

Boy Scout Troop 555



Chartered by Waller Road Grange in Tacoma, Washington
Established February 22, 2010
Revised September 15, 2014

Pacific Harbors Council
Mt. Tahoma District
Boy Scouts of America

POLICIES AND PROCEDURES

The following Policies and Procedures will be reviewed on a yearly basis with members of Troop 555 (adults and boys). Following the review, a written acknowledgement of understanding will be signed by each scout and their parent/guardian. A copy of the signed document will be given to the parent/guardian and a copy will be kept on file with the Troop Committee Chair.

General:

- Boy Scouting is a year-round program and our focus is on adventure, learning, challenge, and responsibility. Our goal is to have fun.
- Scouting is for boys between 10-1/2 and 18 years of age.
- Scouting is for families, so we encourage parents/guardians to attend meetings and be involved in outings.

Meetings, Activities, and Outings:

The meeting and activity schedule will be as follows:

- Weekly troop meetings – Troop meetings will be held every Tuesday from 7 to 8:30 p.m. at the Waller Road Grange. The Scoutmaster will notify the boys if the schedule changes.
- Monthly activities – One weekend every month is set aside for a campout, a service project, or an activity.
- Court of Honor – Ceremonies will be held 2-4 times per year.
- Troop Committee Meetings – Committee meetings will be held on the 3rd Tuesday of each month at the grange. All parents/guardians are welcome and encouraged to attend.
- Patrol Leaders Council – All scouts in leadership positions are required to attend. Dates and times are to be determined.

Weekly Troop Meetings:

- Senior Patrol Leader and other Junior Leaders will run the weekly meetings.
- The Boy Scout Handbook is an essential part of scouting and should be brought to each meeting and outing.
- Scouts should bring the 10 Essentials to all troop meetings.
- No food or drinks are allowed at troop meetings unless enough is provided for everyone.
- A typical troop meeting will run as follows:
 1. Preopening game to keep scouts busy until everyone has arrived.
 2. Opening ceremony: Flag ceremony, Scout Oath and Law, and announcements.
 3. Prayer.
 4. Patrol time: Break up into individual patrols to plan upcoming outings, Court of Honor, and work on rank advancements.
 5. Group gathering: A fun game or relay competition to put new skills to use.
 6. Scoutmaster Minute: Time reserved for the Scoutmaster to highlight scouting ideals.
 7. Closing flag ceremony.
 8. Scout Vespers led by the Chaplain Aide.

Outings:

- Once a month the troop will conduct an outdoor activity, which will usually involve an overnight campout.
- A scout must attend the troop meeting prior to the outing to participate.
- A minimum of 2 trained adults, one of which must be 21 years of age and a registered leader, are required on all outings.
- The troop will obtain a Tour Permit with all requirements having been met, i.e. seatbelts for all the riders, no riding in beds of trucks, insurance coverage minimums, etc.
- A permission form will be completed annually to cover all outings and activities.
- A Medical Release Form must be on file with the troop before a scout can participate in any outing.
- Adult leaders must know if a scout requires medication while on an outing. The scout will administer the medication himself whenever possible, but the adult leaders need to be aware that a scout has medication in his possession.
- Senior Patrol Leader and Junior Leaders will run the monthly outings with the guidance of the Scoutmaster and the following requirements:
 1. Scouts must arrive on time and be picked up on time.
 2. Each scout and leader must have the 10 Essentials on every outing, even day outings.
 3. No dogs or other pets are allowed on outings.
 4. No iPods or electronics are allowed on outings. If one of these items is found on an outing, it will be confiscated by the leader and returned to the scout's parent or guardian at the next troop meeting.
 5. Cell phones are permitted on outings, but must remain off and stowed in the scout's daypack or backpack.
 6. The scout must follow all safety rules pertaining to knives, matches, axes, etc. These may also be confiscated and returned to the scout's parent or guardian at the next meeting.
- The person who pulls the troop trailer to summer camp will be reimbursed the gas expense after the gas receipts have been turned in to the Troop Treasurer. The cost will be divided among the scouts who attended the outing and the Troop Treasurer will notify the scout families of the amount owed and collect the money.
- If an adult hauls troop equipment and/or scouts other than their own to an outing, they will be reimbursed for fuel expenses if they do not plan on attending the campout. The cost will be divided among the scouts who attended the outing and the Troop Treasurer will notify the scout families of the amount owed. The Troop Treasurer will collect the money owed.

