

# Troop 262 Policy Manual

## 1.0 Introduction & Web Site

### 1.1 Purpose

The purpose of this manual is to explain the organization and function of BSA Troop 262. The objective is to set forth guidelines and procedures of the Troop so a new Scout and his parent or guardian can quickly become involved. It also serves as a reference to established members.

This Policy Manual is subject to change by majority vote of the Parent Committee.

### 1.2 Mission – Boy Scout Mission

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetime by instilling in them the values of the Scout Oath and Scout Law.

### 1.3 Mission – Troop Committee

The Troop Committee, which is the Troop's Board of Directors, supports the Troop's adult and youth leaders in delivering a quality program to the scouts.

### 1.4 Vision Statement - Scoutmaster

A Troop with a true boy-led program, where a culture of Leadership and Teamwork thrive in a safe and conflict free environment.

### 1.5 Vision Statement – PLC (Patrol Leader Council)

A scout led Troop with a safe and clean environment running structured and focused activities and events.

### 1.6 Web Site & E-mail

WWW.Troop262.ORG

[troop-262@googlegroups.com](mailto:troop-262@googlegroups.com)

## **2.0 Troop**

### **2.1 Meeting Location**

Weekly Troop meetings are held at Oak Grove Lutheran Church, located at 7045 Lyndale Avenue South in Richfield, MN, during the school year with select summer meetings.

### **2.2 Meeting Time**

Weekly meetings are held on Monday evenings at 7:15 and last approximately one hour. Check the on-line calendar for schedule of events and updates. Anyone picking up his or her son after the meeting is asked to be on time. Adult leaders may not leave until all boys have departed.

#### **2.2.1 Rides to and from Meetings**

##### **Youth Protection**

Please see **Youth Protection**, section 22.0

### **2.3 Troop Meetings**

Troop meetings are where Scouts develop plans for various activities throughout the year, develop menus for campouts, and work on advancement in the Boy Scout Handbook, both as a group and individually. Generally some sort of energetic fun activity will be a part of the meeting as determined by the Senior Patrol Leader and / or the Patrol Leaders Council.

### **2.4 Charter Organization**

Oak Grove Lutheran Church is Troop 262's chartering organization. As the Chartering Organization, Oak Grove provides a safe meeting place and equipment storage space. Oak Grove also insures that there is adequate trained leadership in the Troop. Oak Grove's "Charter Representative" is a member of the Parent Committee.

Oak Grove Lutheran Church

7045 Lyndale Avenue S

Richfield, MN 55423

612-869-4917

### **3.0 Troop Uniform**

#### **3.1 Class A Uniform**

The Class “A” uniform is considered our “Dress Uniform” and must be worn at all formal occasions (Courts of Honor, parades, etc.). The Class “A” uniform must be worn to all weekly scout meetings, with the exception of the neckerchief and merit badge sash.

**The uniform includes:**

- Tan Boy Scout shirt (short sleeve or long sleeve)
- American Flag emblem on the right sleeve
- Green shoulder loops
- Northern Star Council patch
- 262 numerals
- World Crest Emblem
- The Scouts current Rank Badge
- Neckerchief and slide
- Merit badge sash
- Neat pants or shorts; sweat pants are not allowed

#### **3.2 Class B Uniform**

While the Boy Scouts of America does not officially recognize a Class “B” uniform, we consider a Troop 262 T-shirt, or other scout related T-shirt (OA, etc.) a Class “B” uniform.

The Class “B” uniform may be worn during travel to and from campouts, while working on service projects and at other Scout activities, at the discretion of the Scoutmaster.

#### **3.3 Headgear**

No headgear other than official Boy Scout headgear may be worn as part of the Class “A” uniform, then only during formal ceremonies. No headgear may be worn inside of any building (BSA regulation).

## **4.0 Troop Committee**

### **4.1 Purpose of Troop Committee**

Advise the Scoutmaster on policies relating to Scouting and the chartered organization.

Assist in transportation.

Assure that a qualified substitute leader is assigned if the Scoutmaster is absent or unable to serve.

Assure that quality adult leadership is recruited and trained.

