

# Clinton BSA Troop 1142 Guidelines

## Welcome!

The following guide assists new Scouts and their families in learning rules and procedures. These guidelines help our Troop remain successful and enhance each Scout's enjoyment in the program as part of the Boys Scouts of America (BSA).

The program *is* for Scouts and is as successful and rewarding as each of us makes it. Everyone's thoughts and suggestions in making this a better program are always welcome. The Troop Committee has adopted the following Mission Statement for Troop 1142:

BSA Troop 1142 exists to serve youth by instilling values, preparing them to make ethical choices over their lifetime and to enable them in achieving their full potential. We do this by working toward three aims - Participating Citizenship; Moral Strength and Character; and Development of Physical, Mental and Emotional Fitness. We base our values upon Scout Oath and Scout Law.

As a note, you will see our Troop referred to in two ways — our formal name is Clinton BSA Troop 1142, a change implemented by the BSA a few years ago. We were originally Boy Scout Troop 142. Both ways are correct.

There is a LOT of information we need you to read through and know for your Scout's enjoyment, progress, and safety.

At the end of the guidelines, there is a paper to sign that you have read and understood what is in this document. Please take the time and effort to read this as it answers many questions parents/guardians have about Scouting with Troop 1142.

# Meetings

## **TROOP MEETINGS**

There is a regular Troop meeting on the first four Mondays of the month, with the entire troop meeting at 7 - 8 p.m. Patrols meet at 6:30 but can choose to meet at other times. The troop meets at St. Johns Parish Hall basement in Clinton, IL. Enter the church hall through the door on the east side of the building.

Additionally, on the fourth Monday, there is a Troop Committee meeting from 7:00 to 8:00 pm with a Patrol Leaders Council (PLC) at 6:30. Both meet to discuss issues and plan activities for the following months. At 7 p.m. the Senior Patrol Leader (SPL) presents what they discussed at their leaders' meetings to the committee.

Exceptions can happen with meeting dates due to school events, outings and holidays. All events are posted on Scoutbook. Occasionally, things come up and we have to change/cancel a meeting with very short notice. If there is a change of plans, we will use Scoutbook (texts and emails) to notify everyone. Be sure you have both email address and phone numbers entered!

## **COURTS OF HONOR**

We hold Troop Courts of Honor quarterly, typically on 5th Mondays, though they may be called at other times. Courts of Honor recognize and award each Scout's achievements during the prior months. This is a formal type of meeting. Parents/guardians and all family members are welcome and encouraged to attend. It provides an opportunity for each parent/guardian to learn more about upcoming Troop events, as well as learning details of the previous months' activities. And celebrate Scout accomplishments! We expect Scouts and Leaders in full Class A uniforms.

## **TROOP OUTINGS**

Besides weekly Troop meetings the Troop camps monthly. They might also have some field trips for fun and other outdoor activities. Examples of field trips could include bowling, go-cart racing, a hockey game, gym night, pool night, ice skating, etc. Some examples of outdoor activities include skiing, Klondike Derby, Wilderness Survival, canoeing, etc.

The Troop secures camping sites and charges Scouts/Leaders/Adults \$5 per day (whether you stay overnight or not). We will charge a max of \$10 for a weekend camp-out (which is usually Friday evening, Saturday, and leaving on Sunday).

For Klondike and Camporees, the Troop will pay the registration fees. Scouts/Leaders/Adults will still pay \$5 per day to cover food expenses. (\$5 is charged whether or not we provide meals. Any extra money funds future activities or incidentals such as gas). The only exception to this would be illness or family emergency (determined on a case-by-case basis).

Troop will pay for the early bird registration (they must sign-up by a certain date). If you register and do not attend, you will have to pay the fee (outside of illness, family emergency, etc.)

Early knowledge of which Scouts will take part in an activity greatly helps in the planning stages. Scouts who sign up for an event and later cannot attend must notify the Scoutmaster at least one week **before** the event. To get a refund for the fees paid for the event, the Scout must make a written request to the Troop Committee to be considered for reimbursement. The request should include the date you notified the Scoutmaster and the reason for not attending. In return, the Committee reserves the right to decide the reimbursement, if any, since various registration fees are paid and supplies are obtained in advance and we may not receive any reimbursements.

Besides outing costs, some events require the purchase of food or supplies. These are not covered by the fee (unless otherwise stated). Normally, each Patrol plans its menu for an outing, and the Scouts from the Patrol purchase the food. Scouts must shop for their food using the “budgeted amount”. For example, if 10 scouts are camping for the weekend, \$10 is collected from each scout. Your food budget would be \$100 for the weekend.

Money is due the last meeting before the event. They should make checks out to “Scout Troop 142”, pay cash or choose to use their Scout accounts (what this is will be discussed later.)

