

BSA TROOP 466
POLICY MANUAL
Davis, CA
Yolo District
Golden Empire Council



INTRODUCTION

The purpose of this manual is to explain the organization and functioning of Troop 466, which is a participating member of the Yolo District, Golden Empire Council, Boy Scouts of America. It is written for both the parents and the Scout. Our objective is to set forth guidelines and procedures of the Troop, so the new Scout and his family can quickly become involved. It also serves as a reference for established members. The format provides information on how the Troop is sponsored, organized internally, supported by a committee of parents and other interested adults, and the responsibilities of the parents in general. If you have questions or comments, please notify the Scoutmaster or a member of the Troop Committee.

SECTION I: SPONSORSHIP

GENERAL:

A. Each Scout unit (Cub Scout Pack, Boy Scout Troop, etc.) is sponsored by some civic organization, church, service club or other group of interested adults. The sponsor is referred to as the Chartered Organization and is granted a charter by The Boy Scouts of America.

B. The Church of Saint Martin (Episcopal) is the Chartered Organization for Troop 466. The Chartered Organization is responsible for providing a safe meeting place and equipment storage space and for insuring that there is adequate trained leadership in the Troop.

ORGANIZATION:

A. The Head of the Chartered Organization is the Rector of St. Martin's Church.

B. The Governing Body is the Church Vestry.

C. The Chartered Organization appoints a Representative (CR) to serve as the liaison between the Troop and the Chartered Organization.

D. The Church Administrator provides assistance with use of church facilities and the reproduction machine.

FUNCTIONING:

A. The Rector is responsible for the activities of the Troop and provides guidance when there is a conflict between Troop plans and the plans of other Church-sponsored groups.

B. The CR may be contacted for resolution of such issues. The CR is a voting member of the Troop Committee and is the Chartered Organization's voting representative to the District and Council.

C. The Administrator makes reservations on request by the Troop to use church facilities and provides use of the reproduction machine for Troop business.

SECTION II: THE TROOP

GENERAL:

- A. The Troop consists of registered Scouts and registered Adult Leaders (Scouters).
- B. To be eligible to join the Troop a boy must be at least eleven years of age but not over eighteen, or have completed his Arrow of Light Award in the Cub Scouts, or have completed the fifth grade in school. He must complete and sign a youth application for membership in the Boy Scouts of America with his parent or guardian showing acceptance of the terms and paying an initial registration fee of \$60 (as of Jan. 2014). This fee includes the items listed on page 17/item D of this Manual.
- C. A Scouter is an adult registered with the Troop. To be eligible to register as a Scouter, a person must be at least eighteen years of age and be of demonstrated good character. They must complete an adult application for membership in the Boy Scouts of America, providing three character references. The application requires the approval of the Troop Committee Chair and of the Chartered Organization. Fees for adults are paid by Troop 466. All registered Scouters and all other adults who will be in direct contact with the Scouts must complete the Youth Protection Training course provided by the Boy Scouts of America before assuming their duties.

ORGANIZATION:

- A. The Scouts are organized as follows:
- 1) A Senior Patrol Leader (SPL). The SPL is elected semi-annually by majority vote of the Scouts in the Troop who are in attendance at semi-annual elections. He is the youth leader of the Troop. To be eligible for election to SPL, a Scout must have earned at least First Class rank or higher and must have held a previous Troop leadership position. Under special circumstances, the Scoutmaster (SM) may appoint the SPL.
 - 2) One or more Assistant Senior Patrol Leader (ASPLs). The ASPLs are appointed by the SPL with approval of the Scoutmaster. To be eligible for such appointment, a Scout must have earned at least First Class rank or

higher and have held a previous Troop leadership position. ASPLs assist the SPL and the senior ASPL who is highest in rank is in charge in the SPL's absence.

3) One or more Troop Guides. Normally older Scouts who are proficient in Scouting skills and in leadership skills. They are available for special assignment on request of the SPL or the Scoutmaster. The Troop Guide(s) is selected by the SPL. The Troop Guide is a mentor to the younger Scouts and helps the younger Scouts with earning their rank advancement.

4) One or more Patrols consisting of approximately 5 to 8 Scouts including:

a) A Patrol Leader (PL) for each Patrol. The PL is elected by the members of that Patrol at the semi-annual elections. To be eligible for election to PL, a Scout must have earned his Second Class rank or higher. Under special circumstances, the Scoutmaster may appoint Patrol Leaders.

b) An Assistant Patrol Leader (APL) for each Patrol. The APL is appointed by the elected Patrol Leader with the approval of the SM. To be eligible, a Scout must have earned his Tenderfoot rank or higher.

c) A Leader Patrol may be appointed by the SPL with the concurrence of the PLC and the approval of the SM. The following positions are possible members: Quartermaster, Chaplain Aide, Troop Guide, Scribe, Librarian, Bugler, Historian, Den Chief, Instructor and Order of the Arrow Representative.