Carry out the policies and regulations of the Boy Scouts of America.

Ensure that the troop program provides at least 10 days and nights of outdoor programming per year.

Manage troop finances.

Obtain and maintain troop equipment.

Recruit and involve troop committee members.

Serve on Boards of Review.

Solve behavior problems that cannot be resolved within the troop.

### **4.2 Committee Meeting**

Committee meetings are held once a month on the Tuesday following the District Round Table, which is held the first Thursday of the month. Meetings start at 7pm in the lower level of Oak Grove Lutheran Church and generally last 1 hour.

District Round Table is the first Thursday of each month and is open to all committee members and parents.

### **4.3 Committee Members**

All parents of registered scouts are considered members of the "Troop" Committee as well as other adults who are interested in advancing the ideals and goals of Scouting and have registered with the Troop and the BSA. Troop 262 uses the term "Parent" Committee interchangeably with "Troop" Committee.

### **4.4 Committee Votes**

The Committee is made up of parents and registered leaders, and each has an equal vote on the Committee. The Committee Chair is the only non-voting member of the Parent Committee.

## 4.5 Committee Positions

A complete list of committee positions and responsibilities is listed in section 6

## 5.0 Troop Program

### 5.1 Overview

The Boy Scout program uses the "PATROL METHOD" to allow for the organized development of young boys into young men. While the program is designed to provide activities that are fun and a real adventure for the boys, it allows for character development, pride in country (citizenship), and mental/physical fitness. It also demonstrates respect for others and allows for the boys to lead others.

The Boy Scout program is run by the boys, with the gentle guidance through leadership training, of an adult Scoutmaster and his staff. It's not a program outwardly run by adults. Adults are there to teach and to ensure safety. This is important because on occasion, what may look like "disorganization" is really a learning program. What may be something we as adults are not excited about, is something the boys said they wanted to do. Leaders follow one very basic rule of Scouting: "NEVER DO FOR A BOY, WHAT A BOY CAN DO FOR HIMSELF."

### 5.2 Troop Elections

Boys are elected into key leadership roles. Elections for Patrol Leaders are held in March and September, including for new patrols, and are for 6-month periods.

#### **Senior Patrol Leader.**

Must be 1<sup>st</sup> class or higher at time of election

Must be able to attend 85% of scheduled events & meetings

Must meet with the Scout Master prior to the elections

#### **Patrol Leader**

Must be 1<sup>st</sup> class or higher at time of election

### 5.3 Discipline

The rules of Troop 262 are founded on the Scout Oath and the Scout Law. **(Appendix A 1 and A 2)**

Learning and displaying appropriate language, actions and activities are all a part of the Scouting program. All Scouts are expected to follow the Scout Law and to obey their boy and adult leaders. Although Scouting is a lot of fun, the program does not fit the needs of all boys. The Scoutmaster will notify the family of any boy who does not want to work within the rules of the Troop. In extreme cases the parents will be required to immediately come and get their boy. Boys who continually cause discipline problems within the Troop may be asked to leave the Troop. **(See Appendix A 4)**

Any Scout who knowingly destroys or damages another person's property (clothes or otherwise) will be held responsible for the replacement or repair of the item(s).

### 5.4 Patrol Method

The Patrol Method is the key element in developing leadership skills, including the many individual skills. Troop 262 endorses and uses the Patrol Method. Patrols help your son "belong" with boys who want to share the adventure.

Each new boy will be assigned to a patrol when he joins the Troop. It is our Troop's philosophy that new Scouts are grouped together into the same patrol, and that boys stay with the same patrol throughout their tenure in Troop 262

### 5.5 Leadership Appointments

Assistant Patrol Leaders are appointed by Patrol Leaders.

The Assistant Senior Patrol Leader is appointed by the Senior Patrol Leader.

### 6.0 Parent Involvement

Parents and adult volunteers play a pivotal role in the Troop's operation. Without parent help, Troop 262 would not function.

### 6.1 Adult Leadership

Although a program run by boys, these young men need adult leadership to help develop their leadership skills and ensure that the program accomplishes its goals.