**\*\*Keep in mind that some Scout events WILL cost more than \$5 per day (i.e., submarine campouts, cave campouts, etc.)**

## Charter Organization Rules

As our Chartered Organization, the Catholic Men’s Group has some requirements associated with being a part of the troop:

- All leaders along with any parents or individuals who assist with driving or helping our youth are required to complete a Church-mandated Youth Protection training from the Diocese of Peoria. Each person will need to complete online training across a variety of subjects, including driving. This training will only have to be done once, with yearly affirmations at the time of recharter that it was done. The training at this point in time will need each person doing it to log-in and set-up their account along with paying a fee for background checks. At this point in time the cost is \$9, which may be reimbursed upon approval from the Troop committee. Please note, this is in addition to the Youth Protection training already mandated by BSA. Please coordinate with the Scoutmaster or Committee about how to complete this training.
- Only registered leaders that have met all CMG leadership requirements may attend campouts, including the planned summer campouts at Ingersoll and Cache Lake. An exception to this rule is family campouts, like with the Cub Scouts, where parents are encouraged to attend. The Troop cannot simply call normal campouts a “family” campout to allow adults to bypass the background

check requirements. The CMG feels that this is a youth protection issue and the troop needs to strictly enforce this rule.

- We require a minimum of three registered leaders for all campouts and outings.
- The space used by the Scouts must be kept orderly, clean and in good order. This applies to our main meeting room, the area around the outdoor shed and the train layout room. Any space used by Scouts during meetings are also expected to be left in better condition than when they arrived. Leave No Trace principles apply.
- The Charter Organization representative is also expected to be apprised of any disciplinary actions coming about from violations of Youth Protection, whether it involve Scouts, Leaders or other individuals connected with the Troop.

## What Scouts Need and Don't Need

### NEEDED FOR ALL EVENTS

- Official Scout Handbook (The Troop recommends handbook cover and zip-lock bag.)
- Paper, pen or pencil (Scouts need to write information important to relay to parents/guardians.)
- Appropriate clothing and shoes for the weather during outside activities (Troop leadership reserves the right to refuse to take Scouts to events if their clothing could present a health hazard-- e.g. no boots/hat/gloves for cold weather campouts.)

### ITEMS NOT PERMITTED

- Fixed blade knives or pocketknives that exceed 3-½ inches in length on the blade.
- Lighters, matches, and pocketknives UNLESS the Scout has earned the Firem'n Chit and Totin' Chip
- Alcoholic beverages
- Firearms, ammunition or fireworks
- Drugs of ANY KIND
- Excessive amounts of snack food or candy
- Electronic devices such as game systems, iPads, iPods or others.
- Cell phones are of great value for emergencies. The leaders have them for that purpose. Scouts with cell phones may bring them to use during travel *IF* allowed by their driver; however, Scouts' phones will remain in vehicles. Cell phone use is prohibited during Scouting activities or meetings by youth unless an emergency exists. Cell phone camera use is at the discretion of the Scoutmaster.

### REQUIRED CLOTHING/EQUIPMENT

We expect the Class A uniform worn to Scout meetings, Courts of Honor and other events when the Troop is in the public eye. The Class A uniform is the official BSA shirt with proper insignia on the shirt as shown in the Official Scout Handbook, the Troop neckerchief, a slide, official Scout trousers, shorts, or non-baggy blue jeans without holes or stains, and socks.

We don't require BSA pants, belt or socks for the full Class A uniform but highly suggest having those. The youth shouldn't wear athletic shorts with their Class A uniform or anything that would detract from the decorum of the dress uniform.

We will give the first Troop 1142 neckerchief at Scout's crossover ceremony. All items are available at W.D. Boyce Council Offices both in Bloomington and Peoria. The Decatur Scout Shop, which is not in our council, carries the proper patches also.

Scouts wear the Class B uniform for activities which make them sweaty or dirty. A Class B shirt is any Scouting-related shirt in good repair along with Official Scout trousers or shorts or blue jeans in good condition. Class B allows the Troop members to identify as a member of the unit while preserving their Class A uniform. The Troop issues one tee-shirt to each Scout upon joining the Troop; they can purchase more.

Over the years the Troop has accumulated many Scout shirts and pants. To make Scouting more affordable, young Scouts are welcome to have a shirt or pants from the inventory, just talk to a leader. We hope that when your youth outgrows the uniform it then returns for future Scouts to use.

Please note, the above applies to Scout Leaders. Uniforms are an integral part of Scouting and leaders must set an example for the youth.

Exceptions to this are made per ADA guidelines as needed.

