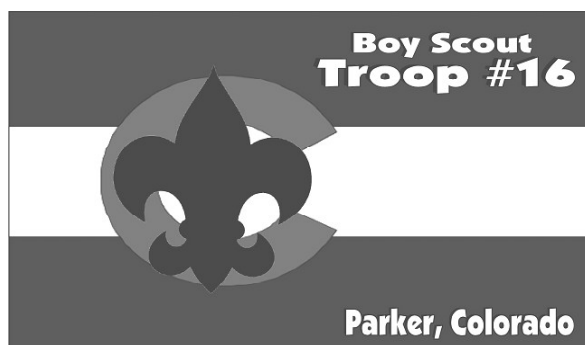


# TROOP 16

Boy Scouts of America  
Parker, Colorado



# POLICY AND PROCEDURES MANUAL



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# INTRODUCTION



## HOW TO USE THIS POLICY AND PROCEDURE MANUAL

The information contained within the Troop 16 Policy and Procedure Manual will outline how the troop operates and the rules which have been established and adapted by the Troop Committee to look out for the betterment of each and every Scout and adult member of the troop.

Every Scout and family must read what is written in this document. Each parent/adult and Scout must sign and return the back page for the troop records, indicating your understanding and commitment adhere to what is contained within. Then keep this document as a reference for how to gain the most from this troop and to know what is expected of each Scouting family.

Every current Scout family will receive one paper copy of this document, and all new families will receive a current edition in the Parent Packets they receive upon joining. Any updated versions will be sent to all members of the troop by email and uploaded onto the Troop 16 Website ([www.t16parkerco.org](http://www.t16parkerco.org)), with changes noted. Updates will be announced, and it is up to each family to print out a new edition.

## WHY A TROOP POLICY AND PROCEDURE DOCUMENT?

Developing troop policy is an ongoing process, as the troop strives to meet the needs of each boy, while providing a safe and fun environment to develop new skills and help the Scouts grow in character, morals and values. As our troop has grown in recent years, it has become necessary for more definitive rules and procedures, for without them, chaos reigns. With them, the aim of the troop leaders is to provide the best and fairest experience possible for each Scout.

This policy has been re-developed and updated under the leadership of Scoutmaster Mark Santy and Committee Chairman Sid Hughes, along with Troop Committee members who have specific leader responsibilities. It has been approved by the Troop Committee. Tweaking of Troop policy will be inevitable when leadership changes. Updates will be approved and disseminated by the Troop Committee. The Troop Committee believes that formal policies and procedures will help not only the Scouts know what is required and expected, but will help adult volunteers know how to best assist the Scouts.

## BOY SCOUTS OF AMERICA POLICIES AND PROCEDURES

Troop 16 adheres to the rules and regulations set forth in the BSA Guide to Safe Scouting policy at all Scouting activities. Some of those guidelines are included in this document, but not all. That document can be viewed by any member of the troop by asking the Scoutmaster or Committee Chairman, or online at <http://www.scouting.org/pubs/gss/index.html>.

## RECOMMENDATIONS FOR IMPROVEMENT

Please give any suggestions for improving this document to the Scoutmaster or the Committee Chairman

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# GENERAL SCOUTING INFORMATION



Scouting is the largest youth movement in the free world. Scouting is more than fun in the outdoors, hiking and camping – it's a way of life. Scouting is growing into responsible manhood, learning to be of service to others, and gaining independence. Scouting develops character, morals and values. Scouting is also much more than just boys – Scouting is only as good as the volunteer adults who give of themselves, their life experiences, their passions and their love of kids toward the ideals of Scouting.

## THE METHODS OF SCOUTING

The methods used to achieve the aims of Scouting are listed below. They are not listed in any order of importance – because they are all equally important:

1. Scouting Ideals: In Scouting, the ideals are spelled out in four elements:
  - The Scout Law
  - The Scout Oath
  - The Scout Motto
  - The Scout SloganThe Scout measures himself against these ideals. He understands that they are important. Parents should become with these ideals.
2. Patrol Method: Within the troop, members are organized into groups of 5-12 members called patrols. The patrol is the unit that makes the troop function. The patrol chooses its own name and governs itself. In order to show patrol spirit, each patrol member is expected to wear their appropriate patrol patch on the right sleeve of their Class A Boy Scout uniform. Patrol patches are provided by the troop. Each patrol is expected to have a patrol flag, representative of the patrol's name. The materials will be provided. Troop 16 has one adult patrol, the Dirty Sox, consisting of all Scout adult leaders.
3. Advancement: The advancement program gives boys attainable goals and steps to get there. The advancement requirements (i.e., merit badges, community service, leadership positions, Scout skills, etc) are outlined in the Scout Handbook. Advancement procedures are included as a special section in this document.
4. Adult Association: In his quest for manhood, every boy needs contact with adults he can look up to. Boys emulate whatever models are available to them. The troop continually tries to provide adult leaders who will set a good example for and mentor the Scouts. Adult leader policy is included as a special section in this document.
5. Outdoor Program: Much of the Scouting program centers on camping. Troop 16 camps every month but December. The troop considers participation in these campouts to be very important. It is only through the experiences, pleasures and challenges of being in the backcountry can the Scout fully understand the demands placed upon our wilderness, and the demands life in the wilderness has upon a body. While they are cherishing the backcountry, and learning to care for it through programs like "Leave No Trace," they can also be taught to protect and assure its future. At the same time, they are developing independence and valuable life skills. It is a vital part of participating in Troop 16. Rules and procedures for our outdoor program are included as a special section of this document, and there is substantial information on the outdoor program included in the camping document in the new Scout parent packet.
6. Leadership Development: One of the essentials of Scouting is the development of leadership skills in boys. It is a very special feature of the Scouting program. Boys learn by doing, and by seeing role models in action. Two times a year the troop elects and appoints a leadership team, which is supervised by the Scoutmaster. The troop strives to provide a balance between the Scouting ideal of boy-led leadership with adult-led leadership, to provide the best mix that works with each particular leadership team. It is a requirement of those with First Class rank and above that the Scout hold a position of leadership within the troop. Many opportunities are available.

Training is provided at the start of each term, and adults are available to work with the boys throughout their tenure.

7. Personal Growth: In a sense, personal growth is what Scouting is all about. Part of this is achieved through Scoutmaster conferences conducted with each Scout and the Scoutmaster at the time of rank advancement. It is at these that the Scout sets his goals to be achieved. Personal growth is attained at each meeting and trip as well.

## WHAT IS EXPECTED OF SCOUTING FAMILIES

1. Scouts: The following three "A's" count high in showing how a Scout can live up to the test of Scout Spirit and participation.
  - ATTENDANCE: Each Scout in the troop should strive to stay as active as possible, attending as many events as he can. It is impossible to teach, train and be role models to Scouts who aren't there. Make Scouting a priority.
  - APPEARANCE: Scouts are expected to wear their proper Scout uniform to meetings and activities. Uniform inspections can occur anytime. While the uniform doesn't make a Scout, without a uniform, he is just a boy.
  - ATTITUDE: A Scout's attitude shows in every event and activity. The right attitude is displayed in how a Scout comes to attention at the moment the signal is given. It shows in the way a Scout gets ready to participate in a game and the way he takes part in the program. A Scout's attitude is demonstrated in how he treats his peers and the younger Scouts in the Troop – and how he treats adults. The right attitude can go a long way toward the success and likeability a Scout has within the troop. The Scoutmaster and all the other adults give of their time, their effort, and their thoughts to make the Troop the best they can. It is then up to each Scout to come to troop activities with an appropriate attitude conducive to achieving his very best.
2. Parents/Adults: An active Scout program requires the assistance of a lot of adults. While Boy Scouting is boy-led, for every boy leader there should be an adult (not his parent) who can be his mentor or role-model. For every minute of troop activity, there will be many more minutes of planning and prior preparation. Troop adult volunteers are truly the backbone of the organization, as they always have been. The troop thanks each and every one of them.

We realize that not all parents can be involved to the same degree, but everyone can participate in some way – volunteering at Parker Country Festival, being a Merit Badge Counselor, purchasing food (to be reimbursed) for campouts, supervising and assisting at meetings, or so many other activities that need to be done. Contact the Committee Chairman or Scoutmaster for ways you can get involved – a little or a lot.

At the very least, it is vital that every parent take an active role in helping the Scout be organized, honor deadlines, behave appropriately and achieve the most he can from this organization. The parent shouldn't "do" for the Scout, but should support, guide and coach all throughout his Scouting journey. The payoff in the end will be well worth your time and effort.



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## TROOP 16 OPERATIONS AND SCOUT PARTICIPATION POLICY

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There are some basic operations of the troop that Scout families are expected to know and to abide by in order to be a member in good standing with the troop. They are in no particular order.

1. Program: Our program is planned on an annual basis (each August) to provide skills development, friendship, personal growth and advancement opportunities. Camping and outdoor activities are a priority and a strong portion of the program. The program elements depend entirely on the preparation and participation of the adult leadership.
2. Meetings: The troop meets each Tuesday evening from 7:00-8:30pm at Parker United Methodist Church, unless otherwise notified. Scouts will only get out of Scouting what they put into it, and attendance at meetings is a vital element in their success. They are expected to be at meetings unless they are sick, have family activities, sporting events, or homework. There will be times when it will be necessary, especially for those Scouts in a leadership role, to have to make sacrifices in other areas of their lives in order to give Scouting the time required to achieve advancement.
3. Leadership: The Senior Patrol Leader (SPL) leads the Scouts in the troop, under the watchful eye of the Scoutmaster. The Scouts elect the SPL for a 6 month term in September and March, with terms beginning on October 1<sup>st</sup> and April 1<sup>st</sup>. Patrol Leaders are similarly elected. All other leadership positions are appointed by the SPL or the PL. All election procedures and policies are distributed to the troop prior to the election, and must be followed. There are minimum rank requirements for each position. Leaders are required, in their 6 month terms, to maintain high attendance and participation levels, and Scouting will need to be a high priority during that time. They will need to make sacrifices in other areas. Leaders will not receive advancement credit if they don't fulfill their prescribed duties as outlined in the Election Packet. Youth and adult leaders in charge of any element of the Scouting program must find a suitable replacement to fill in and cover their role, and communicate that in advance to the troop leadership.
4. Registration Fees: The annual Registration Fee is just what the troop owes to the Council, and the cost of Boys Life Magazine. Adult registration is just the Denver Area Council fee. The troop keeps no amount of the registration fee, and collects no other dues at this time. This annual registration fee must be paid at the time of our re-charter early in the calendar year. Scouts or adults who do not pay their fees on time will be dropped from membership. Scouts or adults who join at other times of the year pay a pro-rated fee as charged by the Denver Area Council.
5. Fundraising: Troop 16 currently has 3 annual fundraisers. Two of them we run – Boy Scout Popcorn sales in the fall, Pancake Supper at the church the Tuesday before Ash Wednesday. The third is currently trash detail at Parker Country Festival, or we might do something else. Every Scout family is expected to participate in EACH of these money-making opportunities. While there is no set amount that must be raised, or amount of time required to be put in, the Troop's operating budget is based on every family participating in all 3 fundraisers. If for some reason a family is unable to participate in a fundraiser, it is expected that the Scout will provide a letter to the chairperson of the event within 2 weeks of the event explaining why he could not take part. In addition, the family should make a monetary donation to the troop, to make up for the difference in lost revenue, although this should not be used as a way to get out of the teamwork aspect of the whole troop working together on fundraisers. NOTE: Community service time, either for the troop or for high school graduation, is not given for work at fundraising projects, unless specifically announced. An exception is this: high School students are expected to fulfill one shift at Parker Country Festival as their duty to the troop, but any shifts worked beyond that can be counted toward high school community service.

