

Policies & Procedures
of
BSA TROOP 261
(Est. January 31, 1953)



Chartered to

Trinity United Methodist Church
1581 Cambridge Boulevard
Marble Cliff, Ohio 43212

June 2009

OBJECTIVES OF SCOUTING

Scouting works toward three basic aims: (1) to develop in boys personality traits of good character represented by the twelve parts of the Scout Law; (2) to help the boy realize his responsibility in citizenship by understanding his obligation to other people, society, and government; and (3) to develop fitness of body, mind, and moral fiber. These aims are sought through the development of skills and handicrafts and through service to our community and the natural environment.

The Scout troop is organized and structured with boy leaders. The boy leaders are responsible for developing the troop program and carrying it out with the advice and guidance (when necessary) of adult leaders. In time, those in it will come to realize that Scouting is a game with rules and regulations, players (the boys), and umpire-coaches (adults). Boys who join Troop 261 are expected to play the game. In fact, upon joining the Troop they take a pledge to do so (the Scout Oath). The main difference between Scouting and other games is that in Scouting there are no losers.

The Troop is run by the Senior Patrol Leader (SPL) or his designate, usually the Assistant Senior Patrol Leader (ASPL). These Scouts along with the Patrol Leaders are directly responsible for the Troop.

Boy Run – Boy Led (Adult Advised) Concept of Troop 261’s Program

Troop 261 believes in, and practices the boy-run, boy-led concept of Scouting. The boys have been entrusted, by the adult leadership, to plan, oversee and run the program they (the Scouts) have established for themselves. This concept follows the teaching of Sir Robert Baden Powell who said, “Train them, Trust them, Let them Lead”. It is the Scoutmaster’s responsibility to assure the aims of Scouting are achieved utilizing the methods of Scouting as established by the National Office of the Boy Scouts of America. The authority to design and carry out a program to achieve these goals is delegated to the Scouts, by the Scoutmaster, and supported by the Troop Committee.

Interjections by an adult leader during a Scout’s presentation take away from the boy run-boy led concept we have worked so hard to achieve in this Troop. The Patrol Leaders Council meeting or a one-on-one reflection with the presenter and Senior Patrol Leader after a presentation is the proper place and time for adult interaction and advisement; not during a Scout presentation or during the Troop meeting. To do otherwise, disrupts the flow of the Scout’s presentation and often creates a lack of confidence within the Scout regarding his ability to make the presentation, not to mention disruption to the time schedule and program. Further, such actions immediately shift the responsibility of the program and its content from the Scout to the adult. This does not positively impact the Scout and may create resentment and mistrust between the boys and adult leaders.

Although the Scouts have been given the time and availability of resources necessary to carry out the program well in advance, there will be Scouts who come unprepared for their presentations and will stumble through them. This is part of learning and leadership training. Most of the boys who will give presentations have been through some level of Junior Leader Training (Troop, Council, and National) and are familiar with the “eleven skills of leadership.” The forum or “testing ground” for the active use of these skills is the Troop program. The mastery of these skills takes time and effort on the boy’s part and patience on the adult’s part. The Scouts responsible for the program have made the commitment to bring their planned program to the Troop. This is their show. Giving the Scouts this charge and then periodically take it away when we (adults) choose is dangerous to the survival and function of the Troop as a whole.

The Senior Patrol Leader is responsible for making sure the program runs and is delivered according to the plan. It is also the Senior Patrol Leader’s responsibility to assist the presenters when needed to ensure the 11 skills of leadership are being utilized and followed. If the Senior Patrol Leader has a problem with the

Troop, its members, or the program and believes adult intervention is necessary, he may request adult assistance at any time. If an adult leader has a problem with the Troop, its members, or program, he should bring his concerns to the Scoutmaster who can, in turn, take them up with the Senior Patrol Leader and/or the Patrol Leaders Council. To do otherwise is not boy-run boy-led.

The role of the adult leader in Scouting is one of adviser. It is a very challenging one. Scouting is built upon the concept that the Scouts need to "do it"; learning from each experience. Any of the present and past Scoutmasters can confirm the transition that takes place when the boys are allowed to evolve through having charge of the program.