5) A Patrol Leaders Council (PLC) consists of the SPL, ASPL, the PLs and the Scribe. The SPL may invite other appointed Troop leaders to attend. Each month the PLC meets to plan in detail the program for the next month. The number of meetings in a month will depend on the amount of business to be covered. Annual planning of the calendar year's outings is planned by the PLC with SM/ASM guidance. The calendar of outings is approved by the Troop Committee. High Adventure outings or an extra Patrol activity must have Troop Committee approval.

6) General eligibility requirements for all Troop leadership positions:

- a) Be making an effort to advance in rank.
- b) Display leadership potential.
- c) Attend a minimum of 50% of the Troop's activities.
- d) Strive to live up to the Scout Oath and Law in his daily life.

B. The Adult Leaders (Scouters) are:

1) Scoutmaster (SM): A registered and trained adult over 21 who provides leadership to the Troop. The SM is appointed by the Troop Committee and is responsible directly to them. The SM must complete and maintain current certification in Youth Protection Training prior to contact with Scouts and is encouraged to complete the Boy Scout Fast Start, New Leader Essentials, Scoutmaster Specifics, and Outdoor Leader Skills training as soon as possible upon appointment. The SM is also encouraged to attend High Adventure Training to prepare for backpack trips, canoe treks, and snow camping.

2) Assistant Scoutmasters (ASM): Any number of registered and trained adults over the age of 18 who support the ideals of Scouting and who wish to be active in Scouting. ASMs are recommended by the SM and approved by the Troop Committee. ASMs require the same training as the SM including completion of the Youth Protection Training before working with Scouts.

FUNCTIONING:

A. The Scouts

1) The SPL

- a) organizes and directs the troop activities, issuing instructions directly to the PLs and to other Scout leadership positions.
- b) plans and conducts the Troop meetings and the PLC meetings in cooperation with the SM.
- c) plans and supervises Scouting activities for the outings.
- d) addresses disciplinary problems among the Scouts.

2) The ASPLs assist the SPL as he requests, such as teaching Scouting skills, organizing a game, or organizing equipment for a trip. The ASPL of

highest Scout rank acts as SPL in his absence.

3) The Troop Guide is available for special assignment on request of the SPL. When not utilized as such, he may function as a member of a Patrol.

4) The PLs report directly to the SPL. They organize and lead their Patrols in all activities at Troop meetings, on trips and at major outings such as the District Camporee and the Klondike Derby. They are responsible for cleaning and repair of Patrol equipment and must report lost or damaged items to the Quartermaster.

5) APLs assist their PL as requested and are in charge of the Patrol in the absence of the PL.

6) Individual Scouts take part in Scouting activities (meetings, games, outings, etc.) under supervision of their PL. Individual Scouts may also perform in the following positions, whose duties are given in more detail in the Scout Handbook:

- a) Troop Scribe: Keeps attendance records, records of dues payments, and records of PLC meetings and troop events.
- b) Troop Quartermaster: Supervises the storage and status of Troop equipment, inspects and inventories equipment after each outing, and reports shortages and status of troop equipment to the SPL and to the Troop Equipment Manager.
- c) Troop Historian: Maintains a file of historic photographs, photographs current Troop activities, and records items for the troop history.
- d) Troop Librarian: Maintains the library of Merit Badge Pamphlets and other literature for the Troop, keeping the publications current and informing the SM when new publications must be purchased.
- e) Chaplain Aide: assists the troop chaplain in religious services for the troop. He sees that religious holidays are considered during program planning and promotes the religious emblems program. He provides "Grace" and offers prayer at appropriate times.
- f) Bugler: Provides bugle calls at appropriate times such as Reveille, Assembly, and Taps.
- g) Instructor: Assists the SPL by providing instruction to the Troop in selected subjects, primarily Scouting Skills.

h) Den Chief: Helps the Troop recruit new Scouts by working with a Cub Scout Den as a youth assistant to the Den Leader.

B. The Scouters.

1) The Scoutmaster (SM) oversees the entire Troop operation so as to promote harmony among Scouts and to assist in their continual growth in citizenship and in physical and moral strength. He advises the SPL in planning and conducting Troop meetings and Patrol Leader Council. He assigns duties to his Assistants to assure proper functioning of the Troop at meetings and on outings. The SM is not a member of the Troop Committee, but attends the Committee Meetings to report on the activities, progress, programs, and problems of the Troop.

2) The Assistant Scout Masters (ASMs) assist the SM at meetings and on outings. An ASM may assume SM duties in the absence of the SM. The ASMs may be designated to work with a specific Patrol to assist the PL in developing Scouting skills or creating Patrol spirit. They may help plan and organize Troop meetings to assist the advancement program. They may help prepare activities to be accomplished on outings. ASMs are not members of the Troop Committee. However, they may attend Troop Committee meetings when not needed at Troop meetings.

