

TROOP 457

Great Falls Council

(as of November 1, 2024)

Scouting America (Scouts BSA)

(as of February 2025)

St. John Lutheran Church

6540 Main Street

Williamsville, NY 14221

Voyageur District

(as of May 2024)

<https://bsa457.org/>

Operating Guidelines

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Introduction

Welcome to Troop 457B, Scouting America (Scouts BSA) *An All Boy Troop*. Every Scout needs to know what is expected of him. These Operating Guidelines are designed to provide information that will ensure members of Troop 457 have a successful, adventurous and safe outdoor program.

A key component of this rests in the Scout's ability to take responsibility for his own behavior. All scouts need to know what is "OK" and what is not. Additionally, Boy Scout accident, medical and liability insurance depends upon planned activities conducted with regard to safety and protection of property. In order to guarantee acceptable conduct, all adult scouters need to know what is expected of them.

Scouting is a family activity and we encourage parents to be involved in their scout's development. Becoming familiar with these guidelines can help parents to better support their scout and Troop 457 as a whole.

The emphasis of the Boy Scout program is to promote and encourage leadership in youth. In Scouting, we believe that the best way to develop leadership is to let the scouts have as much freedom as possible; applying just enough adult authority to keep them safely focused on the task at hand.

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?" Troop 457 adult leaders are present as advisors, ensuring safety and keeping the program oriented toward Scouting ideals. Troop, Patrol and Patrol Leader meetings, camping trips and day trips shall be run by youth leaders, **not** by the adults. As long as the scouts are sincerely trying to accomplish the duties of their positions, they are learning the basics of leadership.

The policies outlined in this document establish the procedures for running Troop 457's program. This booklet outlines the application of general BSA policy to specific situations regarding the Troop. 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.

Following is information from the BSA website (<http://www.Scouting.org>) 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 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 try 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 scouts an experience in group living and participatory citizenship. It places responsibility on young shoulders and teaches

Scouts 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. 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 scouts gain an appreciation for the beauty of the world around us. The outdoors is the laboratory in which scouts learn ecology and practice conservation of nature's resources.

Advancement. Scouting provides a series of manageable challenges and steps to overcome them through the advancement method. The scout plans their advancement and progresses at their own pace as they meet each challenge. The scout is rewarded for each achievement, which helps them gain self-confidence. The steps in the advancement system help a 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. Advancement is also not required to be in scouting. The Troop will work with each scout to help them achieve their own personal goals.

Associations with Adults. Scouts 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 the Scouts, encourage them, and take a sincere interest in them can make a profound difference in their lives. Similarly, all parents should set a good example at Troop 457 functions.

Personal Growth. As 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 Scouting. Scouts grow as they participate in community service projects and do Good Turns for others. Probably no method 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 the Scoutmaster help each scout to determine their growth toward Scouting's aims.

Leadership Development. The scout program encourages scouts to learn and practice leadership skills. Every scout has the opportunity to participate in both shared and individual leadership situations. Understanding the concepts of leadership helps scouts accept the leadership role of others and guides them toward the citizenship aim of Scouting.

Uniform. The uniform makes the Scout Troop visible as a force for good and creates a positive youth image in the community. Scouting is an action program, and wearing the uniform is an action that shows each scout's commitment to the aims and purposes of Scouting. The uniform gives the scout identity in a world brotherhood of youth who believe in the same ideals. The uniform is practical attire for scout activities and provides a way for 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 must have your help. How you support the Troop depends on your talent and available time. Families are encouraged 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, Troop 457 needs you. The outcome of strong family involvement is to ensure we continue to operate as a quality unit, worthy of the Scouts we serve. To support families to become involved, at least annually, the Committee will send out a Google form, "Adult Resource Survey", to find ways adults can enjoy using their talents to help all of our scouts. We ask that adult family members complete this form, everyone's cooperation is greatly appreciated.

- 2) **Personal growth agreement:** The Scoutmaster will discuss with your child during their Scoutmaster Conferences their strengths and interests, and recommend ways they can use these in their Scouting activities. It will be up to your child to decide the goals they set for themselves as a growth agreement. The Scoutmaster will encourage and counsel your child along the way. Your interest in their growth in Scouting is vital in helping them to fulfill their personal responsibilities.

- 3) **Funding:** Troop 457 activities require funds. Every family is expected to participate in the Troop's annual fundraising project. Troop 457's annual project is the Council's popcorn sale. It is the Troop's goal to make popcorn fundraising our only fundraising during the Scouting year. The annual dues and Popcorn funds are used primarily for membership dues in Scouts BSA, merit badges, rank advancements and Scouting gear. The profits from the annual popcorn sales have traditionally been shared with the scouts 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, annually during the months of May and June. Finally, each scout is expected to share the cost of camping trips, which principally consists of food and supply costs, but may include admissions and transportation costs. The Troop may, from time to time, conduct additional fund raising events as needs and opportunities arise. Encourage your scout to look for jobs where he can earn his own money for the cost of activities. "A Scout is thrifty."

The Troop Committee may authorize a popcorn opt-out program. See the Popcorn Kernel or Treasury for details.

- 4) **Provide updated information as requested:** It is up to the parents to provide timely updates on any address, phone, and email changes. Each September information will be updated for every scout, see chapter 2, #3 for the information required. This includes address and email changes, Troop driver information, Troop medical forms, etc. Until this information is updated, the Scout cannot 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 a scout's eligibility to attend a camping trip or activity. Parents are also required to supply updated annual BSA medical forms for those attending summer camp, high adventure activities, and any Troop trips. Failure to supply such information on-time will result in your Scout being ineligible to attend the event(s).

Chapter 2 – New Scouts

- 1) **General:** Troop 457 has historically been a large Troop with a dynamic membership. While a majority of the new members advance from the Webelos program, the Troop welcomes Scouts new to scouting or who are transferring from other Troops, Districts and Councils. Each prospective scout must meet Scouts 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 Scouts intending to join Troop 457. Each Webelos, who has stated his intent to join Troop 457 will be presented a Troop 457 neckerchief, a slider, a set of Troop numbers for his uniform, and will be officially welcomed to the Troop.
 - b) Scouts advancing from Webelos will form a "new Scout" patrol(s). To give these new Scouts the initial attention they deserve the Troop Committee will designate an Assistant Scoutmaster to work directly with them.
 - c) If the new Scout 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 their family parents details about Scouting and Troop 457. Information will be made available about:
 - a) Operating Guidelines Book (or link)
 - b) [Troop Consent Form](#)/Troop Medical Release Form. This form includes parent/guardian authorization for emergency treatment.
 - c) [Scout and Parent Info](#) form. For any address, email, phone and vehicle updates.
 - d) Troop Resource Survey link. Parents are expected to actively participate.
 - e) Scouts BSA application for both youth and adults. This form is completed online at my.scouting.org or the Troop Leadership can email you an application.
 - f) [BSA Unit Accident Insurance](#) Information. This insurance is mandatory and is paid annually during the Troop rechartering.
 - g) The [BSA Health Form](#), B2 and C are required for summer camp and require a medical doctor's signature, and must be submitted yearly.

- 3) **Troop information/permission requirements:** Prior to any Scout participating in their first Troop 457 event, the following must be returned to the Scoutmaster or their designee:
 - a) Completed current Scouts BSA application for both youth and adult. This is completed online at my.scouting.org or the Troop Leadership can email you an application.

- b) Parent Consent form and Troop Medical Release Form. This form provides authorization from the parent or guardian for emergency treatment. This form must be completed every September.
 - c) Scout & Adult Information Form. This form must be completed every September.
 - d) New Scout joining fee as established by the Troop Committee, see [Appendix B](#) for more information
 - e) BSA Medical Forms A & B1 must be submitted yearly in September. BSA Medical forms B2 & C are required for summer camp. If your Scout will be going in for their yearly appointment, please make sure to bring these forms. A copy of the front and back of your insurance cards and an up to date printout of your Scouts immunizations are also required for every summer camp. Please note that each summer camp has additional health forms that they require, we will update you on those as soon as we are made aware of those forms from the camp we will be attending.
- 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, which is included in the joining fee. This fee will be set by the Troop Committee annually. More information can be found in [Appendix B](#).

Chapter 3 – General Policies

1) Troop Uniform Policy:

- a) Wearing a uniform “shows Scout spirit.” The purpose of the Scout uniform is not to hide the differences between the scouts or to 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 the youth to take pride in these differences rather than to hide them or be ashamed of them. This is a way all scouts are alike. Whenever a Scout sees another Scout in uniform, they know they are like that person because both have committed to the principles of the Scout Promise and Scout Law.

This has always been an important part of Scouting tradition. 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) The [BSA policy](#) allows a troop several options regarding uniforms. Troop 457 has elected the following:

- i) BSA Field Uniform, also referred to as the Class A uniform. This uniform includes:

- (1) Scout shirt, neatly tucked in. Scouts may select a long or short sleeve shirt.
- (2) Green pants or shorts only. No jeans or patterned shorts.
- (3) Troop neckerchief and slider presented to new Scouts at the bridging ceremony or when they join the Troop. Those who have earned the “We Camp Them All” award and neckerchief are welcome to wear this once earned.
- (4) Any closed-toe shoe or boot. As a safety precaution, we advise against the wearing of sandals at Scouting events.
- (5) All patches on the uniform should be in accordance with the BSA Uniform Guide.
- (6) [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.

- c) Activity uniform, also referred to as a Class B uniform. This uniform is 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. This uniform includes:

- i) Scout or Troop T-shirt.

- ii) Any closed-toe shoe or boot. As a safety precaution, we advise against wearing sandals at Scouting events.
- d) Scouts should wear their Class A or Class B uniform for all Scouting activities, as announced. Field Uniforms are required for Courts of Honor, and some district, council and out-of-council events, for example summer camp.
- e) A merit badge sash is encouraged. 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.
- f) New uniforms are available for sale through [Niagara Frontier Scout Shop](https://www.niagarafrontierscoutshop.com), located at 2860 Genesee Street, Buffalo, NY 14225. Uniforms and many other Scouting supplies are also available at www.scoutstuff.org
- g) The Troop has a uniform exchange. Refer to the Scoutmaster or his designee for the person responsible for the uniform exchange.
- h) 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.
- i) 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.

2) Dues Policy:

- a) Scouts BSA changed how National and Council dues will be collected starting in July 2024. The parent will be emailed directly and payment will now be online directly to National. The Troop Key 3 will be notified when both Scout and Adult registrations are upcoming, it is your responsibility to make certain these are paid on time. Due to insurance regulations, the scout will not be eligible to continue with Troop campouts if dues are not paid on time.
- b) Troop dues are set by the Committee prior to the first meeting in the fall and are to be paid in September. Dues should be paid by October 1st. Scouts who have not paid their dues will not be permitted to advance or participate in Troop camping trips or events.
- c) As with any organization, activities require money, however we also understand that financial problems may occur for a scout and their family. If your family is experiencing difficulty paying dues let the Scoutmaster or his designee know. We will work with you to create an agreeable payment plan and keep your scout active. The Scoutmaster may work with the family to assist with the dues.
- d) 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. See [Appendix B](#) at the end of this booklet for yearly dues information.

3) Troop Communication:

- a) Troop 457's principal method of communication is email. The troop maintains an email distribution list of current scouts, parents and guardians, leaders, and interested and active alumni to whom all important Troop communications are distributed. These emails contain information that is necessary for the effective operation of the troop and we expect that every recipient will read their emails. Not all emails will apply to all Scouts equally; nonetheless, it is beneficial to keep apprised of troop communications.
- b) All scouts, leaders, and parents shall provide to the troop an email address they regularly monitor so they may receive Troop information in a timely manner. Regularly monitoring troop email communications will help to ensure that scouts do not miss opportunities to participate in troop events and activities, complete advancement requirements, engage in public service, or receive relevant information for them to actively participate as members of Troop 457. A Scout is PREPARED.