TROOP ORGANIZATION

Patrols

Troop 261 is organized into several patrols, and all the Scouts are members of a patrol. The patrol is the backbone of the troop. Each patrol may meet weekly but is expected to have at least one or two meetings per month apart from the regular troop meetings. In these meetings the patrol solidifies plans for upcoming troop functions and can work on advancement.

Patrol leaders are elected by their patrols. Except in very exceptional circumstances; boys must be 1st Class or higher in rank to be certified as patrol leaders. Changes in leadership take place every five (5) months. This is done in order that all boys have an opportunity to learn and demonstrate leadership capabilities. Elections will be held on the first regular meeting in September, and the Last regular meeting in January. A special election will be held after the Spring COH to install officers for the 2 month period that includes Summer Camp and the annual program planning conference.

Patrol Leaders Council

The Patrol Leaders Council (PLC) is comprised of the Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders, and the Scribe. The Council is the group responsible for running the troop. They plan the meetings and camping activities. The planning of activities is an essential responsibility of each boy serving on the Council. The Scoutmaster, or his appointed adult designate, serves as advisor to the Council. Unless notified otherwise, the Patrol Leaders Council will meet on the Tuesday night following a campout. As a result, no Troop meeting will be held on these nights.

Troop Leadership Corps

The Leadership Corps is a selected group of boys chosen by the adult uniformed leaders for their mature judgment and Scouting experience. The Leadership Corps works as liaison between the Troop Committee, adult leaders, and the boys. It is responsible for handling disciplinary actions, training of patrol leaders (and other offices), and conducting Youth Boards of Review for the Tenderfoot, 2nd Class, and 1st Class ranks. The Leadership Corps also has been given the authority, by the Scoutmaster, to sign off requirements for the rank of Tenderfoot, Second Class, and First Class.

The Senior Patrol Leader (SPL) and the Leadership Corps will take up matters of discipline if, and when, necessary. The Scoutmaster and the SPL will discuss the issue and make recommendations to the Corps on appropriate disciplinary actions. The adult leaders will, except in rare circumstances, support the disciplinary actions of the Leadership Corps. Scouting programs are training in nature; boys can adhere to (if they really wish to try) a strict discipline at Scouting activities.

Junior Leaders

All patrol leaders, Senior Patrol Leader, Assistant Senior Patrol Leader, Troop Guides, Instructor(s), Quartermaster(s), Troop Scribe, Troop Librarian, Troop Historian, Troop First Aider, Troop Webmaster, Bugler, O.A. Representative, and Chaplain's Aide have very vital functions to perform in the troop operation. Upon acceptance of their election (or selection) they all promise the troop and the Scoutmaster that they will fulfill their duties. These duties will be taught to them. Their duties include maintaining an "active" status (*see "Meetings and Attendance"*) in the Troop through attendance and participation at troop functions. If the Troop junior leaders do not function, there will no longer be a Troop 261. Boys who do not function, whatever the cause, will lose credit for active leadership service. Boys who cannot keep up will be asked to resign their position.

Discipline Policy

Troop 261 has a zero tolerance policy of any physical and/or verbal abuse on another individual during any Scouting function. Upon breaking this policy, the Senior Patrol Leader along with the Troop Leadership Corps may elect to withdraw any or all of the following privileges consisting of, but not limited to:

1. Attendance at meeting(s)
2. Regular monthly campouts
3. Special activities, including Courts of Honor
4. High Adventure Campouts
5. Membership in Troop 261

The length of time for which the privilege is suspended will be determined at the time the suspension is imposed, depending on the seriousness of the offense.

Meetings and Attendance

Troop 261 meets on Tuesday evenings at Trinity United Methodist Church; unless specially announced otherwise. The meetings begin promptly 7:30 PM and last 1½ hours. (The service patrol needs to arrive ten minutes earlier to prepare equipment, flags, etc. for the meeting.) Generally there will be no meetings on the Tuesday following a campout and Holidays. Scouts are expected to attend all meetings and to be in full BSA uniform. Repeated and frequent absence affects the success of Scouting's objectives. Only boys who actively participate in two thirds (66%) of the meetings and outdoor activities will be considered "active" in the troop membership. Extenuating circumstances such as sickness or family crisis will be accepted.