All parents are encouraged to become registered leaders in the Troop. Registered leaders are Scoutmaster, Assistant Scoutmaster, or Committee Member.

**A minimum of three adults** must be present at all Troop functions that involve any registered Scouts within our Troop.

On High Adventure events (age 14 and older) a minimum of 2 adults must be present.

In both cases, at least one must be a registered Adult Leader (National BSA Policy, BSA policy also states "The chartered organization is responsible for ensuring that sufficient leadership is provided for all activities". Oak Grove Lutheran Church requires three adults at all Troop events.)

## **6.2 Adult Positions**

### **6.2.1 Chartered Organization Representative**

Serves as a liaison between Troop and Chartering organization.

Secures a Troop committee chair.

Helps recruit adult leaders, including Scoutmaster.

Assists with Troop rechartering.

### **6.2.2 Committee Chairperson**

Organize the Troop to see that all functions are delegated, coordinated and completed.

Maintain a close relationship with the Chartered Organization Representative and Scoutmaster.

Interpret national and local policies for the troop.

Prepare Troop Committee meeting agendas.

Call, preside over and promote attendance at monthly Troop Committee meetings and any special meetings that may be called.

Ensure Troop representation at monthly District Roundtables.

Arrange for charter review and recharter annually.

### **6.2.3 Secretary**

Keep minutes of all committee meetings.

Report the minutes of the previous meeting at Troop Committee meeting.

### **6.2.4 Treasurer**

Handle all troop funds, pay bills on recommendation of the Scoutmaster and authorization of the Troop Committee.

Maintain checking and savings accounts.

Maintain scout savings accounts.

Keep adequate records.

Lead in the preparation of the annual Troop budget.

Report to the Troop Committee at each meeting.

### **6.2.5 Camping Coordinator**

Secure reservations to use camping sites and facilities.

Secure tour permits for all troop activities.

Report to the Troop Committee at each meeting.

### **6.2.6 Advancement Coordinator**

Encourage Scouts to advance in rank.

Maintain all scout advancement records.

Arrange Troop Boards of Review and Courts of Honor.

Make a report to the Council Service Center on advancements.

Secure badges and certificates.

Maintains a supply of Handbooks, neckerchiefs, and other items for new scouts.

Report to the Troop Committee monthly.



### 6.2.7 Quartermaster

Supervise and help procure camping equipment.

Work with the Scout Quartermaster on proper storage and maintenance of all Troop equipment.

Report to the Troop Committee monthly.

### 6.2.8 Fund Raising Coordinator

Maintain records of past fund raising activities and contacts.

Recruit and assign parents to "Chair" fundraisers.

Report to the Troop Committee monthly.

### 6.2.9 Eagle Advisor

Work with Scouts who have achieved the rank of Life to encourage continued advancement.

Maintain a list of resources for scouts on Eagle paperwork, projects, timelines, etc.

Report to the Troop Committee monthly.

## 6.3 Scoutmaster

The Scoutmaster is the adult responsible for the image and program of the troop.

The Scoutmaster's duties include:

Train and guide boy leaders.

Work with other responsible adults to bring Scouting to boys.

Use the methods of Scouting to achieve the aims of Scouting.

Report to the Troop Committee monthly.

## 6.4 Adult Uniform

The leaders of Scouting promote the wearing of the correct complete uniform on all suitable occasions. Wearing a uniform gives youth and adult members a sense of identification and commitment. When properly and smartly worn, the uniform can build good unit spirit. All registered adult leaders are encouraged to wear their scout uniform to all Scout functions (weekly meetings, roundtables, campouts, etc.).

### **Class “A” Adult Uniform**

- Tan Boy Scout shirt (short sleeve or long sleeve)
- American Flag emblem on the right sleeve
- Green shoulder loops
- Northern Star Council patch
- 262 numerals
- World Crest Emblem
- Neckerchief and slide
- Neat pants or shorts; sweat pants are not allowed

### **Class “B” Uniform**

While the Boy Scouts of America does not officially recognize a Class “B” uniform, we consider a Troop 262 T-shirt, or other scout related T-shirt (OA, etc.) a Class “B” uniform.

