implementing training programs(s), recording service time, and signing Scouts handbooks certifying earned leadership requirements.
- Equipment Coordinator - Responsible for working with the troop Quartermaster in the organization to ensure control and maintenance of troop equipment.

b. The following positions reside at the troop level:

- Scoutmaster
- Assistant Scoutmaster (New Scouts)
- Assistant Scoutmasters (mentors assigned to individual Patrols)
- Assistant Scoutmasters for Camping, Summer Camp, Leadership, Scout Development
- Co-ordinators for specific events – ie Philmont, Sea Base

Positions will be filled as supported by the number of adult volunteers. The Scoutmaster and Adult Committee Leader will determine the number of Assistant Scoutmasters the Troop will support. All Assistant Scoutmasters are required to complete the training requested by BSA within the appropriate time frames. If the number of adult volunteers isn't sufficient to fill all requirements the committee chairman and/or the Scoutmaster may combine committee or troop positions after gaining approval of the committee.

3. Adult leader training: Any adult who becomes involved with the troop is strongly encouraged to take advantage of Adult Leadership Training courses offered by the GNFC, BSA. This training insures the troop's adult leaders remain on target with the aims of Scouting. Leadership training for adult leaders can be on-line or through council run leader training sessions. Council run programs are listed in the training section of the council website at wnyScouting.org. Training required for a leadership position will be paid for by the troop. Reimbursement for optional training events such as University of Scouting will be at the discretion of the troop committee.

Any adult who registers with the troop is required to complete the Youth Protection Program available on-line at the BSA Learning Center at the time of submitting their adult application. Youth Protection must be updated at a minimum of every two years. As stated on the adult application, BSA requires all adult members to complete the training for their position within 60 days. The following are the current requirements for each position:

Scoutmaster / Assistant Scoutmaster

1. Fast Start Training **
 2. Youth Protection Training **
 3. This is Scouting Orientation **
 4. Boy Scout Leader Specific Training
 5. Introduction to Outdoor Leader Skills
- = Basic Leader Trained (based on GNFC Requirements Dated Nov. 01, 2011)

** Available on-line at the BSA learning center

Committee Chairperson / Committee Member

1. Fast Start Training **
2. Youth Protection Training **
3. This is Scouting Orientation **
4. Troop Committee Challenge**

= Basic Leader Trained (based on GNFC Requirements Dated Nov. 01, 2011)

** Available on-line at the BSA learning center

To make sure that GNFC's records are kept up to date, all adults are encouraged to make sure that their BSA identification number is entered into their on-line profile of their myScouting account. Adults should check their training records by using the training validation function on myScouting.org.

- 4. Adult leaders' meetings:** Adult leaders are encouraged to become involved with all aspects of the Scouting program. The following is a list of some of the suggested meetings that adult leaders may attend:

- Troop committee meetings
- Adult Quality Leader Events
- Periodic Scoutmaster meetings
- Special "called" troop committee meetings
- Weekly troop meetings
- Training sessions
- University of Scouting

- 5. Adult Leader Conduct:** Adult leaders shall exhibit the ideals of Scouting when working with boys. They will strive to set the example in their handling of the boys. Standards of conduct in personal habits, language, hygiene and interaction with Scouts will be in accordance with the Scout Oath and Law. The Scoutmaster is responsible for the conduct of adult leaders.
- 6. Adults attending Summer Camp:** All adults attending summer camp must be registered with the BSA, have current youth protection training, attend any pre-camp meeting as requested, and turn in their medical forms on-time. Failure to comply with these requirements will prevent an adult from attending camp. Adult participation will also be limited based on Scout to adult ratio requirements and the level of an adult's involvement with the troop.
- 7. Removal of Adults from Positions:** It may be necessary for an adult to be removed from their position within the Troop or Adult Committee. This decision will be forwarded by the Scoutmaster or Adult Committee Chair and voted on by the Adult Committee members. A majority vote is required for removal.

Chapter 5 - Boy Led Organization

1. General: Like any other activity, a leadership role within Scouting requires an extraordinary commitment. A leadership role with Troop 457 demands time and sacrifice of the Scout. Although Scouting is open to any boy at least 11 years, Troop 457 leadership positions should only be considered by those boys who:

- Demonstrate the proper examples of Scouting.
- Are willing to give to the troop more than they receive.
- Are willing to put troop activities on a higher priority than other comparable activities.