Scouts should enter and leave the Church via the Fifth Avenue entrance. Meetings usually include a flag ceremony, skill classes, inter-patrol competitions and closing ceremonies. Meetings just before campouts are devoted to last minute planning and work assignments. Skills appropriate to the camping theme are practiced. Each Scout should know three (3) weeks prior to a campout whether he will be attending the campout so we can plan intelligently for food and transportation. Camping fees (money for food, etc.) are due no later than the Tuesday meeting prior to the campout.

Parental Participation

The troop operates and progresses in direct proportion to the amount of parental support of the troop. Adult support is needed for teaching merit badges, maintaining equipment, transportation, and other committee related projects. It is desired that one of the parents of each boy will assume a responsibility for one aspect of one activity throughout the year. Choices and selection of the facets of responsibility will be sought at the annual parents' picnic in August. Additionally, one of the parents of each boy is requested to be an active member of the Troop Committee.

Troop Committee

The Troop Committee supports the troop program. The troop committee does the following:

- Provides adequate meeting facilities.
- Advises the Scoutmaster on policies relating to Boy Scouting and our chartering organization.
- Carries out the policies and regulations of the Boy Scouts of America.
- Encourages leaders in carrying out the program.
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtains, maintains, and properly cares for troop property.
- Sees to it that quality adult leadership is recruited and trained.

The Troop Committee normally meets on the 1st Wednesday of each month, excepting August and September, at the Church at 7:30 PM. Meetings are scheduled to last 1 ½ hours.

Financial Support

Annual registration fees for youths in the Troop are \$ 28.00. This amount registers him with national headquarters, gives him a subscription to *Boy's Life*, and helps to defray some of the other expenses of his membership in the troop such as skill awards, merit badges, rank badges, etc. Adult Scouters and committee members pay \$ 10.00 in annual dues, which assures their registration with Scout Headquarters and gives them a subscription to *Scouting* magazine.

The money received from registration fees amount to about \$ 750.00 that is approximately 26 % of the money required for the operation of the Troop. The remaining deficit must be made up by our fund-raising campaigns, which are a popcorn sale in the fall and a flower sale in the Spring. The net profits from these two events are proportioned between the Scout's individual account and the Troop general account. The net profit from both the fall popcorn sale and the spring flower sale, are divided 50/50 between the Scout's individual account and the Troop general fund. As a result, it is expected that each Scout contribute a total of \$40.00 to the Troop general account resulting from his sales efforts during these two fund-raising activities (subscription fee). To the extent a Scout's sales efforts do not result in a \$40.00 contribution, the outstanding portion of this fee will be deducted from his individual account and/or billed by the Troop Treasurer.

Typical Troop 261 Yearly Expenses

Registration	
Recharter	40.00
Boys (20)	180.00
Adults (42)	420.00
<i>Boy's Life</i>	150.00
Camping - Equipment, Fees, Etc.	1050.00
Skill Awards & Teaching Aids	180.00
Advancement Awards	350.00
Court of Honor Expenses	
Regular	50.00
Eagle	300.00
Miscellaneous	<u>150.00</u>
	\$ 2870.00

Uniform Wear

The Boy Scouts of America is a uniformed organization and derives much of its uniqueness and appeal from the fact that this is so. All Scouts, the Scoutmaster, and the Assistant Scoutmasters are expected to attend the meetings and functions in proper uniform. It is desired that the members of the Troop Committee wear their uniform at all formal functions of the Troop.

Uniform inspections will be held on a regular basis. Honor Scout Award points will be given to the Scouts who pass inspection with no more than one deficiency in the six areas listed below:

1. Scout shirt (short or long sleeved).
2. Scout pants: long pants, or short pants with Scout socks (pulled up).
3. A Scout belt. May be web or leather, with a recognized Scout buckle.
4. Shoes: brown or black shoes, leather or tan canvas, or hiking boots. (Sneakers are acceptable for regular meetings **but not for Courts of Honor and other formal events.**)
5. Troop neckerchief and slide (only at courts of honor and other formal functions of the Troop)
6. Insignia properly placed and displayed:
 - a. Council Strip
 - b. Troop numerals
 - c. Badge of current Rank
 - d. Badge of Office, if currently holding one
 - e. OA Lodge Flap, current flap (only worn by dues *paid* members)
 - f. Temporary Patch, only worn one at a time on the right breast pocket
 - g. National Flag
 - h. Patrol Medallion
 - i. Red Shoulder Tabs (old style shirt) or Green Shoulder tabs (new style shirt)
 - j. Other Insignia, worn where and when as prescribed in the uniform *Insignia Guide*

Uniforms may be current style, former style, or mixed. In addition to the list above, the Troop 261 neckerchief will be worn at all Courts of Honor. Excepting these formal events, we will accept clothing items which closely resemble Scout uniforms and which can be readily adapted as a Scout uniform such as olive drab BDU pants and shorts. However, blue jeans, NFL nylon caps, cowboy gear, etc. don't closely resemble the Scout uniform.

CAMPING

Camping and hiking are major activities of the Troop and the most popular feature of our Scouting program. We hold at least one outdoor event each month of the year. Over the years, several policies respecting camping have been developed. They are listed here so that all may know them.

Camping Dates

We plan and announce scheduled dates for monthly camp outings, summer camp, high adventure, and planning conference in August of each year at the parent's picnic. We do, as best we can, plan with regard to all the local school schedules, OSU football schedules, holidays, Council and District schedules, and the like, but we recognize that some conflicts can and do occur. However, we believe by announcing the camping dates well in advance and sticking to them will assist family planning and encourage maximum atten-

dance, which is what we all want. We will camp unless the Weather Service or the Highway Patrol advises otherwise.

Camping Locations and Transportation

We try for a variety of experiences and areas. This means some traveling to out of Council locations. Usually, these are within a 75-mile radius of Columbus. The Troop Committee plans for sufficient volunteer transportation by adults to and from the campsites (and assistance of parents is essential to make this work). If a camper or parent needs to leave camp early, the driver concerned must make arrangements for another driver to bring back the Scouts he brought so there will be adequate return transportation.

Drivers and Insurance

It is the policy of Troop 261, Trinity United Methodist Church, Marble Cliff, Ohio that drivers of vehicles used to transport Scouts to or from camping or hiking events be 21 years of age or older. Liability insurance covering the driver should be in the amount of \$50,000/\$100,000/\$50,000. This policy is observed by Troop 261. When, for fitting reasons, a Scout must arrive late or leave early, he should advise the adult leadership by the meeting date prior to the campout so that special arrangements can be made for his transportation.

Arriving and Leaving the Campsite

We camp as a unit, not as individuals. Accordingly no Scout or group of Scouts shall arrive at a camping or hiking activity prior to the arrival of the adult leadership, nor stay after adult leadership has departed, without the written permission and assumption of responsibility by the Scout's parents. Scouts will not leave the campsite during the camp except for fitting reasons and then only with an adult. Depending on the nature of the trip; we either depart from the Church parking lot at 6:00pm on Friday, or early on Saturday morning. We will normally return home about Noon on Sunday.

Equipment

The Troop provides all basic camping equipment except personal gear. Cooking utensils, grills, water carriers, dining flies, etc. are provided by the Troop. Personal tents are the norm; however the Troop does have some tents available. Each Scout must supply his own mess gear, canteen, sleeping bag, personal ground cloth, and the Scout Handbook. Clothing appropriate for the season is a personal responsibility. Sturdy shoes or hiking boots are the primary footwear. Canvas or nylon athletic type shoes are secondary regardless of the season. A poncho or rain suit is always a basic item, except in sub freezing weather. In cold weather, knit caps for outside wear and nighttime sleeping are recommended. Each item of personal gear and clothing should be marked with the Scout's name, and each Scout is responsible for the care and control of his personal gear and clothing. Each Scout must be able to carry his own personal gear and his share of the patrol equipment and food. Generally, this will require the use of a pack frame.

Contraband

The following items are not permitted at campouts, hikes and long-term camps (including travel time). (Please help to make certain that your son does not leave home with these items.)

