

# BOY SCOUT TROOP 4019

## HANDBOOK



**Adopted: June 21, 2006**

*Revised: May 1, 2012*

Welcome new Scouts, Scouters and parents to Boy Scout Troop 4019. We hope your son will enjoy being a member of our Troop while he makes new friends and learns to become a responsible young adult.

The Troop handbook is your reference guide to our Troop. It includes what is expected of our Troop, our leaders and of your scout. This handbook represents many of the policies and procedures developed by the Boy Scouts of America (BSA) and the Troop 4019 Committee. Please take the time to read every page in order to eliminate any misunderstandings. You are encouraged to visit [www.fiverivers.org](http://www.fiverivers.org) for information regarding the Andaste District and Boy Scout policies/forms.

The Troop 4019 Committee is responsible to the Chartering Organization, The Church of the Redeemer, the Troop program is to be conducted according to BSA policies as well as the Chartering Organization's expectations. Modifications to the policies and procedures contained in the Troop 4019 Handbook is the responsibility of the Troop 4019 Committee, and will only be made according to BSA policy.

It is the Troop's policy to abide by the procedures and rules set forth in this handbook. If you have any questions or concerns regarding this handbook, please feel free to contact any Troop Committee member.

**Committee Chairman**

**Tonya Wilhelm**

**Scoutmaster**

**John Johnson**

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## Troop Meetings

**Troop meetings** are held every Wednesday of the month (September through June) unless otherwise announced. Meetings are at the Church of the Redeemer on South Wilbur Avenue in Sayre. The meetings begin promptly at 7:00 pm and end at 8:30 pm.

If Sayre Schools have no school due to a weather event then the meeting is cancelled. Summer meetings will be conducted through a schedule developed by the Scoutmaster and PLC prior to June 1 of each year. This schedule will be given to scouts and parents prior to June 1.

Please be courteous and arrange to pick up your Scout on time; adult Scout leaders must stay until all Scouts have left the meeting room.

**Patrol Leader Council (PLC)** meetings are the organizational meetings for the Scouting program in Troop 4019. These meetings are led by the Senior Patrol Leader (SPL), and include the voting members of the PLC - Assistant SPL (ASPL), patrol leaders (PL), and Troop Guide for the new Scout patrol.

The PLC meeting will be held the last Wednesday of the month, ½ hour before the Troop meeting. Ideally, preliminary plans for the next two months will be discussed and written down while final plans will be discussed and adjusted for the upcoming month. The SPL runs the PLC meeting. The Scoutmaster or his designate must attend.

Each patrol has one vote and must have a member at this meeting; if the PL cannot attend, then the assistant PL attends, etc. These Scouts make up the voting membership of the PLC. Adults who may participate (but do not vote) include the Scoutmaster and Assistant Scoutmasters.

The Troop Scribe attends as the "minutes" taker for the PLC. Junior leaders and adults are welcome to attend, but they should not expect to participate unless called upon by the PLC. All general activities of Troop 4019 are approved by the voting members of the PLC. Brief PLC meetings may be held after the regular meeting to be sure everyone knows what the following week's program will be.

**Troop Committee meetings** are held monthly on the last Wednesday of the month from August through May at the Church of the Redeemer. The Troop Committee meeting begins at 7:00 pm and end at 8:15 pm.

The Troop Committee oversees the Scouting program. The meetings shall be open to parents, registered members of Troop 4019 and non-key Committee officers for their input and considerations. **Only adults registered with Troop 4019 have the authority to vote.** A quorum of majority voting members must be present at any Committee meeting in order to vote on Troop business items.

**Patrol meetings** are usually held during each Troop meeting. Patrol meetings outside of the Troop meeting time can be held at the discretion of each patrol.

## Troop Organization

The Troop includes all Scouts and Scouters registered to Troop 4019. The Troop is sponsored by the Church of the Redeemer, which is the **Charter Organization**.