6. Uniforms: Each Scout is expected to wear a Class A uniform shirt to all troop functions – and to wear it proudly. The Scoutmaster will forward notifications of exceptions for meetings and campouts. Class B clothing, with the Troop 16 logo, will be available to purchase 2 times a year. These help promote troop spirit and promote Boy Scouting when Scouts are not in Class A uniforms. A Troop neckerchief and slide will be provided to each new Scout upon joining. A neckerchief can be purchased at a cost of \$8 if lost, and slides are available at the BSA Scout Shop.
7. Troop Equipment: The troop supplies the basic large equipment for each patrol to use while participating in troop activities. These include a patrol box with stove, cooking utensils, cook kits and table. The Scouts and patrols are responsible during the campout for the proper care and upkeep of this equipment. Equipment will be checked into the Troop Quartermaster at the end of each event, after passing inspection. Breakage from wear-and-tear of the equipment is expected, and will be replaced, based on inventory sheets. However, intentional misuse of the equipment will not be tolerated, and will be subject to guidelines from the Behavior Expectations and Discipline Policy included in this document. 1<sup>st</sup> year Scouts will sleep in large tents provided by the troop. In April of their following year they may sleep in personal tents, with at least 2 to a tent.
8. Personal equipment: Scouts will need to supply their personal gear, along with a sleeping bag and pad and a mess kit for each campout. Tents, backpacks and other gear will be required after the first year, but may be shared. Further information on equipment and procedures for the camping program is available in the Parent Packet.
9. Materials for Troop Meetings: Each Scout should have a pen, notebook and Scout handbook at each troop meeting.
10. Troop Governing: There are basically two “ruling” bodies of the Troop. They are the Patrol Leader’s Council (PLC), led by the Senior Patrol Leader, and the Troop Committee, led by the Committee Chairman. The Scoutmaster is an ex-officio (non-voting) member of each.
11. Communications: As Troop 16 has grown in recent years, communications has become more difficult to manage. Troop leaders (youth and adult) will do their best to communicate all relevant and important information to all troop members, but it is equally important that Scout families initiate communication when they have questions, and that they check the website frequently for updated information. The main form of communication to the troop is email, and the troop email list is kept in one central location (because of frequent changes), although email addresses can be given out upon request. Troop Rosters are emailed periodically. The Patrol Leaders communicate to their patrol members via phone and email. There are times when Patrol Leaders are specifically asked to call their patrol members with troop news. The Website ([www.t16parkerco.org](http://www.t16parkerco.org)) has a wealth of information pertinent to troop activities and updated frequently with news, information and photos – feel free to share the addresses with extended family and friends, to let them know what Scouts is all about. The troop also publishes an occasional newsletter which is mailed to members, and other written forms of communication are given out at meetings. Announcements are given at the end of Troop Meetings, around 8:10, and are a great way for parents to know what’s coming up – Scouts need to pay attention during this time each week. Sign up sheets are available at meetings. Please use any and all of these forms of communication to know what’s happening and to ask questions.



## HEALTH AND SAFETY POLICY



The safety of our Scouts and adults is of primary importance at all Scouting events. The Scoutmaster is ultimately responsible for all health, accident or medication issues, but every adult at every activity or event must be continually looking out for safety concerns involving the Scouts. This is the responsibility of all adults, as well as our youth leadership continually (i.e., boys have a knack for finding every stick, rock and object and flinging them around, and things can get out of hand quickly with this many boys).

There are other safety issues to consider when involved in our outdoor program, including:

- Knife and fire safety: These require completing a training by Scouts and continual adult supervision
- Water drinking: Hydration is very important to prevent many health-related complaints.
- Sunscreen: Use of sunscreen whenever outdoors is required
- Wildlife safety: It is of vital importance anytime in the out-of-doors to do everything possible to keep wildlife out of campsites, and to teach the Scouts what to do for both prevention and in case of an attack by any wildlife. Any campground in Colorado can be a haven for bears

### MEDICAL FORMS

Every participant going on a campout is required to have a current medical form on file. A medical form expires 1 year from the date it is signed. The type of form required for any particular event is determined by the length, type of trip, or location.

- CLASS 1 – Page 1 of all medical forms, and is required for non-winter weekend trips or trips less than 72 hours. We use the Denver Area Council form for this.
- CLASS 3 – This is required for our Jan, Feb, and March winter campouts, any trip over 72 hours, any trip considered “extreme” camping, or if required by the planners of the event. This requires a physician signature, following a physical examination. ALL summer camps, high adventure trips, and our winter weekends require this – and each trip/location/Council has its own particular form to be used. You must use the appropriate form or you will NOT be allowed on the activity. These forms also expire 1 year from the date the physician signs them. We recommend a Class 3 form be turned in for each Scout and adult involved in Troop 16.

All medical forms are kept by the Health and Safety Coordinator, and are to be turned in ONLY to that person, or the Scoutmaster, to protect confidentiality. Medical information and insurance data is highly confidential – anyone given access to such material must treat it appropriately. Troop Campout Hosts, or the Camping Coordinator or the Scoutmaster will be checked out a medical form binder on Camp Prep night prior to any trip. The medical forms must be kept with the group for the duration of the trip.

### MEDICATIONS

Troop 16 follows the BSA Guide to Safe Scouting regarding medications policy. The online 9/13/06 version of the Guide reads: “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.” In addition, the troop follows the medication/health policies of any individual BSA camps or high adventure bases we are attending, which may have differing or more specific policies. These policies will be announced on a camp-by-camp basis.

## SICKNESS OR ACCIDENT

Even with the best of planning and safety in mind, accidents will occasionally occur, as will sickness. The troop will carry a first aid kit on all trips. Within the big kit are small take-along kits for hikes. If the illness or injury is serious enough to require further care, the med form will be pulled, which has an "authorization to treat" and insurance information, and a trip to the nearest medical facility will be arranged – 2 adults must accompany the Scout. Notify the parent as well.

For any incident requiring the parent to be contacted or outside care needed, the Scoutmaster is responsible for filing a T16 Incident Report (copy attached), and originals are located in the checked out medical form book. Once all signatures have been obtained, give to the Health and Safety Coordinator for official troop records. The Scoutmaster and/or Committee Chairmen will also need to decide if a copy needs to go to the District.

# Troop 16 Incident Report

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Any injury, accident, illness or other incident requiring first aid or other medical care beyond the basics (needing a bandaid, Tylenol or upset stomach) by a Scout/Adult at any Troop 16 function should be recorded, signed, and given to the Scoutmaster. These are the times when outside medical attention is required (camp Nurse, hospital) or when a person must leave the troop activity for an extended period. Use the back of this sheet if more room is needed. Incident Reports will be briefed at the next Committee Meeting and then filed in the Medical Records.

Date: \_\_\_\_\_ Name of Scout/Adult: \_\_\_\_\_

Time of incident: \_\_\_\_\_ Location: \_\_\_\_\_

Describe group activity at time of incident: \_\_\_\_\_

Nature of incident: \_\_\_\_\_

\_\_\_\_\_

Adults leader(s) who were involved & how: \_\_\_\_\_

\_\_\_\_\_

On site First Aid/medical care administered: \_\_\_\_\_

\_\_\_\_\_

Was off-site additional first aid/medical care required? yesq no q Where: \_\_\_\_\_

If yes, please describe where, when and what and recommended follow up care:

\_\_\_\_\_

\_\_\_\_\_

Scoutmaster notified yesq no q Time and how: \_\_\_\_\_

Parent notified yesq no q Time and how: \_\_\_\_\_

Describe parent involvement/recommendations: \_\_\_\_\_

\_\_\_\_\_

Recommended changes to T16 procedures to help this from happening in the future:

\_\_\_\_\_

Parent signature: \_\_\_\_\_ Adult Leader signature: \_\_\_\_\_

Scoutmaster signature: \_\_\_\_\_ Date: \_\_\_\_\_



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# BEHAVIOR EXPECTATIONS AND DISCIPLINE POLICY

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## **THE BIG 3**

The expected behavior of Troop 16 Scouts and adults is based on living by the Scout Oath and Law. In accordance with those principles, the troop has adopted these policies regarding behavior, and ensuing discipline when needed. Appropriate behavior can be classified into what Troop 16 has called “*THE BIG 3*” that Scouts and adults will live by during all Scouting activities:

1. **HANDS OFF**: Unless participating in a contact game, all Scouts are expected to abide by a “hands off” policy with their fellow Scouts, and adult leaders and their property
2. **RESPECT OTHERS**: All Scouts and adults are expected to show proper respect toward all adults and fellow Scouts
3. **RESPECT PROPERTY AND THE ENVIRONMENT**: All Scouts are expected to show proper respect toward any property put in their trust

We believe that if everyone involved in Troop 16 abides by “*The Big 3*,” behavior issues will be non-existent. All discussions with Scouts about proper behavior should be centered around living by the Scout Oath and Law, and “*The Big 3*.” The following material all relates back to “*The Big 3*,” which governs our troop.