1. Individual stoves and non-electric lanterns, excepting candle lanterns. (These items may be brought by adults.)

2. Firearms; except when participating in a Scout shooting event or class, and then only in accordance with published rules.
3. Fireworks.
4. Radios, tape players, electronic games and toys (including I-pods/ MP-3 players).
5. Soda pop, except when brought with sack lunch; and then no more than two 12-ounce cans each Scout.
6. Alcoholic beverages or drugs (except as prescribed by a physician).
7. Tobacco, if under 18.
8. Material and language, which is contrary to the eleventh point of the Scout Law and the last part of the Scout Oath.

Parent Participation

Parents are welcome and encouraged to camp with the Troop on occasions when they are able. We need drivers, of course, but even more we need parent interest, involvement, and encouragement of your boy's participation and attendance. Four adults as a minimum are usually needed for camp when a troop of our size goes out, and a ratio of one adult to six boys is desirable.

Scout Participation

The Scout Leadership plans and executes the camping theme and the program for each weekend camp. Menus are determined by the Patrol Leader, or his designate, for each Patrol; with approval by the Senior Patrol Leader. Each patrol is responsible to obtain, transport, and cook its own food. Sign-up for camp will be the Tuesday evening meeting three (3) weeks prior to the campout. All camping fees are due at the Tuesday meeting preceding the campout. Food will be purchased on the basis of the sign up. If a Scout cancels or fails to show up after food is purchased for him, he is still obligated to pay his share for food and expendable supplies.

Troop equipment is signed out to individual Scouts prior to departure for camp. The Scout to whom the equipment is assigned is responsible for its return; clean, and in good order, to the Quartermaster, immediately upon return from the campout.

CAMPOUT ATTENDANCE / COLLECTION OF CAMP MONEY REIMBURSEMENT

Collection of Money

At any Troop meeting prior to a campout, the Scoutmaster will accept camp/food fees and record these payments in his records. All camp/food fees are to be paid in cash only. If a scout does not have the required money with him, he may pay the Scoutmaster at the church on the Friday of the campout. Patrol Grubmasters are required to pay their fee the same as others even though they are buying the food for the campout. In this way there is no confusion as to who paid. The standard fee is \$15.00 per Scout, which includes \$10 for food and \$5 for any camp fees, propane and other staple items. Camping and activity fees vary depending upon the specific activity planned.

Reimbursement

On the camp departure date (usually Friday), the Scoutmaster will be present to collect camp/food money. The Scoutmaster will also collect food receipts from the Patrol Grubmasters. Prior to departure, the Scoutmaster will reimburse the parents of the Patrol Grubmasters who have issued receipts for food up to the \$10.00 per scout rate. It will be up to the Patrol Leader and Patrol Grubmaster to collect any money spent in excess of the standard amount for food (\$10 per Scout) from his patrol and reimburse the Patrol Grubmaster.

Report to the PLC

At the Patrol Leaders Council (PLC) meeting following the campout, the Assistant Senior Patrol Leader (ASPL) will issue a report to the PLC regarding unpaid camp/food money. All outstanding camp/food money must be paid by the first Troop meeting following the campout. Any money outstanding after this date will be considered delinquent and prevent the Scout from attending further Troop outings until the debt is paid. The Assistant Senior Patrol Leader will give notice of these outstanding fees at every Troop meeting.

ADVANCEMENT AND AWARDS

Achievement of awards, badges, and rank are an important part of Scouting and one of the chief reasons for Scouting's appeal to boys. The following policies respecting advancement and awards will be observed in Troop 261.

Standards for Advancement

The requirements for skill awards, merit badges and rank advancement are as stated in the latest edition of the Boy Scout Handbook and merit badge pamphlets. No one in the Troop Leadership can change these requirements. Rank advancement requirements must be signed off by members of the Leadership Corps, a designated Instructor, a Junior Assistant Scoutmaster, an Assistant Scoutmaster or the Scoutmaster. Parents cannot sign off for advancement requirements. Merit badges can be approved only by counselors certified by the Buckeye District or Simon Kenton Council

It is expected a Scout have an "active" status in the Troop immediately preceding a request for consideration of rank advancement (see "Meetings and Attendance"). Tenderfoot, Second Class, First Class, Star, and Life ranks are awarded by a Troop Board of Review consisting of three Troop Committee members. The Eagle Scout rank is awarded by the National Council upon approval by a District Board of Review. Each Scout is responsible to see that his advancement record is signed off in his handbook when he completes a requirement. It is also the Scout's responsibility to periodically notify the Troop Advancement Chairman of his advancement record to ensure the Troop-level advancement records are kept as current as possible.