SECTION III: THE TROOP COMMITTEE

GENERAL:

- A. All parents of Scouts in Troop 466 may be on the Troop Committee, but only parents registered as Committee Members with the Boys Scouts of America may vote. Scout Leaders, (e.g. SM, ASMs) may not be voting members of the Troop Committee, however may attend the meeting as observers or to give a report. An SM or ASM may not vote on any item needing approval.
- B. The Troop Committee consists of parents of Scouts in Troop 466 as well as other adults who are interested in advancing the ideals and goals of Scouting. The Committee is responsible for the administration of the Troop, for establishing policies under which the Troop operates, and for providing the support needed by the Scoutmaster in carrying out the Troop Program. Troop Committee duties are described in the "Troop Committee Guidebook," published by Boy Scouts of America, (copy kept with the Committee Chair and is available in the Troop library.)
- C. The Committee meets on the third Monday of each month unless otherwise notified. Meetings begin at 7:00 p.m. and are held in the Library of St. Martin's Church. The meetings are open and attendance by all parents and other interested adults is encouraged.
- D. Parents and all Leaders will be given specific email notice of meetings which might consider changes in Troop Policies. Such notice will be given at least five days in advance except in urgent situations when such time is not available.
- E. A quorum for Committee meetings shall consist of at least three registered Committee members, including the Committee Chair and his/her designees. Meetings will be conducted in accordance with normal parliamentary procedures. Minutes of each Committee meeting will be recorded by the Secretary, circulated for comment to all parents, and then will be presented for approval at the following Committee meeting.
- F. A vote shall be taken on all matters that require formal Committee approval. Approval requires a simple majority of all registered members present. Decisions establishing or affecting policy or procedures for the Troop shall be noted in the

minutes to amend this Troop Policy Manual.

ORGANIZATION AND FUNCTIONING:

The Troop Committee positions are as follows:

A. A Chairperson who maintains contact with the Committee Members prepares a monthly agenda, chairs monthly Committee Meetings, and calls additional meetings as necessary.

B. A Secretary who, prepares and distributes minutes of the meetings, and prepares other correspondence as requested by the Chair.

C. A Treasurer who deposits all payments made to the Troop, maintains financial records, maintains the Troop's checking account, keeps adequate records, leads in the preparation of the annual Troop budget, and reports to the Troop Committee at each meeting – providing the current Troop account balances and any unpaid debts owed, (e.g., Scout dues unpaid, costs for outings still outstanding, etc.)

D. An Advancement Chair who monitors and encourages individual Scout advancement. He/she also maintains advancement records, (keeping record on each Scout until he achieves his Eagle award or until he leaves the Troop. If a Scout moves to a different Troop, the Advancement Chair shall provide a transfer record to the receiving Troop). He/she organizes periodic Boards of Review and Courts of Honor, keeping appropriate records to assure the continued advancement of individual Scouts.

E. A Communications Member who gathers information on Troop activities and prepares articles for the District newsletter (The Pleasant Pheasant) and for The Davis Enterprise.

F. An Equipment Manager who:

- 1) Procures and supervises the management and storage of an adequate quantity and quality of equipment to meet the needs of the Troop program.
- 2) Supervises the activities of the Troop Quartermaster including periodic inventory of that equipment.
- 3) Assists the Quartermaster in maintaining a list of nonexpendable equipment owned by the Troop showing quantity of items, purchase price and date of purchase for all items. Reports purchased replacement items to the Troop

Committee of \$25 or more. Must obtain approval by the Troop Committee to purchase or replace items needing purchase costing over \$75.

G. An Insurance Coordinator who assures that the Troop and individual Scouts are covered by Golden Empire Council blanket insurance policy and that the Troop trailer is properly insured. Assists the Outdoor Coordinator by gathering auto insurance information on all parents who are eligible to drive Scouts to events or outings

H. A Membership Coordinator who:

- 1) Registers new Scouts and Scouters, receives payment, and delivers payments to the Treasurer for deposit into the Troop checking account.
- 2) Provides each new Scout a copy of the Troop Policy Manual, a Troop Resource Survey Form, and a Class I BSA Medical Form.
- 3) Provides a copy of each completed application to the Advancement Chair.
- 4) Maintains the record file of the Troop copies of completed registration applications.
- 5) Maintains and distributes to all parents the Troop roster. The roster is a list of all Scouts, parents/legal guardian, and relevant contact information, (mailing and phone numbers). The roster also includes the parent volunteer duties and which Patrol each Scout is a member of.

I. An Outings Coordinator and Assistant Outings Coordinator who:

- 1) Obtains reservations and any necessary permits for those places and events listed on the annual Troop Program.
- 2) Prepares a Permission Slip for each outing, coordinating with the SM and the Treasurer on the amount to charge each Scout and with the insurance coordinator regarding auto insurance on drivers who will transport the Scouts.
- 3) Assigns duties to the Assistant as necessary.

J. A Recruiting Coordinator who:

- 1) Maintains contact with Davis Cub Scout Packs,
- 2) In coordination with the SM, invites Webelos Dens to visit Troop 466 at special events or other meetings.
- 3) In coordination with the SM, invites Webelos Dens on appropriate Troop camping trips.
- 4) In coordination with the SM, arranges for Troop 466 representatives to visit Cub Pack activities.

K. A Community Service Coordinator who identifies opportunities for Scouts to perform work of benefit to the community and provides leadership in organizing and carrying out the work.

L. A Training Coordinator who:

1) Identifies the training needs of various Troop officials (including SM, ASMs, and Committee members) and the opportunities available to satisfy those needs.