The Class “B” uniform may be worn during travel to and from campouts, while working on service projects, and at other Scout activities.

## **7.0 Advancement**

The Boy Scout advancement program is subtle. It places a series of challenges in front of a Scout in a manner that is fun and educational. As Scouts meet these challenges, they achieve the aims of Boy Scouting.

The Ranks in Scouting are: Scout, Tenderfoot, 2<sup>nd</sup> Class, 1<sup>st</sup> Class, Star, Life and Eagle.

### **7.1 Scout, Tenderfoot, 2<sup>nd</sup> Class, 1<sup>st</sup> Class, Star, and Life**

Standards for advancement are listed in the latest printing of the Boy Scout Handbook and in the current Boy Scout Requirements book. No council, district, unit, or individual has the authority to add to or subtract from any advancement requirement.

There are four basic steps in the Boy Scout advancement program:

1. A Scout learns (through rank advancement and merit badges).
2. A Scout is tested (by older Scouts and adult leaders).
3. A Scout is reviewed (in a Scoutmaster Conference and board of review).
4. A Scout is recognized (in a court of honor).

As the Scout completes the requirements for each rank, the Scout gets his Handbook “Signed Off” by an adult leader or Scoutmaster. Parents may not sign off on advancement requirements.

It is the responsibility of both the Scout and the adult leaders to track advancement. The Advancement Coordinator will maintain the Troop records of advancement, as well as notify

the local council (Northern Star Council) of the advancement.

## **7.2 Scoutmaster Conference**

When a Scout completes the requirements for his next rank, the Scoutmaster reviews his progress during a Scoutmaster's Conference. Once this conference is complete, the Scout requests a Board of Review from the Advancement Chairman.

## **7.3 Board of Review**

The Advancement Coordinator is responsible for Boards of Review for the ranks of Tenderfoot to Life. A Scout appearing before a Board of Review is expected to present himself in a complete class "A" uniform with his Boy Scout Handbook properly signed. If a scout is not wearing the proper uniform, he will have to wait until the next Board of Review.

A Board of Review is not an examination. The purpose of the Board of Review is:

- a. To review what the Scout has done for the rank (where he learned a skill, who taught him, what he learned from completing a requirement)
- b. To discover what kind of experiences the boy is having in his Patrol/Troop.
- c. To encourage the Scout to progress further.

## **7.4 Court of Honor**

The Troop meets four times a year for a Court of Honor, a ceremony to give peer recognition as well as parental and Troop recognition to those Scouts who have earned awards, Merit Badges, advanced in rank or attained a leadership position. All Scouts who attend the Court of Honor are expected to be in their Class "A" uniform. Parents, family members, Troop Committee members and friends are encouraged to attend and support their Scout.

With each rank and merit badge, the Scout will receive a card indicating the award received. The Scout must keep these cards for future needs. If a rank or merit badge is questioned, these cards are the proof that the rank or merit badge was awarded. These cards are needed for the Scouts Eagle Board of Review.

## **7.6 Life to Eagle Advancement**

An Eagle candidate will follow the Northern Star Council's Guide found in the Life to Eagle packet. Scouts working toward Eagle are encouraged to attend an Eagle Preview session. Ask the Troop Eagle Advisor for dates and location. Eagle candidates will need to plan and execute a service project, approved by the Troop Committee, and by the District Eagle Advancement Chairperson. Everything about the Eagle rank takes time, so it is important to pay close attention to detail, and dates, especially the Scout's birth date. All work towards Eagle must be completed before the Scout turns 18.

An Eagle candidate's Board of Review is scheduled by the Metro Lakes District's Eagle Board of Review Chairman.

The Eagle Scout Badge is awarded at a special Court of Honor just for the Eagle Scout.

## **7.7 Eagle Court of Honor**

The Eagle Court of Honor is very likely one of the most exciting and important events in a young man's life. By earning the Eagle Award, the Scout has demonstrated his commitment to himself, his community, and his Troop, and has made a significant step towards manhood. Less than two percent of all boys entering the Scouting program ever progress to this level of achievement. It is for these reasons that the presentation of the Eagle Award be done at a Scouts own Eagle Court of Honor.