Troop Committee Meetings:

All money collected will be given to the Troop Treasurer, excluding money for popcorn sales. If the treasurer is unable to collect money on the scheduled date, the backup treasurer will collect the money. If both of these people are unable to collect the money on a specific date, a new date for collection will be scheduled. The goal of this arrangement is to alleviate questions and the risk of personal responsibility. Money collected for popcorn sales will be turned in to the Fundraising Chair, who will work closely with the Troop Treasurer to ensure all money is accounted for and credited properly.

CODE OF CONDUCT

Expectation of Scouts:

Scouts and leaders are expected to:

- Abide by the Scout Oath and Law.
- Follow the Scout Motto and Slogan.
- Obtain and wear the Boy Scout uniform.
- Show proper respect to leaders (adult and youth) and fellow scouts.
- Show proper respect to parents and family members.
- Make continual progress toward rank advancements.
- Attend troop meetings and troop outings with a minimum of 2/3 attendance. This means a scout cannot miss more than 8 meetings in a 6-month period.
- Attend summer camp or work as a counselor at a summer camp.
- Participate in service projects.
- Do your share for fundraisers.
- Attend troop and/or district National Leadership Training.
- Bring the 10 Essentials on all outings.
- Support Eagle projects and Eagle Court of Honor.

Expectation of Parents and Guardians:

Parents and guardians are expected to:

- Abide by the Scout Oath and Law.
- Support their boy in scouting activities.
- Encourage their boy to attend meetings and outings and get them there on time.
- Help their boy meet the financial obligations of the troop.
- Arrange family vacations around the summer camp schedule to allow their son to attend.
- Contact the Senior Patrol Leader, Scoutmaster, or Committee Chair immediately with any problems or concerns pertaining to the troop.
- Provide assistance to the troop by becoming a committee member, a member of the scouting staff, chair an activity, attend campouts, drive for activities or outings when needed, or become a Merit Badge Counselor.
- Attend training sessions by the troop or district such as Fast Start, Youth Protection, and Scoutmaster Fundamentals when in a leadership position.
- Not disrupt scout meetings or activities.
- Not smoke or consume alcohol in the presence of scouts or at meetings or outings.

Violation of Behavioral Code of Conduct:

If a violation of the Code of Conduct occurs, the consequences are decided at the discretion of the Scoutmaster with severe violations resulting in escalation through the steps. Any of the following consequences may occur in any order:

- The scout will be counseled to change his behavior.
- The scout may be dismissed from the activity.
- The scout's family may be contacted and the scout's family may be expected to transport the scout from the activity or outing immediately.
- The scout may be placed on probation with the troop.

- The circumstances of the scout's return may be determined by the Scoutmaster or other Troop Leader.
- A parent or guardian may be required to attend future meetings or outings until the situation is satisfactorily resolved.
- The Scoutmaster may refer the scout to the Troop Committee if the behavior continues.

If an adult or parent/guardian violates the behavior expectations during a meeting or outing:

- They may be asked to leave immediately.
- Depending on the circumstances, the Troop Committee may send a letter asking them not to return.

Threats and Bullying:

- Troop 555 has a no-tolerance policy towards threats and bullying.
- Physical threats or acts of violence will not be tolerated. A scout or parent/guardian making threats may immediately be removed from the troop for the safety of all.
- Parents/guardians and scouts are required to watch a video of a bullying presentation and sign an acknowledgment of understanding. In order to participate in troop activities, the acknowledgement must be signed and on file with the Troop Committee Chair.