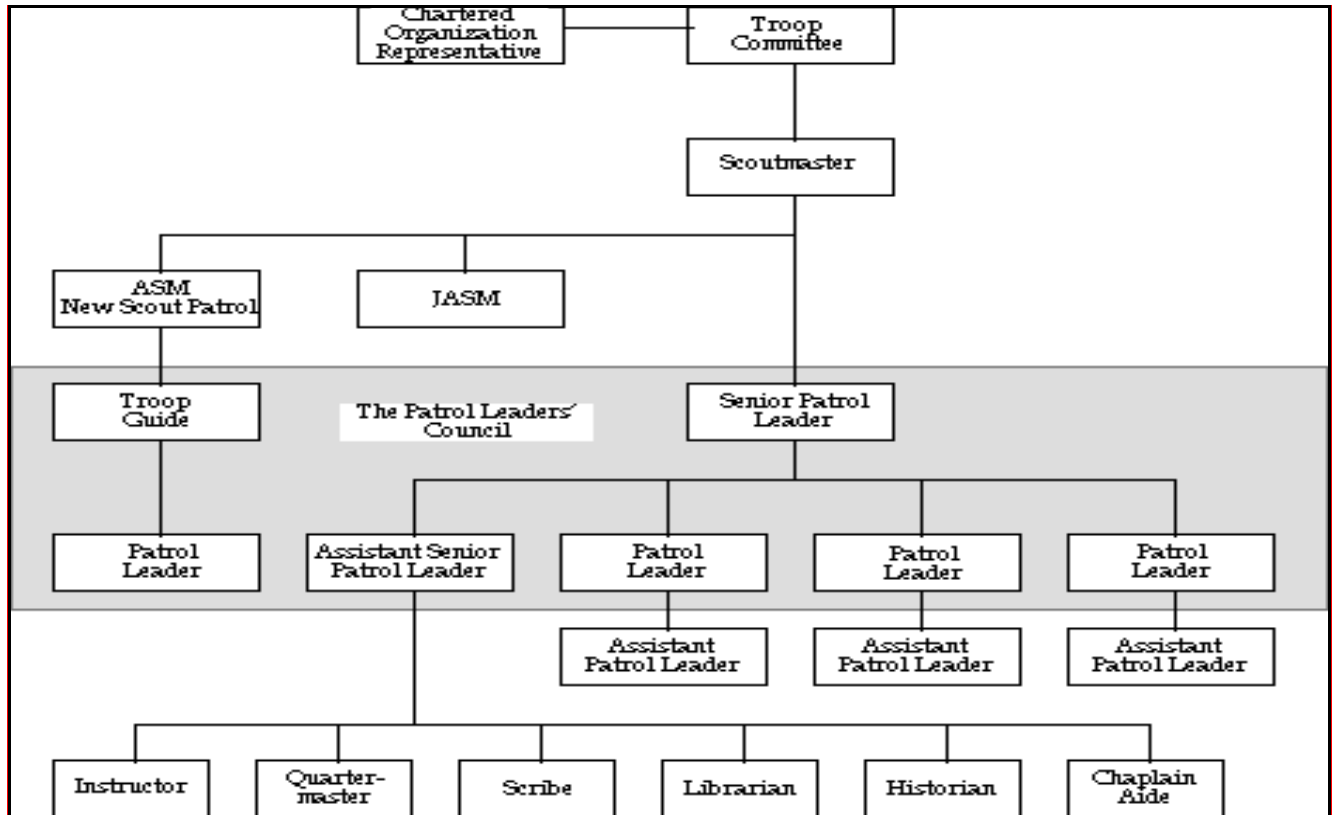
- **Scouts** are registered Boy Scouts under the age of 18 years.
- **Scouter / Adult Leader** are adults at least 21 years of age registered to the Boy Scouts of America (BSA).

The Troop is comprised of patrols. New Scouts will be assigned to the New Scout Patrol, where they will concentrate on learning Scouting skills. After the first of the year, following their crossover, they will transfer to one of the experienced patrols.

Troop activities are chosen and arranged by the Scouts, with the approval of the Scoutmaster Corps and the Troop Committee. This is done through the monthly Patrol Leaders' Council (PLC).

Scout leadership in the troop includes the Senior Patrol Leader (SPL), Assistant Senior Patrol Leader(s) (ASPL), Patrol Leaders, Assistant Patrol Leaders, Troop Guide(s), Quartermaster, Scribe, Librarian, Historian, and Chaplain's Aide.

Scouters are members either of the Scoutmaster Corps, which is responsible for direct advising of the Scouts, or the Troop Committee, which ensures the quality of the troop program. Troop Committee members interact with the Scouts under the guidance of the Scoutmaster Corps. Adult / Parent participation is needed to help with fundraising, transportation, logistics and as Merit Badge counselors (MBC). MBC must be approved and registered biannually with the Andaste District of the Five Rivers Council.



## **Troop Policies**

### **Junior Leader Requirements**

- **Senior Patrol Leader (SPL)** must have earned the rank of Star and demonstrate active participation to run for the SPL position. (adopted 5/1/12)
- **Patrol Leaders (PL)** must have earned the rank of First Class Scout or above. The New Scout Patrol would be an exception to this rule.
- All other Junior Leadership positions must be First Class Scouts or above.

The above guidelines can be waived by the Scoutmaster if Scouts of such rank are not available to fill these positions.

**Active Participation** by Scouts in these positions is defined as participating in 75% of Troop meetings and 50% of Troop outings. Scouts in leadership positions are highly encouraged to participate in all Troop activities.

Active Participation is defined as

- the scout is registered with the BSA
- the scout is in good standing with the troop
- the scout has made every effort to attend the majority of Troop meetings and outings. If the scout has fallen below the Troop's level of activity he may not run for the SPL position however he may be selected for any other position of responsibility. (adopted 5/1/12)

The PL for the New Scout Patrols will rotate and be chosen by the members of the patrol with the approval of the Scoutmaster or his designate.

Scouts who are eligible for the office of SPL and PL, but know they cannot achieve active participation, should remove their names from the list of eligible Scouts to be considered prior to the election.