Planning and organizing an Eagle Court of Honor is the responsibility of the Scout and his family.

Troop 262 will offer all Eagle Scouts a stipend of \$150.00 to be used as needed to purchase items for their Court of Honor. No further financial assistance will be offered.

## **8.0 Training**

### **8.1 Youth Training**

The Troop recognizes the importance and benefit of qualified youth leaders in the Troop. Grey Wolf is Northern Star Council's home of the National Youth Leadership Training program. The NYLT course centers around the concepts of what a leader must BE, what he must KNOW, and what he must DO. Northern Star Council offers this training annually. Troop 262's Committee chooses whom to send to this training, and pays all fees associated with the course.

### **8.2 Adult Training**

The leadership training philosophy of the BSA is to provide adult leaders with fundamental information about the aims and purposes of the movement, as well as specifics about their particular roles in Scouting.

A trained leader is knowledgeable and confident in the role being performed. This knowledge and confidence is quickly sensed by the Scouts they work with. Trained leaders are better equipped to deal with their roles, more enthusiastic about the program, more effective at providing a quality program, and more inspirational to those with whom they come into contact. Trained leaders have more fun, serve more youth, and better retain the youth they serve. Trained leaders are better able to learn about and use effectively all the resources of the Boy Scouts of America to deliver exciting program that also incorporates the values of the BSA.

All registered leaders in the Troop have to complete Youth Protection training before registering, and every 2 years thereafter.

Youth Protection training is offered on-line, as are many other training opportunities. Leaders are encouraged to take advantage of this training.

Additional training opportunities are offered by the Northern Star Council, and are listed on

the Council's web site.

## **9.0 Troop Calendar**

A calendar of all upcoming events is available on-line at WWW.TROOP262.ORG.

## **10.0 Troop Roster**

Protection of personal information pertaining to our youth members is our greatest concern. Therefore rosters of our youth members are not available on-line.

A limited adult roster with phone numbers and e-mail addresses is available on the Troop website.

## **11.0 Costs**

Troop 262 has recurring expenses such as annual registration, and occasional expenses such as tent and equipment replacement. Fees and dues are used to offset these expenses as well as fundraisers (see section 12 Fundraising).

### **11.1 Registration and Boys' Life Fees**

All registered leaders and Scouts pay an annual registration fee of \$24.00 per person. This financial support provides leadership training, outdoor programs, council service centers and other facilities, and professional service for units.

In addition there is a fee of \$12.00 for a Boys' Life subscription.

***These Fees have been suspended for 2012 and beyond until further notice. The Troop Committee subsidizes registration from the Troop Treasury.***

### **11.2 Dues**

The boy is encouraged to pay his own way by contributing dues each month. Dues are \$36.00 per year, or \$3.00 per month.

***Dues have been suspended for 2012 and beyond until further notice. The Troop Committee subsidizes dues from the Troop Treasury.***

### **11.3 Troop Activities**

Troop 262 takes part in many different activities throughout the year, including

Council lock-ins, Council ski events, Troop lock-ins, etc. The Troop Committee will determine the cost of these events, and what the charge to the Scout will be to participate. Some of these events may be subsidized by the Troop.

#### 11.4 Training Costs

The Troop recognizes the importance and benefit of qualified youth leaders in the Troop. Troop 262 pays all fees associated with youth training.

#### 11.5 Campout Costs

**\$20 per scout per weekend** – please note the actual cost is higher so weekend camping is underwritten by the troop (note - if scout signs up but doesn't attend, he will be charged). *(Effective Jan.2013)*

##### 11.5.1 Mileage costs

***Collection of mileage costs have been suspended for 2012 and beyond until further notice. The Troop Committee subsidizes mileage from the Troop Treasury.***

However parents are encouraged to assist in driving the Scouts to campouts and back again. Parents may request reimbursement for gas used transporting Scouts to campouts.

