

TROOP 788

POLICIES & PROCEDURES



www.troop788.hello.to

CHARTERED ORGANIZATION

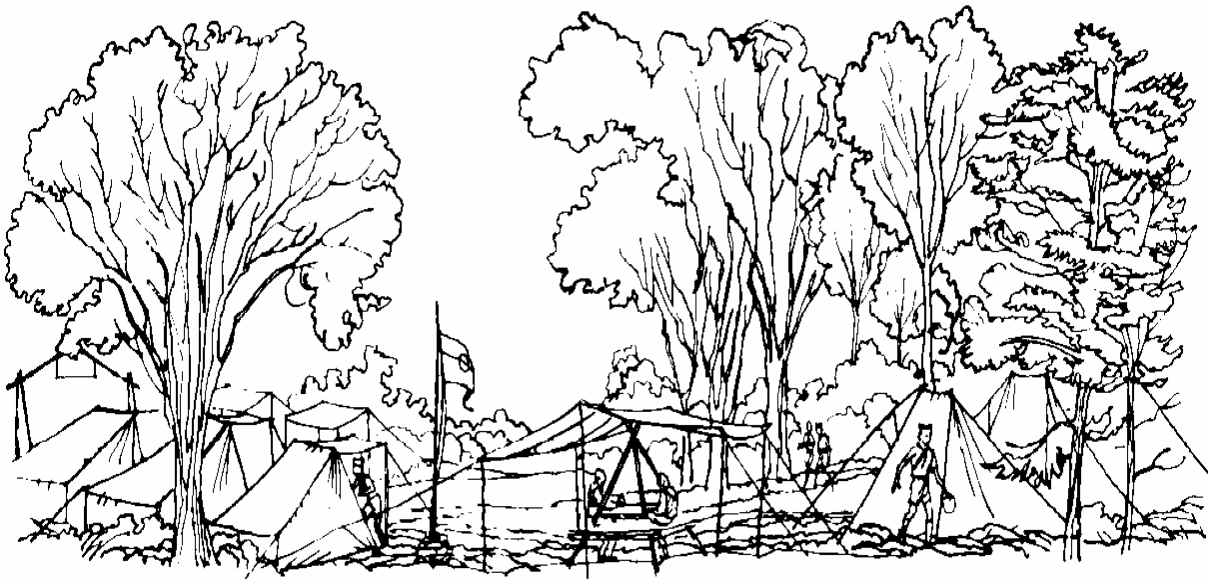
St. Theresa Catholic Church in Summerville

February 11, 2006

**** Introduction***

It is our goal that every boy who desires the Scouting experience has the opportunity. It is the intent of the leadership of this Troop that you will progress at your own pace. Achievement and advancement are a natural flow of the Scouting program and you will have the opportunity to do so. We will do our best to help you advance and to make the program enjoyable.

You will visit new places, see new things, and have an exciting and wonderful time! This is a family program. Your parents are always welcome to attend any Troop 788 activity; however, the policies and rules of the Boy Scouts of America and Troop 788 will apply to your parents as they do to you.



We camp at least nine times a year and understand you may not always be able to go with the Troop on these outings; however you should participate in as many activities as possible.

*** *POLICIES & PROCEDURES***

*** Troop meetings**

- Regular meetings are every Monday. Meetings start at 6:30 p.m. and end at 8:00 p.m., always check your calendar for changes.
- You should attend all Troop meetings and outings. If you cannot attend please notify your Patrol Leader. A Scout is courteous.
- The normal uniform for the meetings is the Boy Scout Uniform unless told otherwise by the Scoutmaster.
- Lack of attendance can prevent your advancement.
- You are expected to maintain good grades at school.