LEADERSHIP

Youth Leadership:

Being a youth leader is not easy and can seem overwhelming. There will be challenges at weekly meetings and monthly activities. Scouts will make mistakes, but this is part of the learning process and is expected. From these experiences and mistakes, a scout will become a better leader in the future and will be able to handle any situation.

There are many leadership positions to be filled within a Boy Scout Troop. There are specific troop positions required for Star, Life, and Eagle ranks and those that help the scout learn leadership skills at the patrol level in preparation for a troop leadership position.

Elections for troop and patrol positions will be held twice a year or appointed by a scoutmaster.

An elected leader may be removed from a position if the scout is not fulfilling the position requirements (see below). Before the scout is removed from the position, he will meet with the Scoutmaster or Troop Leader and Committee Chair in an attempt to remedy the situation.

In order to hold a leadership position in the troop, a scout must:

- Abide by the Scout Oath and Law.
- Meet rank requirements (Star Rank or higher to be SPL, ASPL, Troop Guide, or Troop Instructor).
- Be up-to-date on troop dues.
- Attend all troop meetings in proper uniform.
- Have good attendance at troop meetings, service projects, and campouts (at least 2/3).
- Attend the Patrol Leader Council meetings.
- Have the Scoutmaster's approval.

National Youth Leadership Training (NYLT): Upon completion of NYLT, the attending scout will present to the troop and the committee a 3-5 minute presentation on what he learned and how he will use the information in the future. He will also present a certificate of completion at the time of the presentation. Once the presentation has been satisfactorily completed, the troop will provide a \$50 reimbursement to the scout's family towards the cost of NYLT. The registration fee for NYLT is paid by the scout's family.

Youth Leadership Positions: A scout does not need to be present during a troop election in order to be voted into a position. However, the scout must notify the Scoutmaster of the position they would like in advance of the vote. Positions that meet leadership requirements for Star, Life, and Eagle rank advancements are:

- Senior Patrol Leader (SPL) – The SPL runs all troop meetings, events, activities, and the Patrol Leader Council meetings; works closely with the Scoutmaster and Troop Leaders; delegates duties and responsibilities to Junior Leaders; and helps with Junior Leader training.
- Assistant Senior Patrol Leader (ASPL) – The ASPL helps the SPL lead meetings and activities; runs the meetings in the SPL's absence; and helps with training and supervising the Junior Leaders. This is the only position appointed by the SPL with the Scoutmaster's approval.
- Junior Assistant Scoutmaster (JASM) – JASM functions as Assistant Scoutmaster (ASM).
- Troop Guide – He introduces the new scouts to the troop operations and works closely with them to teach scouting skills through First Class. He is a friend and coach to the new scouts, teaching and protecting them.
- Troop Scribe – He records the individual attendance at scout meetings and outings and keeps track of the rank and Merit Badge advancement. The Scribe works with the Troop Treasurer on payments and Troop Secretary on permission slips for troop outings, passes out all info that needs to go home with scouts, and keeps the minutes of the Patrol Leader Council Meeting.
- Troop Quartermaster – His overall responsibility is to keep track of the troop equipment and making sure it is brought back clean and in useable condition. He checks out equipment and inspects everything when it is returned. If something is lost, dirty, or damaged, he notifies the SPL and SM right away.
- Troop Librarian – He maintains the troop library and keeps records of the books and Merit Badge Handbooks owned by the troop. He has a system for checking out items and notifies the committee when something needs to be replaced or if something is overdue.
- Troop Historian – He gathers pictures and souvenirs of the troop activities and keeps them in a photo album or scrapbook. He takes care of the awards, ribbons, trophies, etc. He keeps information about former members and leaders of the troop.
- Troop Instructor – He teaches basic scouting skills at troop and patrol meetings. This must be continuous service for 4-6 months based on specific rank requirements.