4) Annual calendar of events:

- a) On an annual basis the troop develops a calendar of events. 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 Scouts' 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 calendar will be updated and distributed.
- b) Troop meetings and monthly events are planned for a 10-month period from September 1 through June 30. Please see the [Troop 457 website calendar](#) for up to date information and links to permission slips, etc.
- c) Unless otherwise denoted on the annual calendar, meetings are held weekly 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 up no later than 10 minutes after the meeting time unless otherwise directed by the Scoutmaster or prior arrangements have been made. Scouts should arrive on time, in uniform, and fully prepared to participate in all activities planned and scheduled during the meeting. 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 them. Further, scouts are expected to stay until the formal close of the meeting, which shows Scout Spirit.

- d) Troop 457 conducts Courts of Honor (COH) to recognize our scouts' hard work. Courts of Honor are family affairs and parents and guardians are encouraged to attend to honor the Scouts for their achievements. A Troop Court of Honor is usually held during the months of October, February, and June, exact dates will be denoted on the Troop calendar. ALL scouts are **expected** to attend in uniform to show support for their fellow scouts, whether or not they are being recognized.
- e) 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 Scout's accomplishment.
- f) Summer Camp gives scouts the opportunity to achieve BSA goals for long-term camping. Troop 457 attends at least one week of summer camp at an approved BSA facility. At camp scouts will experience different camp programs and have opportunities to explore their interests through merit badge classes.
- g) Short-term camping or special events typically occur each month between September and June of each scouting year. These events promote advancement opportunities, fun, fitness and friendship.
- h) High Adventure Camping opportunities become available as Scouts reach certain Scouting ranks, as well as age and health requirements. Troop 457 organizes groups and provides adult leadership for participation in these activities. Opportunities include:
 - i) Philmont Scout Ranch
 - ii) BSA Florida Seabase
 - iii) BSA Northern Tier National High Adventure Bases
 - iv) BSA Jamborees
 - v) Birchbark programs
 - vi) Troop organized outings

Chapter 4 - Troop Organization

Troop 457 is organized in accordance with BSA guidelines. This section describes how the Troop is organized.

- 1) **Chartered Organization:** St. John Lutheran Church is the chartering organization (CO) for Scouts BSA Troop 457. The charter allows the Church to host a 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 including the Scoutmaster, Assistant Scoutmaster(s), Committee Chairman and Committee members. The CO will have the final approval for adults filling positions with the Troop.

- 2) **Adult Organization:** Responsibilities for each adult position are outlined below, EVERY adult with a position MUST be registered and have a current Youth Protection Training (YPT) certificate on file with Scouts BSA and the Troop. Please see [Appendix A](#) for a complete list of job descriptions for Adults in the Troop.
 - a) **Chartered Organization Representative:** A member of the CO who agrees to serve as a member of the Troop Committee and acts as a liaison between the Troop and the chartering organization. They encourage training, help to recruit other adult leaders, assist in unit rechartering, and encourage service to the CO.

 - b) **Troop Committee:** The Troop Committee is a group of adults, generally parents of the Scouts, who support the Troop. They work together to ensure that the Troop's adult leadership is adequate, support Troop activities and events, oversee the delivery of a quality Troop program, complete administrative tasks on behalf of the Troop and ensure that the Troop is functioning according to official policy. Committee meetings are held as indicated on the annual calendar.

The Troop Committee primarily consists of a committee chair, a treasurer, an outdoor activities coordinator, an advancement coordinator, a fund-raising coordinator, a leadership coordinator, and an equipment coordinator.

A list of additional positions can be found in the Troop 457 Troop Committee directory found in [Appendix A](#). Please see BSA Troop Committee Guidebook for further information. All adults are encouraged to attend Troop Committee meetings and participate in Committee discussion and decisions.

 - c) **Troop Committee Chair:** The Committee Chair serves as the "chair of the board," the board being the Troop Committee.

 - d) **Scoutmaster:** The Scoutmaster is responsible for overseeing the operations of the Troop. The Scoutmaster serves as the "chief executive officer." Their main responsibility is to the scouts of the troop and to all Assistant Scoutmasters. The Scoutmaster attends Troop Committee meetings and reports on the status of the troop and the annual program of events.

- e) **Assistant Scoutmaster(s):** Assistant Scoutmaster(s) are an extension of the Scoutmaster. Like the Scoutmaster they provide leadership to the scouts of the troop and fill in for the Scoutmaster when the Scoutmaster is not present.
 - f) **Assistant Scoutmaster, new Scout program:** The Assistant Scoutmaster assigned to the new Scout program is responsible for overseeing the Troop's First Year Scout Program. This program of instruction and training supports progress towards the First Class rank. He ensures that all new Scouts are properly oriented to the Troop by providing the Scouts with necessary information, forms, opportunities for training, advancement, and counseling. This program can take up to a year and provides assistance to a new Scout that supports their rank advancement progress.
- 3) Scout Organization:** Annually new Senior Leaders will assume their roles at the June COH Ceremony.
- a) **Senior Patrol Leader:** The Senior Patrol Leader (SPL) is the youth leader of the Troop, elected by their fellow Scouts. Responsibilities include setting the agenda for Troop meetings, running all Patrol Leaders' Council meetings, running weekly Troop meetings and appointing other youth leaders to carry out specific responsibilities as needed.
 - b) **Assistant Senior Patrol Leader(s):** The Assistant Senior Patrol Leader(s) (ASPL), are appointed by the Senior Patrol Leader. Their responsibilities include assisting the Senior Patrol Leader in conducting meetings and carrying out the responsibilities of the Senior Patrol Leader in the Senior Patrol Leader's absence.
 - c) **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 ensure that members of their patrol follow expectations during Troop functions. They are required to represent their patrol at Patrol Leaders Council meetings and report to the Senior Patrol Leader for all matters concerning their patrol.
 - d) **Instructors:** Older Scouts who have advanced in rank and training may serve as a corps of skill instructors in support of the Troop's annual training objective. Instructors are appointed by the Scoutmaster and the Senior Patrol Leader.
 - e) **Troop Guides:** The Troop Guide is an older, experienced Scout appointed by the Scoutmaster. Their role is to help younger Scouts progress through the ranks of Scouting. The Troop Guide should act as representative for new Scout patrol(s) at the Patrol Leaders Council until the new Scouts elect a Patrol Leader.
 - f) **Other elected positions:** During weekend camping and 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. To be eligible for this role a scout must be attending the camping event, meet the requirements of the office and meet the needs of the Troop. This serves to provide additional leadership opportunities within the Troop. For additional job descriptions, see the BSA Junior Leader Handbook.

4) **Forming New Patrols**

- a) The objective of organizing scouts into patrols is intended to give Scouts an experience in group living and citizenship. Historically this has been referred to as the “patrol method.” The patrol method establishes a long-term association between patrol members and facilitates shared, common experiences through camping or other special events. Through their membership in a patrol, scouts learn to work together to establish and accomplish shared goals and how to support one another to take on tasks in support of the patrol. The patrol method builds patrols into strong active units.
- b) Troop 457's goal is to have each scout maintain membership in a single patrol through as much of a scout's career as possible. However, this is not always possible. If it becomes necessary to reorganize patrols as a result of attrition, or other circumstances, then the Scoutmaster and adult leadership will determine a new patrol organization.
- c) Troop 457's goal is to maintain patrols of approximately 6 to 8 scouts. Except for the period of time immediately after new scouts have transited from the Webelos program, 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 and assimilated into other patrols of similar age and skill levels. The SPL and the Scoutmaster will determine what patrol(s) the remaining members will be placed. If two or more small patrols merge together, all members of the newly formed patrol will decide the patrol's name.

5) **Intra-troop Patrol Transfers:**

- a) While the goal of the patrol method is to have Scouts in an environment that will enable them to learn to work together and to learn from each other, from time to time, the “right mix” may not be achieved. Accordingly, a Scout may request permission to change patrols. The decision to allow the change will be made by the SPL and the Scoutmaster.

Chapter 5 - Adult Leader Policy

- 1) **General:** The adult leadership of Troop 457 has two major goals:
 - a) Provide an environment that allows for the scouts to live the ideals of Scouting, including a chance to develop and demonstrate leadership abilities.
 - b) Provide an adult organization structure that is adaptable 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 develop leadership and responsibility to the troop.

2) **Adult leader positions:**

Positions will be filled as supported by the number of adult volunteers. If the number of adult volunteers is not sufficient to fill all troop level positions the Troop Committee Chair and/or the Scoutmaster may combine committee or troop positions after gaining approval of the committee.

- a) The following is a partial list of the positions that reside at the committee level. Additional positions are listed in [Appendix A](#), but are not defined below).
 - i) **Troop Committee Chair:** The committee chair serves as the "chair of the board," the board being the Troop Committee.
 - ii) **Chartered Organization Representative:** A member of the CO who agrees to serve as a member of the Troop Committee and acts as a liaison between the Troop and the chartering organization.
 - iii) **Treasurer:** The treasurer is responsible for the entire Troop's financial records, including the recording of all incoming and outgoing money. The will provide a monthly written report on Troop finances to the Troop Committee. Annually, the treasurer and troop committee chair will draft a budget to be submitted to and reviewed by the troop committee for review at the May meeting.
 - iv) **Advancement Coordinator:** The advancement coordinator is responsible for implementing the Troop Advancement Program, keeping records, preparing submission for the COH, and preparing reports for submission to the Council.
 - v) **Popcorn Kernel:** The popcorn kernel organizes the yearly Fall popcorn fundraiser. If Troop 457 chooses to have a second fundraiser, this position will lead the troop through the fundraising process including organizing volunteers to assist in fundraising and obtaining any required approvals from Great Falls Council.

- vi) **Leadership Coordinator:** The leadership coordinator works in consultation with the SPL to assign scouts to leadership positions, planning and implementing training programs(s), record service hours, and sign Scouts handbooks to certify that they have completed the requirements for their leadership positions.
- vii) **Equipment Coordinator:** The equipment coordinator is responsible for working with the Troop Quartermaster to ensure control and maintenance of Troop equipment.
- b) The following is a list of positions reside at the troop level:
 - i) Scoutmaster
 - ii) Assistant Scoutmaster for the New Scout Program
 - iii) Assistant Scoutmasters
 - iv) Coordinators for specific events, such as Philmont, Sea Base, Order of the Arrow (OA).

The Scoutmaster and Troop Committee Chair will determine the number of Assistant Scoutmasters the Troop will support. All Assistant Scoutmasters are required to complete the training required for the position by the BSA within the appropriate time frames.

- 3) **Adult leader training:** Adult leader training helps ensure the troop's adult leaders are knowledgeable and have the necessary skills to support the aims of Scouting. Specifically to support character development, citizenship training, and personal fitness.

Every adult who serves in a position with the troop is expected to take the complete adult leader training courses offered by the Great Falls Council and Scouts BSA.

Any adult who registers with the troop is required to complete the Youth Protection Program available online at the BSA Learning Center prior to submitting their adult application. Youth Protection Training must be updated per BSA guidelines.

Adult leaders who hold certain committee and troop level positions will be required to take required training for their position as stated on the Great Falls Council and Scouts BSA websites. 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.