*** Uniforms**

- Wearing the proper Scout uniform helps build team spirit and pride in the unit.
- The Troop 788 Boy Scout uniform consists of the Boy Scout shirt with proper insignia, Scout pants with Scout belt and Scout socks, Troop 788 cap and Troop 788 neckerchief. Most close-toed shoes are acceptable; however sandals and other open-toed shoe are not.
- Our Troop wears the Scout uniform to all meetings, Boards of Review, Courts of Honor, and while traveling to and from campouts and outings.
- A Troop cap and neckerchief are issued when you join the Troop and you will need the Scout shirt as soon as you can get one.
- The Troop allows up to three months, if needed, for you to obtain the rest of your uniform - a "parent friendly" policy not allowed by most athletic teams and clubs.
- During physically active outdoor events and informal activities that would soil the Scout uniform, Scouts may wear an activity uniform. The Troop 788 activity uniform consists of a Troop788 or camp T-shirt, suitable shorts or pants, and footwear appropriate for the activities.
- The Bolo tie (optional uniform item) is authorized for wear by Scouts achieving the rank of Star Scout or higher, however, the Boy Scout Scarf must be worn to all Court of Honors, Boards of Review and as directed by the Scoutmaster
- When in doubt what to wear, ask.
- The Troop does have a uniform exchange locker. If you have outgrown your old uniform you may wish to donate it to the locker. Check for the size you need before purchasing a new uniform.

* **Weekend Camping**

- Troop 788 has at least nine weekend camping activities a year.
- We wear the Scout uniform when traveling to and from campouts.
- The activity fee for weekend campouts is usually \$20.00 but may vary. The fee will be published on the permission slip. Your parent or guardian must give written permission for you to attend outings and activities other than regular meeting.
- Scouts are expected to plan their menus and buy their groceries for campouts. They will be given Troop money for groceries and are expected to stay within budget.
- When buying groceries for your patrol, buy only the items on your approved shopping list and return receipts and excess moneys to the Troop Treasurer by the next regular meeting.
- Once a Scout has committed to attend an activity, no refund will be made after the last meeting prior to the outing.
- Pack 788 is our feeder Pack and a vital link to our future members. We will attempt to camp with the Webelos at least once a year.
- The Scoutmaster is responsible for all Scouts while at meetings, and on outings or activities. You must follow all rules and requirements of Troop 788. Scouts are expected to travel to and from each activity, eat, sleep, and participate on outings as part of the Troop.
- The Scoutmaster and Troop Committee Chairman must approve any exceptions prior to the activity. Your parents should be aware that the scout is under the umbrella of the Troop Insurance Policy while participating in all activities. Your parents may be called to pick you up during an activity if there are disciplinary problems, regardless of the location of the activity.



* **Personal Gear**

- The Troop does have some gear that can be used by newer Scouts, but encourages the members to work for and maintain their own equipment. Each Scout is responsible for any damage done to any piece of equipment.

* **Service Time**

- Service benefits others while building character and good citizenship. Service time is also required for advancement.
- The Troop schedules ample service throughout the year as part of the Scouting program. The Scoutmaster will approve all service time before the Scout does the work.

* **Advancement**

- Advancement is the way you grow as a Scout and become eligible for troop leadership positions and other honors.
- Advancement is the Scout's responsibility. The Troop leaders will provide the program and opportunities, but you as the Scout must participate to learn and advance.

- Bring your Scout Handbook to every meeting and activity. This allows your progress to be recorded.
- When you have completed the requirements of a rank, you need to tell the Senior Patrol Leader and arrange for a Scoutmaster conference. Your Scoutmaster conference will determine if you are ready for the Board of Review for that rank.
- Merit badges will become your main advancement tool after you reach First Class. It's through Merit Badges Scouts learn career skills, are exposed to new hobbies, build socially skills, and develop physically. Get Scoutmaster approval before starting a Merit badge.
- You will work primarily with an approved counselor independently on merit badges. Time may be allowed to work with a counselor during a meeting.
- After completing the Scoutmaster conference, you need to contact the Advancement Coordinator to schedule the Board of Review. Remember, you must wear the complete Scout uniform for your Board of Review.- You should keep all of your Merit Badge Cards and Advancement cards to ensure you have a personal record of your accomplishments while a Scout.