- Chaplain Aide – He assists the Troop Chaplain with religious services, conducts a Scouts Own if the outing is held on a Sunday, leads the Scout Oath and Law discussion at the beginning of the troop meeting and Vespers at the end, and leads the prayer at meal times on troop outings and at Court of Honor.
- Troop Webmaster – Responsible for maintaining the troop website.
- Patrol Leader – Plan and run the weekly patrol meetings and patrol activities, represent their patrol at the Patrol Leader Council, keeps their patrol informed of all the events, and helps their patrol advance. The scouts in each patrol vote on this position and they appoint the APL with the Scoutmaster's approval.
- Den Chief – He works as a Junior Leader for a Cub Scout or Webelos Den and attends weekly den meetings, monthly pack meetings, and cub activities. He sets the example and helps teach scouting skills at the Cub Scout level.

Patrol positions that prepare scouts for troop leadership positions:

- Assistant Patrol Leader (APL), Patrol Scribe, and Patrol Quartermaster – Responsibilities are the same as outlined above, but at the patrol level.
- Grubmaster – Procures food for all campouts and activities and makes sure the food is stored correctly, i.e. cold items kept cold, dry items kept dry, stored out of reach of animals, etc. He works with the SPL and PL to make the duty roster and oversees the meal preparation.

Adult Leadership:

The Troop Committee, Scoutmaster, and Troop Leader responsibility is to ensure the troop has a solid quality program that enables the scouts to have fun while teaching teamwork, responsibility, outdoor skills, and leadership. Adult leadership positions include:

- Troop Committee – The Troop Committee meets once a month to coordinate activities the Boy Scouts will be working on the following month. The committee members include Committee Chairman, Treasurer, Secretary, Advancement Chairman, Outdoor Activities Coordinator, Fundraising Chairman, Equipment Coordinator, and members at large. These members will attend troop meetings as needed.
- Scoutmaster and Troop Leaders – They work closely with the Boy Scouts, lending support and giving guidance when needed. They attend the committee meetings, troop meetings, and outdoor activities. These positions include the Scoutmaster (SM), Assistant Scoutmaster (ASM), and Junior Assistant Scoutmaster (JASM).

TROOP DUES AND BUDGET

Troop dues are set yearly by the Troop Committee and are used to cover the basic cost of the troop expenses.

- Dues are set at \$100 per scout with the expectation that fundraisers will provide some of the troop budget.
- The deadline for dues is February 28th of each year.
- If dues are delinquent for 1 month, the Troop Treasurer and Scribe will remind the scout.
- If dues are delinquent for 2 months, the Troop Treasurer will send a written reminder to the scout's parent or guardian.

- If dues are delinquent for 3 months, the scout will no longer be able to participate in troop activities until the dues are paid in full.
- Crossover dues shall be prorated.
- Money earned from fundraisers will be used for extra expenses, troop equipment, and scout accounts. The Troop Committee will designate how the proceeds from the fundraiser will be distributed (scout account or troop account) and percentages may vary.
- Money earned from fundraisers is nonrefundable.
- Financial assistance is available on a limited basis. Parents or guardians wishing to receive financial assistance will need to meet with the Committee Chairman and Treasurer. When voting to provide a summer camp scholarship for a scout, the family of the scout should not be present while the discussion and/or vote are being held. It is important for the Troop Committee Members to be able to adequately discuss the situation without influence of the scout's family.
- Money that a scout raises within the troop for their personal use during Boy Scouts will stay within the troop unless the scout transfers to a different Boy Scout Troop. If a boy leaves scouting all together, any money that the scout earned during his time in the troop will be forfeited to the troop. The money raised by the scout during his time in scouting can only be used for scouting purposes or equipment.
- If an adult leads a workshop or activity that benefits the entire troop, they may apply for a reimbursement of their expenses. In order for a reimbursement to be approved, the adult must attend the Troop Committee Meeting 30 days in advance of the workshop/activity and present a description with an estimated budget. If the item is approved for reimbursement, receipts will need to be submitted to the Troop Treasurer at the completion of the workshop/activity.
- If an adult is provided petty cash to make purchases for the troop, i.e. grocery shopping for a troop outing, leftover money and receipts for expenses need to be submitted to the Troop Treasurer. A form will be used by the treasurer to sign in and sign out the petty cash.