## Outings, Trips, and Travel

### **PERMISSION SLIPS**

Scouts must turn in permission slips at the meeting before each outing. These slips are signed by a parent or guardian and collected at the meeting before leaving. The document allows the adult leader in charge to seek medical help should a Scout incur an accident or become ill. Depending on the seriousness of the problem, we may notify parents immediately as determined by the Scoutmaster.

Permission slips are provided at Troop meetings but are also available for download at our website of [www.clintontroop142.com](http://www.clintontroop142.com). Scouts may not leave for a planned activity without a permission slip.

### **TRANSPORTATION**

The Troop reimburses the driver pulling the Troop 1142 trailer for 100% of the fuel expense for any Troop outing requiring the trailer. Drivers taking Scouts (not including their children) to summer camp or trips more than 50 miles round-trip will be reimbursed for 100% of the fuel costs. This may be revised at any time with the consideration of the financial position of the troop. Drivers may choose not to take reimbursement, this is entirely their choice.

Drivers will be chosen for Scouts in advance, using a plan to minimize the number of vehicles used to keep costs low for the Troop. If a driver still chooses to drive when their vehicle is not needed then reimbursement may not be approved.

The adult and/or the Troop will not be responsible for any items left in an adult's vehicle.

When traveling longer distances Scouts are expected to be in Class A uniforms to show a cohesive group when traveling.

## **CAMPING GEAR**

Tents and some other camping gear are provided by the Troop. We expect each Scout to have their mess kit, utensils, cup, sleeping bag, and any necessary personal articles for each outing. Scouts should label all their gear with their name and Troop number for easy identification.

Troop leadership has a list of what to bring to campouts, which are also available under the documents section of our website [www.clintontroop142.com](http://www.clintontroop142.com). Details are given to the Scouts before the campout.

We also follow BSA guidelines on tent usage — meaning that Scouts can not use the same tent if they are two years or more apart in age. Depending on the number of Scouts attending we might have two or three Scouts per tent. Exceptions can be made for siblings or other special circumstances at the discretion of the Scoutmaster.

## **PROPER USE OF STORAGE**

No Troop property should be stored at anyone's home. Including, but not limited to: tents, cooking gear, neckerchiefs/slides, merit badges, patches, etc. All materials should be locked in their appropriate storage area at the church (shed, trailer, cabinet, etc.). The exceptions to this rule would be tents/camping gear (only as described below).

## **DAMAGE TO TROOP EQUIPMENT/PROPERTY**

The Troop has invested a great deal of money in equipment for Scout use. Therefore, each Scout is expected to use and care for it better than if it were their own. Deliberate or negligent damage by any Scout makes them responsible for the repair, replacement or reimbursement to the Troop of the equipment.

The Troop Quartermaster assigns a tent to Scouts for campouts. It will be the Scout's option to use the tent assigned or join another Scout in their assigned tent for campouts. Each tent will be inspected before being torn down by the Quartermaster or their appointee. The Scout or Scouts will

take the tent home for drying and cleaning the tent as needed so it is suitable for the next campout. The Scoutmaster or their appointed Scout Leader is the one to make this determination.

The Scouts must then return the tent, ready to go, within the next two normal Troop meetings. The tent will need to be checked in.

Each tent will be numbered and records kept ensuring Scouts are responsible for their tent use.

## **TROOP HEALTH AND SAFETY**

At Troop 1142 we consider the safety of every member to be important. The Troop sometimes participates in activities of slightly higher risk. When you sign any activity permission slip, you should fully understand the activity. For the health and safety of each member of the Troop we will use (but not limited to) the rules described in this booklet as a guide. The action taken to enforce these rules will depend on the infraction that occurred.

The health of the Scouts is also important to us. To attend any activities and outings BSA requires a completed Medical Form Parts A and B. If the activity is greater than 72 hours in length it requires Form C. We require a completed Form A & B medical form to be filled out for every Scout every year with a Form C updated every year (the same forms required by BSA for camping at council camps). These forms are available online and will be distributed via the Troop upon request. All forms need to be updated by the first Monday of June. All attending High Adventure activities must have a Form A, B, and C form completed. Part C *does* require a physical exam by a physician. Please note this is in addition to the permission slip!

Scoutmasters and Assistant Scoutmasters do have the right to inspect tents and gear if they suspect anything that might create a safety issue or youth protection issue, such as food, drugs, pornography, open flames, etc.

## **MEDICAL/MEDICATION POLICY**

Required prescription and non-prescription meds must be given to the outing leader by a parent before departure for events with the Scout's name and written instructions for use. All medicines should be in the original container.

Scouts who need time-sensitive meds (e.g. inhalers, Epipens) may keep them. Leaders do need to know where they are kept in case of emergency. Troop leaders keep a supply of non-prescription medication on hand; parents should indicate on Scouts' medical forms if the youth can be given those as needed. When hiking or camping cell phone reception can be limited and makes permission difficult to obtain.