## **CODE OF CONDUCT**

The following behaviors will NOT be tolerated at Troop 16 Scouting events:

- Failure to follow reasonable directives of a youth or adult leader
- Unnecessary or inappropriate physical roughness
- Threatening or intimidating another person by word or action
- Foul language that offends or degrades, as well as negative and derogatory banter
- Actions or language offensive or discriminatory with respect to race, religion, ethnicity or sexual orientation
- Behavior that displays disrespect for other persons, personal property or the environment
- Play where teasing and goofing can cause physical injury or emotional damage
- Smoking or use of tobacco products by minors, or by adults in the presence of Scouts
- Possession or use of fireworks
- Unauthorized lighting of fires
- Unauthorized use or possession of firearms, live ammunition or weapons
- Use or possession of sheath knives (or any knife with a blade longer than the 3” standard Scout knife blade), axes or hatchets without permission of the Scoutmaster or other responsible adult leader
- Use or possession of alcoholic beverages or controlled substances (except medication of which the adult leadership has been made aware) by minors, or by adults at any Scouting activity.
- Leaving a Scouting activity without permission, straying from the group, or failure to use the Buddy System while in the out-of-doors.
- Unfair treatment of any Scout or adult, regarding discipline or any activity

This list is not exhaustive. Both youth and adult leaders must judge cases as they arise, and those under their leadership must respect their authority to make judgments. A Scout should obey any directive from an appropriate leader. If a Scout believes he has been treated unjustly by a youth or adult leader, see the section below on procedures for grievances.

## DISCIPLINE PROCEDURE

*The Big 3* and the Code of Conduct have been established so that everyone knows what is expected of a Troop 16 Boy Scout. In order to look out for the best interests of each Scout in the troop, procedures have also been developed for youth and adult leaders to use when a behavioral issue arises. These procedures, when followed properly, will give youth and adult leaders a way to help ensure the best experience for each Scout. At the same time, these procedures give Scouts the opportunity to change their behaviors and grow from the situation.

### 1. PROPER CHAIN OF COMMAND

- a. The Patrol Leaders are empowered to handle disciplinary issues in their patrols. They have the authority to ask any patrol member to leave an activity and report to the Senior Patrol Leader or see an adult for a "Behavior Coaching Moment" if the member does not respect their authority;
- b. If the Patrol Leader has difficulty handling a problem or issue, he can obtain help from the Senior Patrol Leader. The Senior Patrol Leader has the authority to ask the disruptive Scout to leave an activity for a "Behavior Coaching Moment" (BCM,) to report to the Scoutmaster or adult in charge, or for repeated offenses, appear before the Disciplinary Board;
- c. If the Senior Patrol Leader has difficulty handling a problem or issue, he can obtain the help of adults to conduct a "Behavior Coaching Moment" or the Scoutmaster, Assistant Scoutmasters or adult in charge;
- d. The above steps form the beginning stages of the disciplinary process, utilizing the boy-led leadership proper chain-of-command. When possible, issues are to be dealt with at the boy level, and youth leaders have the authority to enforce expected behaviors, in accordance with this troop discipline procedure.
- e. At the same time, Troop 16 youth leaders cannot be held solely responsible for the behavior of their peers. Any adult has the right and responsibility to immediately step into any situation they consider unsafe. These situations include any behavior that puts the Scout or others at risk of injury, fighting, hazing, foul language, bullying, or sexual misconduct. These behaviors warrant immediate action including removing the Scout from the situation and must involve the Scoutmaster or adult in charge.
- f. In addition, an adult may, and should, speak with a Scout who is behaving inappropriately, even if not of the serious nature noted above. The Scout should be involved in a "BCM." If the inappropriate behavior persists, the Scoutmaster or adult in charge should be notified. Discipline problems need to be addressed during the Scout activity, if possible.

### 2. DISCIPLINARY PROCESS

These steps are progressive in nature, giving Troop 16 Scouts every opportunity to change their behavior patterns. An adult may also deem it necessary to skip steps, depending on the seriousness of the observed behavior. Safety and fairness to all Scouts in Troop 16 is of primary concern and must always be considered over the attention given to just one Scout. The following are the Troop 16 steps in the discipline process:

- a. **Warning:** The Scout will be warned by his Patrol Leader, Senior Patrol Leader or adult leaders about his behavior and reminded of "The Big 3" rule he has violated. Every Scout deserves the chance to stop the offending behavior on his own.
- b. **"Behavior Coaching Moment":** If a warning doesn't alleviate the behavior, the Senior Patrol Leader, Patrol Leader, or an adult leader should remove the Scout (by means appropriate to the situation) from the activity temporarily for a "Behavior Coaching Moment (BCM)." These few minutes of discussion with the offending Scout and one or two adults involve specifically pointing out the inappropriate behavior and discussing alternate behaviors with the Scout, explaining how those behaviors relate to the Scout law. Once the adult believes the Scout is ready, he may rejoin the group. This is an immediate disciplinary action, and often just getting the Scout out of the situation alleviates the behavior, and adding in the "teachable moment" is a character building measure. The Scoutmaster needs to be notified of "BCMs" in case more follow up is needed (this can be after the activity or meeting). These sessions must always follow BSA two-deep leadership rules, but can involve just one adult if it is in the vicinity of the other Scouts. If it

requires removing the Scout from the situation, at least two adults must be present. See Attachment A for guidelines to facilitate a *Behavior Coaching Moment*.

- c. **Parent Contact/Scoutmaster Conference:** The Scoutmaster will contact the parents for any disciplinary action from this point forward, or if more than one *Behavior Coaching Moment* is needed for a particular behavior. It is expected that parents will take a more active role in Scouting when this occurs, and they need to follow up at home for the Scout to be held accountable for his actions. A Scoutmaster Conference with the parents, Scout and Scoutmaster may or may not be a part of this process, at the discretion of the Scoutmaster.
- d. **Suspension from the activity/meeting/trip:** If the inappropriate behavior continues, or if the seriousness of the behavior warrants, the Scout will be asked to leave the particular activity. His parents will be notified by the Scoutmaster or adult in charge, and asked to pick him up immediately. A conference will then be arranged for the Scout, his parents, the Scoutmaster, and possibly the Senior Patrol Leader or the adult(s) involved. The conference will involve pointing out the prohibited behavior, making sure the Scout understands why he was unable to participate, and a follow-up course of action and consequences, including the Scout making amends to anyone he has offended or damage he has caused. He will be allowed to participate once the conference has taken place.
- e. **Scout-Led Disciplinary Board:** If the situation doesn't improve, a Scout may be asked to appear before the Disciplinary Board. The Senior Patrol Leader (in conjunction with the Scoutmaster), or an adult (in conjunction with the Scoutmaster), has the authority to make the decision that the behavior requires convening the Disciplinary Board. This can happen with or without a Scout being suspended from an activity (item d above), and typically will involve issues relating to personality conflicts between boys, continual insubordination by a member of a Patrol, ongoing "slacking" and disrespect, or other general disciplinary issues. Issues of particularly serious or sensitive nature will be dealt with by the adult leadership, rather than the Disciplinary Board (see f below). The purpose of the Disciplinary Board is to investigate the situation and issue a specific course of action to ensure an environment conducive to the principles of scouting. The meeting will take place outside of normal troop activities. The Scout will be allowed to state his side of the case, as will the leader who recommended Disciplinary Board action. Administration of Disciplinary Board decisions shall be carried out by the appointed leader of the Disciplinary Board, in conjunction with the Senior Patrol Leader and the Scoutmaster. See Attachment B for Disciplinary Board procedures.
- f. **Formal meeting with the Scoutmaster and Committee Chairman:** An official meeting with the Scout, parents, Scoutmaster and Committee Chairman is called for if all other disciplinary procedures have failed or called immediately for serious behavioral issues such as threats, hazing, sexual misconduct, continual disrespect of adults, use of drugs or alcohol, or actions of a confidential nature. These actions must skip the Scout-led Disciplinary Board and go directly to adults. An individual behavior plan will be formalized, and the Scout and his parents will be made aware that infractions of this plan risk dismissal from the troop.
- g. **Dismissal from the Troop:** The Committee Chairman, in conjunction with the Scoutmaster, may convene the Troop Committee for the purpose of determining whether a Scout be required to leave the troop. The Troop leaders will do everything possible to keep a boy in Scouting, but the good of the entire troop must also be considered, and this option must be available in certain unusual circumstances. The Scout and his parents will be asked to attend the meeting, and will be given the opportunity to speak. A majority vote of the Committee will be required to ask a Scout to leave Troop 16. A finding for dismissal is considered irrevocable. In this respect, we are not prohibiting the youth from participation in Boy Scouting, merely from participating in Troop 16. The troop will supply a list of other troop contacts and will transfer all personal records.

## **CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

Throughout the disciplinary process a Scout will first be asked to stop the offending behavior. In most cases, once a Scout is aware that the behavior will not be tolerated, it will naturally stop. Following that, the time a Scout spends in discussion with adults about the offense is often consequence enough to get him to stop the behavior. The purpose of the disciplinary process is character building, and it is hoped that through interaction with an adult role model, a Scout will change his behavior. The next step, involves the parents in the process. They are expected to help the Scout understand that these behaviors will not be tolerated. If the offending behavior goes to the point of Scoutmaster Conference, Disciplinary Board, or formal meetings with the Scoutmaster/Committee Chairman, further consequences may be deemed necessary.

These may include, but are not limited to:

- a. Verbal apology to a Scout, a leader, a patrol or the troop
- b. Written apology
- c. Repair or replace anything damaged
- d. Required parent attendance at functions, meetings or trips
- e. Loss of privileges or other activities (i.e., ability to "sign out" of camp to go fishing)
- f. Suspension from meetings, activities or trips – for a specified period of time
- g. Service project time to the troop, without receiving credit
- h. Suspension of leadership position – for a specified period of time
- i. Scoutmaster may determine that the behavior is not consistent with Scout Spirit and may not sign off that advancement requirement for a specified period of time

If the behavior merits taking the issue beyond the Troop Committee level (to District, Council or seeking legal counsel), the Troop Committee must be involved and approve of the action.

At no time may consequences for behavior include corporal punishment, withholding of food, or demand of physical activity (push-ups). Consequences are meant to improve and encourage appropriate behavior, not be a punishment.

## **UNFAIR TREATMENT OF A SCOUT**

If a Scout believes he has been treated unfairly by either an adult or a youth leader, he needs to go to the Scoutmaster or the Committee Chairman with his allegations as soon as possible. The purpose of this behavior policy is for fairness for all Scouts, and we realize that a leader could unintentionally or intentionally be involved in a situation of unfairness to a particular Scout. These situations will be handled individually if the situation occurs, involving the Troop Committee as necessary.

If the Scout does not find satisfaction with the Scoutmaster or the Committee Chairman, he can request an *Unfair Treatment of a Scout Review Board* to listen and provide advice to the Troop Committee on the situation. This *Review Board* will be shall be convened to advise the Committee on further action needed. It shall consist of:

1. Senior Patrol Leader
2. An adult who is not the Scoutmaster nor an Assistant Scoutmaster, chosen by the Scoutmaster
3. An adult who is part of the Troop who is not the parent of the Scout, chosen by the Scout

This group will advise the Committee, which will be the final arbitrator of the issue and will determine what course of action is appropriate.