2. Available boy leader positions:

a. Elected positions:

- Senior Patrol Leader -- Elected by the troop
- Patrol Leader -- Elected by individual patrol members
- Patrol Quartermaster – Elected by individual patrol members
- Assistant Patrol Leader - Elected by individual patrol members

b. Appointed positions:

- Assistant Senior Patrol Leader – Appointed by the Senior Patrol Leader
- Junior Assistant Scoutmaster - Appointed by the Scoutmaster
- OA Representative – elected by the Troop OA members if more than 1 youth is interested.
- Troop Guides – Appointed by the Scoutmaster
- Instructors – Appointed by the Leadership Coordinator
- Bugler - Appointed by the Leadership Coordinator
- Scribe - Appointed by the Leadership Coordinator
- Chaplain's aide - Appointed by the Leadership Coordinator
- Quartermaster - Appointed by the Leadership Coordinator
- Librarian - Appointed by the Leadership Coordinator
- Historian - Appointed by the Leadership Coordinator

Both the elected positions and the appointed positions are leaders of the troop. All appointed leaders will assist the SPL and ASPL in leading and maintaining discipline during Troop meetings and activities.

3. Troop elections: Troop elections are held at the first meetings after summer camp at the regular meeting. Newly elected leaders will be announced. Newly elected leaders assume their new posts at the first regular meeting following the elections.

a. A general election of the entire troop will be conducted for Senior Patrol Leader annually during September. The Scoutmaster will develop the slate of candidates for Senior Patrol Leader. The outgoing Senior Patrol Leader will preside over the election, supervising the collection of ballots. Voting will be conducted by secret ballot. The Scoutmaster or an Assistant Scoutmaster and the outgoing Senior Patrol Leader or a Junior Assistant Scoutmaster will count and verify the vote. The candidate receiving a simple majority of the members present will be declared winner. If more than two boys are running for a position and no one receives 50 percent of the votes a revote will be taken between the two candidates getting the most votes until one candidate receives a majority of the votes.

b. Individual Patrols will elect their Patrol Leader. A Patrol Leader election will be held immediately following the election of the Senior Patrol Leader. Only patrol members will vote for their respective Patrol Leader. Votes will be by secret ballots. Ballots will be counted and verified by the outgoing Patrol Leader and a Troop Guides or Assistant Scoutmaster. A 50% majority of the patrol members must be present for the Patrol Leader election to occur.

c. An attempt will be made to get 100 percent of the troop's membership in attendance during the night of the election. A majority of the Troop must be present for the Senior Patrol Leader election to occur.

4. Qualifications/Requirements:

a. Senior Patrol Leader: Each Scout running for the office of Senior Patrol Leader must be at least a First Class Scout, must be 14 years of age by December 1. It is suggested that the candidates have attended Troop Junior Leadership Training (GNFC White Buffalo Training).

b. Assistant Senior Patrol Leader: Each Scout appointed to the office of assistant Senior Patrol Leader must be a First Class Scout, must be 14 years of age by December 1.

c. Patrol Leader: Each Scout running for the office of Patrol Leader must be at least Second Class Scout, except in the New-Scout Patrol.

d. Other elected or appointed positions: Each Scout must be a First Class Scout.

e. Training: Each Scout must complete Troop Leadership Training or attend GNFC - White Buffalo Training.

5. Junior Leader Training: The GNFC conducts “**White Buffalo Training**” during the summer. The troop will support candidates attending this training based on budget allotments and number of candidates. Candidates will be approved by the Troop Committee annually.

6. Impeachment: The seriousness of impeachment must be understood before proceedings are begun. Impeachment will be initiated only when the situation can not be reversed with direct leadership and the added supervision by the adult leadership. Given the above; impeachment proceedings against a boy holding any of the Troop's elected or appointed positions can be initiated at any time during his tenure in office. To initiate an impeachment a written petition must be presented to the Scoutmaster, including:

- Specifically why it is thought the boy leader in question is not fit for office
- Background circumstances regarding the problem
- Signature of two-thirds of the membership of the patrol, in case of a Patrol Leader impeachment, two-thirds of the Patrol Leaders, in the case of the assistant Senior Patrol Leader or Senior Patrol Leader, or the Senior Patrol Leader and Assistant Senior Patrol Leaders in the case of the other elected positions. Final judgment will be determined by the Scoutmaster and his assistants, but in no case will an adult relative of the Scout being impeached be part of the decision making process. The troop committee and parents of the boy will be advised of all actions and circumstances behind the action.

7. Patrol Leaders' Council

a. The Patrol Leaders' Council is responsible for planning and conducting the troop's activities. The troop committee interacts with the Patrol Leaders' Council through the Scoutmaster. The Patrol Leaders' Council comprises the following voting members:

- Senior Patrol Leader -- Leads the Patrol Leaders' Council
- Assistant Senior Patrol Leader
- Patrol Leaders -- One for each patrol
- Troop Guides for new Scout patrol
- Scribe
- Other Scouts in leadership positions that may be required by the Senior Patrol Leader as approved by the Scoutmaster.

b. The Patrol Leaders' Council meets monthly to:

- Plan the annual calendar of events
- Plan monthly events
- Plans and organizes weekly meetings and assigns responsibility for planned events in accordance with the monthly activity
- Completion of the weekly meeting plan for each weekly meeting
- Discuss problems
- Make recommendations on improving troop operations

Chapter 6 - Advancement

1. Advancement program defined: Advancement is the process by which youth members progress from rank to rank, a means to an end, not an end in itself. It is designed to help the boy have an exciting and meaningful experience.

a. Education is the chief function of the Scouting movement and the basis of the advancement program. A fundamental principle of advancement is that the boy's progress is a natural outcome of his activities in his patrol and troop. The rank requirements shall furnish the basis of the activities of the unit. Recognition is gained through leadership in the troop, attending and participating in its activities, living the ideals of Scouting and proficiency in activities related to outdoor life, useful skills and career exploration.

b. All advancement procedures shall be administered under conditions that harmonize with the aims and purpose of the BSA; to strengthen character, body, mind and the concept of being a participating citizen.

c. The Boy Scout requirements for rank advancement shall be the basis for the Scouts' advancement. There are four steps in the procedure: learning, testing, reviewing and recognition.

d. Ranks are Scout, Tenderfoot, Second Class, First Class, Star, Life and Eagle. Eagle Palms may be awarded for additional merit badges until the Scout's 18th birthday.

e. The responsibility of the troop committee is to ensure the troop's program is conducted in such a way that the Scouts have an opportunity to advance on the basis of learning, testing, reviewing and recognition.

f. The responsibility for merit badge qualifications shall rest with the counselor. Merit badge counselors shall be registered adult members of BSA. The merit badge counselor shall prepare and qualify youth members. There is no board of review procedure for merit badges, but public recognition will be given at a court of honor.

2. Advancement policy: Advancement in BSA is totally dependent upon the boy. Each boy is expected to pursue the various advancement requirements, awards, badges and ranks at his own pace. We encourage him to involve his family, other Scouts, the Scoutmaster and any other sources to help him.

a. Advancement to Tenderfoot, Second Class and First Class concentrate on Scouting skill rather than merit badges. Skills shall be taught by other Scouts and adult leaders. Testing and "signing off" for the skills required for Tenderfoot, Second Class, and First Class shall be performed by the Assistant Scoutmaster for New Scouts and their designates. Designates are described below:

- Selected Scouts of the Star rank or higher (ie... Troop Guides)
- Selected Adult leaders

NOTE: Parents shall not sign off on their own son's skill tests

b. Advancement requirements for Star, Life and Eagle ranks emphasize merit badge work and leadership after a boy has a solid foundation of basic Scouting skills.

c. A Scoutmaster conference must be completed prior to the Board of Review. Scoutmaster conferences are typically offered during the 1st and 3rd meetings of the month. Assistant Scoutmasters may also conduct Scoutmaster conferences at the discretion of the Scoutmaster. The Scout must have all requirements for the rank except for Scout spirit, the SM conference and the BOR before requesting a Scoutmaster conference.

e. For a Board of Review, a Scout must be in full Field Uniform (Class A) uniform and have in his possession his Boy Scout Handbook with appropriate signatures. Boards of Review are typically offered during the 2nd and 4th Wednesday of the month by a group of three or more Adult committee members. A Campout BOR does not require the Scout to be in a full uniform.

f. Eagle advancement: An advancement packet discussing Eagle requirements can be obtained from the Scoutmaster upon completion of the Life Scout award. The packet contains the following items:

- National BSA application
- Letters of recommendation (four required)
- Eagle service project work book

3. Merit badges

a. Earning merit badges give Scouts self-confidence by teaching them to overcome obstacles to achieve a goal. The Scout also learns career skills, develops socially and may develop physical skills and hobbies that give a lifetime of healthful recreation. To earn merit badges the following sequential procedures shall be followed:

- Obtain merit badge application ("blue card") signed by the Scoutmaster or Assistant Scoutmaster
- Contact the merit badge counselor and arrange meetings
- Complete the merit badge requirements under the guidance of the counselor
- Ensure the counselor signs the card verifying completion of all requirements
- Return the signed card to the Advancement Chair for forwarding to the council for registration and procurement of the badge.

b. Youth Protection Program: The BSA Youth Protection Program policy requires that a Scout must have at least one other person with him at each meeting with the merit badge counselor. BSA policy prohibits one-on-one situations between adults and Scouts. The buddy can be a parent or guardian, brother, sister, relative, friend or another Scout.

c. Merit badge counselor: A counselor working with a Scout acquaints the boy with an adult knowledgeable in one or more fields, an experience invaluable to a Scout. The counselor introduces subjects that may lead to a career choice or to a lifetime pursuit. The troop merit badge chairman will maintain a list of approved merit badge counselors. Except in limited group instruction situations, and in no case for a required merit badge, shall a parent serve as a merit badge counselor for their own son.