## **LEADER/DRIVER RESPONSIBILITY**

The Troop uses the resources of the parents and our leaders to provide transportation for our outings. When accepting this responsibility we ask that as a leader you do your best to be an example of good Scouting and act according to the Scout Oath and Law as well as the rules of this guidebook. You are being looked on as a role model for our Scouts. It is mandatory that drivers are at least 21 years old, that they are physically prepared to drive and that their vehicle is in good working order. We cannot take the risk of anything less than that.

The Troop cannot tolerate an impaired driver because of alcohol, drugs, lack of sleep or medical conditions. The Troop leadership may ask the driver not to drive if there is ANY concern that this may be a problem. If any parent has a concern that one of our drivers may be impaired, please bring it to the attention of the leader in charge of the activity. Your youth's safety is our first concern. We live by the motto SAFETY FIRST!!

Drivers must provide proof of insurance and a valid driver's license before driving for an outing. All carpool drivers must carry liability insurance of at least \$50,000 (each person), \$100,000 (each accident) and \$50,000 (property damage). All riders must wear seat belts while traveling as required by Illinois law. Parents and adult leaders must provide updated information about their vehicle(s) and associated insurance to the Troop annually.

## **Codes of Conduct**

*Scouting is far more than fun outdoors, hiking, and camping. Scouting is a way of life. Scouting is growing into responsible adulthood, learning to be of service to others. The Scout Law is the foundation on which the whole Scouting movement is built. The Scout Law expresses the conduct that a Scout strives to live up to. When you are a Scout and/or Scout Leader, the Scout Law becomes your code. There is something different about the Scout Law that makes them different from other laws. The Laws of Nations, State, and City are mainly concerned with do's and don'ts. Not the Scout Law. The Scout Law is a statement of facts. A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent. If a Scout willfully breaks a Scout Law, that individual fails as a Scout. The ideals of the Scout Law are high; they are meant to be so! It is only by striving toward high ideals and keeping faith with them that a Scout truly becomes the individual they desire to be.*

## **SPECIAL RULES**

In the interest of the safety of all Scouts, as well as the enjoyment and successful learning experience of the Scouting program, common sense and good conduct are required at all times.

The following special rules should be noted:



- NO tree or fence climbing without specific leader permission
- NO taking part in waterfront activities without proper supervision
- NO throwing of any objects except as part of an organized activity
- NO use of cutting tools (ax, knife, etc.) or matches without successful completion of Totin' Chip and Firem'n Chit training, respectively.
- NO food or smellables in tents
- NO flames in tents
- NO fire building without Scoutmaster permission
- NO tree cutting without Scoutmaster permission (Leave No Trace and Tread Lightly apply)
- Footwear and clothing will always be worn in camp. Scouts cannot run around barefoot.

## **DISCIPLINE POLICY**

During all events and activities, the Scouts are expected to live up to the rules established by the BSA, the Troop, and the leaders. If a Scout or adult does not follow these rules or threatens the health and safety of its members, the leaders in charge of the activity may take immediate remedial action, including immediate suspension from the activity. Depending on the circumstances, the parents may be immediately required to pick up their Scout. Should such actions recur by the same Scout or adult, they may be subject to permanent dismissal from the Troop upon the decision by the Troop Committee.

*Disciplinary Actions:* Every Scout is required to live by the Scout Oath and Law at all times when wearing the Scout uniform, or present at any Troop 1142 outing or event. In particular, Troop 1142 has a policy regarding the following:

- a) No uses of foul or vulgar language, sexual innuendo, calling people names, ethnic jokes or disparaging remarks.
- b) No use of matches or flammable chemicals for other than their intended purpose
- c) No bullying, hazing, or any action that could result in injury to the Scout or anyone else.
- d) No disrupting the Troop meeting.
- e) No stealing, destroying or disrespecting property.

It is the discretion of the Scoutmaster and the Assistant Scoutmaster to determine if a violation of the policy has occurred. Violation will result in the following order of severity or recurrence:

- a) A verbal reprimand from the SPL. The SPL will go to an adult about the situation.
- b) A conference with a Scoutmaster, to out the problem, and set a course of better behavior.
- c) Notification of the Committee Chairman and a conference between the parents, Scout and Scoutmaster to discuss the problem.
- d) A Board of Review, to discuss the problems and set a course of better behavior.
- e) The Scout is suspended from the troop. Should this action be taken, the Scoutmaster and the Committee Chair will work with the parents to integrate the youth back into the Scouting program.
- f) Expulsion from the Troop.