## **CHANGES TO THIS POLICY**

Because of the seriousness of this Troop 16 Behavior and Discipline Policy, any changes/updates to it must be approved by the Troop Committee.

## ATTACHMENT A: GUIDELINES FOR A “BEHAVIOR COACHING MOMENT”

- The Senior Patrol Leader, a Patrol Leader, or any adult may pull a Scout out of an activity for a short time for a “*Behavior Coaching Moment*” BCM. Adults must be looking out for inappropriate situations at all meetings and troop activities in order for this element in the discipline process to be effective.
- These are for immediate behavior modifications and typically involve anger, disrespect issues, physical roughness, or foul language – but the procedure can be used anytime a Scout isn’t following “*The Big 3*” in any way.
- The purpose of a BCM is to get the Scout out of the situation, in fairness to the other Scouts who are behaving correctly, to stop the offending behavior, and to teach/counsel the Scout on appropriate behaviors to keep it from happening in the future.
- The session is facilitated only by adults, and must follow the BSA two-deep leadership rules. If only 1 adult is doing the counseling, it must be in plain sight of the rest of the troop. If it is serious enough to remove the Scout from the vicinity, two adults must be involved. This is to protect both the adults as well as the Scout, as mandated per YPT.
- Any registered adult may conduct a “*Behavior Coaching Moment*.” However, the SPL and Scoutmaster will have a list of adults comfortable in this role, who can be called upon at any time
- “*Behavior Coaching Moments*” shall be conducted with the following guidelines in mind:
  1. Talk privately with the Scout at the first occurrence of a problem. This step is very important in laying the groundwork for dealing with difficult behaviors should they occur later. Gently, and with caring, ask the Scout to describe the situation as he sees it.
  2. Carefully point out the inappropriateness of this behavior, how it violates “*The Big 3*” and the Scout Oath and Law. Discuss what is considered acceptable behavior in that situation.
  3. Develop a list of alternatives on which you both agree. Provide clear alternative behavior rather than just point out the inappropriate behavior. Coaching is not a lecture – it is a give and take discussion with the major goal to build character and appropriate decision-making.
  4. Offer encouragement and concern to the Scout. Point out his strong points and successes.
  5. There may be hidden issues. Often there are underlying personal or medical issues that affect a behavior. When a boy is angry and directs it toward you or others, he may be reacting to something else in his life. Try to understand what these underlying issues might be.
  6. Stay calm. Don’t take adolescent issues personally and as a result become angry yourself. If you feel this happening, it is time to turn the matter over to another adult leader. One of the strongest ways to shape positive behavior is for you to show, not just tell, Scouts how to behave in difficult situations.
  7. If further discussion is necessary, schedule a meeting within a short period of time. Let the Scout know that you are available to discuss his concerns – or that the Scoutmaster may want to get involved.
  8. Part of the value of these short but powerful meetings is that you are helping the Scout recognize and work toward solving a program he has. This is a powerful character building opportunity. Informally encourage the Scout, recognizing his attempts to change. When changes occur, point out their positive effects. You are influencing the life of a boy.
- Typically there is nothing put in writing about these sessions, and the parents are not informed, unless multiple sessions occur. They are immediate, quick, and hopefully will begin to mold character, one Scout at a time, and help alleviate discipline issues within the troop in the long-run.
- The Scoutmaster should be informed of any “BCMs” so he can informally track behavior challenges with Scouts, determine when to take it to the next level, and for use in Scoutmaster Conferences. The person conducting the session can relate the info in person after the event, by phone or email.

## ATTACHMENT B: DISCIPLINARY BOARD REGULATIONS AND PROCEDURES

1. Every year, at the time of preparing the Annual Plan for the Troop, the Scoutmaster and Assistant Scoutmasters will appoint a group of Scouts to sit for a 1 year term on the Disciplinary Board. Their term will be September 1 through August 31. These Scouts will have shown maturity, compassion, clear thinking, and a fair attitude, not necessarily just leadership abilities. They will represent all ages. In addition, the current Senior Patrol Leader will always sit on the Disciplinary Board. The group will select a leader/spokesperson who will facilitate the proceedings, and report back to the troop. The group will select a Scribe who will keep a book of official proceedings. The Scoutmaster, or his appointed designee, will oversee the Board. No family members may sit on the Board of an accused Scout, nor may a family member be the adult in charge.
2. A Scout will be required to appear before the Disciplinary Board for a variety of behaviors, after warnings and *"Behavior Coaching Moments"* have not improved behavior. Serious allegations including threats or confidential issues are not to be handled by the Disciplinary Board, but will be dealt with by the adult leadership.
3. The Senior Patrol Leader or any registered adult may recommend a Disciplinary Board session – and it must be approved by the Scoutmaster.
4. The Board will convene at the PUMC outside of regular scout activities. The Scout and his parents will be asked to attend, as will the individual who recommended the Scout be brought before the Board. Scouts or adults who are being asked to speak on behalf of either the Scout or the person who recommended he be brought before the Board may attend all or part of the session. Specifics of the Disciplinary Board meeting are to be treated with confidence, but the meetings are not secret.
5. The Disciplinary Board meeting will open with a recitation of the Scout Oath and the Scout Law, led by the leader of the Board.
6. The leader will then open with this statement: *"The Troop 16 Disciplinary Board has been called into session today to discuss the behavior of \_\_\_\_\_ (Scout name). We on this Board understand the responsibility we have to treat our fellow Scout with respect and dignity, and we admire his courage to come before us today. Troop 16 believes in the uniqueness and individuality of every Scout, yet at the same time, we must look out for the entire troop, and we all must act in accordance with the Scout Oath and Law we just recited, and follow "The Big 3" rules we have established. We will treat specific conversations in this meeting with confidence, we will be fair, we will not ridicule or point fingers but will stick to the facts, and we will act in the best interests of Troop 16 and \_\_\_\_\_ (name)."*
7. The offending Scout will be asked to explain why he was brought here. He can call upon others to speak on his behalf, if the situation warrants.
8. The adult or Senior Patrol Leader who recommended the Scout meet with the Disciplinary Board will discuss the Scout's actions which led to this. He may call upon others to speak on his behalf, if the situation warrants.
9. The Scout and/or his family will be allowed a rebuttal
10. Members of the Disciplinary Board will be allowed to ask questions of either party. The Scoutmaster (or his designee) is not to ask questions, but may answer them if he has knowledge, was directly involved in the situation, or if his opinion or a Scout regulation clarification is needed.
11. The Scout and his family will be asked to leave the room while the Disciplinary Board members deliberate. This is not a "court" and there isn't a verdict. Rather, the Board is to decide if the Scout should receive some form of consequence or plan of action. Possible consequences are a part of the official Troop 16 Behavior Expectations and Discipline Policy. They may recommend a specified period of "probation." If the Scout has shown remorse and promised in his statements that this behavior will be curtailed, that may suffice. The Board may also decide that the Scout was unjustly treated and recommend no course of action be taken.

12. The Scoutmaster (or his designee) will be present for the deliberations, but only as a counselor if needed. Once the decision is made, he does have to approve it, or has the opportunity to amend it. If the Board will not accept this, the decision will need to be delayed until another meeting is called with other adults. Disciplinary Board decisions must be unanimous.
13. The Scout and his family will be called back into the meeting and told of the decision. It will be followed up in writing with a letter signed by the leader of the Disciplinary Board, the Scoutmaster, the Scout, and his parents – with all follow-up clearly outlined. This letter will be put together by the Scoutmaster.
14. If the Scout does not accept the decision of the Disciplinary Board, he may go to the Committee Chairman, for a review at the Committee level. The Committee Chairman and the Scoutmaster will decide whether the Scout is allowed at troop functions in the interim.
15. Once all parties have signed the official proceedings, the leader of the Disciplinary Board will make a report at the next troop meeting. He will discuss the violation, the decision and any action/follow-up the Disciplinary Board assigned. This is to prevent any rumors or misunderstandings – not in any way to embarrass the Scout.
16. The Scribe will type notes and place them, along with all official correspondence, in the Disciplinary Board record book.
17. The Disciplinary Board leader is to follow up on any recommended actions of the Board, in conjunction with the Senior Patrol Leader and the Scoutmaster.
18. The Scoutmaster will make a report of the Disciplinary Board findings at the next Committee Meeting.



## RANK ADVANCEMENT PROCEDURES



Advancing in ranks is a vital element of Boy Scouting. It is the benefit of learning new skills and actively participating. In addition, the process of rank advancement gives Scouts the opportunity to set and achieve attainable goals at each step throughout his Boy Scout journey. All rank requirements are outlined in the Boy Scout Handbook.

Upon joining the troop a boy earns his Scout Rank. The troop will provide ample opportunity for the Scout to earn his next 3 ranks: Tenderfoot, 2<sup>nd</sup> Class and 1<sup>st</sup> Class. The requirements for these ranks are typically earned in group activities, and can usually be completed within the first year of Scouting, if a Scout is actively pursuing them.

The requirements for the ranks of Star and Life are completed individually. There are minimum times of service within the troop required, so that a Scout can't advance too quickly, but it is at this point that a Scout will advance at his own pace, and it varies considerably. Statistically, only 4 out of every 100 boys who join Boy Scouts go on to achieve the Eagle Rank. We highly encourage Scouts to pursue this most coveted goal, but as long as he is actively involved in some aspects of the troop and still growing, we would rather have a boy in Scouting and not get the Eagle, than to have him drop from the organization. The Eagle Rank, which includes an individualized Eagle Project for leadership experience, must be earned by the recipient's 18<sup>th</sup> birthday.

There is a very specific process to advance in rank in Troop 16, overseen by the Advancement Coordinator, and it must proceed in this order:

1. For First Class and under, the Scout must have his book signed off for all the requirements for the rank except Scout Spirit, Scoutmaster Conference and Board of Review. Requirements for the early ranks should be signed off as they are completed by any of the registered adults leading the programs. For the rank of Star and above, check with the Scoutmaster or the Advancement Coordinator to see that all your records for service, badges and leadership have been entered and completed in the troop database. These can be signed off at the Scoutmaster Conference.
2. To schedule a Scoutmaster Conference, call the Scoutmaster to arrange one. This must be done in advance so that he can print off the Scout's record and adequately prepare for the meeting. The Scoutmaster conducts Scoutmaster Conferences or may delegate them to Assistant Scoutmasters. Scoutmaster Conferences cannot be conducted by family members.
3. The Scoutmaster will sign off the Scout Spirit requirement, if he feels that requirement has been met, and will sign off the Scoutmaster Conference requirement, if he feels the Scout is ready for the next rank. If not, he will help set specific goals to help him prepare. The Scoutmaster Conference is the Scout's individual time with the Scoutmaster to talk about his Scouting experience and to set goals for the future. Enjoy this time and make it productive.
4. After everything else is signed and completed, the Scout is to call the Advancement Coordinator to schedule a Board of Review (BOR). BORs are typically conducted on monthly "Admin Nights" but can also be arranged at other times. These are NOT a testing of skills, but are a time:
  - To make sure the Scout has completed the requirements for the rank
  - To evaluate the quality of the experience the Scout is having in the troop
  - To encourage the Scout to progress further.