* **Leadership**

- Leadership service is required in order to advance after reaching the rank of First Class Scout. Attendance and participation is required to learn, demonstrate, teach others, and fulfill your role as an active youth leader.
- All Scouts serving in a leadership position either elected or Scoutmaster assigned, are expected to regularly attend meetings, outings, and campouts and actively participate in the troop.
- Satisfactory attendance is considered at least 75% of the meetings (regular and PLC), outings, and campouts. The Scoutmaster makes the final determination regarding satisfactory leadership performance.
- Unsatisfactory attendance or participation can result in an unsatisfactory leadership term. If you feel that you will not be able to fulfill your leadership responsibility you should discuss it with the Scoutmaster.

* **Courts of Honor**

- These meeting events are held to recognize members of the Troop for their accomplishments and to provide a night of Fellowship
- Courts of Honor are usually held quarterly but can be held more often if required.
- Food is usually served and a committee member will be assigned to coordinate the function.
- An Eagle Court of Honor will be held for any Scout who attains this highest rank in Scouting. The Troop will provide the Eagle award, the framed Eagle certificate, the first year's membership in NESAs, and a cake. See the Committee Chairman for details.

*** Patrol Leaders' Council (PLC)**

- Troop 788 strives to follow the patrol method and is a youth run Troop.
- The Senior Patrol Leader and Patrol Leaders have the responsibility of planning the Troop meetings and activities.
- The PLC is usually held on the last Monday of the month in conjunction with the regular Troop meeting.
- If you have a Troop leadership position (SPL, ASPL, PL, Scribe, Troop Guide, etc.), you are expected to attend all PLC meetings.
- If you are a Patrol Leader and you cannot attend the PLC, it is your duty to make sure your assistant attends in your place.

*** Committee Meetings**

- The Committee Meetings are usually held on the first Monday of the month.
- The Troop Committee consists of all registered adults in the Troop other than the Scoutmasters. The Scoutmaster or designated assistant attends these meetings to inform the committee of any requirements of the Troop. Based on the Scoutmasters recommendations, the committee approves or disapproves the spending of money for equipment and upcoming activities.
- Your parent's support is needed to make the program work for you. Please insist they come and support your functions.

*** Yearly Planning Meeting**

- One conference, usually in August, is dedicated to yearly planning. The location will vary and will be announced.
- This planning is submitted to the committee for approval and support of the adults.
- The Troop publishes monthly calendars and newsletters. These are subject to change but every effort is made to provide current information.

*** District Events**

- We are part of the Edisto District of the Coastal Carolina Council and, as such, participate in district events. These include Spring and Fall Camporees.
- Roundtables are for unit leaders, youth leaders and Committee members, sponsored by the district to pass new information and to continue leader training. They are held every second Thursday of the month and all leaders and committee members are welcome to attend.

*** Summer Camp**

- Summer Camp is usually attended in June or July and is a weeklong resident camp.
- This is an ideal opportunity for rank and merit badge work. Most camps offer a first year Scout program focusing on the rank requirements through First Class. Several dozen of the over 125 merit badges are offered as well.

- The cost of summer camp will vary between \$150.00 and \$200.00, depending upon where we attend camp and the camp programs the Scout is interested in.
- The Troop encourages each Scout to earn their summer camp fees.
- Our Troop Committee usually credit's a portion of the Popcorn Fundraiser profit to the individual Scouts and these earnings can pay for summer camp. Energetic Scouts have paid their own way to summer camp using nothing more than popcorn sales.

*** Troop Cost**

- Dues are \$50.00 a year and are collected semiannually during the first meetings of May & November.
- These dues cover the cost of merit and rank badges, re-charter registration fees, "Boy's Life", and accident insurance.

*** Fund Raisers**

- One way Troop 788 tries to keep the cost of scouting reasonable is by promoting fundraisers during the year. Our Troop does take part in the council popcorn sale each fall. Participation is optional but encouraged.
- Monies earned at Troop fundraisers are used to purchase equipment and lower the costs of being a Boy Scout.

