

**TROOP 2 BOY SCOUTS OF AMERICA
MOBILE AREA COUNCIL SPANISH TRAIL DISTRICT**

POLICIES AND PROCEDURES

(Last amended: 07 July 2000)

SECTION 1

INTRODUCTION: Troop 2 is operated under the Charter granted annually by the Boy Scouts of America, Mobile Area Council, Spanish Trail District, to Cottage Hill Baptist Church of Mobile, Alabama. To ensure a uniform understanding of Troop 2 operation, policies and procedures under which the Troop will operate have been codified and made available to all Scouts, Scouters and parents.

ELIGIBILITY: In order to join Troop 2, a boy must be at least 11 years of age, or have completed the fifth grade, or have earned the Arrow of Light. Also, the boy must not have reached his 18th birthday. Transfer applications may be considered from scouts in good standing with other units.

JOINING REQUIREMENTS: To become a member of Troop 2, a boy and his parent/s or guardian must complete an application form and return it to the Scoutmaster, along with the Troop 2 Joining Fee (which is, rounded up to the nearest dollar, equivalent to one year's registration, one year's Boys Life subscription and, the annual premium for the Troop Accident Insurance) prorated for the remaining time left in the charter year as indicated in the joining packet. Transfer applicants will pay a joining fee of \$1.00.

SECTION 2

ACTIVITY AGREEMENT AND PARENTAL RELEASE FORM: Included with the packet of materials received at joining is an "Class 3 Health form and parental release." This form, which must be signed by a parent or legal guardian annually, must be on file for a scout to attend any activity with Troop 2.

PARENTS' RESPONSIBILITY: Parents are encouraged to serve as adult leaders or Troop Committee members. They are also encouraged to attend troop functions.

REGISTRATION AND DUES: Dues for each Scout must be kept current. The initial registration for any Scout joining the troop covers a yearly registration fee and family subscription to "Boys' Life" magazine. Thereafter, dues are used for the cost of badges, insignia, supplies and Troop equipment. The annual dues for each Scout are established by the Troop Committee. These dues are paid on a weekly basis to reinforce the responsibility to the Scout of always having his dues each week. A Scout's dues must be current before receiving awards, ranks or, merit badges. In the event a Scout is unable to pay dues, a discussion with the Scoutmaster and/or Troop Committee will resolve the issue. A record of dues payments is maintained by the Troop Treasurer. The Troop financial records will be available for inspection by any Scout's parents, upon request to the Troop Treasurer, and at the Treasurer's convenience.

HEALTH AND MEDICAL CONSIDERATIONS: Parents should notify the Scoutmaster of any medical or behavioral problem that warrants medication be taken during troop outings

and/or activities. Current Personal Health and Medical Records must be on file before a scout is allowed to attend summer camp or any long-term troop outings. If a scout who is going on a troop outing is taking prescription medication that would ordinarily be given during the course of the outing, the parents of that Scout must provide the adult leader in charge with enough medication for the trip, along with complete directions for its use. Scouts who have prescription inhalers for any type of breathing difficulty must report in to the assigned adult leader with a sufficiently filled prescription on his person before attending any troop outing. If a parent chooses not to provide medication when it is indicated as necessary on a continuing basis, the Scout will have to forgo participation in that outing.

OUTING/ACTIVITY FEES: Fees for outings and activities (which cover registration, transportation, food, and incidentals) must be paid prior to attendance of the event. Reimbursements will be made in the event that the Scoutmaster is notified that an individual cannot attend. Reimbursements will be made in the amount that has not already been disbursed by the troop for food or other fees.

TRANSPORTATION: Transportation to outings and events will be arranged by the Transportation Chairman or the Troop Committee. The following is an overview of current Troop/BSA policy.

Transportation to/from Scouting activities must comply with National Scouting regulations. These regulations require that all drivers be 21 years or older and be licensed, that drivers certify that their vehicles are covered with adequate property damage and public liability insurance in accordance with Alabama State law, all traffic and speed laws will be obeyed and that open truck beds can only be used to carry Troop equipment. Further, all drivers and passengers must be provided with and use seat belts.