The incredible life experiences a Scout achieves from BORs are very important, and these should be treated very seriously. The Scout should be dressed in full uniform, must have his Scout handbook, and should show the adults the proper respect they are due in this formal occasion. The deadline to call for a BOR is Sunday night for a Tuesday meeting. The adults conducting the Board will make a determination whether the Scout should be granted the advancement. If they determine he isn't ready, they will give him some specifics as to why, and suggest a timeframe for a return BOR.

BORs are conducted, under the auspices of the BSA two-deep leadership policy, by registered Troop Committee Members. The Advancement Coordinator has prepared a training and procedures booklet to help those conducting Boards of Review. If any registered adults are interested in participating in this most important aspect of Troop 16, please contact the Advancement Coordinator. No family members of a Scout may be involved in his Board of Review.

5. The rank patch will be awarded at the next troop meeting, with the formal presentation involving the parents at the next Troop Court of Honor.

These procedures must be followed in order for each rank. Scoutmaster Conferences cannot be scheduled until all other requirements are complete, and the previous rank must be awarded prior to the next Scoutmaster Conference being scheduled.

Rank Advancement must be actively pursued by the Scout himself. Troop 16 will provide ample opportunities to complete all the requirements – badges, positions of leadership, community service, etc – but it will be up to each individual Scout to participate and to take the necessary steps to achieve the rank. The Scoutmaster and/or Advancement Chairman will periodically encourage individual Scouts to keep moving forward, but it is really the responsibility of the Scout to advance in rank. Scouts may call the Advancement Coordinator or the Scoutmaster for updates on their official record, or to request a conference to do so, at any time.



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# OUTDOOR PROGRAM POLICY AND PROCEDURES

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Weekend trips, Summer Camp, Mini High-Adventure and High Adventure programs play a very important role in the life of a Troop 16 Boy Scout – they are where lifelong memories are made. Policy and procedures for our Outdoor Program are included in every section of this document, along with what is written below, and are to be followed during any Troop 16 activities in the out-of-doors. Plus, there is substantial information in the Parent Packet distributed to each Scout family upon joining, in the annual program/calendar for the troop, and on the troop website ([www.t16parkerco.org](http://www.t16parkerco.org)). Whenever a Scout is participating in any outdoor program, it is very important that the family stay abreast of the communications surrounding the event, so they are aware of all pertinent requirements and notifications.

## SIGN-UPS AND PAYMENTS:

- Each weekend campout and extended trip will have a fee associated with it. This will cover camp fees, registrations, food and activities.
- The Troop Committee sets a basic campout fee each August during the programming and budget planning process for the coming year. This cost is kept as minimal as possible to keep camping affordable for all families. It will be reviewed and adjusted quarterly.
- Occasionally the Troop Committee will approve a higher camping fee if activities, location or specific campout registration warrant it. This will be announced well in advance of the deadline.
- All high adventure trip payments are based on registration fees, transportation and other costs associated with the trip, depending upon the trip. In order for families to budget and sign-up accordingly, the costs, locations and plans for Summer Camp and most high adventure trips will be available at the time of the Annual Planning Meeting in August.
- Deadlines for payments for weekend campouts is the 2<sup>nd</sup> Tuesday before the trip. Scouts not paying by this night will not be allowed to go on the campout. Payments can be made in person or mailed to the Treasurer by the deadline. With the size of the troop's campout attendance, this date is needed in order to do adequate patrol, food, activity and transportation planning.
- The campout fee can be held in reserve and used for another campout if cancellation is given up to the Camp Prep night (the Tuesday of the campout weekend). After that, no rollovers or refunds will be given.
- Deadlines for summer camp and high adventure trips will be announced and are based on payment deadlines to the facility. There will be no exceptions, unless a payment plan has been arranged in advance. Refunds for these trips will be based on the policy at the particular camp. Because reservations must often be made far in advance, a waiting list from the troop is often formed.
- When there are limited spots available for a particular trip, sign-up will be by a planned lottery on a specific and announced date as far in advance of the trip as feasible, so that everyone has an equal chance of being able to participate.

## WEEKEND CAMPOUTS:

- Troop 16 typically plans a regular monthly campout for all months except December, June, July and August. June is the weeklong summer camp, July is high adventure trips, and August is our family campout.
- Most weekend campouts are open to all Troop 16 Scouts and registered adults. The number of participants could be limited if there is not enough adult participation from a safety standpoint.
- Scouts crossing over from Webelos in Jan-March of any given year are eligible for their first campout in April. All 1<sup>st</sup> year Scouts sleep in troop supplied tents for the first year.
- Food for weekend campouts is purchased within the patrols, and members should rotate this duty throughout the year. Parents can receive an advance from the Treasurer (and reconcile with a receipt) or turn in the receipts for reimbursement.

#### SUMMER CAMP:

- The troop attends a week-long summer camp program at a BSA Council camp each summer during the Douglas County School break just prior to the 4<sup>th</sup> of July. With year-round schools, this is the only time all tracks are off school.
- We typically pick a Summer Camp located within 4-5 hours of Parker, so parents have more opportunity to be involved.
- Summer Camp is open to all Scouts in good standing, although participants may need to be limited due to camp size or adequate adult volunteers. Registered adult volunteers may attend for all or part of the week, depending on the camp regulations and subject to the number of openings.
- The activities and program for Summer Camp vary greatly, depending upon the camp. The troop attends a variety of camps to offer Scouts different experiences.
- Troop Leaders have been conducting summer camp programs for many years, and have learned from experience. Please let the chosen leaders be "leaders" and follow their policies, in order to help ensure the best week possible for all the Scouts. Just one or two rule-benders can upset the entire camp for the week. There will be numerous meetings, written material and trainings prior to camp and it is essential that everyone attend these so all participants – Scouts and adults – go to camp unified and informed.
- Homesickness is one of the biggest issues we face at camp. It is to be expected, but families can help prepare their Scouts. Boys need to go on weekend campouts and spend other time away from home. Do this for a few months prior to camp.
- Once at camp, troop leaders and older Scouts are very sensitive to the needs of homesick boys – and there is a huge accomplishment when they conquer their feelings and make it through their first week of camp – and they are often the first to sign up the next year.
- All participants at camp, as well as parents at home, must adhere to the rules of no phone calling. It only makes the situation worse. Be assured that adult troop leadership will contact parents if there is a need.
- It has been proven that new Scouts who attend Summer Camp are more likely to remain in Boy Scouting, as the bonds between adults and Scouts, and older and younger Scouts cannot form on a weekend trip the way they can at a weeklong camp.
- Most camps allow limited family visitors. Please note that it is often difficult for young Scouts to have a parent come for a visit and leave. Siblings may not participate in ANY camp activities, nor stay overnight. Siblings may only come for a 1 day visit with a parent, but it must be arranged and approved in advance by the Scoutmaster. Camp is for our Scouts, and unannounced visitors severely disrupt the relationship-building, activities and planned camp schedules.

#### MINI HIGH ADVENTURE TRIPS

- These are typically 4-5 day trips within a 1 day drive, planned to introduce Scouts to a particular outdoor activity (i.e., canoeing, rock climbing, horseback riding, backpacking) and/or to prepare them for a full high adventure program.
- They can be planned by adult leaders or involve professional outfitters, depending on the activity.
- Before a Mini High-Adventure trip can be announced or promoted via the Annual Plan, there must be a trip coordinator secured.
- A detailed trip plan must be approved in advance by the Scoutmaster and the Committee Chairman.
- All appropriate training must be completed by the adult(s) in charge.
- Mini High Adventure trips are for Scouts age 13+ or have finished 7<sup>th</sup> grade, unless otherwise announced. All Scouts on Mini High Adventure trips of any kind must be First Class.
- The trip can be limited or cancelled if there is not enough adult participation.

#### HIGH ADVENTURE TRIPS

- Troop 16 will always have at least 1 High Adventure Trip contingent each year, with more planned, according to the troop size. These will be organized programs at BSA National Bases (i.e., Philmont, Northern Tier or SeaBase) or high adventure programs run by Councils (almost every Council operates some form of a High Adventure program). Most are 1 week in length, and are located throughout the world.
- The age and rank requirements will vary with the facility, but all will require the Scout to be at least 13 (some are 14) and of at least First Class Rank. The Troop may also impose more stringent age, class or physical fitness requirements, depending upon the trip.
- Adult participation is also needed on high adventure trips, but may be limited to a specific number. If adult supervision is lacking, the size of the contingent may need to be reduced.



# MERIT BADGE PROCEDURES



Earning Merit Badges is an important element of Boy Scouting, and is required for rank advancement beyond First Class. Merit Badges are designed for Scouts to begin exploring new interests, perhaps toward careers, or to develop important life skills. Troop 16's Merit Badge program is overseen by a Merit Badge Coordinator, a Troop Committee role. No merit badges may be begun, or completed, without the Coordinator's approval/sign off. The Coordinator works in conjunction with the Scoutmaster to see that the troop runs a viable merit badge program, and that badges are appropriately earned.

## MERIT BADGE COUNSELORS :

- No Scout may earn a Merit Badge without having first been assigned a Counselor to sign off on the requirements for the badge, whether in a group or individually.
- Persons serving as Merit Badge Counselors must be registered as such with the Boy Scouts of America. They must be men and women of good character, age 18 or older, and recognized as having the skills and education in the subjects for which they are to serve as Merit Badge Counselors, as well as the ability and desire to work with Scout-age boys.
- See the Merit Badge Coordinator to sign-up as a Counselor. Troop 16's program can only be as good as the Counselors the troop has willing to work with Scouts on badges.
- Responsibility is placed upon the Counselor to only sign the requirements when he/she is confident that the Scout has met the requirement.
- No relatives may be a Merit Badge Counselor of a Scout unless the badge is promoted within the troop as a group badge, and the group must have at least 3 Scouts. Otherwise a different Counselor must be assigned.
- For any adult serving as a Merit Badge Counselor for a group, a timetable, course outline and syllabus must be approved IN ADVANCE by the Merit Badge Coordinator. This material must also be communicated to the badge participants, so that the Scouts will know exactly what needs to be made up in case of absences. Any prerequisites must be clearly defined, as well as any work that needs to be completed outside of class. **NO TROOP 16 MERIT BADGE CLASSES OR SMALL GROUPS WILL BE STARTED WITHOUT AN APPROVED COURSE OUTLINE AND TIMETABLE.** Counselors can obtain help in this from the Merit Badge Coordinator or from [meritbadge.com](http://meritbadge.com).