Disciplinary actions will be dealt with in strict confidence. The Scout's parents will be fully informed of the issue. Together, the Troop Committee, parents, and Scoutmaster will work toward a solution with the Troop's best interest in mind.

The parent of a Scout involved in disciplinary action, who is the Scoutmaster, outing leader involved, or the Committee Chair, shall defer to another leader or Committee member during problem resolution.

Youth Protection training will be done yearly for the Scouts near the time of recharter.

## **Costs and Fundraising**

### **COST OF SCOUTING**

We do our best to help by running a variety of fundraisers throughout the year to pay the youth's way in Scouting. We earmark all fundraisers for a specific purpose depending upon the Troop Committee decision. Some fundraisers are specifically to cover large expenses such as the purchase of new tents, a Troop trailer or pay for the annual Charter fee. We earmark others to fund Troop activities such as field trips and some to provide the Scout with an opportunity to earn money to pay for summer camp or other Scouting expenses. We follow IRS guidelines for correct division of funds.

We encourage Scouts to take part in various fundraisers to ensure that we meet the financial obligations of the Troop. Scouts unable to take part in fundraising activities will need to pay for the activities themselves. The Troop Financial Records are always available for review by interested parents. Scouts may only work fundraisers if they have previously signed up. If there is a vacancy, it is up to the leader in charge to see if the Scout can work.

### **TROOP EXPENSE/ROUTINE EXPENSES**

The Troop shall be responsible for paying the following expenses from the general fund per BSA:

- Troop Registration (annually)
- Troop Insurance (annually)
- Troop equipment (as needed - Committee Approval required before purchase)
- Advancement pins, merit badges, rank patches, Court of Honor expenses.
- Leadership Training Costs for selected Scouts from the Troop. (Committee Approval required)
- Leadership Training Costs for Adult Leaders (Committee Approval required)

### **TROOP BUDGET**

Fiscal Year. The Troop 1142 Fiscal Year is defined as January 1st – December 31st

Annual Plan and Budget. The Troop Committee shall prepare a proposed plan and budget for the coming year during the Troop's annual planning meeting in November of each calendar year. The Budget should provide an itemized breakdown of all expected expenses needed to support the program for the upcoming year. The Committee will review the annual budget in June to make any necessary additions or adjustments.

## **SCOUT ACCOUNTS**

An account will be set up for every youth in the Troop. The treasurer will distribute the proceeds from fundraisers that are earmarked for Scout accounts to these accounts. Fundraisers for the youth's accounts will be planned so that the efforts are independently accounted for. The Troop Treasurer is responsible for the Scout accounts and will administer all transactions.

Accurate records will be made available for review. The Committee Treasurer must be notified in advance if a Scout would like to use the money from their account. The Scout will be able to use these funds to pay for field trips, summer camps, Scout equipment, and their official BSA uniform.

Contributions terminate at age 18, they must spend the money before their 18th birthday. If a Scout decides to leave the troop before they turn 18, we will leave the balance in their account for one recharter cycle for a cooling-off period. If the Scout does not return to the unit in that time, then the balance of their account shall become Troop property and will be absorbed into the Troop's general fund. If the Scout transfers to another BSA unit the family can request the youth's balance be transferred to their new unit. A Scout who is aging out can choose to transfer their funds to another youth in the troop if they are from the same family. Transfers will only be a check written to the specific Troop or Crew where the Scout is transferring, never to them or their family.

Money in Scout accounts can only be used for BSA activities or Scout Store purchases. If a Scout requests they can have some of the funds from their Scout account made available for use when attending a Scout camping lasting a week or more. A Scout would be expected to keep receipts if at all possible.

Numerous fundraisers are held throughout out the year, thereby enabling Scouts to earn their way in Scouting per Scout Law and allowing the Troop to purchase new equipment and maintain existing equipment so Troop 1142 can continue to exist. Fundraiser proceeds (minus expenses) will be divided as 51% to the Troop funds and 49% to Scouts. This can be altered on a case-by-case basis with committee approval at least two weeks before the event.

## **CHECKING ACCOUNT**

BSA states the Treasurer and Scoutmaster should be primary check signers in a two-signature check system. Other troop committee members can also be co-signers. Spouses or partners living in the same household cannot be simultaneous signatories.

# New Scouts

We accept a new member any time as long as they are between the ages of 11 and 18. Our best advertisement is our Scouts. Applications are available during normal meeting times from any Scoutmaster or Assistant Scoutmaster. They must return the completed application, including health information, to the Scoutmaster with any required fees. Webelos Scouts crossing over to Troop 1142 from a Pack will be presented with a Scout neckerchief and slide upon crossing over and the green shoulder epaulets showing they have crossed into Scouting, as will new Scouts joining the troop at any point during the year. Webelos Scouts crossing over will need to submit an application to be a Scout showing they are joining Troop 1142.