Reimbursement to drivers for gas costs will be made for any trip in excess of 75 miles round trip at the rate of 5 cents per mile or 7 cents per mile for a vehicle pulling a trailer. Reimbursement, although available, will be paid upon the request of the driver.

EARLY DEPARTURE FROM AN OUTING: Scouts wishing to leave an outing early will have to be picked up by a legal or designated guardian. If a scout's behavior warrants his removal from an outing, he must be picked up by a parent or guardian at their expense.

SECTION 3

BEHAVIOR: The Scoutmaster or designated adult/s is/are ultimately responsible for the behavior of the Troop. Good conduct befitting a Boy Scout will be required of all Scouts/Scouters for the maintenance of good order within the Troop. Accordingly, the Senior Patrol Leader and adult leaders may discipline a scout in a reasonable manner. Acts, such as smoking or chewing of tobacco, speaking profanity, consuming or possessing alcoholic beverages or illegal drugs, fighting, and failing to act in accordance with scout-like conduct are subject to reprimand and/or other action. If the problem cannot be resolved, the parents will be contacted, and the boy will be picked up by the parent/s or guardian.

Should the boy present a severe discipline problem, he may be brought before the Troop Committee, who may take appropriate disciplinary action commensurate with the discipline problem, up to and including expulsion from the troop.

Any Scout that willfully damages, removes, or destroys any troop gear or the personal belongings of another Scout will be held financially accountable and will face other possible penalties, in accordance with the decision of the Troop Committee.

FIGHTING: Fighting in Troop 2 is defined as any undesired physical contact between 2 or more Scouts. Under some circumstances abusive or antagonistic verbal exchanges may be also interpreted as fighting. There is a “no touch” policy in effect at all times for Scout to Scout contact. This doesn’t apply to things like shaking hands or when engaged in an organized game where Scout to Scout contact is not only desired but is an obvious requirement. The general rule that applies is that if it doesn’t fit into the Scout Oath and Law then it is probably inappropriate.

UNIFORMING: Just as it is important for team sports members to be properly uniformed so they are recognized as a team member, all members of Troop 2 are expected to wear the complete BSA uniform. This consists of the BSA Shirt with red epaulets and appropriate insignia as displayed in the inside front and back covers of the BSA Handbook, BSA belt, BSA shorts or long pants and, appropriate green socks. Each scout must also have a copy of the Boy Scout Handbook. If purchasing the uniform becomes a financial problem, this matter should be addressed with the Scoutmaster.

INDIVIDUAL EQUIPMENT NEEDS: Please talk to an adult leader before making any major camping gear purchases. Initially, a sleeping bag and tent, plus incidentals like canteen, flashlight, etc. will suffice. A personal mess kit (as simple as a plastic bowl and silverware) is recommended. As the boy gets older and more experienced, he will know what gear he will use and what he will not.

EXTRANEIOUS EQUIPMENT: Non-essential gear or entertainment equipment, such as hand held electronic games, CD players, travel games, etc., must not be taken on troop outings unless permission is granted by the Scoutmaster. The responsibility for the security of such items rests on the owner.

FIREWORKS: As per BSA Policy and good general rules of common sense all forms of fireworks, flares and all other types of pyrotechnic devices are not allowed at any Troop 2 function.

TROOP LEADERSHIP: A Boy Scout Troop must have good boy leadership in order to function properly. The patrol method is used in Troop 2. Upon joining, a scout will be assigned to a patrol by the Scoutmaster. The following elected positions are established in the Troop: Senior Patrol Leader and Patrol Leader/s. Eligibility for elected office is established by the Scoutmaster. The Assistant Senior Patrol Leader is appointed by the Senior Patrol Leader with the approval of the Scoutmaster. Assistant Patrol Leader/s are appointed by their Patrol Leader with the approval of the Scoutmaster. In addition, appointments to other troop leadership positions are made by the Senior Patrol Leader with the approval of the Scoutmaster. The position of Den Chief is appointed by the Scoutmaster with the recommendation of the Cubmaster and/or Den Leader for the pack the boy will be working with. The positions of Troop Guide, Instructor, and Junior Assistant Scoutmaster are appointed by the Scoutmaster.