The SPL will be elected by the troop. A quorum of 2/3 of the active members of the troop must be present in order to hold an election. PL will be elected by the patrols. A quorum of 1/2 of the patrol must be present for a PL election. Other leadership positions will be appointed by the SPL with the approval of the Scoutmaster.

The PL will be responsible for naming his assistants and appropriate staff with approval of the Scoutmaster or his designate.

### **Junior Leader Responsibilities**

- Attend the PLC meeting as required by the junior leader position.
- Perform the duties of the position held and must attend the Junior Leader Training (JLT), a one day course provided by the University of Scouting.
- Set the example for the other scouts in the troop – wear scout uniform, show scout spirit, live and act by the Scout Oath and Law.
- Meet the active participation requirement for the position held.

## Patrol Responsibilities

### Responsibilities of the Patrol Leader

- Attend the PLC meeting as required by the junior leader position.
- Lead the patrol meetings
- **Be prepared:** Always bring your Boy Scout Handbook, notebook, and a pen or pencil to meetings and on camp-outs.
- Go over announcements.
- Give any required comments or opinions to the Scoutmaster.
- Be sure that everyone in your patrol knows what is going on. If any member misses a troop or patrol meeting, call them and inform them of what they missed.
- PL may schedule extra patrol meetings as needed.
- PL will be the main organizer for camp-outs. PL delegate responsibilities for buying food, wood gathering, cooking, cleanup, and other camp tasks.
- PL will be responsible to contact his patrol members when a cancellation of a troop meeting or outing occurs. The SPL will forward this message to the PLs from the Scoutmaster.

### Responsibilities of Patrol Members

- Participate in troop and patrol activities.
- Cooperate with others in your patrol. Things go smoothly if everyone does their share.
- Follow and listen to the directions of your Patrol Leader.
- Take notes so you remember key dates and places, and so you do not forget anything you promised to do.
- **Be prepared.** Always bring your Boy Scout Handbook, notebook, and a pen or pencil to meetings and on camp-outs.
- If you cannot make it to a troop or patrol meeting, let your Patrol Leader know before the meeting.

## Uniform

**Troop 4019 Class A uniform:** Scouts and Scouters are required to wear their Class A uniforms to each Troop meeting (unless specifically indicated otherwise), to special events such as Courts of Honor, at designated times at Summer Camp and Scouts are also required to wear a Class A uniform for all Boards of Review.

- BSA uniform shirt with green epaulets and the various patches properly displayed, and
- Neckerchief
- Scout shorts or pants with Scout socks
- Scout belt and the
- Merit Badge Sash once six merit badges have been earned worn for court of honor ceremonies, boards of review and uniform inspection
- Optional: official BSA cap
- Excessive jewelry should not be worn by Scouts and Scouters as this detracts from the Boy Scout uniform and poses a safety hazard.

**Troop 4019 Class B uniform:** worn to specific troop meetings and activities

- Troop 4019 Tee-Shirt or other BSA Tee-Shirt
- Long pants or shorts
- Socks, and sneakers / boots.

Scout uniforms and supplies may be purchased at the Five Rivers Scout Shop located in the Arnot Mall, Big Flats, NY.





## Code of Conduct

All Scouts of Troop 4019 are expected to follow the Boy Scout Oath and Law at all times.

Any person given the floor should be the only person speaking. All others will remain quiet unless otherwise directed by the Senior Patrol Leader, ASPL, Scoutmaster, or Assistant Scoutmaster(s). **A Scout is Courteous.**

Scouts of Troop 4019 will be respectful toward other scouts and their personal gear. This means there is no physical or verbal abuse of any kind toward another individual. This also includes tampering with and/or damaging another's personal gear. **A Scout is Friendly. A Scout is Kind. A Scout is Trustworthy.**

### Destructive horseplay or hazing is absolutely not allowed.

- Scouts of Troop 4019 will behave with respect and dignity at all Council, District, or troop activities.
- Scouts of Troop 4019 will behave with respect and dignity at all times toward all adults and parents and not just the Scoutmaster and Assistant Scoutmaster(s).

### Disciplinary steps that will be taken with violation of the Code of Conduct are:

**1<sup>st</sup> Warning** – The SPL will ask the Scout to conduct himself like a Boy Scout.

**2<sup>nd</sup> Warning** – The Assistant Scoutmaster(s) will ask the Scout to sit out a particular activity or the rest of the troop meeting.

**3<sup>rd</sup> Warning** – The Scoutmaster will ask the Scout to call his parent(s) to come pick him up.

After the 3<sup>rd</sup> warning, a counseling session with the scoutmaster, Scout, and parent(s) must occur before the Scout can participate in troop activities. If there is an on-going trend in behavior problems, the Scoutmaster will request that the Scout's parent(s) attend all meetings and events.

### **Disciplinary Actions**

The Scoutmaster, Assistant Scoutmasters, and/or the Troop Committee shall have the authority and discretion to contact parents and send home any boy who refuses to carry out the instructions of the Scoutmaster or his designated representative, or who, through his actions endangers lives, causes physical harm or damages property. In the event this occurs, the parents/guardians of the scout will be required to make arrangements to take custody of the boy. The Troop shall not be liable for any costs involved; this is the sole responsibility of the parents/guardian.