Scouts joining Troop 1142 will be inducted into the Troop at the first possible meeting after we have logged their application with the local Scout council. We recommend the parents provide their youth with a Scout Handbook and book cover and a zip-lock bag to protect the handbook. This book serves as their guide in Scouting. The book is their record of achievements and steps should be taken to preserve it, it is their official record of all their achievements.

## Advancement, Ranks and Merit Badges

### **RANK ADVANCEMENT**

Since the Scout Advancement Program is integral to the learning experience, each Scout is encouraged and expected to set certain attainable goals. Scouts encountering difficulty in attaining goals should discuss any specific problems with their Scoutmaster. Parents can join in these discussions.

Remember, First Class rank is required for High Adventure Outings. Ideally, each new Scout should have the opportunities to achieve First Class rank within 12 to 18 months of joining, and Star rank soon thereafter. The advancement coordinator working with the Scoutmaster will arrange for timely boards of review and see that the youth are invited.

The parents' responsibility is to ENCOURAGE their Scout to make the next rank. Family members cannot sign off their own youth's book.

### **MERIT BADGES**

Scouts planning to pursue merit badges must:

- Pick a Subject

- Find a buddy to take the merit badge with
- Select and contact an approved counselor
- Obtain a Merit Badge Application Card (blue card) from Scoutmaster and complete it.
- Obtain Scoutmaster Approval on their blue card.

The SCOUT should contact the counselor and plan with them to get the badge requirements completed. The parent must make sure that the Scout has their parent/guardian or other trained Scout Leader with them when they meet with the counselor. We also require two-deep leadership for Merit Badge counselors. Under no circumstances should a Scout meet one-on-one with a counselor.

Merit Badge counselors are adults who know the subject they have signed up for (i.e. Safety Merit Badge counselors can be a police officer, fireman, etc.). The committee maintains a list of available counselors within our Troop and outside our Troop. Merit Badge counselors are experts in their field who have taken extra BSA training to ensure standards are maintained.

We would like to keep our Merit Badge counselor list within the Troop up-to-date. If your hobbies or employment fall under one of the merit badge titles, please see the Scoutmaster or Committee Chair, they will give you the information to become a merit badge counselor. There is no cost to being a counselor other than your time.

## **AWARDS PRESENTATION**

Awards for rank advancement, achievements or special situations will be distributed as follows: The actual badge, patch, etc. are procured and awarded to the Scout at the meeting following the fulfillment of the requirements. Formal recognition and a written certificate are awarded for each achievement earned during the Court of Honor, providing the Scout wears the full and proper uniform. Scouts are required to save the written documentation (Merit Badge Blue Cards and Rank cards) issued to them from the advancement chair. These records back up to the Council's records.

The Advancement Chair will also keep orderly records of Scout's advancement, however, it does not mean these replace a Scout's record-keeping.

The Committee wishes to make the point that full parental support and attendance is vital at each Court of Honor. Please make all efforts to be in attendance. All the family is welcome.

Scouts are reminded that notification must be given to the advancement chairman for all achievements to be recorded and awarded. They must do this at least two weeks before the Court of Honor.

## **Parental Participation**

We recognize that parent interest in Scouting varies for many reasons. The benefits that the Scout receives are directly proportional to both the QUALITY and QUANTITY of parental support and participation. Yes, this is heavily stressed and for a good reason. It is vital.

Please keep this in mind when your help is requested. Encourage and help your youth in getting the most out of Scouting. They need your support!

Any suggestions or questions parents may have are more than welcome. Present them to any committee member or send a note with your Scout to any meeting. Email us or call us. All parents are welcome to become a committee member or attend committee meetings.

We require parents or guardians to be a part of Scoutbook — this is our communication method to Scout parents about activities, events, achievements, and advancement. At least one parent, preferably both, are on Scoutbook. After your child turns 12, we ask you to add them to Scoutbook as well. Scoutbook tracks their progress, their achievements, ranks, merit badges and much, much more. We also use it to keep their Scout accounts up to date. Make sure your email address and phone numbers are up-to-date as we use them extensively to keep in touch with you.

To ensure a successful program, we may ask parents to participate in an outing and/or provide transportation. We require a minimum of three adult council-registered leaders on every outing.

**PLEASE BE ON TIME TO PICK UP YOUR YOUTH. LEADERS MUST WAIT UNTIL ALL SCOUTS ARE PICKED UP BEFORE THEY CAN GO HOME.**

We require you to read the parent's guide "How to Protect your Children from Child Abuse and Drug Abuse," a supplement that can be found in your youth's Scout Handbook. This booklet tells you what you can do with your child to prevent drug and/or child abuse along with an explanation about what Scouting is doing. Prevention of Drug Abuse and Child Abuse are topics the BSA and the Committee of Troop 1142 take very seriously.