ADVANCEMENT: Advancement is an individual matter and will vary from Scout to Scout. However, advancement opportunities will present themselves frequently, and the boys will be encouraged to take advantage of these opportunities. In addition, the Scoutmaster and Assistant Scoutmasters will confer with Scouts on a regular basis as to their advancement status. Each Scout must bring his Boy Scout Handbook to each troop meeting so that both the boy and the leaders can

keep track of individual advancement progress. Summer camp, held annually, is probably the biggest advancement opportunity in a given year. Every effort should be made to ensure that boys attend summer camp.

TROOP EVENTS

CAMP/HIKE ACTIVITIES: The Patrol Leaders' Council plans troop activities in six-month increments, approved by the Troop Committee. It is the goal of Troop 2 to provide at least one such activity per month. After each activity involving troop equipment, scouts must stow gear properly before they are dismissed.

SERVICE PROJECTS: It is the duty of each Scout to be of service to his community. Service Projects, Good Turns, and money earning projects are just as important as Troop outings.

FUNDRAISERS: The Troop Committee will schedule fundraisers as needed, and will take advantage of district or council fundraisers as they are made available. For each event, the committee will determine the criteria for how funds shall be used.

SCOUT ACCOUNTS: In the interest of making Scouting more affordable and to increase the personal ownership of the program to the individual Scout, Troop 2 has enacted a system of individual Scout Accounts. Each time Troop 2 holds a money earning activity the Troop Committee will determine the percentage of the total funds raised that will go to the Scout Accounts. The distribution will be based on the amount of participation in the fund raising activity by each Scout. The balances of each Scout's account will be maintained by the Troop Treasurer. The money in each individual Scout Account can be used by that Scout to pay for Troop outings (summer camp, monthly campouts, etc) or, it can be used for the purchase of Scouting Program related gear. Some examples include: Backpacks, Tents, Sleeping Bags...

These purchases are funded on a reimbursement basis and a receipt should be presented to the Troop Treasurer to be reimbursed for purchased items. If there is a question about if an item is considered Scout Program related and would be eligible for the rebate, it should be directed to the Scoutmaster. If a Scout leaves the Troop with a balance remaining in his Scout Account the balance will revert back to the Troop General Fund. Exceptions to this rule concerning a balance transfer will be considered by the Troop Committee on a case by case basis if the departing Scout has a brother that is active with Troop 2.

COURTS OF HONOR: The troop will hold two regular courts of honor during the course of the year. Dates will be set by the Patrol Leaders' Council and approved by the Troop Committee.

SECTION 4

TROOP COMMITTEE POSITIONS: Positions on the troop committee will be secured as needed by either an election process or by appointment by the Committee Chairman, as best fits the needs of the troop, and in accordance with the wishes of the Chartered Organization Representative. Troop

Committee positions will follow the guidelines as presented in the Troop Committee Guidebook, unless resources, talent, or other circumstances dictate that certain jobs be swapped among committee members.

QUORUM FOR DECISIONS: A quorum of troop committee members will be required for the adoption of any major troop decisions requiring substantial financial expenditures or changes in troop policy. The required number of committee members present at a troop committee meeting to make major decisions, regardless of the actual number serving on the troop committee, shall be, either five committee members present and voting or four committee members plus the Scoutmaster present and voting.

PROCEDURE FOR AMENDMENTS OR ADDITIONS: The procedure for amending or making additions to this document shall be as follows: after the proposal is submitted at a committee meeting, the proposed change or addition must be distributed either by publication in the newsletter or by postcard, and the vote will be taken at the next committee meeting.

BSA Troop 2

Goals and Discipline Policy

Troop 2 strives to teach scouts to live by the principles outlined in the BSA's Scout Oath and Scout Law. Scouting should be fun and challenging. Scouts deserve a safe and supportive environment in which to have fun and grow without unnecessary roughness, physical and verbal intimidation, foul and offensive language or disrespectful behavior. All scouts should help build troop unity and an effective, enjoyable scouting program.