Any actions that might involve disciplinary action should be dealt with in strict confidence. The Scout's parents should be fully informed of the issue. Because serious or recurring behavioral problems may require the troop committee's involvement, the Scoutmaster should share discipline problems with the committee. Such problems should be addressed in a firm, fair manner with the goal to integrate the youth into the Scouting program. Together, the troop committee, parents, and Scoutmaster should work toward a solution with the troop's best interest in mind.

## Attendance, Participation, and Advancement

Scouts in leadership positions are expected to perform the responsibilities of that position, or resign the position.

**Attendance and Participation in Troop Activities:** The scout must make every effort to attend the majority of Troop meetings and activities to satisfy the “active participation” requirement for the purpose of rank advancement. If after review of the scout’s attendance records, it is deemed the scout is not meeting the active participation requirement, the scoutmaster, through a scoutmaster conference, will discuss the attendance records with the scout. (adopted 5/1/12)

Scouts must attend Troop meeting and activities to satisfy the "active participation" requirement for purpose of rank advancement. Attendance of at least 50% of Troop meetings and 50% of outings qualifies as "active participation". Excused absences: Examples may include illness and vacation. If it is deemed that a scout is not meeting the active participation requirement after a review of attendance record, the scoutmaster through a Scoutmaster Conference, will discuss this attendance record with the scout.

Attendance is mandatory at the Troop meeting immediately preceding a camp-out to assure the Scout intends to participate in the outing. If the Scout is unable to attend this meeting but still plans to attend the outing, he must contact his patrol leader. If the PL is unavailable, he can call the Scoutmaster. All money due must be prepaid to participate in any activity.

**Rank Advancement:** Each Scout is expected to take rank advancement seriously and advance at least one rank per year. The Scoutmaster Corps is responsible for signing off on rank advancement. Only under the direction of the Scoutmaster Corps may other adults or experienced Scouts sign off on Scouting skills required for rank advancement. Scout parents should not, in general, sign off on their own son's advancement; the Scout should demonstrate his proficiency to another Scouter.

Work at home on Scouting skills with parents, friends, or other Scouts is encouraged, but the Scout must demonstrate proficiency to the Scoutmaster Corps before signing off that requirement.

All Scoutmaster Conferences and Boards of Review for rank advancement must be completed at least one Troop meeting before a Court of Honor.

## Merit Badge Procedure

Merit badges are required for advancement and may be earned at summer camp, at the annual advancement fair, during merit badge night or independently.

- A list of approved merit badge counselors (MBC) is available from the scoutmaster
- Contact the MBC before beginning any work on the badge
- Obtain a **Blue Card** available from the scoutmaster for each merit badge. The card must be filled out, signed by the Scoutmaster, and returned to the MBC before starting work on a merit badge. Any work done on a merit badge before filling out the blue card will not be applied towards the merit badge.
- A Scout should **NEVER** work alone with a merit badge counselor.

Merit badge counselors must be 18 years old. A scout can help another scout with merit badge requirements but cannot sign off on them. . Scout parents, who are approved merit badge counselors, are not allowed to be a merit badge counselor for their child unless the parent is counseling at least three other Scouts. Merit badge counselors must be registered with BSA biannually and be approved by the Andaste District Advancement Committee.

## **Courts of Honor**

Badges are presented to the Scouts at troop meetings as they are earned. Formal Courts of Honor are normally held at least two times per year. All merit badges and rank badges are recognized or presented at Courts of Honor.

Parents are encouraged to attend each Court of Honor to share in the Troop's progress and their son's achievements.

Eagle Scout Courts of Honor recognize a special achievement and are held separately from other recognition. The Eagle candidate and his parents should be included in planning for this extremely important recognition, including the location, ceremony to be used, and guests to be invited. We have available for parents a list of dignitaries to solicit letters of commendation for the candidate. Parents are also reminded that the Troop will reimburse for refreshments and a gift at the ceremony in an amount not to exceed \$150.00.

## **Scout Expenses**

**1. Dues:** Yearly dues are \$45.00. Dues must be paid in full by February 1. A Scout is deemed inactive if his dues are more than two (2) months behind.

**2. Uniform:** It is the parent's responsibility to provide a uniform for the Scout. Money from the scout's account may be used to purchase the Class A shirt. Each badge or award earned by any Scout will be purchased by the Troop the first time only. Replacement badges or awards must be paid for by the Scout or his parent(s).

**3. Summer Camp:** Summer camp costs are always increasing. Each Scout will be encouraged to earn this money himself through participation in Troop fundraisers or his own enterprise. Each year the Summer Camp Coordinator will provide parents with a monthly payment schedule, in order to minimize the financial burden of paying for summer camp. Camperships from the Council may be given each year to help Scouts attend summer camp who would not otherwise be able to go.