## Organization of the Scouts

### **TROOP ORGANIZATION**

Our troop strives to follow the BSA Patrol Method. Consult the BSA handbook for details.

Eligibility for Elected Positions as follows, this can change as needed by Troop Committee, Scoutmaster and Scout agreement:

#### **Senior Patrol Leader (SPL)**

- First Class Rank or higher
- Be active in the Troop\*

- Scoutmaster Approval

#### **Assistant Senior Patrol Leaders (ASPL)**

- First Class Rank or higher
- Be active in the Troop\*
- Scoutmaster Approval

#### **Patrol Leader (PL)**

- Be an active member of the Patrol\*
- Be at least Scout rank

#### **Assistant Patrol Leader (APL)**

- Be an active member of the Patrol\*

#### **Troop Scribe, Troop Guide, Troop Instructor**

- First Class Rank or higher
- Be an active member of the Troop\*

#### **Troop Librarian, Troop Quartermaster, Troop Outdoor Ethics guide**

- Second Class Rank or higher
- Be an active member of the Troop\*

#### **Troop Historian, Chaplain Aide, Troop Webmaster**

- Be an active member of the Troop\*

#### **Order of the Arrow Troop Representative**

- Be an active member of the Troop\*
- Be an active member of the Order of the Arrow

\*Active in the troop is defined as a youth who is chartered with the troop and actively participating in troop activities (meetings, outings, etc.) within the previous 3 months.

## **YOUTH ELECTION**

The election procedure for Troop leaders and other positions follows (a quorum of 50% of active Scouts must attend):

The election for Senior Patrol Leader (SPL) is the first vote following speeches by the candidates interested. The SPL is elected by a MAJORITY of the votes. If none of the candidates receive a majority vote, the two candidates receiving the highest number of votes remain on the ballot for a run-off, with all Scouts voting again. Ballots are anonymous.

They hold voting for the Assistant Senior Patrol Leaders next. It includes the runner-ups from the Senior Patrol Leader election who wish to run for Assistant Senior Patrol Leader and anyone else who wants to run. Following the election for the Assistant Senior Patrol Leaders (ASPL) the Troop breaks up into Patrols and select among themselves a Patrol Leader and Assistant Patrol Leader by secret ballot.

The SPL and ASPL will make the selection of Scouts for the other Troop positions. The SPL in a conference with the Scoutmaster can have all other troop positions voted upon. They are in the following order:

- Troop Guide
- Troop Quartermaster
- Troop Scribe
- Troop Historian
- Troop Instructor
- Troop Librarian
- Troop Outdoor Ethics Guide
- Troop Webmaster
- Troop Chaplain Aide
- Order of Arrow Troop Representative

If an elected junior leader is unable to serve their full term or resigns, the Senior Patrol Leader and Assistant Senior Patrol Leader appoint someone to fill the position for the rest of the term. If it becomes necessary to remove or replace the SPL, they take a new vote for just that position.

The term for an elected junior leader will last approximately 6 months, with the elections taking place every six months. Duties will be assumed immediately thereafter. Elections to be held in August and February — per BSA requirements a day will also be set aside for ILST (leadership training for youth) at the discretion of the Scoutmaster.

The Scoutmaster can also appoint Junior Assistant Scoutmasters during this election period, entirely at their discretion.

## ADULT LEADERSHIP

When joining a Scout Troop the new Scouts and their parents must have complete faith and trust in the quality of the adult leaders running the program. We feel that the adult leadership of our troop is unmatched. All of our leaders are dedicated Scouters, are BSA trained and committed to offering a fantastic & memorable program and making the youth of Clinton great citizens. Each adult should be of the utmost character, integrity, and family values. They know, understand and follow the Scout Oath and Scout Law in fulfilling their duties.



The leadership falls into two categories: Troop Committee and Scoutmaster/Assistant Scoutmaster duties.

## **TROOP COMMITTEE RESPONSIBILITIES**

The troop committee is the troop's board of directors and supports the troop program. The committee does the following:

- A. Ensures that quality adult leadership is recruited and trained. In case the Scoutmaster is absent, they assign a qualified assistant Scoutmaster. If the Scoutmaster is unable to serve, they recruit a replacement.
- B. Advises the Scoutmaster on policies relating to Scouting and the chartered organization.
- C. Supports leaders in carrying out the program.
- D. Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- E. Obtains, maintains, and properly cares for troop property.
- F. Ensures the troop has an outdoor program with a goal of one campout per month.
- G. Serves on boards of review and courts of honor.
- H. Supports the Scoutmaster in working with individual Scouts and problems that may affect the overall troop program.
- I. Provides for the special needs and assistance some Scouts may require, up to the limits of our available training.
- J. Assists the Scoutmaster with handling youth behavioral problems. (Troop Committee Guidebook)