BSA Scouting Methods

1. Scouting is a fun activity leading to personal growth.
2. Scouts work in patrols requiring cooperation, teamwork and organization.
3. Patrols and the Troop are led by scouts (youth Leadership).
4. The Scoutmaster and Assistant Scoutmasters provide positive adult examples and support.
5. Outdoor activities are fun and give scouts the opportunity to develop and test new skills, to learn about nature, and to work in patrols.
6. The advancement program challenges scouts to learn new skills and information, and to gain self confidence and recognition for their achievements.
7. The scout uniform allows the scout to identify with the scouting movement and encourages a positive self image. It reflects his commitment to the aims of scouting.
8. The ideals of scouting are expressed in the Scout Oath, Law, Slogan and Motto.

Leadership is a Partnership

Troop 2 leadership is a partnership between scouts and adults. The Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders and other members of the Patrol Leaders' Council (PLC), with the assistance of the Scoutmaster and Assistant Scoutmasters, work with the other members of the troop to develop and execute a safe, enjoyable and effective scouting program (see *BSA Junior Leader Handbook*), for information on shared-leadership principles). Participating in this partnership, the Troop Committee and the Charter Organization representative work with the Scouts and Scoutmasters on program planning, record keeping, recruitment, finances and health and safety issues.

Scouts Become Responsible Leaders

Responsibility for the functioning of the Troop and its programs rests first with the Troop Committee and the Scoutmaster. The Committee provides overall supervision of the Troop program and critical support to the scoutmasters and junior leaders. The Scoutmaster and his assistants have responsibility for the program but strive to transfer leadership and planning of program activities and troop meetings to the Senior Patrol Leader and other junior leaders. They, in turn, delegate leadership and planning to Patrol leaders as appropriate or necessary. The adult leadership looks to the scouts and their elected junior leaders to address problems of discipline and order according to Troop policy as outlined below. Adults should encourage junior leadership by referring questions and decisions to the appropriate scouts for resolution.

Scouts share responsibility for keeping order at Troop functions. Disrupting Troop or Patrol activities not only undermines Troop and Patrol unity, it deprives serious scouts from enjoying the program fully and runs counter to the spirit of scouting. When conflicts or disorder arise, scouts should seek assistance in resolving them from other scouts, junior leaders and adults.

While junior leaders are charged with developing and implementing the scouting program, keeping order, and encouraging unity, the Troop Committee and Scoutmaster are ultimately responsible for the conduct of the Troop. Leaders are not to use physical force to implement decisions, enforce rules of conduct or punish unacceptable behavior. Junior leaders are NOT permitted to expel scouts from Troop meetings or events.

Troop 2 Norms of Personal Behavior: "A Scout is Helpful, Friendly, Courteous, Kind, Obedient, Cheerful..."

Scouting events should occur in a friendly, safe, and affirming environment in which scouts have fun and can grow as persons. Scouts come in different sizes and shapes at different levels of emotional and cognitive maturity with different physical capabilities. Scouting activities should be planned with this in mind. Scouts in the normal process of growing up often do not appreciate their own strength and therefore may hurt one another when they play in a 'rough-and-tumble' fashion as they did when they were smaller. Some scouts may think that tough talk and rough behavior improve their status in the eyes of their peers, but among scouts this should not be so. Foul or threatening language demeans the character of the speaker and violates the spirit of scouting.

The BSA discourages troops from playing games that involve rough physical contact. Troop 2 will strive to offer games that every scout can play, encourage cooperation or teamwork, involve practice in scouting skills, or embody other values that do not result in bad feelings or unreasonable risk of injury. Junior leaders enjoy scout games, but as participants can find it awkward to resolve conflicts. Therefore, an adult leader should always supervise Troop games and be ready to intercede when norms of behavior are violated.