## WHAT SCOUTS NEED TO KNOW ABOUT EARNING MERIT BADGES :

- Some specific badges are required for the rank of Eagle, while others may be chosen from the more than 100 available in the organization. Information on all the badges and the specific requirements of each can be found at [www.meritbadge.com](http://www.meritbadge.com) or in the book Boy Scout Requirements, available at the Denver Area Council Scout Stores. Merit Badge requirements change periodically.
- Most first year Scouts concentrate their efforts on rank requirements, rather than Merit Badges. However, ANY Scout may earn Merit Badges.
- Books for each badge may be purchased from the Scout Shop or many are available to borrow from the troop library. While not required in all instances, the background information in the books is helpful in earning the badge.
- The above website also offers worksheets which, while not required, provide an outline for completing the badge.
- To complete a badge, each requirement must be completed and signed-off by the specified Merit Badge Counselor, and no additional requirements may be added.
- Once a badge is completed, it cannot be taken away, provided the Counselor is a registered Counselor for the Merit Badge.
- Scouts can earn Merit Badges individually, in small groups, in large group settings, at a Merit Badge College or at Summer Camp.

- BSA policy states that badges can be earned in groups. The program was designed to foster a Scout-Counselor relationship, so this group experience should be followed by attention to each individual candidate's projects and his ability to fulfill all requirements. Troop 16 will from time to time offer group merit badge classes at troop meetings, led by a qualified Merit Badge Counselor. The counselor will make presentations covering the highlights of a merit badge subject, but Scouts will then be given the opportunity to try out the skills related to the badge, and tested individually on proficiency or knowledge. Just sitting in on a badge session alone does not qualify for the requirement.
- In accordance with BSA two-deep leadership policy, a Counselor will not meet with a Scout alone. The meeting can be held in the vicinity of other Scouts at a meeting, or at a place with another family member or adult.
- A Scout can be working on as many badges as he wants at a time, and there is no timetable to complete a badge.
- The Scout is responsible for keeping the individual Blue Cards for each badge he is working on. Troop 16 has developed a Merit Badge notebook for purchase to help keep the merit badge progress organized. See the Merit Badge Coordinator to buy one.
- Some merit badges are best earned by more mature Scouts. The Merit Badge Coordinator and the Scoutmaster will sometimes place age restrictions on badges – Scouts are to adhere to these recommendations. They are developed so that the Scout gets the most benefit from each badge he earns.

#### TROOP 16 PROCEDURES TO INDIVIDUALLY EARN A MERIT BADGE :

1. The Scout should see the Merit Badge Coordinator to be assigned a Merit Badge Counselor for a particular badge. "Admin Nights" are the perfect opportunity to do this. The Coordinator will issue a Merit Badge Blue Card, indicating the Scout is ready to begin working on the badge.
2. The Scout should check out a merit badge book from the troop library
3. The Scout should contact his assigned Merit Badge Counselor.
4. The Scout and his Counselor will meet, with the Counselor explaining the requirements to the Scout and working out a timetable for completion.
5. The Scout will meet as appropriate with the Counselor until the Scout completes the badge's requirements. Troop "Admin Nights" are the ideal venue for these meetings. The Counselor's signature means that he/she is confident that the Scout has completed the requirement.
6. If a Scout completes requirements for a badge or program on a family trip or activity, either an individual Merit Badge Counselor or the Troop Merit Badge Coordinator has the responsibility to test or discuss the activity with the Scout. Proof of activities should be shown to the Counselor, such as pictures or videos of the Scout performing an activity. For instance, if a Scout wants to earn the Waterskiing Merit Badge, he should have photos of him performing all the requirements that state "show your Counselor..." or "perform..."
7. It will be the Scout's responsibility to be contacting the Counselor -- it is not the Counselor's role to be checking on the progress of the badge with the individual Scout.
8. When the Counselor signs off on the blue card, it should be turned in to the Merit Badge Coordinator, who will sign as the Unit Leader and will enter the completed badge into the TroopMaster database.
9. The badge will be awarded at the next Court of Honor, but will count for Rank Advancement upon final signature.

#### TROOP 16 PROCEDURES TO EARN GROUP BASED MERIT BADGES :

1. Announcements will be made and/or sign up sheets available for badges earned as a group from time to time in Troop 16, or there will be a Merit Badge College or all Scouts will be divided into groups at Troop Meetings for specific Merit Badge sessions. These are all group-based merit badges.
2. Scouts should obtain a Blue Card for any badge session in advance from the Merit Badge Coordinator, or the Counselor will have them at the session.

3. Scouts should check out the merit badge book from the Troop Library on an "Admin Night."
4. At the first group meeting a Scout will receive a copy of a pre-approved course outline and timeline from the Merit Badge Counselor. This will also define any prerequisites and material needed to be completed at home. Scouts have a right up-front to know what is expected for completing this badge, and Counselors have the responsibility to provide it.
5. If a Scout misses any sessions, he will need to make up the work on his own time, and meet with the Counselor for approval. It will be the Scout's responsibility to contact the Counselor for the make-up sessions and requirement sign-offs.
6. It is the Scout's responsibility to get the Counselor to sign off on completed requirements on the Blue Card they received when beginning the badge, and turn it into the Merit Badge Coordinator, who will sign as the Unit Leader and will enter the completed badge into the TroopMaster database.
7. The badge will be awarded at the next Court of Honor, but will count for Rank Advancement upon final signature.



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## ADULT SCOUTER REGISTRATION AND TRAINING POLICY

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This policy will outline the registration, training requirements, and policies for Adult Leaders of Troop 16. Registered Adult Leaders and Members are referred to as Scouters, for the purpose of this document.

### REGISTRATION :

All adults who will work with, or come in contact with, Scouts, in any capacity, need to register as an Adult Leader (Scouter) with the Boy Scouts of America (BSA). Anyone in any leadership role in the troop must also register. This ensures the adult is an active member of the Troop, subject to the rules and regulations of the BSA and Troop 16. This registration provides several forms of insurance to the Scouter when participating in Troop activities. It also complies with the fundamental requirements and policies for youth protection – references will be checked prior to acceptance. The registration is an annual requirement due at time of troop re-charter. New adults registering for the first time must complete the Adult Registration Form, and pay the registration fee. Renewing Scouters only have to pay the registration fee by the due date. If membership lapses, Scouters are required to resubmit the Adult Registration form and pay the appropriate registration fee.

Adults may register in the following positions:

- Troop Committee Chairman (1 per Troop)
- Charter Organization Representative (1 per Troop)
- Scoutmaster (1 per Troop)
- Assistant Scoutmaster (recommendation/approval of SM and Troop Committee)
- Troop Committee Member (at least 3 per Troop – this is what all other adults register as)

(See Adult Registration Form for requirements and fees)

The Troop Committee Chairman is appointed by the Charter Organization Representative and must be approved by the Chartering Organization. The Charter Organization Representative is appointed and approved by the Chartering Organization. The Scoutmaster is appointed by the Committee Chairman, and approved by the Troop Committee and the Chartering Organization. Assistant Scoutmasters are appointed and approved by the Scoutmaster. Position-holding Committee Members are appointed and approved by the Troop Committee Chairman (see Selection of Troop Committee Positions in next section on the Troop Committee for more information).

### TRAINING:

Training courses offered by the Boy Scouts of America, (BSA) applicable to Troop 16 Scouter leadership are as follows:

- Youth Protection Training (YPT)
- New Leaders' Essentials (NLE)
- Boy Scout Leader Specific (BSLST)
- Introduction to Outdoor Leader Skills (ITOLS)
- Troop Committee Challenge (TCC)
- Charter Organization Representative (COR)

- All Scouters are required to take YPT within 30 days of registering and prior to working with Scouts. This course may be taken on-line (Denver Area Council website), or in a resident training session. On-line training is good for 1 year. Resident training is good for 3 years.
- Key leadership positions for the Troop (Troop Committee Chairman, Charter Organization Representative, Scoutmaster, and Assistant Scoutmasters) are required to take NLE, BSLST, and ITOLS within one year of assuming their position. Ideally, these courses should be completed prior to assuming the office. As of the date of this policy, Scouters currently in one of the key positions who are not trained have 6 months to receive the training, or relinquish their position.
- The Troop Committee Chairman must take the TCC training course within one year of assuming the office. Ideally, this should be completed prior to assuming the office.

- The Charter Organization Representative must take the COR training course within one year of assuming the position. Ideally, this should be completed prior to assuming the office.
- Scouters who register as Troop Committee Members, must complete the NLE and TCC training within one year of registering as a Committee Member.
- High Adventure programs exceed the normal requirements to plan and conduct outdoor Scouting activities, as the programs are complex, and call for detailed planning. Participants are required to be in excellent physical condition. Activities are inherently more dangerous, and require qualified supervision. Any Scouter may lead a High Adventure event. It is desirable that the Scouter be fully trained as described above (YPT, NLE, BSLST, ITOLS). If the event leader is not fully trained, then at least one Scouter attending the event must be fully trained. Additionally, Scouters must meet specific requirements as defined by the High Adventure event. These include, but are not limited to, CPR/First Aid Training, Safe Swim, Safety Afloat, and specific skill/event training.
- A Scouter who completes any training program needs to contact the Troop 16 Training Coordinator for recording it in the Scouter's TroopMaster training record.

When the above requirements are met, Scouters are considered "Trained" for their position, and are entitled to wear the "Trained" badge on their uniform. These are to be presented at Courts of Honor.

The Troop 16 Training Coordinator (a Troop Committee role) will routinely schedule YPT, NLE, and TCC training to be held during regularly scheduled troop meetings. More advanced training program, such as BSLST and ITOLS, are normally offered at District Level. The Training Coordinator will endeavor to schedule such training at special times, at the Troop level, if attendance and timing justify such. The Training Coordinator will record all training data in the TroopMaster records.

The Scouters who assume a position and fail to receive appropriate training will be asked to step down from that position.