## **TROOP COMMITTEE OFFICERS**

- A. Committee Chairman
- B. Scoutmaster
- C. Secretary
- D. Outdoor Activities Coordinator
- E. Treasurer
- F. Advancement Coordinator
- G. Chaplain
- H. Training Coordinator
- I. Equipment Coordinator/Quartermaster
- J. Membership Coordinator
- K. New Scout Coordinator
- L. Chartered Organization Representative (ex-officio)

Persons to fill these positions will be elected at the August Committee Meeting. There shall be no limit to the number of terms for any of these positions. Any person elected to one of these positions

shall serve until the following August Committee Meeting. Open positions during the year can be filled by appointment by the Committee Chairman.

## **COMMITTEE MEETINGS**

The Troop Committee Officers shall meet regularly to discuss Troop Business. The Committee Chairman will provide a written agenda and shall schedule meetings. The meetings shall be open to all parents, guardians, registered members of Troop 1142 and subcommittee officers. All Troop parents and other adults registered in Troop 1142 are permitted voice and vote. A quorum will exist when any five of the nine elected committee officers are present at a committee meeting.

All committee officers are expected to offer concise reports during the meeting in the order given above. Meetings are permissible without a quorum; however, no matters requiring a vote may be decided. Robert's Rules of Order serve as the basis for troop committee meetings.

## **SPECIAL SUB-COMMITTEE GROUPS**

Sub-committee groups can form to handle specific issues facing the troop committee and can be dissolved by the committee after the issues have been addressed. Purposes can be for information gathering, amending guidelines, organizing fund-raising events and more. Subcommittees need to have a minimum of two regular committee members or leaders plus any others whose help is requested.

## **EXPEDITED APPROVAL**

Should a need arise to obtain committee approval on an expedited basis, the Committee Chairman shall be authorized to contact the other elected committee officers by telephone, email, text messaging or in-person to discuss the matter and conduct a vote. In any such instance, the results of that vote shall be ratified at the next regular Committee meeting.

## **SCOUTMASTER AND ASSISTANT SCOUTMASTERS**

The Scoutmaster is the adult responsible for working directly with the Scouts to help them create the program for the troop. The Scoutmaster helps train leaders to run the troop by providing direction, coaching, and support according to the Patrol Method. They are appointed by the head of the charter organization and must be at least 21 years of age. They serve as the teacher, mentor or guide.

An Assistant Scoutmaster is an adult leader over the age of 18 who helps the Scoutmaster deliver the promise of Scouting. Each assistant Scoutmaster is assigned specific program duties. They can serve the troop by guiding a particular patrol to which they've been assigned, advising certain Scouts who've assumed a position such as a quartermaster or OA representative or fill-in as necessary to assure the junior leaders have what they need to run things.

Depending upon the number of ASMs available they may also assume other roles as appointed by the Scoutmaster.

## **RECORD KEEPING/MISCELLANEOUS**

ALL personal information should be stored in a locking file cabinet at the troops charter organization. Under no circumstances is an individual to store another person's private information at their home. (For example Adult & youth applications, merit badge counselor applications, medical information, etc.). Upon receiving signature approval, the Troop copy should immediately be placed in a locking cabinet. As Scouts and leadership change and depart the Troop such documents must be shredded and disposed of properly.

Certain adult leaders are designated key-holders for the troop. Keys include entrances to the meeting hall, rooms in the meeting hall, shed, trailer and cabinets. No key(s) can be held by only one leader, each key must have at least one other copy distributed to another leader. The same applies to any padlocks used by the troop, with at least two leaders knowing the combination.

## **REFERENCES**

The BSA Scout Handbook  
The Troop Committee Guidebook  
The Junior Leader Handbook  
Guide to Safe Scouting  
The Scoutmaster Handbook  
BSA Scout Field Book

## Parent/Guardian Agreement

I have read and understood the contents of the Troop Guidelines. I do understand these are guidelines can and do change periodically to facilitate the Troops activities or to conform to BSA rules and regulations.

I am the parent/guardian of \_\_\_\_\_ who is a member of BSA Troop 1142 of Clinton, Illinois.

I agree to set-up and maintain a Scoutbook account to help my Scout in their Scouting career along with ensuring that I receive messages from the Troop regarding Troop matters.

Troop matters include an events calendar, messages or emails regarding events or changes in events, messages about my Scout individually and emergency contact information. I also understand that the quantity and quality of my participation as a parent or leader directly affects the benefits my Scout receives from Scouting.

\_\_\_\_\_ (signature)

\_\_\_\_\_ (date)