**4. Outing Costs:** Each scout shall pay for his own food for each campout or other activity. Patrols will assume responsibility for purchasing their food for campouts. The Troop will not reimburse Scouts for food expenses. Permission slips and campout money shall be collected by the Outdoor Activities Coordinator for that event and turned in to the appropriate adult leader one week prior to the activity.

**5. All money due must be prepaid to participate in any activity.** Refunds may be granted for unforeseen circumstances as long as an excuse is provided by the parents.

## **Troop Expenses**

**1. Major Expenses.** The Troop shall be responsible for paying the following expenses from the general fund:

- a. Troop Registration for active participation of Scouts and Scouters (annually)
- b. Troop equipment (as needed - Committee Approval required)
- c. Advancement pins, merit badges, rank patches, etc.
- d. Junior Leadership Training Costs for Scouts from the Troop. (Committee Approval required)
- e. Troop t-shirt (first one)
- f. Boy Scout Handbook (first one)
- g. Adult Leadership Training Costs for Troop Scouters and Adult Leaders. (Committee Approval required)

**2. Routine Expenses:** In addition, the Troop has ongoing expenses which are normally paid from the general fund:

- a. Bank charges, check printing and office supplies
- b. Propane, and other immediate outing necessities
- c. Court of Honor expenses and Eagle Court of Honor expenses not to exceed \$150.00. This will include an Eagle Scout gift no to exceed \$25.00. (adopted 2/1/12)

**3. Expenditure Approval:** A vote of the committee will be necessary to approve any expenditure of Troop funds beyond the major and routine expenses described above. Approval must occur prior to the expense, or the individual runs the risk of non-approval and non-reimbursement.

**4. Outing Expenses and Cancellation Policy** (adopted 9/2011)

Fees for camp outs and activities are due at least **one (1) week prior** to the event. Scouts who do not submit their camping fees on time will not be eligible to attend. Exceptions to the one week deadline will be determined on a case by case basis at the discretion of the Scoutmaster. Camping fees are non-refundable when late cancellations occur after camp provisions and other perishable, non-refundable supplies are purchased for the event. Exceptions to the cancellation policy will be determined by the Troop Committee on a case by case basis.

**5. Carpool / Mileage Reimbursement Policy** (adopted 5/1/2012)

Mileage will be reimbursed at the current IRS rate for trips greater than 100 miles.

Drivers must transport 3 or more scouts to be considered a carpool. Drivers may request reimbursement after the scout trip has taken place. Reimbursement will not be provided automatically, drivers must request reimbursement from the troop's treasurer.

**6. Adult Chaperone Fees:** (adopted 5/1/2012)

Adult chaperones are expected to pay for their own fees to attend scouting functions. The troop will provide fund raising opportunities to help pay for any fees that might be required. Adults may earn money by volunteering at troop BBQs and rummage sales.

## **Troop Fundraising and Financing**

**Fiscal Year:** The Troop 4019 Fiscal Year is defined as September 1 through August 31.

**Annual Dues:** The annual dues for each Scout in Troop 4019 are \$45.00 and are due by February 1. Dues cover the annual rechartering fees below as well as membership expenses, badges, awards, and other expenses incurred by the Troop as a whole.

**Rechartering and Fees:** The process of rechartering is the annual collection of registration fees for the Scouts and Leaders. The Troop also makes a formal visit to the chartering organization to renew their commitment for the coming year. The process of rechartering the Troop must be completed by the end of February of each calendar year. Rechartering fees include:

- \$10.00 for national BSA membership
- \$12.00 for *Boys Life* magazine

**Fundraisers:** Fundraisers can only be conducted at the Troop level. No patrol, Scout, or Scouter may obligate the Troop or solicit monies on behalf of the Troop. Fund raising sufficient to support the Troop's obligations is the responsibility of the Troop Committee. All scouts in the Troop will be afforded ample opportunities to participate in fundraisers to earn money to help pay for summer camp. Fund raising activities shall be supervised by the Fund Raising chairman and will be conducted as needed. Amount to be credited to individual scouts will be determined by the Troop Committee. Participation in the Council-sponsored Trails End Popcorn fundraiser is strongly recommended since the profits also support the Council camping program.

**Individual Scout Accounts:** To help defray the costs to parents the Troop maintains individual scout accounts. These are to give the individual Scouts a method to earn money that they can use for scout expenses. The Troop Committee Treasurer is the account administrator. The accounts are funded by troop money-raising projects. In some Troop fundraisers, a portion of the money earned goes to the Troop and another portion to the scout's account.

Money in a Scout's account may be used for anything to do with Scouting. This would include fees for long term camping events (Summer Camp, Camporee, High adventure camp, Jamborees, etc.) or training sessions, expenses for select troop outings, dues and parent/chaperone expenses.

The balance of each Scout's account is maintained by the Troop Treasurer. It is the responsibility of the Scout to notify the Troop Treasurer when he wishes to apply the funds in his account to a given expense.

Any money remaining in a Scout's account will be transferred to the general Troop account one year after he leaves the Troop or when he turns 18 years old. In the event a scout transfers to another Troop, this money will travel with the scout.