Here are some examples of inappropriate behavior that should not be tolerated at scouting events (and indeed, if the principles of scouting are to be taken seriously, not ever):

1. Failure to follow reasonable directives of an adult or junior leader
2. Unnecessary or inappropriate physical roughness
3. Threatening or intimidating another person by word or action
4. Foul language that offends or degrades common decency, as well as negative and derogatory banter
5. Actions or language offensive or discriminatory with respect to race, religion, ethnicity or sexual orientation
6. Behavior that displays disrespect for other persons, personal property or the environment
7. Smoking
8. Possession or use of fireworks
9. Unauthorized use or possession of firearms or other weapons
10. Use or possession of sheath knives (or any knife with a blade longer than the standard scout knife blade), axes or hatchets without permission of the Scoutmaster or other responsible adult leader
11. Use or possession of alcoholic beverages or controlled substances (except medication of which the adult leadership is aware)

This list is not exhaustive. Both junior and adult leaders must judge cases as they arise, and those under their leadership must respect their authority to make judgments. A scout should obey any direct order from an appropriate junior or adult leader. Disagreements with such judgments and the corresponding orders should be pursued only after the directive has been obeyed. Deliberation of the case should occur apart from the original event(s) that led to the disagreement. See below for the procedure to follow when conflicts or disruptive behaviors persist.

Enforcement of Norms of Personal Behavior

The Scoutmaster and his assistant monitor the behavior of scouts in the Troop to ensure that reasonable standards of scout behavior are observed at all scouting events. If an unacceptable situation arises, and junior leaders are unable to restore order to the group, the Scoutmaster or his assistants or a designated adult should intervene. (See BSA *Scoutmasters Handbook*.)

The Scoutmaster, Assistant Scoutmasters, and other designated adult leaders should follow the procedure outlined below when disciplinary problems arise:

Stage 1) The first step is to ask the offending scout respectfully to stop the inappropriate behavior, to describe acceptable alternatives and to suggest that continuation of the behavior will warrant an official warning. The scout should understand that his behavior disrupts a scout activity or interferes with another person's participation in such an activity. He should acknowledge his responsibility for the actions and try to compensate for their effects. Some examples: A scout might apologize to the affected parties (possibly the entire troop), explain to the Troop the importance of some relevant portion of the Scout Law, replace or repair broken or lost equipment, or make some

other reparative effort such as skill or advancement instruction with a younger scout he had mistreated.

Stage 2) The second step, in the event that the scout continues the unacceptable behavior or defies an order to stop, is to issue an **official warning** to the offending scout that his behavior is inappropriate: he is told not to repeat the behavior to stay the recourse of disciplinary action. The "warner" should report the event to the Scoutmaster at the earliest possible time. Leaders must judge for themselves when a scout's behavior merits an official warning. Moving too swiftly into the disciplinary process may aggravate rather than alleviate a problem. A leader may also, however, judge that an infraction is severe enough to warrant immediate recourse to a later stage in the process.

Stage 3) If the unacceptable behavior persists, or an official warning is ignored, the scout should compensate for any material or psychological damage he has caused. In the third stage the Scoutmaster or appropriate adult leader will contact the scout's parent(s) or guardian(s) about the problem. The Scoutmaster, at least one Assistant Scoutmaster, and the scout's parent/guardian(s) will devise a plan the scout should undertake to compensate for his inappropriate behavior. The Scoutmaster should inform the Chair of the Troop Committee of any such actions.

Stage 4) If the scout continues the unacceptable behavior after the application of stage three discipline or refuses to accept such discipline, the Scoutmaster will call for a conference attended by the Scoutmaster and at least one Assistant Scoutmaster, the Troop Committee Chair, the offending scout and the scout's parent(s) or guardian(s). The Scoutmaster and at least one Assistant Scoutmaster may suspend the scout temporarily until such a meeting occurs. Here the adult Troop leaders review the Troop's discipline policy, discuss the problems that have occurred, and obtain from the scout and his parent(s) or guardian(s) a commitment to correcting the unacceptable behavior. At the same time, the scout and his parent(s) or guardian(s) can attempt to defend the scout's behavior or criticize any elements of the scouting program that they believe to justify the scout's behavior. Participants at such a meeting should then formulate positive goals and devise a plan to resolve the situation. The Committee Chair will only observe and record the proceedings, or offer material and moral support, without interceding on any party's behalf. If the adult leaders applying the policy disagree strongly on the proper action, they may refer their disagreement to the Troop Committee.