# TROOP COMMITTEE PROCEDURES



The purpose of the Troop Committee is to support the program of the Scoutmaster and Assistant SMs.

## ORGANIZATION

The Troop Committee consists of all adults (Scouters) registered as Troop Committee Members, Troop Committee Chairman, and the Charter Organization Representative. Committee members may hold positions on the Troop Committee (see T16 Scouter Position Descriptions) or may be general members with no specifically assigned duties.

Members may hold more than one committee position. Additionally, Assistant Scoutmasters (ASM) may concurrently hold a position on the Troop Committee. This is by exception, as ASM's should focus on program responsibilities. This may be necessary in times when there are not enough active Scouters to fill all positions. The Scoutmaster (SM) may not hold a concurrent position on the committee. The SM may participate in committee meetings, but may not vote on committee matters. The Troop Committee Chairman may not hold an additional position.

## ADMINISTRATION

- The Troop Committee will conduct monthly meetings, on the first Monday of the month. The July meeting is informal, and held concurrently with the Troop Annual Picnic. The August meeting is the Annual Planning Meeting, to approve the Annual Budget and Program Calendar. Normal meeting time is from 7:00pm to 8:30pm.
- The Committee Chairman may call special meetings, or start at different times, when deemed necessary to conduct Troop business.
- The Committee Chairman may form sub-committees to address subject areas requiring detailed research and administration. (i.e.: budget sub-committee)
- All members who hold a position on the committee should attend the monthly meetings. Members should be prepared to briefly report on their area of responsibility at each meeting. General members are encouraged to attend and participate in monthly meetings.
- Topics for decision should be submitted to the Committee Chairman so they may be noted as an agenda item, requiring time for discussion and vote. Topics should be submitted at least a week prior to the meeting, so the agenda can be set accordingly. These items will appear as action items in the agenda.
- To conduct business, there must be at least 8 position-holding members of the Committee present. If this requirement is not met, topics and information may be discussed, but actions requiring a vote may not take place.

## COMMUNICATIONS

To facilitate communications and make meetings as efficient as possible, the following procedures are instituted:

- The primary means of communication for the committee, outside the formal meeting, will be by e-mail. The secondary means of communication will be by telephone. A standing e-mail list will be maintained by the Committee Chairman and Secretary of all position-holding members. This list will be made available to those needing to communicate to the rest of the committee. General committee members may be added to this list by request to the Committee Chairman. Use of e-mail is designed to reduce paper. If members wish to print out the agenda or reports, they may do so. Multiple paper copies of the agenda, minutes, and treasury report will not be provided at the meetings.
- The Committee Chairman will prepare an agenda for the upcoming meeting, and e-mail it to all position-holding committee members. General committee members may also receive the agenda by special request. The agenda should be in the hands of the committee for review at least 3 days prior to the next scheduled meeting (see agenda input, above).

- The Secretary will prepare the minutes from the previous meeting, and e-mail it to all position-holding committee members. General committee members may also receive the minutes by special request. The minutes should be in the hands of the committee for review at least a week prior to the next scheduled meeting. Committee members should review the minutes for comment, and submit corrections to the Secretary prior to the meeting. At the meeting, it will be assumed that everyone has read the minutes, and concurs, or submits corrections. A vote will be taken to accept the minutes as is, or with the noted corrections.
- The Treasurer will prepare a summary treasury report for the upcoming meetings and e-mail it to all position-holding committee members. General committee members may also receive the minutes by special request. The treasury report should be in the hands of the committee for review at least 3 days prior to the next scheduled meeting. The Treasurer should have a copy of the detailed financial report on hand at the actual committee meeting, in order to answer questions from the committee.
- The general flow of the committee meeting will be:  
Secretary's report/approval of minutes, Treasurer's report/approval of expenditures, Charter organization report, Scoutmaster's Program report, Committee reports (note: action items will appear in the appropriate reports sections above)

## TROOP 16 SCOUTER POSITIONS

The following is a list of specific roles for Troop Committee members. Specific job descriptions are available from the Committee Chairman (this list is in addition to the Committee Chairman, Charter Organization Rep, Scoutmaster and Assistant Scoutmasters):

Secretary, Treasurer, Advancement Coordinator, Camping Coordinator, Chaplain, Community Service Coordinator, Eagle Scout Advisor, Equipment Coordinator and Adult Quartermaster

Family Events: Troop Picnic  
Family Campout  
Other family events as they come up

Fundraising: Friends of Scouting Campaign  
Pancake Supper  
Parker Festival  
Popcorn Sales

High Adventure Coordinator, Membership Coordinator, Merit Badge Program Coordinator, Public Relations Coordinator, Refreshment Coordinator, Safety/Health Coordinator, Training Coordinator, Transportation Coordinator, Webmaster

## SELECTION OF TROOP COMMITTEE POSITIONS

All Troop Committee positions (except the Committee Chairman and Charter Org Rep), should be made available every 2 years to new volunteers within the troop. The Committee Chairman appoints Committee members to these positions, which should be done on a rotating basis for some consistency within the Troop Committee. This program would allow volunteers to gracefully step down and allow for new ideas and growth from new volunteers. Of course, someone holding a Committee position can stay on longer than 2 years if no one else desires to take it on. A member holding a specific committee role can also step down at any time.



# FINANCIAL POLICY



## SOURCES OF FUNDING

The Boy Scouts of America and Troop 16 are non-profit organizations. Troop leadership is on a volunteer basis; however, the operation of the Scouting program involves activity and administrative expenses. It is a goal of our Troop to provide the opportunity to any boy to participate in the rewards of Scouting. We recognize that family financial circumstances may, at times, limit participation. Therefore, the Troop attempts to keep the cost of Scouting as minimal as possible and to assist whenever possible.

1. Annual Registration: The Troop receives no funding at this time from the annual Scout and Adult registrations, as the entire Registration Fee is paid to the Denver Area Council. If registration is not paid by the stated deadline, the Scout or adult will not be eligible for participation in Troop meetings and activities until reregistered through the Council.
2. Fundraisers: Our three current fundraisers, Popcorn Sales, Pancake Supper and Parker Country Festival, are NOT voluntary. All Scout families are required to participate in each in some way. The profits from these go into the Troop treasury to help defray our costs (equipment, training and administration) and allow Troop 16 to not charge membership dues to our Scouts. See the Fundraising section of Troop 16 Operations and Scout Participation section for more information.
3. Contributions/Donations: Periodically, contributions (either solicited or unsolicited) may be received from service organizations, local business or individuals to support Scouting activities. Such contributions are always appreciated for the support they provide for the development of the Scouts of Troop 16. "Scouts in Need" fund comes from donations of money or equipment specifically intended to help out Scouts requiring assistance. See separate section.
4. Trip/Activity Fees: Some activities require a fee. This can be the result of two types of costs:
  - Longterm Camps and Special Activity Fees: These fees are used to pay direct costs of the activity. Some examples include: summer camp and high adventure camp fees, climbing gym entrance fees, Parker Recreation Center fees, etc. See Outdoor Program Policy and Procedures for more information.
  - Weekend Campout Fees: An important part of being a Boy Scout is going on campouts. Fees are charged for food and campground registrations. Individuals purchasing food and reserving campsites for campouts will be reimbursed when they turn in a receipt. Quarterly the Troop Committee will review campout expenditures to determine a fixed campout fee for each Scout and Adult, to cover the cost of the food and general campsite registrations. Additional monies for campouts may be added on to the fixed fee, to cover registration fees or activities. Any higher cost must be approved in advance by the Troop Committee. The fixed fee will not be charged if individuals will be bringing their own food (i.e., on the Family Campout).  
The deadline to pay for weekend campouts is 10 days prior to the campout – the 2<sup>nd</sup> Tuesday prior to departure. The Tuesday prior to departure, Camp Prep night, is the last day to cancel and receive a refund of the camping fee. See Outdoor Program Policy and Procedures for more information.
5. Friends of Scouting: Friends of Scouting is an annual fund drive conducted by the Denver Area Council. ALL FUNDS GO DIRECTLY TO THE COUNCIL. The Troop benefits from many Council activities including Peaceful Valley and Tahosa resident camps, Camporees, Shout Show and training programs. The Council does not, however, receive any of the annual Scout dues (that all goes to the BSA). The Council operations are funded by corporate donations, United Way (must be specified by donor request), parent contributions and employers matching contributions for employee time and/or money. Because of the important Scout support provided by the Denver Area Council, we strongly encourage financial support of Friends of Scouting.

## TROOP BUDGET

- The fiscal year for the troop will be from September 1 of each year through August 31 of the following year
- A preliminary budget will be submitted by the Financial Budget Subcommittee to the Troop Committee for review in August of each year. The subcommittee will be formed from volunteers within Troop 16 who understand the income and expenses of our organization (what it truly takes to run Troop 16) to aid the Treasurer in creating a budget that is truly reflective of Troop 16 forecast for the upcoming fiscal year.
- A final budget proposal will be submitted in September after adjustments have been made, if necessary, following the Troop Annual Planning Meeting

## DUTIES OF THE TREASURER

- Maintain the troop checking and savings accounts. Balance checking and savings accounts monthly to correspond with bank statements
- Receive and deposit all monies (cash and checks)
- Make reimbursements or payments on a timely basis
- Maintain the Scout Store account and balance monthly
- Ensure that bank account and Scout Store balances never get so low that checks (checking account) or charges (Scout Store account) are not honored.
- Maintain financial reports as follows: balance sheet, income/expense report, cash flow report, Budget vs Actual reports, and actual line item transaction reports from each account (checking, savings, equipment, Scout shop and Scout in Need fund).
- Generally speaking, most equipment purchased by the troop is used quite heavily, and has a minimal useful life. Expensing is appropriate. Exceptions may include trailers or expensive tents, which should be expensed over a very short life, such as 3-5 years. All items below \$1,000 in cost should be expensed.
- Attend monthly Troop Committee meetings to provide members with reports as required. Reports to the Committee must follow GAAP (Generally Accepted Accounting Principles).
- Serve on the Financial Budget Subcommittee and create a budget for review in August to the Troop Committee.