Presentation of Awards

We will endeavor to present rank achievement, merit badges, and badges of office promptly after they are earned. Public recognition will be given for these at the following Court of Honor, but presentation of the award will not be delayed unless it is earned within a month of the upcoming Court of Honor.

Courts of Honor

We will have three Courts of Honor per year; the 1st Tuesday of October, February, and June.

Service Stars

Presented on the anniversary of joining the Troop.

Attendance Pin and Year Bars

Are presented on the anniversary of joining the Troop if a Scout:

1. Has not missed any Troop meetings during the past year, September through June, and
2. Has missed no more than 1 regularly scheduled campout during the year, and
3. Has attended BSA summer camp during the past year.

Since the purpose of the Attendance Pin is to recognize consistent attendance rather than penalize absence, reasons for an absence are not considered. However, attendance at an approved BSA activity scheduled at the same time as a Troop event will credit attendance. (Example: A Camp Falling Rock staff member would receive credit for Troop summer camp.)

HONOR SCOUT AWARD

The award for Honor Scout is presented at each Court of Honor to the Scout who has done the most for others, for the Troop, and for himself during the months since the last Court of Honor. It is one of the top honors the Troop can give one of its Scouts. The awards are:

Troop Honor Scout	Gold Medal
Honor Scout, 2 nd Place	Silver Medal
Honor Scout, 3 rd Place	Bronze Medal

All registered Scouts under the age of 18 are eligible to earn these awards and there is no rule against repeating. What you earn, you get. Subsequent awards of the same degree will be made with a star to wear on the medal previously earned. Awards will be made on a point score basis divided into four separate areas of focus, Participation, Advancement, Spirit, and Scoutmaster's Discretionary Award. The point system is as follows:

Participation

	<u>Maximum Points</u>
Troop meetings (1 point per meeting)	18
In Full Uniform (1 point per meeting)	18
Patrol activity outside of Troop meeting (1 point per activity)	5
Overnight camp (1 point per event)	12
Scout Show	1
Summer Camp	6
Merit badges earned	1 per

Advancement

Tenderfoot	20
Second Class	20
First Class	20
Star	20

Life	20
Eagle	20
Special Award (religious, life guard, etc.)	20

Spirit

Recruit a new scout (registered & paid)	5
Good turn service (not required for rank)	1 per hour up to 10
Participation in fund raiser event	5
Bonus for extra effort in fund raiser event	5
Leadership Training (JLT, JLOW, Nagatamen, Eagle Feather, NJIC)	5
Any deed or achievement not listed above done as a Scout which brings credit on the Troop, or the BSA (including teaching at council Cub event)	5
Special Adventure Participation (Philmont, Jamboree, etc.)	5
Election to Order of the Arrow	
Completion of Ordeal	5
Completion of OA Brotherhood	5
Completion of Vigil honor	5
<u>Scoutmaster's Discretionary Award</u>	
Special meritorious effort shown	(up to 20 points)

BADEN POWELL HONOR PATROL AWARD

The award for Honor Patrol is presented at each Court of Honor to the Patrol who has done the most for others, for the Troop, and for themselves during the months since the last Court of Honor. Points must be earned in each of the following categories since the last Court of Honor to qualify for this award:

75% Patrol member attendance at all Troop Meetings	1 point per month
100% Patrol member attendance at Troop Meetings in full uniform	1 point per meeting
66% Patrol member attendance at all Campouts	1 point per campout
100% arrive and leave campouts in "Field class A" uniform	1 point per campout
Patrol activity outside Troop meeting (Written plan to Scoutmaster before activity)	1 point per activity over one per month
Patrol Service Project (Approval of Scoutmaster before project begins)	1 point per activity over one per month

Patrols who do not have a patrol flag, yell, and cheer are disqualified from competing for this award.