Leadership training can be completed online or through council run leader training sessions. Council run programs are listed in the training section of the council website at GFCouting.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:
 - a) Troop Committee meetings
 - b) Periodic Scoutmaster meetings
 - c) As needed "called" Troop Committee meetings

- d) Weekly Troop meetings
 - e) Training sessions
 - f) University of Scouting
 - g) Council Roundtable
- 5) **Adult Leader Conduct:** Adult leaders will exhibit the ideals of Scouting when working with troop members. They will work to set THE example in their interactions with scouts, other adult leaders, and members of the community when representing the troop. Standards of conduct in personal habits, language, hygiene and interaction will be in accordance with the Scout Oath and Law. The Scoutmaster and the Troop Committee Chair are responsible for monitoring 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 meetings as requested, and turn in their BSA, Troop and camp specific 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. Adults are expected to participate in camp and Troop activities as assigned by the camp Scoutmaster and must comply with all BSA, Troop and camp policies.
- 7) **Adult Medical Forms:** Adults are required to have a completed BSA Medical form on file with the Troop for camping and certain other activities.
- 8) **Background Checks:** The BSA performs background checks on all registered adults per the BSA Adult Application.
- 9) **Removal of Adults:** While extremely rare, it may be necessary for an adult to be removed from the Troop, their position within the Troop or the Troop Committee. The adult may be given an opportunity to resign. If necessary, the decision to remove an adult will be forwarded by the Scoutmaster or the Troop Committee Chair to the Troop Committee. The adult in question will be offered an option to submit a document that explains their side of the issue. After review and necessary discussion, the Troop Committee will vote on the matter. A majority vote is required for removal. The CO Representative has the right to revoke its approval of an adult in their unit. The CO Representative, Committee Chair and Scoutmaster will annually approve all registered leaders and on an as needed basis.

Chapter 6 - Youth Led Organization

- 1) **General:** A youth leadership role within scouting requires an extraordinary commitment. Scouts should be prepared to provide their time, skills, and knowledge to the troop. Although Scouting is open to any youth who is at least 11 years of age, Troop 457 leadership positions should only be considered by those Scouts who:
 - a) Demonstrate the proper ideals of Scouting.
 - b) Are willing to give to the troop more than they receive.
 - c) Are willing to put troop activities on a higher priority than other comparable activities.

2) **Available Youth Leader Positions:**

Please note that participation in certain leadership positions are required for advancement in senior ranks. 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.

a) Yearly Elected positions:

- i) **Senior Patrol Leader.** The Senior Patrol Leader (SPL) is elected by the scout members of the Troop on an annual basis. Typically in May or June prior to the COH.
- ii) **Patrol Leader(s).** The Patrol Leader(s) are elected annually by members of each patrol members. Typically the election occurs in May or June.
- iii) **Patrol Quartermaster.** The Patrol Quartermaster is elected annually by individual patrol members every May or June.
- iv) **Assistant Patrol Leader.** The Assistant Patrol Leader is elected annually by individual patrol members every May or June.

b) Appointed positions:

- i) **Assistant Senior Patrol Leader(s).** Assistant Senior Patrol Leader(s) (ASPLs) are appointed by the SPL after consultation with the Scoutmaster, Advancement Chair and Committee Chair one week after SPL elections.
- ii) **Junior Assistant Scoutmaster.** The Junior Assistant Scoutmaster is appointed by the Scoutmaster
- iii) **Order of the Arrow Troop Representative.** The Order of the Arrow (OA) representative is appointed by the OA Troop Representative Adviser in consultation with the Leadership Coordinator. Scout acceptance of this role requires parent or guardian approval due to mandatory attendance at OA meetings

- iv) **Troop Guides.** Troop Guides are appointed by the Scoutmaster and the Assistant Scoutmaster in charge of the New Scout Program.
 - v) **Instructors.** Instructors are appointed by the SPL and Scoutmaster in coordination with the Leadership Coordinator
 - vi) **Bugler.** The Bugler is appointed by the SPL and Scoutmaster in coordination with the Leadership Coordinator
 - vii) **Scribe.** The Scribe is appointed by the SPL and Scoutmaster in coordination with the Leadership Coordinator
 - viii) **Chaplain's Aide.** The Chaplain's Aid is appointed by the SPL and Scoutmaster in coordination with the Leadership Coordinator
 - ix) **Quartermaster.** The Quartermaster is appointed by the SPL and Scoutmaster in coordination with the Leadership Coordinator
 - x) **Librarian.** The Librarian is appointed by the SPL and Scoutmaster in coordination with the Leadership Coordinator
 - xi) **Historian.** The Historian is appointed by the SPL and Scoutmaster in coordination with the Leadership Coordinator
 - xii) **Outdoor Ethics Guide.** The Outdoor Ethics Guide must have achieved the rank of First Class, know the Outdoor Code and Leave No Trace Principles.
- 3) **Troop Elections:** Troop elections are held annually starting 4 weeks prior to the June Court of Honor. Newly elected Scout leaders will be announced and newly elected leaders will assume their new roles at a date established by the Troop Committee, usually at the June COH. 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 Scouts must be present for the SPL election to occur.
- a) The SPL will be elected annually. A general election of the entire Troop will be conducted for the position at the end of the scouting year, during May or early June. The Scoutmaster will identify eligible candidates for SPL. Scouts must be present at the designated meeting to cast a vote for SPL and proxy voting is not allowed. Voting will be conducted by secret ballot and the Scoutmaster will count and verify the vote. The candidate receiving a simple majority of the members present will be declared the winner. If more than two Scouts 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. A minimum of 2 scouts are needed in order to have a valid vote.
 - b) Each patrol will hold an annual election for their Patrol Leader. The election will be held during May or early June. Only patrol members will vote for their respective Patrol Leader. Votes will be by secret ballots. Ballots will be counted and verified by an Assistant Scoutmaster. A 50% majority of the

patrol members must be present for the Patrol Leader election to occur unless the Scoutmaster makes an exception to this requirement.

- 4) **Qualifications and Requirements for Youth Leaders:** There are 3 main qualities and characteristics that should be taken into consideration for a Senior Youth Leadership position. They are age, rank and experience in scouting.
 - a) **Senior Patrol Leader:** Each Scout running for the office of SPL must be at least a First Class Scout and must be 14 years of age by December 1st of the year prior to the year of appointment. The Troop suggests that the SPL attend the National Youth Leadership Training (previously called White Buffalo Training) if they have not already done so. This training will be paid for by the troop for the new SPL if they have not already attended the training.
 - b) **Assistant Senior Patrol Leader:** Each Scout appointed to the office of ASPL must be a First Class Scout and must be 14 years of age by December 1st of the year prior to the year of appointment.
 - c) **Patrol Leader:** Each Scout running for the office of Patrol Leader must be at least a First Class Scout, except in the New-Scout Patrol.
 - d) **Other elected or appointed positions:** Each Scout must be at least a Second Class Scout.
- 5) **Junior Leader Training:** Each scout who serves a youth leader must complete Troop Leadership Training or attend National Youth Leadership Training (NYLT) (previously called White Buffalo Training). The Great Falls Council conducts NYLT every summer. The Troop will support candidates attending this training based on budget allotments and the number of candidates. Candidates will be approved by the Troop Committee annually.
- 6) **Patrol Leaders Council:**
 - a) The Patrol Leaders' Council (PLC) is responsible for planning and conducting the Troop's activities. The Troop Committee interacts with the PLC through the Scoutmaster. The SPL leads the PLC and the PLC is made up of the following voting members:
 - i) SPL
 - ii) Troop Quartermaster
 - iii) ASPL
 - iv) Patrol Leaders. One for each patrol
 - v) Troop Guides for the new Scout patrol
 - vi) Outdoor Ethics Guide
 - vii) Scribe
 - viii) OA Troop Representative

- ix) Other scouts in leadership positions may be invited by the SPL as approved by the Scoutmaster
- b) The Patrol Leaders' Council meets monthly to:
 - i) Plan the annual calendar of events
 - ii) Plan monthly events
 - iii) Plan and organize weekly meetings and assign responsibility for planned events in accordance with the monthly activity
 - iv) Complete the weekly meeting plan for each weekly meeting
 - v) Acknowledge troop successes and discuss opportunities for improvement
 - vi) Make recommendations on improving troop operations
 - vii) Accept and discuss ideas and suggestions for troop outings or activities
 - viii) Record minutes of the PLC meeting and distribute as directed by the Scoutmaster
- 10) **Impeachment:** Impeachment of a youth leader is a serious action and the impeachment process must be understood by all scouts before the start of the proceedings. Impeachment will be initiated only when the situation cannot be resolved with direct leadership and added supervision by the adult leadership of the troop. Impeachment proceedings against a Scout holding any of the troop's elected or appointed positions can be initiated at any time during their tenure in office. To initiate an impeachment a written petition must be presented to the Scoutmaster, including:
 - a) Why it is thought the youth leader in question is not fit for office
 - b) A detailed description of the problem
 - c) 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 ASPL or SPL; or the SPL and ASPL 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 or guardian of the Scout being impeached be part of the decision making process. The Troop Committee and parents or guardians of the Scout will be advised of all actions and circumstances behind the action.

Chapter 7 - Advancement

- 1) **Definition of Advancement:** Advancement is the structured learning process by which youth members progress from rank to rank. The goal is to build the scout's knowledge and skills overtime. Rank advancement is the way that we recognize the scout's growth. The Advancement Program is designed to help the Scout have an exciting and meaningful experience.
 - Education is the chief function of Scouting and the basis of the advancement program. A foundational principle of advancement is that the scout's progress is a natural outcome of their activities in their patrol and troop. The requirements towards rank advancement are the basis of the activities of the unit. Scouts are recognized for providing leadership in the troop, attending and participating in troop activities, living the ideals of Scouting, demonstrating proficiency in activities related to outdoor life, learning useful life skills and completing career exploration activities.
 - All advancement procedures shall be conducted under conditions that reflect the aims and purpose of Scouts BSA *i.e.* to strengthen character, body, mind and the concept of being a participating citizen.
 - The BSA requirements for rank advancement are the basis for the Scouts' advancement. There are four steps in the procedure: learning, reviewing, testing, and recognition.
 - 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.
 - It is the responsibility of the Troop Committee to ensure the Troop's program is conducted so that the scouts have an opportunity to advance on the basis of learning, testing, reviewing and recognition.
 - It is the scout's responsibility for fulfilling merit badge qualifications. The merit badge counselor is responsible for verifying and documenting the fulfillment of the requirements of the merit badge. Merit badge counselors must be registered adult members of Scouts BSA. The merit badge counselor will prepare and qualify youth members. There is no board of review (BOR) procedure for merit badges, but public recognition will be given at a court of honor.
- 2) **Advancement program defined:** Advancement in BSA is completely dependent upon the scout. Each scout is expected to pursue the various advancement requirements, awards, badges and ranks at their own pace. Scouts are encouraged to involve family, other Scouts, the Scoutmaster and any other sources to help them.
 - Advancement activities to Tenderfoot, Second Class and First Class concentrate on learning Scouting skills rather than merit badges. Skills will be taught by other Scouts and adult leaders. Testing and "signing off" for the skills required for Tenderfoot, Second Class, and First Class will be

performed by the Assistant Scoutmaster for New Scouts and their designees. Designees are described below:

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

Note: Parents/guardians shall **not** sign off on their own scout's skill tests and should not be entering and/or approving any items in the electronic advancement platforms used by the Troop, Council or Scouts BSA.