d. Merit badges will be offered as part of the regular troop annual calendar as a matter of routine; however, to spark an interest in a subject area the troop may use merit badge counselors to make presentations covering the highlights of a merit badge. Scouts are then given an opportunity to try a skill related to the badge. Also, work on some merit badges may be arranged at some camping trips.

e. Scouts are encouraged to take advantage of council run merit badge clinics that are held in various locations throughout the year. See the council website for more information

4. Service Projects

a. Star and Life: Work on service projects for credit toward advancement to Star and Life ranks shall be Scout based or approved by the Scoutmaster in advance of starting the project. Only the Advancement coordinators or an Eagle Scout project leader are authorized to sign-off service project requirements. If there is any doubt as to the validity of the project the matter will be referred to the troop committee for resolution.

b. Eagle: Eagle service projects shall be of lasting value to the community rather than completion of routine upkeep and preventive maintenance. The project shall be approved by the Scoutmaster, the Eagle Guide Leader and the district advancement committee in advance of beginning any work. The Troop 457 committee requires that the Eagle candidate brief the Eagle Guide Leader on his project at a regularly scheduled committee meeting. The Eagle candidate must take into consideration the lead time required for troop and district committee approval in planning work schedules. The brief shall outline the scope, scale and requirements of the proposed project. The Eagle Guide Leader will review the candidate's plan for completeness in planning and ability of the troop to support the project to completion. The Eagle Guide Leader will then present the project to the Council representative for approval. The schedule of work should be examined in detail to ensure there are no major conflicts with other planned troop activities. Upon completion of the service project, the Eagle candidate shall provide the Scoutmaster with a written description of the project and, where appropriate, a schedule of participants and hours worked.

All LIFE rank Scouts should initiate their Eagle Scout Leadership project paperwork prior to age 17 years and 6 months. Scouts who fail to meet these timelines jeopardize earning the rank of EAGLE Scout.

c. Scouts of any rank can arrange for service projects that benefit the community. However, if the project will require Troop 457 resources then the project should be presented to the Patrol Leaders' Council for discussion, scheduling and Scoutmaster approval.

5. Leadership Requirement for Star, Life and Eagle Rank

a. One or a combination of the following positions will be accepted as fulfilling the leadership requirements for the above ranks

b. Only the Advancement Coordinator can sign a Scout's book to show completion of the leadership requirement.

(1) Star and Life ranks -- one or more positions with six months in office (4 months for Star)

- Den chief
- Troop chaplain
- Troop scribe
- Troop quartermaster
- Troop librarian
- Troop historian
- Troop Guides
- Bugler
- Patrol Leader
- Special Project (approved by Leadership Chair)

(2) Eagle rank -- one or more positions with six months in office

- Patrol Leader
- Assistant Senior Patrol Leader
- Senior Patrol Leader
- Junior Assistant Scoutmaster
- Den chief
- Troop chaplain
- Troop scribe
- Troop quartermaster
- Troop librarian
- Troop Guides

6. Requirements for Scout Spirit and Participation

a. Scout Spirit -- In order to fulfill the requirements for Scout spirit, the Scout must demonstrate Scout spirit by living the Scout Oath and the Law in his everyday life.

b. Participation -- All Scouts of Troop 457 are welcomed and encouraged to take advantage of all troop activities.

Chapter 7 - Discipline

- 1. General:** Discipline policy in Scouting is simple, the doors of Scouting are always open to those who strive to follow its law. Adherence to Troop 457 policies will, primarily, be handled by the boy leaders with adult intervention only to maintain safety, preclude property damage, avoid disrupting other organizations' activities and/or restore order in extreme cases of unruliness.
- 2. Obedience:** Obedience in Troop 457 is to the Scout Oath and Law. The Oath and Law make being a good citizen of the troop, camp or community possible. Obedience to the Scout Law includes respect for Scout leadership and adult leadership and all members and guests of the troop. Respect for adult and Scout leadership is expected. Under no circumstances will adult or boy leaders administer punishment for any reason. Hazing, of any type, will not be tolerated. Boys or adults observing such activity will take immediate measures to stop such activity.
- 3. Enforcing discipline**
 - a.** Discipline in the patrols will be handled by the Patrol Leaders. Patrol Leaders have the authority to ask any patrol member to leave a patrol meeting and report to the Senior Patrol Leader.
 - b.** When the Patrol Leader cannot handle the problem, he must obtain help from the Senior Patrol Leader. The only person the Senior Patrol Leader will accept a complaint from is the Patrol Leader. The Senior Patrol Leader has the authority to ask that Scout to leave the meeting area and report to the Scoutmaster.
 - c.** When the Senior Patrol Leader cannot handle the problem, he must obtain the help of the Scoutmaster. The only person the Scoutmaster will accept a complaint from is the Senior Patrol Leader.
 - d.** When the Scoutmaster is approached with a complaint, the complaint will be recorded on the Scout's record. Note the following actions:
 - (1)** First Senior Patrol Leader complaint -- Conference with the Scoutmaster.
 - (2)** Second Senior Patrol Leader complaint -- Conference with Scoutmaster and a phone call to parents explaining the problem and stating that one more complaint may result in a suspension for one month. Parent(s) may be requested to attend meetings to help supervise their Scout. The Scout may be assigned to appear before a board of review as a lesser disciplinary action prior to suspension from troop activities.
 - (3)** Third Senior Patrol Leader complaint -- Conference with Scoutmaster and parents. Based on the Scoutmaster's recommendation, the Scout may be suspended from all troop activities for a period of time as recommended by the Scoutmaster.