## **Camp-outs and Special Outings**

The National BSA camping goal is to conduct at least one special outing or function each month.

A BSA tour permit and parental release/permission slip will be required for each outing before the scout will be allowed to participate in the event. BSA insurance policies, and Troop 4019, consider the activities to begin when the Scout departs the Church until he returns home.

BSA requires a minimum of two adult leaders for any event undertaken by Troop 4019. If the minimum of two adults is not met, the event will not be attended. One adult leader must be over the age of 21 with current Youth Protection training. The Scoutmaster &/or Assistant Scoutmaster are not required for all scouting events. Parental participation is encouraged. This rule applies to a group of eight boys in Troop 4019, if there are more than eight boys, more adult leadership is strongly encouraged so that everyone may enjoy the event.

In general, meeting time for camping trips is 5:30 PM on Friday night and pickup on Sunday at 9:00 AM. All trips depart from and return to Church of the Redeemer unless otherwise specified. Please refer to the parental release/permission slip.

Attendance is mandatory at the Troop meeting immediately preceding a camp-out to assure the Scout intends to participate in the outing. If the Scout is unable to attend this meeting but still plans to attend the outing, he must contact his patrol leader. If the PL is unavailable, he can call the Scoutmaster. The Scout must attend the Troop meeting before the camp-out, or make arrangements with his patrol leader.

Money for camp-outs or other special outings and parental release/permission slips are due the Troop meeting before the event.

Each Scout is expected to provide his own Mess Kit, knife/fork/spoon set, cup and necessary personal articles for each outing. Refer to the Boy Scout handbook chapters on camping (p217-245 for information on what to bring (checklist on p224-225) as well as the chapter on hiking ( p198-216).

Camping guidelines:

- Scouts will normally camp and eat by patrols.
- Scouts will not leave the camp area without permission or supervision of the adult leaders present.
- Scouts will always use the "buddy system".
- No excessive noise after lights out.
- Troop 4019 encourages the Scouts not to snack during outings. Do not bring excessive food, drink or snacks.
- No food or drink allowed in tents.
- NO electronics (CD players, radios, tape players, electronic games, etc.) are allowed at meetings or on camp-outs or other outings. Electronics may be used during the travel period with driver permission.
- Scouts should respect each others patrol area, and request permission before entering or crossing another patrol's camp.

## Physicals

A health history is sufficient for typical activities lasting less than 72 hours (Parts A and B of the BSA physical form). For activities lasting longer than 72 hours, a medical evaluation by a health-care provider is now required annually (Part C). For high-adventure activities for which medical care may be delayed, restrictions based on standardized height/weight ratios are now mandatory.

## Prescriptions

The taking of prescription medication is the responsibility of the individual taking the medication and/or that individual's parent or guardian. A Scout leader, after obtaining all the necessary information, can agree to accept the responsibility of making sure a Scout takes the necessary medication at the appropriate time, but BSA policy does not mandate nor necessarily encourage the Scout leader to do so. Also, if your state laws are more limiting, they must be followed.

## Equipment

Scouts may use Troop equipment for patrol and troop sponsored events. The patrol quartermaster (QM) must submit requisition list to Troop QM two (2) weeks in advance of need. The Troop QM will notify the patrol QM as to the availability of the requested equipment.

The Wednesday before departure, the Troop QM along with the Patrol QM will pack all equipment at the Church so as not to delay departure on Friday night.

All equipment will be inspected prior to return. Damages will be billed to the individual Scout responsible. In addition, careless behavior with the equipment may result in the patrol/individual being banned from using certain equipment for a period if time to be determined by the SM, QM, or QM advisor.

Scouts and Scouters are reminded that the use of spray cologne, body spray and excessive use of deodorant is not allowed in the Troop tents. This practice can cause damage to waterproofing and could require the replacement of the tent at the expense of the user.

**All rules apply to Adult Scouters also!!!**

**PERSONAL or FAMILY USE OF ANY TROOP EQUIPMENT BY SCOUTS OR SCOUTERS is prohibited** without the expressed permission by the Troop Committee and the Scoutmaster. We have experienced problems getting the equipment returned and in some cases the equipment has been returned damaged.

## Adult Responsibilities

### **Troop Parents:**

The role of parents within Troop 4019 is to support the Troop's efforts and to provide an atmosphere Scouts need to learn and excel. Parents should try to:

- Read their Scout's handbook and understand the purpose and methods of Scouting. Actively follow their Scout's progress (or lack thereof) and offer encouragement and a push when needed.
- Support to both the individual Scout and the Troop by attending all Troop Courts of Honor.
- Assist, as requested, in all Troop fund-raisers and other such activities. All such assistance lowers the cost of the program we offer to the Scouts and, therefore, lowers each family's cash outlay for their Scout(s).
- Parents are strongly encouraged to volunteer for a committee or adult leader position, serve as a merit badge counselor, or sit on Boards of Review for the scouts on a rotating basis.
- Parents are strongly encouraged and are very welcome to attend various camping trips and events, please remember when on camping trips they are Troop 4019 Scouts! Not your sons!