- o Advancement requirements for Star, Life and Eagle ranks emphasize the completion of merit badges and leadership development. It is important that each scout has a solid foundation of basic Scouting skills prior to advancing through these ranks.
- o If a merit badge is awarded and it is later found that a major, clearly identifiable requirement was not completed for that badge regardless of the reason, the scout, on their honor, must complete the requirement, and should not use the merit badge for advancement purposes until the requirement has been completed. Examples of clearly defined requirements are:
 - i) not having the prescribed camping nights for Camping merit badge or
 - ii) not having First Aid merit badge and being awarded the Emergency Preparedness MB.

The merit badge in question will not be revoked, but the Scout must put forth a good faith effort to correct the error where reasonably possible. It is within the Scoutmaster's authority to refuse to sign off on "Scout Spirit" for the rank the merit badge is being used for. In the case of the Eagle Scout rank, the Scoutmaster can withhold signing the statement that all the requirements were met, if the merit badge in question is listed on the Eagle Scout application. In such cases, the Scoutmaster will provide the scout with the reasons in writing and the proposed remedy. A Scout is Trustworthy.

- o A scout must initiate and complete a Scoutmaster Conference prior to the Board of Review. Assistant Scoutmasters may also conduct Scoutmaster conferences at the discretion of the Scoutmaster. It is preferred that the conference be done once all requirements for the rank have been completed.
- o For a Board of Review, a Scout must be in full Field Uniform (i.e. Class A uniform) and have their Scout Handbook with appropriate signatures. An exception is made for Boards of Review conducted at campouts, in this situation a scout does not have to be in their full uniform.
- o The Scout must present their Scout Handbook to the Troop Advancement Chair to properly log their advancement.
- o Eagle Palms. See the [BSA Guide to Advancement](#).

- 3) **Eagle Advancement:** A Scout may obtain an advancement packet discussing Eagle requirements from the Scoutmaster or from the Scouts BSA website upon completion of the Life Scout award. The packet contains:
- National BSA Eagle Scout application
 - Letters of recommendation. Four letters are required.
 - Eagle service project workbook

Periodically the district runs a Life to Eagle Seminar and the Eagle candidate and their parents are strongly encouraged to attend this event. The scout should check with the Scoutmaster or the Advancement Chair for the next available date.

- 4) **Merit badges:** The merit badge process helps scouts gain self-confidence by teaching them to overcome obstacles to achieve a goal. The scout also learns career skills, develops socially and may develop hobbies and physical skills that support them to pursue a lifetime of healthy recreational activities. Scouts follow a sequential procedure to earn a merit badge. The steps are:
- Obtain a merit badge application signed by the Scoutmaster or an Assistant Scoutmaster. The merit badge application is commonly called the “blue card”.
 - 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.
 - Ensure the Scoutmaster or Assistant Scoutmaster have reviewed and signed the completed blue card.
 - Return the signed card to the Advancement Chair for forwarding to the council for registration and procurement of the badge.
 - 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.
- i) **Youth Protection Program:** The BSA Youth Protection Program policy requires that a scout must have at least one other person with them 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, another scout or adult leader.
 - ii) **Merit Badge Counselor:** A counselor working acquaints the scout pursuing the merit badge with knowledge in one or more fields. This experience is invaluable to a Scout as the subject the merit badge counselor introduces may lead to a career choice or to a lifetime pursuit. The Troop Merit Badge Chair will maintain a list of approved merit badge counselors.

- iii) **Merit Badges:** Merit badges will be offered as part of the regular Troop annual calendar. To spark an interest in a subject area the Troop may use Merit Badge Counselors to make presentations describing 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.

5) Service Projects:

- o **Star and Life:** Service projects for credit toward advancement to Star and Life ranks are projects sponsored by the Troop, another Scouting unit, a Scouting entity such as district, council, Order of the Arrow, BSA Camp, an Eagle Scout project or a Scoutmaster approved project.
 - i) Service hours for scouting related projects that are not attended by Troop leadership require the scout to obtain written verification of the hours worked from the Scout Leader in charge. The scout must provide the written verification to the Scoutmaster or designee no later than 3 months after the completion of the event and before the hours can be entered into the scout's record.
 - ii) The Scoutmaster must provide prior approval for non-Scouting based service projects to be used for rank advancement.
 - iii) Scouts can not record service hours for activities that are to be used as credit for rank leadership requirements, unless an exception is made by the Scoutmaster.
 - iv) Only the Scoutmaster or their designee are authorized to sign-off service project rank requirements. If there is any doubt as to whether the project meets the requirement for the rank, the matter should be referred to the Troop Committee for resolution.
- o **Eagle:** Eagle service projects shall be of lasting value to the community. Prior to beginning work each candidate's project must be approved by the Scoutmaster, the Troop Committee Chair and the District Advancement Committee. The Troop 457 Committee requires that Eagle candidates provide a briefing to the Life to Eagle Coach Leader during their regularly scheduled meeting.
 - i) The Eagle candidate should prepare a project plan that describes the scope, scale and requirements of the proposed project. The Life to Eagle Coach will review the candidate's plan to make sure it is complete and to determine the Troop's ability to support the project to completion. The schedule of work should be examined in detail to ensure there are no major conflicts with other planned Troop activities. The project plan must account for the time required for project approval at both the Troop and District Committee levels.

- ii) After the candidate has developed their plan and it has been reviewed by the Life to Eagle Coach, the coach will present the project to the District representative for approval.
 - iii) 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.
 - iv) Due to the time required to complete all necessary components of the planning, approval and completion of the Eagle project, all Life rank scouts should begin their Eagle Scout Leadership project paperwork prior to age 17 years and 6 months. Scouts who do not meet this timeline jeopardize earning the rank of Eagle Scout.
 - v) In all cases the [BSA Guide to Advancement](#) and the [BSA Guide to Safe Scouting](#) must be followed in the spirit and letter of the law in which they were written.
- **Other Service Projects:** 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.

6) Leadership Requirement for Star, Life and Eagle Rank:

- One or a combination of the qualifying positions will be accepted as fulfilling the leadership requirements for the Star, Life, and Eagle ranks.
- A list of qualifying positions for the leadership requirement is in the Scout Handbook and is listed separately for each rank. The most current BSA revision of the requirements may supersede the Scout's Handbook.
- The scout pursuing leadership for advancement shall meet with the Leadership Coordinator or designee to understand and comply with the process established for leadership tracking.
- Only the Leadership Coordinator can sign a Scout's book to show completion of the leadership requirement.

7) Requirements for Scout Spirit and Participation:

- **Scout Spirit:** To fulfill the requirements for Scout spirit, the Scout must demonstrate the Scout Oath and the Scout Law in their everyday life.
- **Participation:** The BSA Guide describes the requirements for determining if a scout is an "active participant" in the Troop. All scouts who are members of Troop 457 are welcomed and encouraged to take advantage of all troop activities. Requirements include:
 - i) **The scout is registered with Scouts BSA.**

- ii) **The scout is in good standing.** A scout is considered to be in "good standing" with their troop as long as they have not been dismissed from the troop for disciplinary reasons. A scout must also be in good standing with the local council and with Scouts BSA.
- iii) **The scout meets the unit's reasonable expectations.** If, for the time period required, a Scout meets the expectation for the level of activity pre-established by their unit, they are considered active and meet the requirement. The time period to be counted as "active" does not need to be consecutive. A Scout may piece together any times that they have been active and still qualify to meet the requirement. **If the scout is not able to meet the pre-established expectations for being an activity member, the scout may explain their lesser level of activity and have it considered towards meeting the requirement.**
- iv) The Scout Handbook specifically defines the requirements for active participation for advancement to Scout, Tenderfoot, Second Class and First Class ranks.
- v) The Troop recognizes that, as a scout grows older, they may experience conflicts due to other interests and obligations. In order to support scouts to balance their scouting and non-scouting commitments, Troop 457 works to provide flexibility regarding participation in Troop activities. Therefore, the troop's expectations for advancement to Star, Life and Eagle ranks are:
 - 1) A Scout will attend regular meetings, camp outs, service projects and Troop activities. Attendance shall constitute the Scout showing up in uniform, on time, and remaining until dismissed by the Senior Patrol Leader, Scoutmaster or an Assistant Scoutmaster;
 - 2) A Scout will attend sufficient activities so that they make a positive contribution to the Troop;
 - 3) A Scout will make a positive contribution to his community; and
 - 4) A Scout will fulfill their leadership position.

If the Scout's participation is in question, the Scoutmaster or the scout may request a Board of Review to resolve the issue.

Chapter 8 - Discipline

- 1) **General:** The Scout Law is used to establish expectations for scout behavior. Participation in Scouting is always open to those who strive to follow the Scout Law. The following of Troop 457 policies will, primarily, be handled by the youth leaders. Adult intervention should only be to maintain safety, prevent property damage, avoid disrupting other organizations' activities and/or in extreme cases restore order. The policy of Troop 457 is to praise in public and criticize in private following youth protection guidelines.
- 2) **Obedience:** The Scout Oath and Scout Law describe Troop 457s expectations for how scouts' demonstrate obedience. Following the oath and law help the scout become a good citizen of the troop, camp and community. Obedience to the Scout Law includes respect for scout and adult leadership and all members and guests of the troop. Scouts are expected to show respect for all troop leaders. Under no circumstances will adult or youth leaders administer punishment for any reason. Hazing, of any type, will not be tolerated. Youth or adults observing such activity will take immediate action to stop such activity.
- 3) **Enforcing discipline:**
 - a) The Troop does not withhold advancement as a form of discipline.
 - b) Discipline within patrols will be handled by the Patrol Leader(s). Patrol Leader(s) have the authority to ask any patrol member to leave a patrol meeting and report to the Senior Patrol Leader.
 - c) When the Patrol Leader(s) cannot handle the problem, they 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 or Assistant Scoutmaster.
 - d) When the Senior Patrol Leader cannot handle the problem, they must obtain the help of the Scoutmaster or Assistant Scoutmaster. The only person the Scoutmaster or Assistant Scoutmaster will accept a complaint from is the Senior Patrol Leader.
 - e) When the Scoutmaster is approached by the Senior Patrol Leader with a complaint regarding a troop member, the Scoutmaster will follow these guidelines:
 - i) After the first Senior Patrol Leader complaint the Scoutmaster will hold a conference with the scout.
 - ii) After the second Senior Patrol Leader complaint the Scoutmaster will hold a second conference with the scout and make a phone call to parents or guardians explaining the problem. The Scoutmaster will inform the parents or guardians that one more complaint regarding the scout's behavior may result in a one month suspension. Parents or guardians may be requested to attend meetings and activities 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.

- iii) After the third Senior Patrol Leader complaint the Scoutmaster will hold a conference with the scout and their parents or guardians. Based on the Scoutmaster's recommendation, the Scout may be suspended from all Troop activities for a period of time.
- f) The above steps are intended to state discipline options in advance. The steps are not meant to discourage 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. Scout leaders should remember and use their chain of command.
- g) If a scout has a complaint or concern regarding any adult (regardless of whether the adult is associated with Troop 457), they are allowed and encouraged to discuss the issue with anyone they feel comfortable with.
- h) Under no circumstances shall corporal punishment, isolation, ridicule or humiliation be used as a form of discipline.

4) **Suspension of a Scout:**

- a) Suspension of a scout is a last resort.
- b) The Scoutmaster or their designee has the authority to temporarily suspend a scout for gross violation of BSA or Troop policies and guidelines. This action would usually be for a safety concern but could include any violation if warranted.
- c) This suspension is temporary until the Troop Committee Chair convenes a Review Board.