2) Encourages Scouts and Scouters to attend appropriate courses and maintains records of completion, including adding to Troop Master software.

M. A Uniforms Coordinator who maintains the supply of Troop neckerchiefs, hats, Class B T-shirts, shoulder loops, Troop 466 patch, neckerchief slides, and Scout handbooks needed to integrate new Scouts into the Troop. Also orders special items of uniform unique to Troop 466 when the demand arises. Sells these items to existing Scouts and adults, appropriately routing any funds to the Treasurer or informing the use of Scout Bucks.

N. Troop Webmaster who maintains the Troop website. The website shall include links to needed BSA forms, (e.g. medical forms, registration forms, Merit Badge Counselor Application, etc), Troop Permission Slips, the annual Troop calendar of events, the Policy Manual, and other current needs.

O. Rechartering Member who coordinates the rechartering of our Scouts and registered adults each year. Rechartering occurs in the Fall with a December due date to the Council office.

P. A Fundraising Coordinator who helps to coordinate any and all fundraisers, (popcorn, car washes, working a booth at the City's Fourth of July event, etc.)

SECTION IV THE PARENTS

(The term "parent" is used throughout and is intended to mean "guardian" when appropriate.)

GENERAL:

When a boy joins the Boy Scouts, he enters an environment in which the youth leaders are intended to plan and carry out the meetings and teach basic Scouting Skills to the new Scouts. When a new Scout learns a skill, he must demonstrate it to the SM or an ASM who may then sign his Scout Handbook to show satisfaction of a requirement. When he completes all the requirements for a specific rank, the Scout will have an interview (SM conference) with the SM, who will satisfy himself that the Scout is prepared for advancement. If so, the Scout will appear before a Board of Review consisting of three adult Troop Committee Members. The Board of Review members will review his progress and his eligibility for advancement. If the Board approves, the Scout will be advanced to the next higher rank. Each parent is asked to encourage their Scout to learn and practice the skills which will assist him in his advancement. Troop meetings are rather short, and if we try to both teach a skill and to examine and pass the Scout on that skill, very few skills can be covered. So by helping to prepare your Scout, you will help to move him along. A new Scout is encouraged to reach the First Class rank within a year.

SERVICE TO OTHERS:

One point of the Scout Law is that a Scout is helpful. Periodically there are service projects that provide an opportunity for Scouts to contribute to their community. These projects assist some community groups, and all members of Troop 466 are expected to participate. A member of the Troop Committee usually organizes and supervises the Troop participation and provides information to all parents on when and where the Scouts should show up and in what uniform. One of the traditional annual projects is "Scouting for Food." In this project, the Scouts distribute notices on one Saturday notifying households in a section of Davis that on the following Saturday, the Scouts will return to pick up donations of food as the households provide. This is the most public demonstration of Scouts serving the community. Troop 466 expects 100% of the scouts to participate. Another example is the semi-annual work days at Saint Martin's Church. The church is the sponsor of our Troop and again the Troop expects 100% of the Scouts to participate and show their appreciation for the support provided by the church.

SCOUT OATH AND LAW:

The new Scout is learning ideals on which he may base his behavior. It's encouraged that parents learn and know the Scout Oath and Law, thus emphasizing the applicability of the Law in everyday life.

PARENT/GUARDIAN RESPONSIBILITIES TO THE TROOP:

There are p/g responsibilities to the Troop that extend beyond the immediate parent-child relationship. The p/g must assist in providing a good program for their Scout by serving on the Troop committee or as an Assistant Scoutmaster. P/g's must drive occasionally on Troop outings and on occasion to camp overnight with the Troop to support the Scoutmaster. P/g's must also supervise and assist their Scout after an outing to dry and clean items of equipment sent home with the Scout and to ensure that the items are returned promptly to the Troop in good order. Studies show that boys who get the most from the Scouting program are those whose p/g's also become involved. P/g's who do not volunteer to serve the Committee, the Program, or assist with driving on outings, will be asked to serve in other capacities.

The p/g is expected to review this Policy Manual with the Scout, complete a Troop Resource Survey, and Talent Release Form upon the Scout registering with the Troop. The p/g is also expected to complete the Driver Information Sheet, supplying the Troop with updated vehicle and car insurance information on an as needed basis.

HELPFUL REMINDERS:

Many simple acts can be helpful such as reminding their Scout of his responsibility to pay his dues (\$2.00 per month, due on the first meeting of a month). Dues are payable even if he is unable to attend that meeting. Another is to remind you son to wear his complete uniform. It may sometimes be a chore to provide a clean uniform to an active boy, but the meetings occur each Monday so it really should be no surprise. And a third might be to remind him to bring his Scout Handbook so his achievements can be signed as he passes them.