*** Scout Accounts**

- Troop 788 maintains an individual holding account for each youth. Credit from fundraiser participation goes in to the account based on Scout participation.
- Check with the Troop Treasure for your Scout account balance.
- Scout account credit is used for Summer Camp, weekend camping fees, or other approved Scouting items. If you are not sure check with the Scoutmaster.
- A parent or guardian must approve withdrawals from Scout Accounts in writing, with the exception of delinquent dues. The BSA Troop 788 Treasurer may withdraw dues from a Scout Account, without further notice, 30 days after they are due.
- If a Boy Scout transfers to another Boy Scout Troop, the Troop 788 Treasurer will write a check to the new BSA Troop in the total amount of the Scout Account minus any outstanding fees.
 - If a Boy Scout leaves Scouting, Troop 788 will retain all monies in the Scout Account and will return said monies to the Troop 788 general fund. All other situations will be dealt with on a case by-case basis through discussions with the Scoutmaster, Committee Chairman, and Treasurer.

*** Discipline**

- You cannot have fun without discipline!
- Live by the *Scout Law* and *Oath!*
- Follow Troop 788's Rules of Conduct, which are part of this booklet.
- The Troop has the right to insist on your parent's attendance if your behavior so dictates, or require your parents to come get you if sent home.
- The Scoutmaster may suspend a Scouts participation in Troop activities as a result of poor conduct. The Scouts parents will be notified of the misconduct and any disciplinary action. A meeting with the Scout, his parents, the Scoutmaster, and Committee Chairman is required to resolve the issue prior to the Scout returning to an active status. Poor conduct can easily be defined as any disregard for one of the following:
 - Troop Policies and Procedures
 - Failure to obey Adult directions
 - Failure to obey Scouts in leadership positions
 - Disrespect to an Adult
- Fighting and Inappropriate language, including taunting and name calling is not acceptable under any circumstances and will not be tolerated.

*** Order of the Arrow**

- To become eligible for the O.A. you must be active in the Troop. This means attending summer camp, short term camps, and receive the Scoutmaster's approval.
- To get Scoutmaster's approval you need to be helpful and courteous to all other campers and live by the Scout law and Oath.
- If you have questions about any OA activities please contact our Troop OA Representative.

*** Adult Leaders**

- Each adult leader in the Troop has a specific function, and adult leaders are there to support the Scoutmaster in his efforts to bring the Scouting program to the boys.
- Each Patrol has adults assigned as Advisors to help the youth leadership in planning and running that Patrol.
- The Scoutmaster and the Troop Committee Chairman have the final authority in all matters of Troop policy and program.

* ***BOARD OF REVIEW POLICIES***

Tenderfoot through Life Scout Ranks

* **Purpose**



The ultimate goal of the Board of Review is to help make you comfortable with the interview process. Boards of Review increase in difficulty so that when you participate in your Eagle Scout Board of Review you are relaxed with the process.

Boy Scout Troop 788 will remain consistent with the Policies of the Boy Scouts of America and the Coastal Carolina Council. A periodic review of your progress is vital in the evaluation of the effectiveness of our program. Not only is it important to review what you have learned when you have achieved a new rank, but also to review you if you have shown no progress in your advancement over the past few months.

* **Process**



The Scoutmaster shall determine, through the Scoutmaster conference, when you are ready for a Board of Review. You (the Scout) must notify the Troop Advancement Chairman that you are ready for advancement. The Troop Advancement Chairman will then notify the Troop Committee Chairman and determine the date, time, and place of the Board of Review (usually the Troop meeting place). The Committee Chairman or Advancement Chairman will then notify you when to appear before the Board of Review. You will need to be in your best Class "A" uniform to go before the Board of Review.



The Troop Committee Chairman or Troop Advancement Chairman will preside, unless the Committee Chairman appoints someone else. Your parents **may not** take part or be a member of your Board of Review. The Board of Review questionnaires will be used and are developed by the Troop Committee Chairman and Troop Advancements Chairman. The Board of Review questions are designed to help the Board gain an insight into your growth and progress as a Scout. Growth will be considered in the five major categories (maturity, attitude, Scout Spirit, abilities, and participation).