5) **Troop Review Board:**

- a) The role of the Troop Review Board is to evaluate 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 scout has completed their suspension period and prior to resuming troop activities, the Committee Chair will convene a reinstatement review board. The board will assess with the scout and their parents their intentions regarding pursuit of the Scouting program.
- b) The members of the Troop Review Board will consist of the Committee Chairman, Scoutmaster and Senior Patrol Leader and at least three other members of the Troop Committee.
- c) The leader that suspended the scout shall attend the Troop Review Board to explain the reasons for the suspension. The leader will not vote on the outcome of the board.

- d) The suspended scout has the right to explain their position. Their parent or guardian should attend.
 - e) Witnesses can be invited to attend or provide written support.
 - f) Based on the conclusions of the Troop Review Board, the scout will either:
 - i) Resume participation in troop activities and scouting
 - ii) Or continue their suspension for a period of time as recommended by the Scoutmaster and approved by the Troop Review Board. Continuation of the scout's suspension requires a meeting with their parents or guardians, the Committee Chairman and the Scoutmaster to discuss the position of the board.
 - g) Upon reinstatement the scout will be on probation for a minimum of two months. Additional infractions within the probation period are grounds for immediate reinstatement of the suspension or dismissal from the troop by the Troop Committee.
 - h) Failure to attend the Troop Review Board meeting may result in may dismissal from the troop.
- 6) **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 Troop 457's roster and be reported to the local Scout Executive. Parents or guardians of the scout will be informed about all actions taken. At a later date in time the scout may be allowed to return, however their problem must be resolved to the satisfaction of the Troop Review Board prior to reinstatement.
 - b) No scout will be allowed to use a controlled substance of any type at any scouting function other than legally prescribed medications.
 - c) Parents shall discuss any prescription medications that a scout requires during a troop event with the Scoutmaster and/or the event coordinator before the event. Serious medical requirements may require a parent to attend the event and administer any medications.
 - d) BSA recommends that leaders not use tobacco products in any form, nor allow their use at any BSA activity.
 - e) Adults who smoke or use tobacco products shall do so "out of sight" of activities and Scouts. All activities shall be smoke-free.
- 7) **Electronic Devices:**
- a) Scouts are not permitted to use cell phones or electronic devices during scout meetings, activities or other events without prior permission. Under no circumstances are cell phones or electronic devices allowed in or around restrooms, there are no exceptions to this rule.

- b) The Scoutmaster or Scoutmaster in charge of an activity may allow the use of cell phones if deemed appropriate for the activity. They will make all decisions regarding the acceptable use of cell phones or electronic devices. This includes the appropriate time, place, and usage of the device. The decision of the Scoutmaster or Scoutmaster in charge is final.
- c) The use of cell phones and electronic devices while traveling to and from activities will be at the discretion of the driver or adult the scout is traveling with, their decision will be final. Scoutmaster, Scoutmaster in charge or parent driver may confiscate a cell phone or electronic device for misuse and return it at the end of the campout or activity.
- d) Parents should contact the Scoutmaster or any adult attending the activity in case of an emergency or for any necessary reason.
- e) Adult cell phone and electronic device use should not disrupt the scouting program. If an adult must use a cell phone, they should step away from the activity.

8) **Driving Policy:**

The Scout Driving Policy applies to scouts who are 16 & 17 years of age:

- a) No scout shall drive a vehicle to or from troop meetings unless given prior approval by their parents or guardians as well as the Scoutmaster and/or the Committee Chairperson. If the scout has obtained these permissions they are only allowed to provide transportation to their sibling(s) to scouting events. In no case will the scout be allowed to transport other scouts.
- b) No scout shall drive a vehicle to a troop overnight or other troop activity.
- c) No scout shall transport troop gear.

The Young Adult Driving Policy applies to individuals who are 18 thru 20 years of age:

- d) Young adults may drive anyone 18 and over along with troop gear to and from all scouting events.
- e) Young adults may drive anyone under 18 with prior permission from the scouts parent(s) or guardian(s) and the Scoutmaster and/or Committee Chair.
- f) Young adults must be in compliance with the BSA Youth Protection Guidelines at all times.

9) **Discipline do's and don'ts:**

- a) BSA policies (e.g., youth protection, etc.) shall be followed at all times and supersede the policies below in cases of conflicting requirements.
- b) Scouts will follow the policies of facilities they are using and local ordinances, without exception.
- c) The Scoutmaster has the authority to confiscate all items deemed inappropriate or dangerous.
- d) The Scouts BSA prohibits the securing, use and display of fireworks in conjunction with programs and activities except where the fireworks display is

conducted by a certified or licensed fireworks control expert. Scouts of Troop 457 are prohibited from possessing or using fireworks during any Troop 457 activity.

- e) Firearms 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.
- f) Fixed-blade knives are not permitted for scouts without prior approval from the Scoutmaster or their designee and the scout's parent(s) or guardian(s). Scouts carrying knives will have earned their Totin' Chip as prescribed by BSA training requirements.
- g) Each scout is responsible for making restitution for any damage caused by their actions or negligence including willful damage of troop equipment or loss of same. A scout is trustworthy.
- h) 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, regarding eating, drinking, seating arrangements and noise levels. Insurance regulations require that seat belts will be worn at all times.
- i) Fighting is not permitted and is grounds for immediate disciplinary action.
- j) Sexually explicit materials, such as print or digital media shall not be brought to or viewed at scout activities. If found, such material or electronic device will be confiscated and returned to the parents of any scout involved. Please also see BSA youth protection guidelines.
- k) Foul language, swearing, cursing, blasphemy and abusive or suggestive gestures are not allowed. In keeping with the ideals of Scouting, a scout is reverent, courteous and clean.
- l) Troop 457 policy prohibits scouts from bringing personal electronic devices 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. Personal electronic devices shall be kept in vehicles during the activity. If a leader witnesses inappropriate use of an electronic device during the activity, the device will be confiscated until the activity ends.
- m) Personal use of lighters is prohibited.
- n) 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.
- o) If a Scout has signed up to go on an outing and does not attend, he is still obligated to pay for his share of the expenses.

Chapter 9 - 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 overnight 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 with 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.
- 3) **Support for camping:**
 - a) Four adults are required for all trips or events. BSA requires all adults be registered in order to attend troop campouts, and at least two leaders must be at least 21 years of age. Insufficient adult leadership will result in cancellation of an event, whether prior to departure or during the event. Exceptions may be made in special situations. However, BSA policies must be followed at all times.
 - b) The Campout Coordinator is responsible for each camping trip and event.

Responsibilities include:

- i) Notifying scouts and families about the event at least two weeks in advance of the trip. The notification should include the approximate cost to participate, be provided by email or flier, and contain other important details regarding the event.
 - ii) Filing camp or facilities request form.
 - iii) Filing tour plans two weeks in advance.
 - iv) Coordinating transportation.
 - v) Accounting for necessary fees including camp fees and food costs.
 - vi) Ensuring adequate leadership is available for the duration of the event.
 - vii) Reporting the number of nights each scout and adult camped and completion of any significant events for the Camping, Hiking, and/or Backpacking Merit Badges to the advancement chair. The reporting of camping nights is also needed to determine eligibility for election to the Order of the Arrow.
 - viii) Reporting of relevant service hours.
- c) Guidelines for transportation:
- i) All drivers must be licensed.

- ii) All vehicles must meet the minimum state requirements in regards to insurance and vehicle inspection.
- iii) There must be a licensed driver at least 18 years of age in each vehicle.
- iv) Adult tour leader (21 years of age) will be in charge and accompanied by an assistant.
- v) Occupancy limits of the vehicle will not be exceeded.
- vi) Each occupant will wear 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 flier/permission slip at least two weeks in advance, of any camp fees required.
- b) Camp fees will cover the cost of food up to a predetermined dollar amount. Meal planning and purchasing of food will normally be the responsibility of the individual or patrol. As part of the camping trip planning process each patrol will create a camping trip menu based upon the predetermined budget then develop a shopping list. The menu/shopping list must be approved by the Scoutmaster and Outdoor Activities Chair and the approved list must be followed. The patrol will assign a member(s) to purchase food from the shopping list. The budget for the menu/shopping list will be based on the number 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 the predetermined amount will not be reimbursed. Any non-perishable items not used or left over will be stored in the Troop storeroom 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.
 - i) On occasion the troop will practice troop dining rather than the normal patrol method. In these cases, the same procedure described in the paragraph above will be used to plan and purchase food for the entire contingent attending the event.
 - ii) Patrol Leaders will prepare a duty roster for each camping trip and have it available for the patrol members at the event.
 - iii) 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, no later than the last Wednesday meeting before departure for an event.

- iv) 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) High adventure and other activities of longer duration may require additional agreements, requirements, and/or documentation, as necessary.
- 5) **Refund Policy:** A great deal of planning goes into all our events. Some of these trips require the troop to pay fees and incur expenses prior to the date of the event. In some cases the troop incurs expenses months in advance of an event, for example reserving cabin(s) and campsites often requires a non-refundable fee. While we recognize that sometimes plans unexpectedly change, it is important that scouts (and parents) follow through on the commitments that they make for attending troop activities.
 - a) For trips that are paid in advance, refunds will be provided based on the following rules:
 - i) Refunds are limited to money paid that the troop has not yet paid out to a third party. After the troop has paid deposits or other payments to third parties, parents can request refunds directly from the third party.
 - ii) Full refunds can be received (including money already paid out by the troop) if a replacement attendee is found, by the Scout or parent.
 - iii) In case of a no show to any activity, the Scout Family is expected to reimburse the troop for expenditures that the troop made on the scout's behalf.
 - iv) Summer camp refunds are solely at the discretion of the camp. Please know your schedule prior to making a deposit or paying for summer camp in full.

6) **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:
 - i) A separate area for their tents.
 - ii) Its own cooking activity.
- b) **Buddy System:** Scouts will not leave a campsite without the permission of the Scoutmaster of the campout or the Senior Patrol Leader. The buddy system will be used on all camping trips; any Scout leaving the campsite will be accompanied by a buddy.

- c) **Work Duties:** All scouts will share in the work and duties of their individual patrol 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 members 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 cooking format will be determined by the PLC and will depend on the other activities scheduled.

7) **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 requests shall be identified in advance and the troop's ability to respond will depend on the number of members participating in the event. Adults must follow BSA guidelines while participating in troop activities.
- b) Prospective Boy Scouts may be invited to attend camping trips/events in accordance with BSA regulations. A scout intending to invite a guest for a camping trip will notify the Patrol Leader, Senior Patrol Leader and Scoutmaster well in advance 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 shall be filed with the troop in advance of the guest's participation.

Chapter 10 - Equipment

1. General: Troop 457 operates under the saying, "Take care of your gear, and your gear will take care of you." This means that each scout is responsible for providing their own personal camping equipment. This also means that the Troop Committee's responsibility is to secure an adequate number of tents, patrol cook kits and other outdoor gear. The Equipment Coordinator will work closely with the Troop Quartermaster to maintain the troop's equipment including ensuring that it is well cared for, safely stored, and is properly repaired.
2. Categories of equipment:
 - a. Personal equipment: Includes: 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 bags 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; large troop shelters, 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, care, and use of their 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. The troop is not responsible for damage to any personal property.
 - 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. Equipment Coordinator (adult): Is responsible for:
 - i. Supervising the Troop Quartermaster in the responsibilities of his duties.
 - ii. Providing recommendations to the Troop Committee on equipment purchases.
 - iii. Overseeing one significant project which the Troop Quartermaster must perform during his tenure.