OUTINGS:

Outings are an integral part of Scouting. It is in the great outdoors that the Scout has the full opportunity to practice the skills he learned in the meeting hall. The goal of the Outdoor Program is to teach the Scout proficiency in outdoor skills, leadership skills, and teamwork. The Troop encourages parent participation and the adult leaders will attempt to provide tasks for the adults that match their skills and match also the priorities for the outing. There shall be not less than 2 adults on

any outing, one of whom must be a registered Scouter and one of whom must be over 21 years of age. Both must have completed their Youth Protection Training. Parents volunteering to act as drivers for an activity will receive priority when requesting to participate in an activity. Parent drivers must also have completed Youth Protection Training.

MEDICAL INFORMATION:

Written permission from the parent/guardian of each Scout shall be required annually for the Scout to participate in the activities of the Troop. This is to obtain a release for the leaders and to provide for emergency medical treatment should an emergency occur and the parent/guardian not be available. The Scout family MUST execute a Class 1 BSA medical form when their Scout joins the Troop. The Annual BSA Health and Medical Record forms will be kept on file by the Outings Coordinator for one year. Parts A and B of the BSA H&MR are required for trips of less than 72 hours. Any trips of 72 hours or longer require a Part C BSA medical release as well.

PERMISSION SLIPS:

In addition, parents are required to provide a signed Permission Slip for each activity their Scout attends away from the normal Troop meeting place. These Permission Slips provide details of the outing to include uniform to be worn, arrangements for lunch on the day of departure, time to meet for departure, and time and place of return; and there is an equipment list attached. These slips must be completed and signed by a parent and returned by a date specified on the slip, along with a check or cash in the amount specified on the slip.

MERIT BADGE COUNSELING:

All parents of Troop 466 Scouts are encouraged to become Merit Badge Counselors. Each Merit Badge Counselor must be registered with the District; fees are not required. Counselors must register using the Adult Registration Application (BSA form No. 28-501) and the Merit Badge Counselor Information sheet (both available from the Advancement Member of the Troop Committee), and submit the completed forms to the Troop Advancement Member. A Counselor may be registered to counsel up to eight Merit Badges. Merit Badge Counselors must complete and keep current their Youth Protection Training before they have contact with Scouts.

TROOP RESOURCES SURVEY:

Parents are required to complete the "TROOP RESOURCES SURVEY" provided when their son joins the Troop. By inserting their elections as to positions they

would like to hold within the Troop or Troop Committee and any special interests they might add as a basis for Merit Badge Counseling they assist greatly in integrating themselves into the Troop. At least one parent of each Scout is expected to serve on the Troop Committee or as an adult leader as a first step in contributing toward the support and monitoring of their son. A boy's Scouting experience demands parent/child teamwork. This means that when your boy joins the Troop, you also embark on a new experience.

INFORMATION FLOW:

On joining the Troop, parents receive a copy of the Troop 466 annual program with dates of all the meetings, outings, and special events. These dates can help you to plan family events so they hopefully do not conflict with Scouting events. Other information concerning Troop activities is often discussed at meetings, sometimes with printed information handed out to the Scouts. On occasion Troop Leaders will pass information by phone calls or email. Check to make sure you and your son are receiving and properly acting upon the information he receives. Encourage your son to keep you informed.

SECTION V POLICIES

A. **Adult Leadership:** All adult leaders must complete and keep current their Youth Protection Training before being in contact with the Scouts. It is available on-line at <http://olc.scouting.org/info/ypt.html>. All Troop 466 meetings, trips, or other outings require at least one registered adult leader and a second adult, usually a parent. At least one of them must be over 21 years of age. Each must have current Youth Protection Training and have completed "Fast Start" training.

B. **Discipline:** All Scouts must conduct themselves at all times in accordance with the Scout Law. This especially refers to "A Scout is Obedient," but also pertains to Helpful, Friendly, Courteous, Kind, and Clean. Through self discipline, a Scout contributes to the smooth functioning of the Troop and provides for the feeling of brotherhood between fellow Scouts.

1) **Warning:** Any violation of the Scout Law must be corrected by one of the Youth Leaders. Youth Leaders should always try to make corrections in private and not in front of other Scouts. Adults present are encouraged to refrain from taking part in this process unless requested by the Youth Leader involved. Examples of such violations are failing to obey or disobeying a youth leader or adult, using foul or blasphemous language, and such actions as hitting, kicking, or pushing. Correction for a first such violation may consist of a warning, in which the offending Scout is told that his behavior was contrary to the Scout Law and that he should not repeat such behavior.

2) **Time Out:** A Scout committing the same infraction a second time or committing another violation of the Scout Law at the same meeting may be given a "Time Out". The Youth Leader making the correction will report with the offending Scout to the SM (or Adult Leader in charge) and explain the situation. The SM will ALWAYS be informed of the incident. The SM or Adult Leader in charge will keep the offending Scout in his charge until satisfied that he thoroughly understands his violation of the Scout Law and also understands his obligation to the Troop in obeying the Law.

3) **Immediate Time Out:** A Youth Leader, ASM, or SM (or Adult Leader in charge) may issue an immediate Time Out without a warning for more serious offenses such as picking fights or taking another Scout's property and not returning it when requested. These "Time Outs" will be handled as in the preceding paragraph.