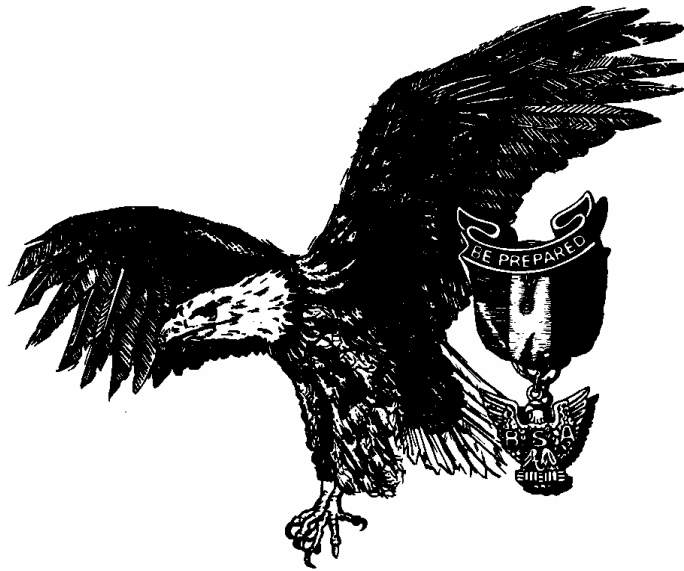
When you have completed your Board of Review, you will be told if you have been awarded or denied your Rank Advancement. The presiding Board Chairman will notify your Senior Patrol Leader when you have been awarded your advancement.

If you are denied rank advancement, you will be told exactly why you failed and every effort will be made to help you prepare for the next Board of Review.



The Troop Advancements Chairman and Scoutmasters will meet with you if you do not appear to be on target for rank advancement. First Class should be achieved within a year of becoming a Boy Scout. The purpose of this session is to determine if

you need help in some particular area, if you should have a Scoutmaster conference, or if a special Board of Review should be convened. The important factor is to guide you on goal setting, self-motivation, and personal growth.



The Eagle Scout Rank should be your goal, never sell yourself short. As you begin 'The Trail to Eagle' let us all strive to ensure you arrive at your pace, but within the time limitations.



Scouting holds many wonderful things that are learned in stages, and it is the purpose of this Scout Troop to see that the stages are fun, the rewards great, and recognition meaningful.

*** TROOP 788 RULES OF CONDUCT**

*** General**

1. Live by the Scout Law and Oath.
2. Maintain good grades at school.
3. Use sir, ma'am, Mr. and Mrs. as appropriate when addressing adults
4. Earn the money you need by doing chores at home or jobs for neighbors.
5. Wear your complete Uniform with pride to all public functions, unless told otherwise.
6. Remove your hat indoors.

*** Patrol**

1. Your Patrol Leader is in charge of your patrol.
2. Know your patrol yell.
3. Bring your patrol flag to Scout meetings, Patrol meetings and campouts.
4. Maintain your patrol box and patrol records.

*** Troop**

1. Your Senior Patrol Leader is in charge of your troop.
2. If you will be late, have to leave early, or cannot attend the weekly meeting, call your patrol or assistant patrol leader and let them know why. It is your responsibility to find out what you missed and need for the next meeting.
3. Wear your uniform and bring your Scout Book, paper and pen/pencil to all meetings!
4. Wear your merit badge sash to Courts of Honor and on Scout Sunday.

*** Outings**

1. Return outing permission slips the week after they are handed out with specified amount of money unless otherwise notified.
2. You must attend the two meetings prior to an outing unless you make arrangements for permission slip and money with your patrol and Scoutmaster.
3. Wear your Scout uniform to and from outings. Activity uniforms may be worn after arrival at campsite.
4. Attend summer camp at least once every two years.
5. If you want a (chair/soda), bring a (chair/soda).
6. Appropriate footwear must be worn in camp at all times.
7. Do not disturb others!! Quiet from taps 'till reveille.
8. Do not enter another's campsite without first asking permission.

*** Adults**

1. When safety is an issue, step in immediately!
2. Leadership by example -- all rules above apply!
3. Do not show favoritism. (Example: food from adults to scouts must be made available to all scouts on an equal basis).