e. The above steps are not meant to discourage either the Patrol Leader's or the Senior Patrol Leader's from seeking advice from the Scoutmaster or any adult leader when they are having leadership challenges but are intended to state discipline options in advance. Scout leaders should remember and use their chain of command.

4. Troop Reinstatement Review Board

a. This board evaluates Scouts who have been suspended from the troop as a result of the third Senior Patrol Leader complaint as well as the use of drugs, alcohol and/or tobacco as outlined in the troop discipline policy. After the completion of the defined suspension period and prior to resuming troop activities, the committee chairman will convene a reinstatement review board to meet with the Scout and his parents to assess his intentions regarding pursuit of the Scouting program. The members of the troop reinstatement review board will consist of the committee chairman, Scoutmaster and Senior Patrol Leader and as deemed necessary, respective designated representatives from the committee.

b. Based on the conclusions of the Board, the Scout will either:

- Resume troop participation and activities
- Or continue his suspension for a period as recommended by the Scoutmaster and approved by the board

c. Continuation of the suspension requires a meeting with parents and the committee chairman and Scoutmaster to discuss the position of the board.

d. Upon reinstatement a Scout will be on probation for a minimum of two months. Additional infractions within the probation period are grounds for immediate dismissal by the troop committee.

e. Failure to attend the review board meeting will result in an automatic dismissal from the troop.

5. Drugs, alcohol and tobacco

a. Any Scout guilty of using, possessing and/or distributing a controlled substance (tobacco, drugs and alcohol) will be dropped from the troop roster. Parents of the guilty Scout will be advised of all actions taken. The Scout may later be allowed to return once his problem has been resolved to the satisfaction of the troop Reinstatement Review Board.

b. No Scout will be allowed to use a controlled substance of any type at any Scouting function. This includes those boys who have parental permission to use tobacco.

c. BSA recommends that leaders not use tobacco products in any form nor allow their use at any BSA activity.

d. Parents of Scouts required to take prescription medication over the period of a troop event will discuss the requirement with the Scoutmaster and/or the adult event coordinator. Serious medical requirements may require a parent to attend an event and administer medication.

6. Cell Phone Policy

- a.** It is understood that many Scouts have personal cell phones, but it is the Troop's belief that while at meetings or outdoor activities the use of electronic equipment is not allowed. If a leader witnesses a cell phone being used during a Scout activity (Troop meeting or Campout) the device will be confiscated until after the activity concludes.
- b.** It is also understood that many adults have cell phones. If an adult must use a cell phone, they should step away from the activity so as not to interrupt the program.

7. Do's and don'ts

- a.** The Scoutmaster has the authority to confiscate and destroy all items deemed inappropriate or dangerous.
- b.** The Boy Scouts of America prohibits the securing, use and display of fireworks in conjunction with programs and activities except where the fireworks display is conducted under the auspices of a certified or licensed fireworks control expert. Scouts of Troop 457 are prohibited from possessing or using fireworks on any Troop 457 activity.
- c.** Fire arms are not allowed except if the troop program calls for such activities. Any such activities will have the approval of the Scoutmaster and the troop committee.
- d.** Sheath knives are not permitted. Scouts carrying pocket knives will have earned their Totin' Chip as prescribed by BSA training requirements.
- e.** Each Scout is responsible for making restitution for any damage caused by his actions or negligence. A Scout is trustworthy.
- f.** No Scout shall drive a vehicle to Scout activities unless cleared to do so by his parents, the Scoutmaster, and/or the committee chairman and in no case will the Scout be allowed to transport other Scouts.
- g.** Scout passengers in vehicles to and from events will remember they are a guest of the driver/owner of the vehicle. Scouts will follow the rules set by the driver/owner, e.g., eating, drinking, seating arrangements and noise levels. Insurance regulations require that seat belts shall be worn at all times.
- h.** Fighting is not permitted and is grounds for immediate disciplinary action.
- i.** Sexually explicit materials, such as print media ("Playboy," "Penthouse," "Hustler") or digital media (internet) etc., shall not be brought to Scout activities. If found, such material will be confiscated and returned to the parents of any Scout involved.
- j.** Foul language, swearing, cursing, blasphemy and abusive/suggestive gestures are not in keeping with the ideals of Scouting and will not be allowed. A Scout is Reverent, Courteous and Clean.