UNIFORM REQUIREMENTS

Field Uniform (Class "A"): Includes BSA shirt, troop neckerchief, scout pants or shorts or blue or black jeans, a belt, and athletic shoes or boots. Sweat pants, wind pants, school or professional athletic clothing, swimsuits, military camouflage, and open-toed shoes are not permitted. The Class "A" Uniform is required at troop meetings not occurring between the months of June and August, Board of Review, Court of Honor, pack crossover, district or council events, campouts, and summer camp. Class "A" Uniform shirts must be tucked in and only official BSA patches may be worn and must be in the correct location. All uniforms must be clean and neat.

Class "B" Uniform: Includes the troop t-shirt, official BSA red shirt, or any other scout t-shirt, such as a t-shirt from summer camp. These may be worn with BSA shorts, denim shorts, or dark fabric shorts. Swimsuits or athletic shorts may also be worn with the Class "B" t-shirt if the activity requires it. Scouts can wear Class "B" Uniforms during the summer months at meetings starting in June and going through August. The Class "B" Uniform is required on all camping and hiking trips. All uniforms must be clean and neat.

Sashes: The Merit Badge Sash and Order of the Arrow Sash are required for all Board of Review and Court of Honor.

Hats: Troop hats are may be worn when scouts are in the Class “A” Uniform. Any official BSA hat is also acceptable.

Scoutmasters and Troop Leaders are expected to set a good example by wearing the proper uniform.

RANK ADVANCEMENT AND MERIT BADGES

Rank Advancement:

The following are guidelines for rank advancement:

- Rank advancement must be signed off by an Assistant Scoutmaster or Scoutmaster.
- The “scout spirit” requirement is to be included in the Scoutmaster Conference and signed off at that point.
- The troop goal is to have new members earn their Boy Scout Badge within a month of joining and their First Class Rank within 2 years.
- Scouts may work on their Tenderfoot, Second Class, and First Class ranks at the same time. However, they need to earn them in the correct order.
- A scout must make an appointment for their Scoutmaster Conference with a Scoutmaster and Board of Review with the Advancement Chairman one week in advance. Appointments can be made at a troop meeting or by phone.
- Rank advancements must be completed at least 2 weeks prior to a Court of Honor to allow time to conduct the Scoutmaster Conference and Board of Review and purchase awards for the ceremony.
- Upper ranks require a leadership position for a specific length of time. Fulfillment of this requirement includes actual participation in the leadership position and cannot be in “name only.” The period of time the scout does not fulfill the position requirements will be deducted from the actual time passed. Exceptions may be made if a scout is out of town for a family outing or vacation, but the Scoutmaster must be notified of the absence in advance.
- All positions will require boys to attend 2/3 of the meetings in order to earn credit towards a rank advancement. This means a scout cannot miss more than 8 meetings in a 6-month period.
- The attendance requirement means it is very important for the Troop Scribe to keep accurate attendance and to turn the attendance in to the Advancement Chair so this can be entered into Troop Master.
- If a scout does not pass a Board of Review, an explanation needs to be put in writing that outlines the reason the rank advancement was denied.

Merit Badges:

- Merit Badges need to be completed at least 2 weeks prior to a Court of Honor to allow time to purchase awards for the ceremony.
- Merit Badges required for Eagle Scout cannot be signed off by the scout's parent or guardian. If the troop does not have a Merit Badge counselor in a specific subject or if the only counselor is the parent or guardian of a scout wishing to complete the badge, council will be contacted to locate a Merit Badge Counselor to work with that scout.
- Scouts are expected to have a blue card signed by a Scoutmaster prior to beginning a Merit Badge.