4) Suspension: For some more serious offenses a Youth Leader may recommend suspension of the offending Scout for at least one meeting. This requires an immediate meeting of the attending members of the PLC to form a recommendation for the SM or the Adult Leader in charge. Examples of offenses meriting suspension are purposely hurting another Scout or an adult, stealing, or willfully destroying another Scout's or Troop property. A letter will be sent to the parents of a Scout who is suspended, explaining the suspension and the reason for it. Suspensions may be authorized only by the SM on recommendation of the PLC.

5) Special Board of Review: If a Scout continues to be a disciplinary problem the PLC may recommend a Special Board of Review to examine that Scout's future in Scouting.

C. Dues: The purpose of collecting dues is to emphasize that a Scout is thrifty. Ideally the scout should earn his dues. The dues are \$2.00 per month. Dues are payable even though a Scout does not attend all meetings or outings. The Troop Treasurer may assess late dues against an individual's Scout Bucks account.

D. Fees¹: Initial registration fees are currently \$60 and include one year's subscription to "Boys Life," the Boy Scout magazine, a Troop neckerchief and neckerchief slide, a Troop hat, a Troop Class B T-shirt, shoulder loops for the Boy Scout shirt, a Troop 466 patch to be adhered to the Class A uniform, a copy of the Boy Scout Handbook, and all badges and patches earned in the first year.

E. Transfer: Any Scout transferring to the Troop with a current and valid BSA registration card will be charged a \$1 transfer fee plus the cost of the Troop neckerchief, hat, Troop 466 patch, and Class B T-shirt.

F. Rechartering¹: Each year the Troop recharterers with the National Boy Scout Headquarters. Each Scout being carried forward on the new charter must pay \$50 (as of this latest Policy revision) for a year's registration which includes a year of Boys Life, and all badges and patches earned in the next year.

¹ The cost of FEES and RECHARTERING are subject to change based on the amount assessed by the Golden Empire District for rechartering and the Boys Life subscription and/or the cost of items provided upon initial registration with the Troop. Amounts provided above are as of the latest revision of this Policy Manual, January 2014.

G. Monthly camping trips/outings: These events must be self-supporting so fees paid by individual Scouts are calculated to include the cost of camp reservations, food, a portion of the costs of adults driving or accompanying the Troop, and a small addition for replacement of equipment such as tents, ropes, stoves, etc., and expendables such as propane, lantern mantles, etc.

H. Maintenance of Troop equipment: it is important that Scouts learn to care for the equipment, as in “A Scout is thrifty.” After outings, dirty and/or wet equipment is sent home with various Scouts. The Scout is responsible to dry and clean the equipment and to return the items to the Troop at the next Troop meeting.

I. Summer camp: Fees for a summer camp are set by the Council which operates the particular camp. Troop 466 assists by distributing “Troop Bucks” to each Scout attending a camp. If a Scout attends more than one camp, he will receive “Troop Bucks” for only one attendance. Normally the camp will allow two adults free with the Troop – not always. When this is the case, Troop 466 subsidizes the adult fees. Troop 466 will consider camperships for a Scout who is in financial need.

J. High Adventure Activities (Backpacks and Canoe Treks): These are activities that take Scouts into the wilderness under sometimes extreme conditions. It is normally not possible to have a parent pick up a Scout who wishes to go home. For this reason, younger Scouts who have not attended a long-term camp with the Troop are not considered for such activities. Costs are based on total cost of transportation, rental of equipment (such as canoes,), food, and insurance.

K. Council and District Events: Fees are set by the Council or District. Some activities may require payment of fees several months in advance. The cost includes rent for the area, special equipment for events, printing, patches, etc. In the event of cancellation or inability to attend, some activities may have fixed costs that are not refundable.

L. Pack Checks: These are for the younger Scouts who have not participated in a number of Troop camping trips. They are intended to assure that the Scout has sufficient equipment to be safe and comfortable and not be a burden on the other Scouts or adults.

M. Participation: A Scout must be paid up in dues and have attended 50% of the

monthly meetings in order to be eligible to attend Outdoor Activities unless absences are excused by the SM.

N. Permission slips: These are necessary to assure a Scout can get medical treatment in event of an emergency. They must be completed and returned to the Outings Coordinator by the date specified on the slip. Medical and health information must be complete and up to date.

O. Personal equipment: Each Scout should own the following camping equipment:

- Sleeping bag
- Sleeping pad
- Waterproof ground cloth
- Rain gear
- First aid kit
- Water bottle
- Flashlight, WITH SPARE BATTERIES & BULB
- Sun protection & Lip balm
- Insect repellent

P. Registration: To participate in the Troop 466 program, a boy must be registered with the Boy Scouts of America and have paid his registration fees. A boy may visit one Troop meeting as a guest. At the second meeting, he must register and pay the fees. Adults must register as SM, ASM, or Committee Member in order to serve actively. The Troop pays fees for adult volunteers.

Q. Safety: Safety is a top priority at all times. Safety requirements stated on Tour Permits and road signs must be obeyed when driving Scouts on any outing. The principles of "Safe Swim Defense" and "Safety Afloat" must be obeyed on all water trips. Troop 466 will adhere to the published BSA Guide for Safe Scouting (BSA Publication Number 34416).