k. Troop 457 policy prohibits Scouts from bringing personal radios, televisions, compact disc or cassette players and/or electronic video games on weekend camping trips. For long trips over three hours, arrangements can be made for the use of the above equipment during travel to and from the campsite. They shall be kept in the vehicles during the activity. If a leader witnesses an electronic device in use during the activity, the device will be confiscated until the activity ends.

l. Lighters are prohibited.

m. Candles are prohibited with the exception of small candles used for fire starters. Candle fire starters are to be used only after obtaining approval from a Scoutmaster.

n. If a Scout has told his Patrol Leader he is going on an outing and does not show, he is still obligated for his share of the expenses.

Chapter 8 - Outdoor Activities

1. General: The BSA program is designed for fun in the outdoors. The troop committee in support of the Scoutmaster will make every attempt to have at least one outdoor activity per month. These activities will most often be camping trips, or a day event. The activities planned for these events will reinforce the skills and ideals of Scouting and will be in accordance to the Guide for Safe Scouting.

2. Planning for camping: Camping trips and activities shall be planned for the entire year as part of the process of planning the troop's annual calendar of events. Camping trip themes/activities shall be related to the troop meeting themes.

3. Support for camping

a. Two registered adult leaders or one adult leader and a parent of a participating Scout (at least one leader must be 21 years of age) are required for all trips or events.

b. The Campout Coordinator will be assigned responsibility for each camping trip and event.

Responsibilities include:

- Notifying Scouts and families, via e-mail/flyer two weeks in advance of camping trip details to include approximate cost
- Filing camp/facilities request forms
- Filing tour plans two weeks in advance
- Arranging transportation
- Accounting for necessary fees (camp fees and food costs)
- Assuring adequate leadership is available
- Reporting the number of nights each Scout and adult camped and completion of any significant events for the Camping/Hiking/ Backpacking Merit Badges to the advancement chair. (Needed for Order of the Arrow election eligibility as well)

c. Guidelines for arranging transportation:

- All drivers must be licensed
- There must be a licensed driver at least 18 years of age in each vehicle
- Adult tour leader (21 years of age) will be in charge and accompanied by an assistant
- Owner/driver will have property damage and personal liability insurance coverage at the dollar limits prescribed by BSA
- Occupancy limits of the vehicle will not be exceeded
- Each occupant will have a seat belt

4. Funding for outings

a. Scouts participating in camping trips will be responsible for the cost of the event. The troop dues do not provide sufficient funds to sponsor troop camping trips and events. The adult leader responsible for a particular camping trip will advise Scouts, with a flyer two weeks in advance, of any camp fees required.

b. Food will normally be the responsibility of the individual or patrol. As part of the camping trip planning process each patrol will determine a camping trip menu then develop a shopping list. The patrol will assign a member(s) to purchase food from the shopping list. The reimbursement will be based on the # of Scouts in the patrol attending the camping event times the predetermined cost per Scout. The predetermined cost per Scout will be stated at the time the camping trip menu is being planned. Any amount over this will not be reimbursed. Any non perishables not used or left over will be stored in the Troop store room for the next camping event. Any purchased items supplied by the troop (ketchup, drinks, syrup, etc) will also not be reimbursed. Reimbursement expense forms should be handed in timely and no later than one month after the campout.

Scouts who have committed to go on the camping trip will be responsible for their share of the food cost even if they do not go. Refunds will be issued at the discretion of the Scoutmaster.

c. On occasion the troop will practice troop dining rather than the normal patrol method. In these cases the same procedure described in paragraph 4.b. above will be used to plan and purchase food.

d. Patrol Leaders will prepare a duty roster for each camping trip and have it available for the patrol members at the event.

e. While we realize the dynamics of family schedules, parents must understand camping with large groups of Scouts requires detailed planning to ensure enough food, water, transportation, tents, funds and adult supervision. Unannounced participants or last minute cancellations create hardships on the entire troop. Simply put, the troop shall have a firm commitment for camping trip participation, including supporting funds, not later than the last Wednesday meeting before departure of an event.

5. The troop on Outings

a. Camping: Whenever possible patrols shall camp as individual units and practice the patrol method. The intent is that each patrol will have:

- A separate area for their tents.
- Its own cooking activity.

b. Buddy System: Scouts will not leave a camp site without the permission of the Scoutmaster or the Senior Patrol Leader. The buddy system will be used on all camping trips; any Scout leaving the camp site will be accompanied by a buddy.

c. Work Duties: All Scouts will share in the work and duties of their individual campsites. Patrol Leaders or equivalents will establish rotating schedules to assure that work such as cooking, cleaning and camping area maintenance is done by all in a fair manner.

d. Environment: All member of Troop 457 will observe the outdoor code. This will include leaving the campsite better than found.

e. Cooking: Various forms of cooking will be experienced, including individual, patrol and troop. Camping trip format will be determined by the PLC and will depend on the other activities scheduled.