The Troop cannot function without the active involvement of parents. As a boy joins Scouting we encourage at least one of his parents to join, also. Parents are welcome to observe weekly Troop meetings, but remember that these are the scouts' meetings that have been organized by the PLC.

### **Automobiles**

**ATTENTION BSA DRIVERS: DON'T ENTER THE RISK ZONE and BE AWARE OF KILLER FATIGUE.**

It is essential that adequate, safe, and responsible transportation be used for all Scouting activities. Because most accidents occur within a short distance from home, safety precautions are necessary, even on short trips.

General guidelines are as follows:

- Seat belts are required for all occupants.
- All drivers must have a valid driver's license that has not been suspended or revoked for any reason. If the vehicle to be used is designed to carry more than 15 persons, including the driver (more than 10 persons, including the driver, in California), the driver must have a commercial driver's license (CDL).
- An adult leader (at least 21 years of age) must be in charge and accompany the group.
- The driver must be currently licensed and at least 18 years of age to 21 years of age subject to the following conditions
  - No record of accidents or moving violations
  - Parental permission granted to the leader, driver, and riders
- Trucks may not be used for transporting passengers except in the cab.
- Passenger cars or station wagons may be used for transporting passengers, but passengers should not ride on the rear deck of station wagons.



- All driving, except short trips, should be done in daylight.
- All vehicles must be covered by automobile liability insurance with limits that meet or exceed requirements of the state in which the vehicle is licensed. It is recommended that coverage limits are at least \$50,000/\$100,000/\$50,000. Any vehicle designed to carry 10 or more passengers is required to have limits of \$100,000/\$500,000/\$100,000.
- Do not exceed the speed limit.
- Do not travel in convoy (see "Leadership Requirements for Trips and Outings," No. 2).
- Driving time is limited to a maximum of 10 hours and must be interrupted by frequent rest, food, and recreation stops. If there is only one driver, the driving time should be reduced and stops should be made more frequently.

**Troop 4019 makes every attempt to provide transportation to every event except summer camp.** Carpools, 3 or more scouts, will be coordinated wherever possible, however the ultimate responsibility will lie with the parents.

### **Tour Permits**

All carpool drivers must be registered on tour permits. As stated above, drivers must carry liability insurance of at least \$50,000 (each person), \$100,000 (each accident) and \$50,000 (property damage). These limits are the minimum required by Pennsylvania. All riders must wear seat belts while traveling as required by Pennsylvania law. Parents and adult leaders must provide updated information about their vehicle(s) and associated insurance to the Troop annually. This information must be provided for each driver on every tour permit to the Council.

Meeting time for camping trips is generally 5:30 PM for Friday night at Church of the Redeemer.

Parents are responsible for picking up their sons after a Troop activity, or make other arrangements with another Troop Parent.

Pickup time for camping trips on Sunday is generally 9:00AM.

With regard to the Troop as a whole, no individual or group of individuals shall obligate or commit the Troop to participate in any civic, private, community, school, military, or BSA function without first informing and obtaining Troop Committee approval.

## **Adult Leaders**

**Active participation** by Adult Leaders/Scouters in these leadership positions is defined as participating in 75% of Troop meetings and 50% of Troop outings.

**Active participation** by adult leaders/scouts in leadership positions is defined as making every effort to attend the majority of all scout meetings and troop outings. (adopted 5/1/2012)

### **Scoutmaster:**

**Deliver the Promise.** The Scoutmaster is the adult leader responsible for the public image and program of the troop. The Scoutmaster and assistant Scoutmasters work directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of guidance will affect every youth and adult involved in the troop. The Scoutmaster is appointed by the chairman of the troop committee. The Scoutmaster must be trained through BSA and have successfully completed Youth Protection Training and recertification as required by the BSA.

The Scoutmaster's duties include:

- Train and guide boy leaders.
- Work with other responsible adults to bring Scouting to boys.
- Use the methods of Scouting to achieve the aims of Scouting.
- Meet regularly with the Patrol Leader Council for training and coordination in planning troop activities.
- Attend all troop meetings (or arrange for qualified adult substitute) and troop committee meetings.
- Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation
- Take part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation.
- Develop with the troop treasurer an annual troop budget that plans for future equipment needs and fundraisers to pay for them.

### **Assistant Scoutmasters (ASM):**

Have specific responsibilities and duties that are assigned by the Scoutmaster. The ASMs must be trained through BSA and have successfully completed Youth Protection Training and recertification as required by the BSA.

The adult Scout leaders of Troop 4019 will always abide by the policies and procedures of BSA including the use of two-deep leadership. At all troop meetings and activities, at least one adult will have current Youth Protection training per BSA policy.

The adult Scout leaders are also subjected to behavior and disciplinary practices as well as the Scouts.

## **Troop Committee**

**Active participation** by Adults in this position is defined as participating in the majority of scheduled Troop Committee meetings.