R. Training: All youth and adult members of Troop 466 should know the training requirements of any position to which they are elected, appointed, or for which they volunteer.

- Each youth elected or appointed to a youth leadership position must attend the Troop-Level Junior Leader Training Course immediately after election or appointment.
- The SM must receive "Fast Start" and "Youth Protection" training and must complete the SM Training course.

- All ASMs must complete "Fast Start" and "Youth Protection" training and are encouraged to complete SM Training as well.
- Troop Committee Members must complete Youth Protection Training and the Troop Leadership Training offered by the Yolo District Training Team.
- Training courses are offered over the internet by the Golden Empire Council, see <http://www.gec-bsa.org/program/training>.

S. Transportation: All parents are expected to provide transportation for at least two trips per year. Reimbursement can be provided when requested.

T. Troop Meetings: Troop 466 meets each Monday at 7 p.m. in the Parish Hall of St. Martin's Church. Scouts should arrive before 7 p.m. to ensure timely openings of meetings. Changes of meeting place or time or the announcement of special meetings, will be by email or telephone as early as possible.

U. Uniform: Scouting is a uniformed program. The SM and ASMs should set the example by wearing their uniforms to each meeting. Uniforms should be worn in accordance with examples on the inside covers of the Scout Handbook. Each Scout must have within a reasonable time, the following uniform items:

- 1) CLASS A uniform (worn except in the Summer to all meetings) Tan Scout uniform shirt with appropriate insignia and patches and shoulder loops
 - Scout trousers OR blue jeans, (shorts for summer)
 - Scout Hat furnished by Troop
 - Troop neckerchief and slide furnished by the Troop
 - Scout belt and buckle
 - Closed toe and closed heel shoes
- 2) CLASS B Uniform (worn in the summer and on many outings)
 - Troop T-shirt (provided by the Troop)
 - Scout trousers or jeans (shorts)
 - Scout hat
 - Scout belt and buckle

V. Eagle Rank Advancement: upon earning the Eagle Rank, the Troop will pick up the cost of the Eagle packet and awards, (the Eagle Rank pin, mother and father pins, and mentor pin – one each). The Eagle Scout/family will be in charge of

selecting and purchasing the Eagle scarf and neckerchief slide and any additional pins to be presented at the Eagle Court of Honor.

W. Scout uniform items may be obtained at the following stores:

Golden Empire BSA Store
251 Commerce Circle
Sacramento, CA 95815

Robbens' Department Store
111 North First Street
Dixon, CA 95620

SECTION VI FINANCIAL MATTERS

Financial Details:

- a) The Troop Treasurer maintains three categories of funds. The basic fund is the **Troop General Fund**. In addition, the Troop sets funds aside each year in **Troop Bucks** to assist Scouts and adult leaders with summer camp fees and **Scout Bucks** which accrue to each Scout based on hours worked at various fundraising events throughout the year (each account is described in more detail below).
- b) The financial year is set as September 1 through August 31 and all records will be closed on August 31.
- c) The Troop will maintain a checking account, currently held at a local Davis bank.
- d) The Treasurer, Committee Chair, and one other member selected from the Troop Committee will be authorized to sign checks for the Troop. The Committee Secretary shall not be authorized to sign checks.
- e) The Treasurer's monthly written report to the Committee is an official part of the Committee meeting record and shall include:
 - (1) the balance of General Fund, Troop Bucks, and total Scout Bucks;
 - (2) a list of all checks written on the Troop checking account;
 - (3) deposits made to the General Fund, Troop Bucks, and total Scout Bucks;
 - (4) revenues and expenditures for off-budget items, also known as reimbursements (e.g., monthly outings, troop clothing, etc.); and
 - (5) funds on balance with the Golden Empire Council (e.g., Scout Shop).

f) The Committee Secretary shall be responsible for maintaining a historical file of monthly Committee minutes and financial reports.

g) Audits of the Troop financial records shall be conducted annually, and may be conducted more frequently if determined by the Committee. An audit of the Troop financial records shall be made by two adults, other than the Treasurer, Secretary, Chair, or any other member authorized to sign checks and shall audit all records that were not included in the prior audit. Auditors will be appointed by the Troop Committee Chairman. The purpose of the annual audit is to protect the financial interests of the Troop and to protect the Treasurer from potential accusations of any wrongdoing. The Treasurer shall work with the assigned auditors to provide all financial records for the annual audit. The auditors will prepare a report showing the results of the audit and recommend changes or modifications to the Troop's accounting system. The goal is for the final audit report to be submitted to the Troop Committee by November 15. The Troop's financial records shall be maintained for a period of three years after the end of the respective fiscal year. After this time, the audited records may be destroyed.

Fundraisers:

The Troop Committee or Fundraising Coordinator organizes fundraisers as necessary. Each family is expected to support the fundraiser to the fullest extent. In addition to the traditional fundraisers listed below, other possibilities may include garage sales, car washes, Root Beer Float sales, etc. The Troop welcomes new ideas or opportunities to raise money for equipment, training, and trips.