- iv. Instructing the Troop in safe use of all troop equipment, filling propane bottles and fire extinguishers.
 - b. Troop Quartermaster (youth): Is responsible for:
 - i. Troop equipment, under the guidance of the Equipment Coordinator.
 - ii. Ensuring that an accurate inventory of troop equipment is maintained and that equipment is stored in a clean, neat and orderly manner.
 - iii. Issuing equipment for use by individuals or patrols.
 - iv. Making recommendations concerning equipment and its use to the Equipment Coordinator.
 - v. Coordinating events to care for and maintain Troop equipment.
 - 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 usable condition.
- 5. Safety considerations with equipment:
 - a. Chemical stoves and lanterns: The troop will provide 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. The use of liquid or propane fueled equipment will be discussed at a Troop Committee meeting prior to events, as necessary.
 - c. Liquid Fuel lanterns and/or stoves will be monitored at all times and shall not be operated inside or in proximity to tents under any circumstances.
 - d. Patrol Leaders, under the supervision of their Assistant Scoutmaster or designee, 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. Above equipment shall be used in designated areas.
- 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 the Troop 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 Equipment Coordinator. If

determined the accident was a result of negligence the negligent party shall be afforded an opportunity to replace the damaged equipment.

- c. Troop gear damaged or worn through normal wear and tear will be replaced by the troop as recommended by the Equipment Coordinator.
 - d. Damaged or worn gear shall be brought to the attention of the Troop Quartermaster or Quartermaster of the event if during an activity.
7. Gear needs for new Scouts
- a. A new scout shall have the current edition of the 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 3.
 - 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 Scouts 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 ensure patrol members 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 457 safety considerations. The use of single-person tents, hammocks, or other similar equipment must be approved by the Scoutmaster prior to the campout and is restricted to Scouts aged 14 years or above who have received the rank of First Class.
 - 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.
8. Later gear needs: As scouts progress to more advanced scouting activities, they may have some additional equipment needs. Troop 457 will schedule between 25 and 30 days and nights of camping each year. Items such as hiking boots, pocketknife, rain/foul weather clothing, sleeping pad, etc. may be items that the scout would like to obtain. 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.
9. 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 Troop Committee Chair. Additionally the adult pulling the trailer must have car insurance that equals or exceeds the minimum standards set by the Scouts BSA.

Chapter 11 – Safety

Follow advice and direction from Scouts BSA provided at:
<https://www.scouting.org/health-and-safety/>

Chapter 12 - Troop Finances

- 1) **Expenditures:** The Troop Committee will approve the annual troop budget. All events are to be priced so that the amount collected will cover the cost of the event. There are some exceptions, such as: fees for council camporees and Klondike, and the costs incurred in obtaining a facility to do the swimming requirements for First and Second Class (the New Scout dues are designated to support these events for new Scouts). The budget may contain subsidies for other events and the Troop Committee may approve additional subsidies for specific events. For these events, the Troop Committee will provide a guideline as to how much of a subsidy will be provided. Spending in excess of the event budget 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, a portion of the annual registration fees for adult leaders may be paid by the troop.
 - a) The parents of new scouts joining the troop are encouraged to register with the troop if they intend to be **active** in Troop 457 at the time their scout joins and Troop 457 will cover a portion of those fees at that time.
 - b) Adults registered in other units may also be registered with Troop 457 at no cost.
 - c) The Committee Chair and the Scoutmaster will determine those adults who will be reimbursed for their yearly National and Council dues by the Troop. Please see [Appendix B](#) for more information and never assume reimbursement.
 - i) Active is defined as those adults who are providing support and leadership to the Troop (ie. camping monthly or bi-monthly; Advancement Chair; Scoutmaster or Assistant Scoutmaster; Chairperson or Assistant Chairperson; Treasurer; Life to Eagle Coordinator or Committee Member AND be willing to attend monthly Adult Committee Meetings). If you are intending to only attend Summer Camp, registration may not be reimbursed by the Troop.
 - ii) Adults who do not provide meaningful support for the Troop will not have their registration fees paid by Troop 457.
 - iii) Those adults who wish to be registered with BSA but are not active leaders must pay their own registration fees.
- 3) **Cost for Patrol Events:** All costs incurred for a patrol event are the responsibility of the patrol members attending. Patrol events must have "2 Deep Adult Leadership". Adults must ensure that the proper permission is obtained from the Scoutmaster.
- 4) **Cost for Special Activities or Events:** Costs for special activities or events must be paid per the schedule set by the coordinator of the event. Failure to do so may result in revocation of attendance from the event.

Chapter 13 - Changes to Troop 457 Operating Guidelines

Any changes to the Troop 457 Operating Guidelines must be submitted to the Troop Committee. Proposed changes will be emailed to the troop for review via the Troop Email distribution list and voted on during a subsequent Troop Committee meeting.

On an annual basis, when a new Senior Patrol Leader is elected they and the new Assistant Senior Patrol Leader(s) should review the guidelines together with the Scoutmaster.

Troop 457, Williamsville, N.Y., Scouts BSA

Appendix A - Adult Leader Job Descriptions

Responsibilities for each position are outlined below, EVERY adult with a position MUST have a completed and current Youth Protection Training (YPT) certificate on file with BSA and the Troop. Jobs designated with a *T* require additional BSA training in my.scouting.org:

- **Scoutmaster (SM) *T***: The scoutmaster is responsible for overseeing the daily & weekly activities of the Troop and ensuring the Patrol Leader Council (PLC) is providing an appropriate program for the troop.
 - Training and guiding youth leaders to run their troop.
 - Work with and through the assistant scoutmasters to bring the scouting program to the troop.
 - Help the scouts to develop by challenging them and encouraging them to learn new things.
 - Guide the scouts in planning the troop program.
 - Help the troop committee to recruit new assistant Scoutmasters.
 - Conduct scoutmaster conferences.
 - Promote and support the troop objective of one outing/activity per month.
- **Assistant Scoutmaster (SA) *T***: The Scoutmaster can have one or more assistants to help them develop the scouting program. One key job of an Assistant Scoutmaster is that of monitoring the progress of the new Scouts. The assistants in the Troop also alternate responsibilities on the planning activities and outings, which encompasses primarily the reservations, transportation, and food shopping.
- **Committee Chairperson (CC) *T***: oversees the entire Troop.
 - Organizes the committee to see that all functions are delegated, coordinated, and completed.
 - Prepare troop committee meeting agendas.
 - Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called.
 - Arrange for charter review and re-charter annually, including the charter presentation.
 - Prepare and order Court of Honor pamphlets.
 - Coordinate the Friends of Scouting campaign for the unit with District.
- **Committee Chairperson (CC) *T***Vice Chairperson: same duties as the Chairperson and will be the point of contact if the Chairperson is unavailable or there is an issue with the Chairperson.
- **Chartered Organization Representative (CR) *T***: responsible for maintaining a close working relationship between the Troop and St. John's Lutheran Church. This position is appointed by the Church.
- **Committee Member (MC) *T***: sets troop policies and handles administrative functions, allowing the Scoutmaster and Assistant Scoutmasters to focus on working directly with the Scouts.

- **Unit Scouter Reserve (91U):** designation for 18+ year old Scouters who wish to be registered with a unit but without a specific position or training completed. YPT required.
- **Advancement Chair/Coordinator:**
 - Encourages Scouts to advance in rank.
 - Enters all rank advancements, merit badge completions and awards in Scoutbook.
 - Ensure Patrols have patches for new Scouts.
 - Work with troop scribe to maintain all scout advancement records.
 - Maintain the merit badge counselor list.
 - Make a prompt report to the council at the completion of a Board of Review through Scoutbook entries.
 - Works with the troop librarian to build and maintain a troop library of merit badge pamphlets and other advancement literature.
 - Report to the troop committee at each meeting.
 - Maintain the troop roster.
 - Generate Purchase Order, pickup and package Scout recognition awards.
- **Adult Training Coordinator:** ensures troop leaders and committee members have opportunities for training and are trained for their positions including ensuring YPT is updated and does not lapse.
- **Church Grounds Clean up Chair:** coordinates with Troop and the Chartered organization (usually beginning of May) on clean-up of the area immediately surrounding the church after spring: adding mulch, cleaning flower beds, picking up sticks/limbs, and any other items/areas the church requests assistance with.
- **Clothing Orders:** keeps an inventory of items for the troop; hats, Class B shirts, troop fleece/hoodies and any other specialty clothing orders that may come up.
- **Equipment Coordinator:** oversees the purchase, maintenance and storage of Troop equipment. The Equipment Coordinator's duties include:
 - Supervise and help the troop procure equipment.
 - Work with the troop quartermaster on inventory and proper storage and maintenance of all troop equipment.
 - Make periodic safety checks on all troop equipment and encourage troop in the safe use of all equipment.
 - Report to the troop committee at each meeting.
 - Maintains Troop inventory in coordination with the Troop Quartermaster.
- **First Years Coordinator:** work with new Scouts on earning the first rank in Scouting and to fully integrate new Scouts (pre-First Class) into the Scouting method.
- **Flag Planting/Removal Chair:** organizes Troop planting and removal of Memorial Day flags for Veterans at Forest Lawn Cemetery.
- **Health & Safety Coordinator:** keep up to date inventory of BSA medical forms and any additional necessary summer camp forms from all Scouts and adults attending summer camp. Ensures 1st Aid boxes are up to date and stocked.

- **Journey to Excellence:** ensures the unit is continuously improving in providing a quality program at all levels of the BSA. Completes the JTE checklists and ensures the checklist is turned in with the annual Recharter.
- **Leadership Coordinator (for youth):** ensures eligible Scouts have a leadership role in the Troop and/or Patrol they are associated with and knows the duties expected for that role. Keeps Scoutbook updated with start and end dates for all youth leadership positions.
- **Life to Eagle Coordinator:** once a Scout has obtained the rank of Life Scout, advise the Scout and assist him in working through the Eagle Project process from developing his project idea, writing his project proposal and providing assistance in obtaining the required project approval from the District Advancement Chair.
- **Merit Badge Counselor *T*:** plans, set expectations, answers questions, checks on progress and signs off on BSA merit badges. Must be registered with the BSA at the local Council for position and be approved to counsel certain badges. Responsible for recruiting, training and tracking the Merit Badge Counselors within the Troop and ensuring Scouts have ample badges to work on throughout the year.
- **New Member Coordinator *T*:** responsible for advertising troop fundraisers and publicizing troop activities. Work with local packs to promote Troop. Work with Scoutmaster and or Committee to arrange for Troop Visits, etc.
- **NOVA Awards Counselor/Supernova Mentor *T*:** registered positions within the BSA through the local Council.
- **Outdoor Activities Coordinator/Camping:** secure permission to use camping sites, serve as transportation coordinator to/from camping, ensure a monthly outdoor program, promote National Camping Award, secure tour permits as necessary and make sure each outing has proper adult to Scout ratio per BSA rules.
- **Pancake Breakfast Chair:** Pick date(s) with ACM and Church, coordinate all sub-Chairs for raffle donations, bakery donations, food donations/purchases, tickets sales, set-up and Cooks.
- **Popcorn Kernel/Electronics Campout Chair:** ensures promotion, timely report of unit sales, popcorn pick up and popcorn payment between District and the unit. Runs the yearly Electronics Campout for the top sellers.
- **Recharter:** annual formal agreement allowing an organization to use the Scouting program to serve youth in the community. Used to update a unit's roster to correct errors for existing members, add new members and remove members who are no longer in the unit.
- **Records Coordinator and Historian/Librarian:** keep a record of all completed physical forms; maintain a file of frequently used forms; maintain a unit library of merit badge pamphlets and other resources; list all material available for use; maintain a file of Eagle projects.
- **Religious Emblems Coordinator:** acquaint all youth with the religious emblems program and emblems available for their faith.