6. Visitors on outings

a. Adult family members are encouraged to participate in troop camping trips. Guests will be expected to provide their own camping equipment, i.e., tents, bedding and cooking utensils. The troop may be able to provide some equipment but requirements shall be identified in advance and the troop's ability to respond will depend on the number of members participating in the event.

b. Prospective Boy Scouts may be invited to attend camping trips/events in accordance with BSA regulations. A Scout intending to invite guest for a camping trip will notify the Patrol Leader, Senior Patrol Leader and Scoutmaster to insure the guest is factored in the planning for logistic support. A permission slip from the parent authorizing the guest to attend the event and a medical release form authorizing emergency treatment.

Chapter 9 - Equipment

1. General: Troop 457 operates under the old adage "Take care of your gear and your gear will take care of you." Accordingly each Scout is responsible for providing his own personal camping equipment. The troop committee's responsibility is to secure adequate number of tents, patrol cook kits and other outdoor gear. The outdoor/activities chairman shall work closely with the troop quartermaster to maintain the troop's equipment with adequate repair and storage.

2. Categories of equipment

a. Personal equipment: Includes items such as pack, sleeping bag, individual cooking and eating utensils, canteen, flashlight, foul weather gear, etc. Scouts not in possession of personal equipment, safe for the conditions of an event, shall not be allowed to participate, i.e., rain or cold-weather clothing, sleeping bag suitable for the climatic conditions, etc. See Troop 457 website for suggested seasonal equipment lists.

b. Troop equipment: Generally limited to those items necessary to provide for group activities, special events and to support adult participation at camping trips; tarpaulins, ropes, tents, saws, camp shovels, etc..

c. Patrol equipment: The troop will provide each Patrol the major portion of available equipment to include small group items such as chef kit, large cooking pots and pans, stove, propane hose / tree, tents with ground cloths, patrol box, etc..

3. Control of Equipment

a. Personal equipment: Each Scout is responsible for the purchase and use of his own equipment. It is strongly recommended that individual equipment be labeled or etched with the Scout's name, initials and/or identifying mark to avoid disputes over ownership of similar items.

b. Troop equipment: The troop Quartermaster is responsible for storage and control of troop equipment. The troop equipment is issued to the individual Patrol Quartermaster at events. They are responsible to insure that it is clean, kept in good working order. and is returned to the troop Quartermaster.

c. Patrol equipment: For use by members of the patrol. Each item shall be marked and stored with their Patrol gear.

4. Duties and responsibilities

a. Committee quartermaster: Is responsible for:

- Supervising the troop Quartermaster in the responsibilities of his duties
- Providing recommendations to the troop committee on equipment purchases
- Overseeing one major project which the troop Quartermaster must perform during his tenure
- Instructing the troop in safe use of all troop equipment, filling propane bottles and fire extinguisher.

b. Troop quartermaster: Is responsible for:

- Troop equipment, under the guidance of the committee quartermaster
- Ensuring that an accurate inventory of troop equipment is maintained and that equipment is stored in a clean, neat and orderly manner
- Issuing equipment for use by individuals or patrols
- Making recommendations concerning equipment and its use to committee quartermaster

c. Patrol Quartermaster: Is responsible for checking out and returning troop equipment used by their patrol and will assure that it is returned in a clean and useable condition.

5. Safety considerations with equipment

a. Chemical stoves and lanterns: The troop will furnish compressed-gas (propane) stoves and lanterns for all camping trips. These items will be operated under the supervision of knowledgeable adults and in accordance with the Guide to Safe Scouting and the regulations of the camping trip facilities. A troop fire extinguisher shall be maintained in the immediate area of all propane equipment.

b. Liquid or propane fueled equipment will to be handles by a “liquid fuel” trained adult at all troop camping functions. A list of trained adults will be maintained by the Adult Training Coordinator and can be provided to the leaders running the event.

c. Liquid Fuel lanterns and/or stoves shall not be operated inside tents under any circumstances.

d. Patrol Leaders, under the supervision of their Assistant Scoutmaster, will hold patrol inspections for all Scouts of their patrol, attending an event, prior to departing the meeting place. Concerns with serviceability of a Scout's personal gear will be brought to the attention of the Scoutmaster. Scouts not in possession of personal equipment suitable for the conditions of the event will not be allowed to participate, i.e., rain or cold weather clothing, sleeping bag suitable for weather conditions.

e. All axes, saws and hatchets shall be kept in an approved sheath when not in use. The troop quartermaster will ensure that only equipment which has the required safety sheath is issued.

f. Personal sheath knives are not authorized at any troop activity.