### **1. Responsibilities**

- Ensure that quality adult leadership is recruited and trained.
- In case the Scoutmaster is absent, a qualified assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is recruited.
- Advise the Scoutmaster on policies relating to Boy Scouting and the chartered organization.
- Support leaders in carrying out the program.
- Responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtain, maintain, and properly care for troop property.
- Ensure the troop has an outdoor program (minimum 10 days and nights per year).
- Serve on boards of review and courts of honor.
- Support the Scoutmaster in working with individual boys and problems that may affect the overall troop program.
- Provide for the special needs and assistance some boys may require.
- Help with the Friends of Scouting campaign.
- Assist the Scoutmaster with handling boy behavioral problems.

### **2. Key Committee Positions include the following:**

- a. Troop Committee Chairperson
- b. Treasurer
- c. Secretary
- d. Outdoor Program Coordinator
- e. Advancement Coordinator
- f. Fundraising Coordinator
- g. Membership Coordinator

### **3. Other Committee Positions and Subcommittees.**

In addition to the Key Committee Positions, the Troop Committee Chairman will seek persons to carry out numerous other tasks such as:

- a. Refreshments/Court of Honor Subcommittee
- b. Board of Review Subcommittee
- c. Troop Equipment Coordinator
- d. Training Coordinator
- e. Transportation Coordinator

**4. Committee Meetings.** The Key Committee Officers shall meet regularly to discuss Troop Business. Meetings shall be scheduled by the Troop Committee Chairman. The meetings shall be open to parents, registered members of Troop 4019 and non-key Committee officers. Only adults registered with Troop 4019 have the authority to vote. A quorum of majority voting members must be present at any Committee meeting in order to vote on Troop business items.

**5. Amending the Handbook.** Amendments to the handbook may be made by majority vote of the Committee after introducing the amendment at one Committee meeting. The amendment will be voted upon at the next committee meeting.

**6. Committee Approvals.** As a minimum, the committee must approve the following:

- a. Troop expenditures
- b. Scouts to attend training events paid for by the Troop
- c. Adults to attend training events paid for by the Troop

**7. Board of Review.** All Troop Boards of Review for Tenderfoot, Second Class, First Class, Star, Life, and Eagle Palms will be initiated by the Scoutmaster or his designate. The Troop Committee is responsible for conducting these reviews. A minimum of 3 adults and a maximum of 6 adults conduct the reviews. Parents of the Scout being reviewed and Scout leaders may sit in but cannot be members of the Board of Review. Eagle Scout Boards of Review are initiated by the District Advancement Committee Chairman and the Scoutmaster.

**Scoutmaster Conferences will be held the first meeting of the month. scheduled with the scoutmaster on an as needed basis.**

**Boards of Review will be held the second meeting of the month. scheduled with the advancement chair on an as needed basis.**

Boards of Review may also be held for Scouts who are not advancing, to determine how the program is working for the Scout.

Troop 4019 supports the BSA goal of having every new Scout advance to First Class within one year. However, we believe that in order to get the most out of the program the Scout should not advance too quickly.

### **Other Troop 4019 Policies**

- Youth visitors at Troop 4019 meetings and events, under liability insurance purposes, are only allowed one (1) time to participate. They then must join as a Scout to continue participation.
- Scouts siblings at Troop 4019 meetings and events, under insurance purposes are not allowed to participate. Liability coverage does not extend to “family members” of Scouts.
- Fireworks are prohibited for all scouts. Please do not let your son bring these.
- Scouts are prohibited from operating all power tools.
- Smoking is prohibited as is the use of any tobacco product!!
- Alcohol is expressly prohibited at ALL scouting functions.
- Open flames are not permitted in tents.
- Scouts must have Totin’ Chip to use a knife, saw, or ax; and Firem’n Chit to light a fire.

## **Other Troop 4019 Policies (con't)**

- This Troop 4019 handbook is not meant to be all inclusive as to cover all situations that might occur. All inquiries regarding the content of this handbook should be directed to the Committee Chairman or Scoutmaster.

## **Directions to Camp Brule**

Take Route 220 south to New Albany.

Turn right onto Mechanic Street (SR 3002) just past the New Albany library (small white building).

Follow road ~5.6 miles (you will go through small village of Overton).

Turn right onto SR 4016 (at bottom of hill) toward Campbellville.

Follow road ~5.6 miles (very winding with sharp turns and hills).

Turn right onto North St (Elkland Township T419) at white church on right.

Follow dirt road ~3.0 miles into Camp Brule.

Troop 19 normally camps in the Seneca campsite.

## **Directions to Camp Gorton**

Take Route 17 west past Corning to the Savona exit (exit 40).

Turn right at exit and follow Route 226 north through Savona to Tyrone.

Turn left onto Rt 23 to Tyrone (immediately past Rt 23 coming from right from Watkins Glen).

Follow Rt 23 through villages of Tyrone and Weston.

Turn right onto County Road 25 (Waneta Lake Road) just past 55MPH speed limit sign outside Weston.

Camp Gorton entrance is on left ~1.5 miles from turn.

Add additional page: camping supplies JJ already made this form I just need to add it...whenever I can find the file. I can't seem to locate it.