Stage 5) If steps 1-4 above do not result in acceptable behavior by the offending scout, or any party to the agreement reached in the Stage 4 meeting refuses to cooperate, the other parties may ask for a hearing before the Troop Committee. Here the scout's continued membership in Troop 2 will be reconsidered in light of reports given by the Scoutmaster, his assistants and other adult leaders who have observed any of the foregoing events. Some possible resolutions at this stage of discipline include, but are not restricted to, renegotiating a contract with the scout and his parent(s) or guardian(s), requiring that a parent or guardian attend all scouting activities in which the scout participates, or expelling the scout from the Troop. The scout, his parent/guardian(s) and other interested parties may represent the scout's point of view and interests before the committee.

In such a Troop Committee Hearing, the Committee will listen to all interested parties, ask such questions of those parties as it deems appropriate, and either ask for a continuation of the information gathering process, or decide the matter immediately. All interested parties, including Committee members with a direct conflict of interest, will leave the hearing as the remaining members of the Committee commence deliberation of its decision.

It is hoped that no disciplinary situation will reach Stage 5. Such problems should be resolved by agreement between scouts and their leadership, in particular with the cooperation and intervention of the Scoutmaster and his assistants. Failing this, it is hoped that appealing to the scout's parents will resolve any such matter. The Troop Committee should address such matters only when a serious disagreement arises between the Scoutmaster/Assistant Scoutmasters and a scout's parent(s) or guardian(s).

Two-Deep Adult Leadership and Transportation

BSA requires that there be at least two adult leaders accompanying scouts, especially single scouts, at all scouting events. Scouts should not be left alone with a single adult leader at the end of Troop meetings, and should not be alone in a car with an unrelated adult. We ask parents or guardians to do everything possible to retrieve scouts from scouting events on schedule. Every minute that a particular scout is the last to be picked up is a minute that two adult leaders must remain at the event site. Transportation to and from campouts should be arranged so that an adult leader does not drive alone in a vehicle with just one unrelated scout. Therefore an adult leader whose son is not

among the scouts being transported generally should either not transport any scouts or must drop off the **last two** scouts in his car at the same time and place.

Scouting is an Opportunity

Scouting activities should provide a safe and friendly environment for boys. It is an opportunity for scouts to grow physically, mentally, and morally. Scouts must treat other scouts and adults with the respect described in the BSA Scout Law. BSA is a voluntary organization and decisions should be made democratically or, whenever possible, by consensus. Planning and decision making activities are opportunities for scouts to develop leadership skills within an inclusive shared-responsibility framework that responds to minority concerns and sensibilities. And, of course, scouting should always be fun, for scouts and adults!

Scout's Agreement:

The undersigned Scout has read and understands the Policies and Procedures and the Discipline Policy for Boy Scout Troop 2. For and in the consideration of the opportunity to participate in Troop 2 activities and as a condition precedent to membership in Troop 2, the undersigned does hereby agree to strictly comply with, follow, and adhere to all said standards and rules, and does hereby adopt, accept and agree to the consequences for breach of the same as provided herein, and as may be amended by the Scoutmaster and the Troop Committee from time to time.

Print Scout's Name: _____ Date: _____

Scout's Signature: _____

Parents' Agreement:

1. I have read, understand and support the Policies and Procedures and the Discipline Policy for Troop 2, and have discussed each item with my Scout. My Scout clearly understands the Standards and the consequences for breach.
2. I will pick my Scout up without argument or objection at any camp out, activity or road trip at any hour of the day or night if he causes a problem for supervising adults or other Scouts.

Print Parent Name: _____ Date: _____

Parent Signature: _____

Troop Leader Signature: _____