## TREASURER'S POLICIES AND PROCEDURES

- All checks written from the troop checking account must have a signature from authorized signers comprising the Committee Chairman, Scoutmaster or Treasurer
- Authorized signers on the Scout Store account include the Committee Chairman, Scoutmaster or Assistant Scoutmaster, Advancement Coordinator and Treasurer. The Scout Store account is to be used by authorized persons only and only for Troop 16 advancement and supplies. It is not to be used to charge personal purchases.
- Reimbursements for any expenditure (supplies, postage, food for events, etc) require a store receipt. Reimbursements shall always be made by check from Troop 16 checking account.
- The Treasurer shall only pay bills or reimburse expenses which have been presented to the committee and approved for payment. Expenses should be approved prior to the expense.
- In rare circumstances, expenses will require payment without prior committee approval. Requests for reimbursements which have not been pre-approved by the committee shall be presented to the committee prior to a reimbursement check being written.
- The troop shall not maintain a petty cash fund and shall not use cash received as payment for reimbursements to anyone for any reason.
- All funds shall be collected and given to the Treasurer. The Treasurer shall maintain records of all collected funds and deposit them into Troop 16's bank accounts. This creates an audit trail of all financial transactions to ensure proper accountability.

## COMMITTEE POLICIES AND PROCEDURES

- All reimbursements require approval by the Committee in advance of the expenditure. By virtue of approving certain activities, the Committee has given implicit approval for certain expenses related to those activities, such as weekend campout food purchases, campground and activity fees, etc. Any equipment purchases or other expenses require advance approval. The Committee has explicitly disapproved reimbursement for gas expenses for all activities; hence all gas reimbursement will require advance committee approval.
- As a policy, Troop 16 does not charge dues. Fundraising activities support the needs of the troop.
- Weekend campouts shall be as affordable as possible to ensure maximum participation. Campouts shall not be used as a means of fundraising to cover costs or meet budget shortfalls outside of the direct costs of the campouts themselves. Fees are set by the Committee at a fixed level such that anticipated food, campground fees and consumables are covered for the entire year. Equipment purchases and maintenance are covered by fundraisers and not by the camping fee. Actual expenses for food, campground fees, or activities are reimbursed. Camping equipment is funded through various fundraisers. The Committee shall review the fee quarterly and adjust as necessary to ensure costs are covered and the fee is as low as possible.
- If a Scout or Adult cannot attend a campout after the fee is paid, they may apply the fee toward a future campout – if notice is given by the Camp Prep night. For administrative reasons, these fees are not refundable.
- The Committee shall strive to maintain a “Cash Reserve” that is adequate to cover unforeseen expenses and working capital requirements, but not excessive so as to unnecessarily tax the troop members. “Cash Reserve” is defined as Assets minus Liabilities minus Capital Equipment (adjusted for depreciation).
- A Targeted Cash Reserve should be established with the Annual Budget, and can be adjusted by the Committee as the budget is adjusted. The Targeted Cash Reserve will nominally be approximately \$50 per Boy Scout member, but the Target Cash Reserve should not be less than \$2,000 total.
- The Targeted Cash Reserve can be exceeded or can be spent, but budgeting and spending decisions should be made with the intent of returning the cash reserves to the targeted level. Camping fees shall not be raised in order to fund the Cash Reserve, but only to cover campout costs (not including equipment). However, since a troop goal is to minimize the camping fee, the camping fee may be reduced should the Committee determine that the Cash Reserve will be exceeded.



## "SCOUTS IN NEED" FUND



Troop 16's philosophy is that no boy should be denied the experience of Scouting because of a financial need. Some families' financial circumstance may be temporary, due to a loss of income or a medical crisis, while others may be ongoing, such as a single parent family. The troop has set up a "Scouts in Need" fund in which financial contributions or Scouting equipment can be donated, and then used by families who have a financial need.

Please know that the troop leaders realize that many of our families make financial sacrifices to have their boys in Scouting, especially those where the adults are involved and/or where there are multiple Scouts. Because of this, the troop must be selective and can only help those families who have the greatest need.

The following are the procedures for "Scouts in Need":

- If a family would like a payment plan (to spread out payments, but able to pay it all) for a camp or high adventure trip fee, see the Treasurer or the Scoutmaster to make arrangements. As long as there is ample funds in the troop reserve, and as long as it is paid in full by the time of the trip, such arrangements can be made. The information will be kept confidential.
- If a family would like to apply for a scholarship for a summer trip, they should see the troop Treasurer, Scoutmaster or Committee Chairman for an application. There are some requirements now established in order to receive a scholarship:
  - 1) The total scholarship cannot exceed the cost of Summer Camp, but could be applied to a high adventure trip if the Scout is not attending Summer Camp;
  - 2) The recipient can only attend one trip per summer (he cannot pay for a trip and apply for a scholarship for another because he can't afford it);
  - 3) The applicant has demonstrated commitment to participating in fundraisers in the past, and must pledge to participate in all 3 troop fundraisers in the coming year;
  - 4) The recipient is required to pay at least \$25, a portion of the trip, to be determined between the Scoutmaster and the family, to take ownership in it.
  - 5) The signed application should be turned into the Scoutmaster. Scholarship information is kept confidential.
- If a family is having financial difficulties paying for Registration or campout fees, they may also fill out a scholarship application, which must be resubmitted annually. These will be handled by the Scoutmaster and Committee Chairman on an individual basis, and will be kept confidential. Please understand that the troop does everything possible to keep the campout fees very reasonable, and this option for the "Scouts in Need" program will only be applicable in very extreme and unusual cases.
- If monies in the "Scouts in Need" fund are not adequate to cover all the scholarships in a given year, the Troop Committee will solicit additional sources of funding. Money will NOT be taken out of the general operating budget for the "Scouts in Need" fund. Members and friends of Troop 16 can donate to the "Scouts in Need" fund at any time. A special fundraiser could also be held with proceeds benefiting the "Scouts in Need" fund.
- Friends and families of Troop 16 may also donate used or new camping or Scouting equipment for the "Scouts in Need" program. These are tax deductible, as are financial contributions.
- Families in need of equipment should speak with the Scoutmaster or Committee Chairman to see if any such equipment is available for their Scout.



## TROOP 16 MOBILIZATION PLAN



This is our plan for “mobilizing” Scouts for emergency action or response. Called the T16 MOBILIZATION PLAN, this is the communication tool for disaster/urgent situations.

THIS PLAN IS NOT IMPLEMENTED FOR TYPICAL COMMUNICATION TO SCOUTS

- ◆ When implementing this plan, call it the T16 MOBILIZATION PLAN, to let Scouts know of its urgency.
- ◆ The troop will hold occasional practices of the plan – called a “T16 Mobilization Plan Drill.”
- ◆ The purpose of having a plan is to try to alleviate the possibility that some Scouts are not notified, and that the correct message is given to everyone.
- ◆ Because of the importance/urgency of these messages, it is required that everyone write down the message they are to send on or receive.
- ◆ Those Scouts who are in positions where they could be called upon at anytime to implement the Mobilization Plan must always have access to a current roster (preferably in a Scout folder or notebook). When new rosters are emailed, parents should give them to their Scout.
- ◆ Part of the Mobilization Plan involves feedback on notification. It will be different, depending upon the need and the emergency. Please follow the directions and communicate or respond appropriately and in a timely fashion.

### HOW TO IMPLEMENT THE PLAN

#### SCOUTMASTER (alternate – Committee Chairman)

1. He will determine that the troop needs to be mobilized, & arrange for someone to man a “base phone.”
2. The Scoutmaster will write a scripted message which is to be delivered to each Scout, including any necessary response or feedback to him and reminder to receive permission from parents for the action.
3. He will call the Senior Patrol Leader to implement the plan.
4. If he cannot reach the SPL, he will leave the scripted message, adding that he will pass the message on. The SPL, if he receives that message, will just respond according to what the troop has been asked to do (NOT MAKE CALLS). The Scoutmaster will then call the ASPL-Programming and either ask him to implement the plan or leave the same scripted message, in which case he will call the ASPL-MB/Adv Support. If unable to reach any of them, the Scoutmaster will be responsible for notifying all the Patrol Leaders.
5. The Scoutmaster will let the Senior Patrol Leader know what to report back to him when he has finished his notifications – usually either by phone or by email.
6. The Scoutmaster will also see that the information is sent out via email and placed on the Website as soon as possible, and updated as necessary.

#### SENIOR PATROL LEADER (alternate – ASPLs)

1. The SPL will call all the Patrol Leaders to implement the T16 MOBILIZATION PLAN. He will first ask them to write down the message, then give them the scripted message they are to pass on.
2. If the SPL cannot reach a specific Patrol Leader, he will leave the scripted message, adding that he will pass the message on. The Patrol Leader, when he receives the message, will just respond according to what the troop has been asked to do (NOT CALL HIS PATROL). The SPL will then call the Assistant Patrol Leader, and either ask him to implement the plan or leave the same scripted message, adding that he will pass the message on. If unable to reach either of them, the SPL will be responsible for notifying everyone in that patrol.
3. The SPL will tell the Patrol Leader (or APL) if he needs to report back to the SPL or the Scoutmaster when he has finished his notification.
4. The Senior Patrol Leader will report back to the Scoutmaster (as directed) when he has finished the notification.

### PATROL LEADER (alternate Assistant Patrol Leader)

1. When a Patrol Leader hears that the T16 MOBILIZATION PLAN is being put into action, he will write down exactly what he is to tell his patrol members.
2. He will call everyone in his patrol, either speaking to them or leaving a message with all the needed information, including whatever reporting system is put into place.
3. The Patrol Leader will report back as directed after his notifications have taken place.

### INDIVIDUAL SCOUT

1. Each Scout will be notified that the troop is implementing the T16 MOBILIZATION PLAN.
2. He will write down the message, so he is clear on what is required and can tell his parents exactly what the procedure for this mobilization is.
3. Once he receives approval from his parents, he will act according to the instructions given.
4. Families are encouraged to check email and the Website for updates.



**- ACKNOWLEDGEMENT S -**  
**RETURN THIS PAGE TO THE SCOUTMASTER**



As the parent of the following Boy Scouts in Troop 16

Adult without a child in the troop q

(name) \_\_\_\_\_

(name) \_\_\_\_\_

(name) \_\_\_\_\_

(name) \_\_\_\_\_

I acknowledge the I have reviewed this Troop 16 Policy and Procedures Manual and agree to follow, and help all Scouts I have contact with do the same, the policies and procedures outlined within.

\_\_\_\_\_  
Adult/Parent/Guardian Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**TROOP 16**  
**INDIVIDUAL BEHAVIOR AGREEMENT**

Every Boy Scout in Troop 16 and each parent and/or registered adult must specifically review the section entitled "Behavior Expectations and Discipline Policy" and sign below.

We have read and understand the Troop 16 Behavior Expectations and Discipline Policy. We agree to be bound by any coaching, consequence, or action that may result from application of this policy. We further understand that this page must be signed and returned to the Scoutmaster or Committee Chairman prior to participation in any Troop 16 outdoor program activity.

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Parent/Guardian Name

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Signature

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Date

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Scout Name

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