- **Social Coordinator:** responsible for refreshments and to assist with programs at all Courts of Honor, Family Night at summer camp and other recognition dinners. Assist parents in ideas & planning for Eagle Scout Ceremonies.
- **Treasurer:** responsible for maintaining and reporting on the financial resources of the Troop, while ensuring that the troop's financial resources are sufficient and available to meet planned troop expenditures.
 - Handle all troop funds.
 - Pay bills with the authorization of the troop committee.
 - Maintain troop savings and checking accounts, reconciling balances with bank statements once a month.
 - Maintain records of individual scout funds, earned through scout-incentive fundraisers.
 - Lead the preparation of the annual troop budget.
 - Report to the troop committee at each meeting.
- **Turkey Roast Chair:** ensures enough food for the unit and all guests invited. Oversees the other areas are running as required.
- **Unit Secretary:** responsible for assembling and emailing the minutes of every committee meeting and coordinating any Troop correspondence.
 - Keep committee meeting minutes.
 - Maintain the troop calendar of events in Scoutbook.
 - Conduct the troop resource survey annually.
 - Train and supervise the Troop Scribe's record keeping.
- **Webmaster:** maintain troop website, including updates of troop calendar, handbook, and directory.

Appendix B - Troop 457 Dues 2024/2025

This document has all of the information Scouts and their parents need to know about how much membership in Troop 457 will cost for the period **July 1, 2024 – June 30, 2025**^[1].

Scout membership fees and popcorn

Youth members may pay different amounts based upon when they join the troop. See below for more information on how the amounts were calculated.^[2]

Returning Scouts- \$195.00 Scout: A (\$135: due when BSA emails you, based on when the Scout first joined BSA) + B (\$60: due in the Fall) = \$195. Please note that Scouts who turn 18 and have been given an extension to complete their Eagle requirements will pay \$135 (D).

Scouts crossing over to Troop 457 from a Pack – New Scout Equipment Fee (C) \$50 due at 1st Troop meeting after crossover (typically spring). *During the fall, the Returning Scout Fees will need to be paid for the upcoming membership year.* To expedite your membership in the Troop, please have your Scouts BSA number so we can transfer your Scout over to our Troop roster from the Pack. My.Scouting.org will let us know if your dues are up to date and requires the Scouts full name, date of birth and BSA number to transfer into the Troop.

New Scouts – The easiest way to join scouting is to sign up [online](#). When you sign up online you will be asked to pay both national and council fees that cover your first 12 months of membership. The maximum due online is \$135 = A (\$135) please note there may be a small administrative fee for paying online, this is from Scouts BSA to process card payments. If you do not want to sign up online please let an adult leader know and there may be a paper application available (this is completely up to Scouts BSA/Local Council). The fees to national and council are the same regardless of whether you sign up online or on a paper application. New Scouts are also asked to pay fees to the troop of \$110 = B (\$60) + C (\$50). In total, membership for the first 12 months of scouting will cost **\$245**. After the first 12 months you will only need to pay the Returning Scout fees to National/Council (varies yearly) and the Troop Family Registration fee of \$60.

When a Scout turns 18 - when a scout turns 18 they need to take YPT and fill out an adult application asap (as a unit college reserve) and can continue to participate as an adult. There is a 30 day period after their birthday that they can still camp overnight even if their adult background check has not come back. Once they receive notification of Dues renewal, they will pay the regular adult Dues.

- A. **\$135** Annual Scout Registration fee (**\$85** National BSA fee; **\$50** to GFC)
- B. **\$60** Family Registration fee (Troop fee; annual; 1 charge per Family)
- C. **\$50** New Scout Equipment Fee (Troop fee due upon joining only; 1 time only for neckerchief, slide, Patrol & Troop number patches)
- D. **\$135** - Scouts 18 or over who have an Eagle extension and dues are up. You do not need to sell popcorn.

Multiple registered scouts...if a scout aged 13-17 is registered in a Ship or Crew in addition to the Troop, they are still responsible for troop dues and family popcorn participation regardless of which unit they note as their primary unit.

Scouts 18+ in a Venturing crew or ship must pay their national dues in one of those units. They can be multiple registered to the troop as an adult at no fee.

Lapses in Dues - If National Dues have not been paid by the due date, the Scout will not be able to join in overnight camping due to not being covered by BSA insurance.

Popcorn &/or Popcorn Buyout – Every Scout is expected to sell popcorn. The money our troop earns helps pay for activities and equipment that benefits all members of the troop. This is our only fundraiser and the involvement of each scout and their family is crucial to its success! **Each scouting family** is asked to sell at least **\$450** in popcorn. If your family is not able to participate you will be responsible for paying a **\$300 buyout per family** to the Troop. If you are able to sell some popcorn but don't make it to the \$450 goal, there is a prorated buyout amount that is calculated based upon how much you were able to sell. *If you sell more than \$450 you are eligible for Scout Bucks!* To be eligible for the Electronics campout in February, **\$750.00 per Scout or \$1,000 in popcorn per family** should be sold.

Adult membership fees **Annual Membership fees**

Adult membership fees are required for every adult member who is actively working with scouts in our Council and who camps at any time with the Scouts. Troop 457 typically covers the fees for adults who are **active** Registered Troop Leaders (i.e., actively working with our Scouts or in a position that requires insurance such as the treasurer). Adults that are planning on attending any overnight scout events, regardless of the number of nights, **must** have an active membership. Reimbursement for adults wishing to camp requires the adult to camp at least half of the Troops yearly camping nights and reimbursement may be held up until those camping nights have been attained. Youth Protection Training (YPT, found at my.scouting.org) **MUST** be taken before the Troop will approve the adult on the 1st step in the process.

Registered Troop Leader- \$115 (\$65 National BSA + \$50 to GFC and includes cost of background check). If you plan on being an Active Registered Troop Leader for the first time;

1. please speak to the Committee Chairperson and the Scoutmaster for approval first, the Chartered Organization Representative has the final approval at the Troop level for all adults before BSA will start the application process. All Leader positions also require training, most of the training is online (see [Appendix A](#) for which positions require BSA training). You will not have a named Leadership position until all BSA required training has been completed. See page 59 for BSA Trained Leader Requirements.
2. go to My.Scouting.org to take Youth Protection Training (YPT) this must be taken every 2 years and must always be current
3. once YPT is complete, you may take the position specific training
4. once the trainings are complete, you may register online
5. the troop treasurers will reimburse the fee after approval from the Troop Chairperson and Scoutmaster. Please do not assume the Troop will reimburse an adult who does not have a specific leadership role within the Troop, it is best to check yearly if a position will be Troop reimbursable or not. Most Unit Scouter Reserve positions are not reimbursable.

An active Registered Troop Leader is defined as those adults who are providing support and leadership to the Troop (ie. Camping monthly at least half of the Troops camping nights; or who have specific Leadership roles such as Advancement Chair; Scoutmaster or Assistant Scoutmaster; Chairperson or Assistant Chairperson; Treasurer; Life to Eagle Coordinator or a Committee Member AND be willing to attend monthly Adult Committee Meetings). If you are intending to only attend Summer Camp, registration may not be reimbursed by the Troop. Merit Badge Counselors who are only running Merit Badge classes and not camping at least half of the Troops total camping nights each year, or are not in another Adult leader position, will be reimbursed **only** for the cost of the Merit Badge Counselor fee of \$25.00.

Training reimbursement - The troop will cover half the cost of adult training with prior approval from the Chairperson and Scoutmaster and after successful completion of the course (please attach a copy of your certificate to the reimbursement sheet). Assistant Scoutmasters are required to attend IOLS training through an approved Council to be considered fully trained in their position.

General BSA adult membership - \$115. Adults who want to be a BSA adult member but are not in an active troop leadership role, may pay the registration cost with the

approval of the Scoutmaster, Committee Chairperson and the Chartered Organization Representative. This type of membership will not be reimbursed by the Troop.

[Information on adults renewing.](#)

Merit Badge Counselor not Registered as a Troop Leader - \$25 (national), you must complete an adult application if you are not already a registered adult member of Scouts BSA and complete a merit badge counselor application [BSA Merit Badge Counselor application](#).

Other Scout costs:

1. Boy Scout book, required. Optional zippered protective cover. Both can be purchased from the Boy Scout Store.
2. Boy Scout "Class A" uniform, required. Pants, shirt, belt and all required National and Council patches can be purchased from the Boy Scout Store. The 457 patch is provided to you from the Troop).
3. Boy Scout Sash – shows off all of your merit badges, optional from Boy Scout Store.
4. Badge Magic, optional – "never sew a badge again" purchase from Boy Scout Store.
5. Camping Gear - please see one of our Camping Counselors and/or our website for our camping gear lists of must haves and nice-to-haves.
6. From time to time, we will offer other optional Troop 457 clothing items for sale such as Class B shirts, Sweatshirts, hats, Fleece jackets, etc.

Camping – The cost for most regular weekend camping will remain **\$25** per Scout and no charge for camping Adults, except any special campouts. Patrols are responsible for purchasing budgeted food for weekend camping and this is completely reimbursable – please keep your receipts. Summer Camp cost depends on each Camp and there *may* be a charge for adults camping as well.

FYI regarding 2025 dues - Historically, BSA troops complete the recharter process every fall for the next calendar year. During that time the troop is required to pay fees to both the local council and the national BSA for every youth and adult member. Beginning in July 2024, youth and adult members will renew their membership with Scouts BSA online on the anniversary date they first joined scouting. Youth and adult members should be contacted at the email address that is connected to their Scouts BSA online log in at least 30 days prior to their renewal date. Troop 457's Adult Committee has expressed concerns about how this process will interface with our annual rechartering process, scout recruitment efforts, and collection of fees that stay

with our troop to the Great Falls Council (GFC) and they are committed to working with all local youth and adult members to work through any issues that emerge. Please understand this is a new process for all of us this year and we are all in a learning curve with the new system.

FAQ's:

How will the unit leadership know who is due to renew and who has renewed in their unit?

Both youth and adult leaders will be included in email notifications to the unit Key-3 monthly as to who is due to renew and who has renewed. In addition, the roster in Scoutbook and My.Scouting will indicate the registration status of the member.

What happens if someone's email bounces and is undeliverable?

Email notifications are sent to the individual, Charter Organization Representative (COR), Committee Chair, and the Key Leader (Cubmaster/Scoutmaster/Advisor/Skipper); the unit should be able to identify that an individual is due to renew and can work with the individual to complete their renewal. Units are encouraged to update email contact information in Scoutbook. Should someone miss this process the council can pull a Non-Renewed Membership Report in My.Scouting.

Will the Council Registrar be notified when someone's membership has ended due to lack of payment?

The council can run a Non-Renewed Membership Report and see expired youth and adults.

After the two months of email notifications, a Scout/Adult does not have their registration paid for by the individual or the unit, will the unit leader and individual get contacted stating that they can no longer participate?

There will be a one-month lapse period and then the Scout/Adults will be dropped. A notification will go to the individual/parent and the unit indicating that the person is dropped.

Will a Scout be covered by insurance if they still show up to meetings after their registration period expired for lack of payment?

It is important that all youth be registered in a timely manner. This ensures coverage for both general liability insurance and secondary accident and sickness insurance. All youth participating in BSA programs are covered by insurance. A Scout must register to continue participation in the program.