Allocation of Profits from Fundraisers:

The Troop Committee will vote and determine how the allocations of funds will be distributed **prior** to the initiation of direct fundraising activities. If no other determination is made, profits earned from a fundraiser shall be allocated as follows: 50 percent General Fund, 25 percent Troop Bucks, and 25 percent Scout Bucks. Scout Bucks shall be allocated to Scouts based on the share of hours worked as a percent of total Scout hours for Troop 466. However, for the door-to-door popcorn sales, profits allocated to Scout Bucks shall be allocated to the Scout directly responsible for the sale.

- 1) The **General Fund** supports all Troop activities. This is the basic fund which usually pays for equipment, training, and other Troop activities.
- 2) The **Troop Bucks** account generally supports the cost of Troop 466 registration for Boy Scout Summer Camps. The Committee has the sole authority to determine the level of subsidy to be provided annually to each Scout and adult participant based on the availability of funds. To be eligible for a summer camp subsidy, a Scout must be a registered member of Troop 466 before May 15th of that year. The Committee has the authority to provide a subsidy to a limited number of adult participants. The Committee also has the sole authority to award “camperships” (camp scholarships) to Scouts whose families are experiencing financial hardship.
- 3) The **Scout Bucks** account comprises funds earned by individual Scouts during fundraisers. Scout Bucks are available to the individual Scout for such things as paying dues, paying registration fees, paying costs of monthly outings, and summer camp. By arrangement, a Scout may also use his Scout Bucks at the Scout Store in Sacramento. When a Scout leaves the Troop, his balance of Scout Bucks will be disbursed first to pay any obligations owed to the Troop, and the remainder will be transferred to the Troop Bucks account. However, the departing Scout may transfer his remaining Scout Bucks to a particular Scout or Scouts remaining in the Troop or use remaining Scout Bucks for purchases at the Scout Store.

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Traditional Troop Fundraisers:

- 1) **Popcorn Sales:** Each Fall the Troop participates in the Golden Empire Council Popcorn Sales. This is an important fund raiser for the Council and benefits the Scouts as well. There are sales at which the popcorn is sold on the spot (Show and Sell) and sales in which the Scout takes orders for later delivery. A parent or parents organize and supervise the popcorn sales for the Troop.
- 2) **Christmas Tree Lot:** The Boy Scout and Venture Troops of Davis sell Christmas trees each November and December. The establishment of the tree lot, the unloading of Christmas trees, the daily sales operation, and the disassembly of the tree lot are all organized and carried out by volunteers. Parents are expected to join in all phases of this activity. Normally one parent will be a member of the Davis Christmas Tree Lot organizing committee. The

Troop is responsible for manning the Christmas Tree Lot on specific days. Generally, during the sales period, a minimum of two Scouts and two parents work overlapping shifts. A Scout must be accompanied by a parent or other adult over the age of 18. This is our largest fund raiser and Scouts can pay for much of their summer camp through full participation in this great project.

Other Financial Matters:

Purchases: The Troop's annual budget shall set a monthly allocation of up to \$75 for purchase of equipment and/or supplies at the discretion of the Scoutmaster or his/her designee. All other purchases of Troop equipment require prior approval of the Troop Committee. When purchased, such items shall be entered on the Troop inventory maintained by the Equipment Coordinator who is a member of the Committee.

Refunds: If an event is canceled or if a Scout cancels his participation for an event for which he has paid his fees, a refund will be made of the portion which has not been obligated by fixed fees, (such as reservations, food purchases, etc.). The amount of the allowed refund will be credited to the Scout Bucks account of the individual Scout.

Reimbursement: Persons who pay for goods or services for the Troop are entitled to reimbursement if the expenditure has been approved by the Troop Committee. Food purchased for outings does not require Committee approval for reimbursement. To obtain reimbursement the spender must provide to the Treasurer an itemized cash register receipt. The receipt shall be maintained as part of the Troop's financial records for three years following the close of the respective fiscal year during which the claim for reimbursement was paid.

SECTION VI CHANGES

Additions, deletions or modifications to this manual may be made by a majority vote of registered Troop Committee members. The Chairperson must have the Secretary notify all such member in writing or email at least one week prior to such a vote being taken.

The original Policy Manual was prepared and approved under STANLEY H. WELLS, Committee Chairperson, SUZANNE EMERSON, Secretary, and BRUCE CARSWELL, Chartered Unit Representative.

The Policies as set forth in the above manual were accepted by the Troop 466 Committee on November 17, 1999, and amended in April and August, 2000, February, 2002, August, 2003, June 2005, June 2011 and January 2014.

The entire Policy Manual was corrected, reviewed, amended, and approved by the Troop 466 Committee on May 9, 2011. The 2011 version of this Manual was reviewed and amended by Bruce Carswell, Jim Cheney, Ellen Moratti, John Reeves, Lauren Snow, Darrell Winn, and Stuart Woo.

The 2014 version of this Manual was reviewed and amended by Lauren Snow, Stuart Woo, and Suzie Carrell.

(Attached: Troop Resource Survey, BSA Merit Badge Counselor Information, Driver Information Form, and Talent Release Form)