6. Damage to equipment

a. Willful damage to property is a violation of the Scout Law. "A Scout is trustworthy." Any Scout willfully damaging troop, patrol or personal equipment will be subject to committee disciplinary action and required to replace damaged equipment.

b. Accidental damage to equipment will be investigated by the troop Quartermaster under the supervision of the Adult Quartermaster. If determined the accident was a result of negligence the negligent party shall be afforded an opportunity to replace the damaged equipment.

c. Gear damaged or worn through normal wear and tear will be replaced by the troop as recommended by the Adult Quartermaster.

7. Gear needs for new Scouts

a. A new Scout shall have a Boy Scout Handbook by his first meeting. The Scout should bring the handbook to all Scouting functions unless told otherwise by the Scoutmaster.

b. Uniform requirements as covered under Chapter 1. Due to the high cost of uniform items the purchase of uniforms may be spread out over several weeks. The shirt with the proper identification symbols should be the first priority.

c. Due to the cost of equipment the purchase should be restricted to essential items until you confirm the level of your Scout's interest in outdoor camping. Discuss equipment purchases with the Scoutmaster and Scout before you make expensive purchases. See Troop 457 website for suggested gear list.

d. It is Troop 457 policy that at least two boys will sleep in every tent. This fills safety requirements and promotes working together as a patrol. Troop 457 generally has enough tents to accommodate campers. The Patrol Leader will insure Patrol member's tent together. Odd numbered situations may dictate that Scouts from different patrols tent together. Scouts desiring to use personal tents will be allowed to provide their own tent but must be prepared to share their tent in accordance with BSA and troop safety considerations.

e. Adults desiring to accompany the troop on a camping trip may be able to use troop tents on a first come, first served basis.

f. Later gear needs: As your Scout gets into Scouting activities he will have some additional equipment needs. Our troop will schedule between 25 and 30 days and nights of camping each year. Eventually he could use hiking boots, pocketknife, rain/foul weather clothing, sleeping pad, etc. Use your own good judgment. Only you know what you can afford. If you are planning to purchase camping equipment check with our leaders first as they have a good idea of the best type of equipment our troop uses.

8. Troop Trailer Policy

The Troop utilizes a trailer to transport much of our gear to our camping areas. The trailer is typically stored in the church parking lot and can only be used for Troop/Scouting activities. The adult that pulls the trailer to the BSA activity must be approved by the Scoutmaster and the Adult Committee Chair. Additionally the adult pulling the trailer must have car insurance that equals or exceeds the minimum standards set by the Boy Scouts of America.

Chapter 10 - Troop Finances

1. Expenditures

The troop committee will approve the troop budget. All events are to be priced so that the amount collected will cover the cost of the event. The exemptions to this are: fees for council camporees and Klondike, the December new Scout patrol campout, and the costs incurred in obtaining a facility to do the swimming requirements for first and second class (the \$50 dues collected in March is deemed to support these events for new Scouts). The budget may contain subsidies for other events and the committee may approve additional subsidies for specific events. For these events, the committee will provide a guideline as how much a subsidy will be provided. Excessive spending by the participants of an event will be the responsibility of those participating. Notice of this policy will be given when the event is announced and will be contained on the permission slip.

2. Registration Fees for Leaders:

Since the benefits of adult leadership are shared by all the Scouts in the troop, the annual registration fees for adult leaders will be paid by the troop. Adults serving in other units may also be registered with the troop at no cost. Adults who do not provide meaningful support for the troop will not have their registration fees be paid by the troop. Those adults who wish to be registered with BSA but are not active leaders must pay their own registration fees. The parents of new Scouts joining the troop are encouraged to register with the troop if they intend to be active in the troop at the time their son joins and the troop will cover those fees at that time. The determination of the adults who are to be re-registered at the troop's expense ultimately resides with the Committee Chair and the Scoutmaster.

2. Cost for Patrol Events:

Clarification on patrol events – all costs incurred for a patrol event are the responsibility of the patrol members attending. It is the patrol's responsibility to secure "2 deep Adult Leadership". Adults must ensure that the proper paperwork is submitted for the event – ie. tour plan before the event occurs.

Chapter 11 - Changes to Troop 457 Operating Guidelines

Any changes to the Troop 457 Operating Guidelines must be submitted to the Adult Committee during an Adult Committee meeting. The change will be emailed to the Troop for review via the Troop Email distribution list and voted on during the next Adult Committee meeting. A minimum attendance of ten people is required at the Adult Committee meeting for the vote and a simple majority is required for passage of the change.

Troop 457 Williamsville, N.Y., Boy Scouts of America