A member is a month late with their annual membership renewal...will they need to complete another application to “rejoin”?


There is a one-month lapse period. Those who fail to register will need to complete a new application for membership.

^[1] Fiscal year 07/01/24 – 6/30/25

^[2] Optional Scout Life magazine (\$15 per year paid online to national)

WNY Scout Council as of 9/1/24

2024 Annual Membership Fees

<p>NATIONAL \$85/YR</p> <hr style="border: 0.5px solid black;"/> <p>COUNCIL \$50/YR</p>	<p>Participants in kindergarten through age 20.</p> <div style="display: flex; justify-content: space-around; align-items: center;">     </div>
<p>NATIONAL \$50/YR</p> <hr style="border: 0.5px solid black;"/> <p>COUNCIL \$50/YR</p>	<div style="display: flex; align-items: center;">  <p>For all Exploring youth and adults.</p> </div>
<p>NATIONAL \$65/YR</p> <hr style="border: 0.5px solid black;"/> <p>COUNCIL \$50/YR</p>	<div style="display: flex; align-items: center;">  <p>All registered adult volunteers in unit and non-unit positions. (Volunteers with multiple registrations will continue to pay for only one position).</p> </div>
<p>NATIONAL \$25/YR</p> <hr style="border: 0.5px solid black;"/> <p>COUNCIL \$0 /YR</p>	<div style="display: flex; align-items: center;">  <p>This fee is for Merit Badge Counselors who are not already registered volunteers.</p> <p style="font-size: small; margin-top: 5px;">Merit badge counselors who are not also registered in a unit position are not allowed to attend overnight Scouting activities/events.</p> </div>

UNIT RENEWAL FEE

\$100/YR

For all new and existing units.

SCOUT LIFE MAGAZINE FEE



\$15/YR





Appendix C - Adult Leaders

T = BSA training requirements on my.scouting.org *=Registration required on my.scouting.org

Adult Position	Revised 12/01/2024
Scoutmaster *T*/Troop Admin	Mr. Doug McCallum
Committee Chairperson *T*/Key 3 Delegate/Troop Admin	Mrs. Carla Krahl
Vice Chairperson *T*	
Chartered Organization Representative *T*, Troop Admin	Mr. James Pankow
Executive Officer *T*	Mr. Scott Hannon
Assistant Scoutmaster *T*/Key 3 Delegate/Troop Admin	Mrs. Ginny Conway
Assistant Scoutmaster *T*	Mr. Michael Dorobiala
Assistant Scoutmaster *T*/Troop Admin	Mr. Kristopher Krahl
Assistant Scoutmaster *T*	Mr. Guy Kulwanoski
Assistant Scoutmaster *T*/Key 3 Delegate	Mr. Dave Myers
Assistant Scoutmaster *T*	Mr. Charles Perras
Committee Member *T*/Troop Admin	Mr. Joe Foley
Committee Member *T*	Mr. Priyantha Karunaratne
Committee Member *T*	Mrs. Kate Macke
Committee Member *T*	Mr. Charles Perras
Committee Member *T*	Mrs. Kim Ruddock
Committee Member *T*	Mr. Scott Simmons
Committee Member *T*, Troop Admin	Mr. Jim Wadon
Committee Member *T*	Mrs. Jean Winsor

Adult Position	2024/2025
Unit Scouter Reserve*	Mr. Richard (Jay) Anderson
Unit Scouter Reserve*	Ms. Erin Faunce
Unit Scouter Reserve*	Ms. Shermali Gunawardena
Unit Scouter Reserve*	Mr. Phillip Ham
Unit Scouter Reserve*	Mr. Michael Kagan
Unit Scouter Reserve*	Mr. Aaron Macke
Unit Scouter Reserve*	Mr. Nick Perez
Unit Scouter Reserve*	Mrs. Susan Perras
Unit Scouter Reserve*	Ms. Lizette Pleasanton
Unit Scouter Reserve*	Mr. Michael Ramos
Unit Scouter Reserve*	Mr. Christopher Vaughan
Advancement Chair , Troop Admin	Mrs. Sue Perras
Adult Training Coordinator	Mrs. Ginny Conway
Clothing Orders	Mrs. Sue Perras
Equipment/Gear Coordinator	Mr. Kris Krahl
Equipment/Gear Coordinator	Mr. Doug McCallum
First Year Coordinator	Mr. Greg Winsor
Health & Safety Coordinator	
Journey to Excellence (JTE)/Recharter	Mrs. Ginny Conway
Leadership Coordinator (youth)	Mr. Jim Wadon

Adult Position	2024/2025
Life to Eagle Coordinator	Mr. Joseph Foley
Merit Badge Coordinator	Mr. Dave Myers
New Member Coordinator	(Mr. Brett Kennedy)
New Member Coordinator, Troop Admin	Mr. Dave Myers
Nova Awards Counselor	
Outdoor Activities Coordinator/Camping	Mr. Kristopher Krahl
Outdoor Activities Coordinator/Camping	Mr. Doug McCallum
Popcorn Kernel/Troop Admin	Mrs. Kate Macke
Electronics Campout Chairperson	Mr. Aaron Macke
Records Coordinator/Historian/Librarian	
Religious Emblems Coordinator	Mrs. Carla Krahl
Social Coordinator (Facebook page)	Mrs. Sue Perras
Treasurer*/Troop Admin	Mrs. Shermali Gunawardena
Treasurer*, Troop Admin	Mrs. Jean Winsor
Treasurer*	Mr. Scott Simmons
Unit Secretary, Troop Admin	Mrs. Sue Perras
Webmaster/Email updates	Mr. Doug McCallum
Pancake Breakfast Chairperson	Mrs. Sue Perras
Purchasing food	Mrs. Sue Perras
Biscuits & Gravy	Mr. Aaron Macke

Adult Position	2024/2025
Donations - Baked Goods Sale	
Donations - Basket Raffle	Mrs. Sue Perras
Sign for front lawn	Mrs. Carla Krahl
Tickets	Mrs. Dawn Yensan
Church Grounds Cleanup Chair (in May)	
Turkey Roast Chairperson	Mr. Kris Krahl
Oversee purchasing food	Mr. Kris Krahl
Contact Packs	Mrs. Carla Krahl
Dessert List	Mrs. Carla Krahl
Oversee Scouts roasting turkeys	
Oversee frying of turkeys	
Oversee garbage can turkeys	Mr. Aaron Macke
Oversee inside cooking of food	Mr. Kris Krahl
Flag Planting/Retrieval	
Pack 457 Cubmaster	Mr. James Bauer
Pack 457 Chairperson	Mrs. Stacy Shick

BSA Trained Leader Requirements Rev. July 2024:

July 2024



SCOUTS BSA POSITION TRAINED REQUIREMENTS

SCOUTMASTER & ASSISTANT SCOUTMASTER	
BEFORE FIRST MEETING	
SCO_481 SCOUTING ORGANIZATION	12:20
SCO_472 AIMS & METHODS OF SCOUTS BSA	8:30
SCO_479 ROLE OF THE UNIT KEY 3	7:00
SCO_480 ROLES OF SCOUTMASTER & SP LEADERS	13:00
SCO_484 TROOP MEETING	10:10
TOTAL TIME: 50:30 MIN	
FIRST 30 DAYS	
SCO_478 PATROL METHOD	10:00
SCO_471 ADVANCEMENT	10:00
SCO_477 PATROL LEADERS COUNCIL MEETING	11:00
TOTAL TIME: 31 MIN	
FIRST 60 DAYS	
SCO_476 OUTDOOR PROGRAMS	10:00
SCO_482 TROOP COMMITTEE	14:00
SCO_485 SCOUTS BSA UNIFORMS	11:30
TOTAL TIME: 35:30 MIN	
POSITION TRAINED	
SCO_473 ANNUAL TROOP PROGRAM PLANNING	14:00
SCO_474 INTRODUCTION TO MERIT BADGES	8:00
SCO_475 OUTDOOR ETHICS	7:30
SCO_800 HAZARDOUS WEATHER TRAINING	31:00
SCO_530 JOURNEY TO EXCELLENCE	13:00
TOTAL TIME: 1 HOUR 13.30 MIN	
MERIT BADGE COUNSELORS	
BEFORE FIRST MEETING	
SCO_472 AIMS & METHODS OF SCOUTS BSA	8:30
SCO_474 INTRODUCTION TO MERIT BADGES	8:00
SCO_486 WHAT IS A MERIT BADGE COUNSELOR	7:00
TOTAL TIME: 23:30 MIN	
POSITION TRAINED	
SCO_471 ADVANCEMENT	10:00
TOTAL TIME: 10 MIN	

TROOP COMMITTEE MEMBERS	
BEFORE FIRST MEETING	
SCO_481 SCOUTING ORGANIZATION	12:00
SCO_472 AIMS & METHODS OF SCOUTS BSA	8:30
SCO_482 TROOP COMMITTEE	14:00
TOTAL TIME: 34:30 MIN	
POSITION TRAINED	
SCO_476 OUTDOOR PROGRAMS	10:00
SCO_471 ADVANCEMENT	10:00
SCO_485 SCOUTS BSA UNIFORMS	11:30
SCO_473 ANNUAL TROOP PROGRAM PLANNING	14:00
SCO_474 INTRODUCTION TO MERIT BADGES	8:00
SCO_530 JOURNEY TO EXCELLENCE	13:00
TOTAL TIME: 1 HOUR 6:30 MIN	
TROOP COMMITTEE CHAIR	
BEFORE FIRST MEETING	
SCO_481 SCOUTING ORGANIZATION	12:00
SCO_472 AIMS & METHODS OF SCOUTS BSA	8:30
SCO_479 ROLE OF THE UNIT KEY 3	7:00
SCO_482 TROOP COMMITTEE	14:00
SCO_483 TROOP COMMITTEE MEETINGS	6:00
TOTAL TIME: 47:30 MIN	
POSITION TRAINED	
SCO_476 OUTDOOR PROGRAMS	10:00
SCO_471 ADVANCEMENT	10:00
SCO_485 SCOUTS BSA UNIFORMS	11:30
SCO_473 ANNUAL TROOP PROGRAM PLANNING	14:00
SCO_474 INTRODUCTION TO MERIT BADGES	8:00
SCO_530 JOURNEY TO EXCELLENCE	13:00
TOTAL TIME: 1 HOUR 6:30 MIN	

July 2024

CLASSROOM OPTION	<p>THE ONLINE TRAINING PLANS LISTED ABOVE ARE ALSO AVAILABLE IN A CLASSROOM FORMAT: Scoutmaster & Assistant Scoutmaster: S24 Scoutmaster Specific Training Merit Badge Counselor: D76 Merit Badge Counselor Orientation Training Troop Committee Chair & Committee: WS10 Troop Committee Position Specific Training</p>	<p>S11 - Introduction to Outdoor Leader Skills (IOLS) is an outdoor classroom training required for Scoutmaster and Assistant Scoutmasters to be classified as position trained.</p>
	<p> </p>	

Appendix D - Resources

[Guide to Advancement 2021](#)

[Guide to Awards and Insignia 2022](#)

[Guide to Safe Scouting 2022](#)

[Outdoor Ethics Guide 2018](#)

Appendix E - Youth Leadership 2024/2025

Senior Scout Positions	Scout Name
Senior Patrol Leader	Nick Yensan
Assistant Senior Patrol Leader	Sam McCallum
Assistant Senior Patrol Leader	Praveen Karunaratne
Assistant Senior Patrol Leader	Richard Anderson
Troop Quartermaster	Noah Perras