##### 11.5.2 Facility costs

***Collection of facility rental fees has been suspended for 2012 and beyond until further notice. The Troop Committee subsidizes facility costs from the Troop Treasury.***

##### 11.5.3 Troop Equipment Costs

Troop 262 will on occasion rent equipment for a campout (snowshoes, cross country skis, snow tubes, etc).

***Collection of equipment rental fees has been suspended for 2012 and beyond until further notice. The Troop Committee subsidizes equipment rental from the Troop Treasury.***

#### 11.6 High Adventure Fees

While the Troop will make fundraising opportunities available, the Scout is the one

ultimately responsible for the costs of the trip.

## 11.7 Summer Camp Fees

**\$100 for Many Point 7 day/6 night summer camp.** (*adopted spring 2012*) Each summer Troop 262 spends one week at a long term summer camp (usually Many Point Scout Camp). The camp sets the cost for the week at camp, and the Troop adds transportation costs to the total cost of the trip.

The Troop subsidizes approximately \$140 of each scout's Many Point **or** High Adventure camping per year (not both) **if** Scout participates in truck unload and/or delivery for troop wreath wholesaling to other troops and to Cub Scout packs.

Scouts not participating in the Bulk Wreath loading and delivery fundraiser will not receive the subsidy and will be responsible for the full cost of summer camp.

## 12.0 Fundraising

Fundraising events are used to generate revenues needed to meet the expenses of Scouting. Fundraising is the responsibility of the Troop Committee and is determined by them with input from the boys.

All scouts should participate in all fundraising events, thus paying their own way as recommended by the Boy Scouts of America.

Fundraisers the Troop currently participates in include:

1. Wreath sales
2. Popcorn sales
3. Lutefisk dinner service (in conjunction with the Norwegian Men's Glee Club)
4. Summer car washes

### 12.1 Wreath Sales

The wreath sale is the main fundraiser held by the Troop and consists of three (3) very specific activities. **It is expected that each boy will participate in ALL three (3) of these activities.**

Money earned will support not only the individual scout, but also covers overall Troop expenses (e.g. leader training, scout training, troop camping gear, etc.)

1. Individual sales
2. Bulk/wholesale orders
3. Corner sales

Scouts who choose not to participate in wreath sales, or scouts selling less than the recommended minimum, may be asked to pay dues to the Troop instead; the amount of which is determined by the Troop Committee.

### **12.1.1 Individual Sales**

Each scout is encouraged to sell a minimum of 25 wreaths to family, friends and neighbors. Individual sales generally take place in October. The scout will receive a credit for each wreath sold. This credit will be placed in the scout's account to pay for camping and camping-related personal gear. The credit per wreath is determined annually by the Troop Committee based on the recommendation of the Finance Committee.

### **12.1.2 Bulk/Wholesale Orders**

The Troop Committee handles selling wreaths to other scout programs and youth groups. The scouts are expected to help load and deliver these wreaths to the other groups. This fundraising activity typically takes place the week before Thanksgiving. Scouts are currently required to sign-up for two (2) shifts, parents are encouraged (but not required) to assist. Scouts assisting with loading and/or delivery for all required shifts will receive a summer camp subsidy from the Troop as determined by the Troop Committee. In the past, this subsidy has generally paid for 50% or more of a scout's summer camp cost.

### **12.1.3 Corner Sales**

This involves selling wreaths from the church parking lot, which begins the weekend before Thanksgiving and runs through mid-December. Each scout is currently expected to sign up for two (2) four-hour shifts and at least one parent or guardian is expected to attend with the scout. The scout will earn a stipend for each shift worked which will be credited to their scout account. The stipend amount is determined annually by the Troop Committee.

## **12.2 Popcorn Sales**

The Council provides two opportunities each year for Scouts to sell popcorn; the first is in the fall, the second is in the spring. As our Troop coordinates large-scale wreath sales, we do not participate in the fall popcorn sale.

The spring popcorn sale for all scouts is currently a voluntary fundraising event. Each scout has the opportunity to sell as much as he chooses and 100% of the commission earned will be deposited into the scout's account.

## **12.3 Lutefisk Dinner Service**

The Troop partners with the Norwegian Men's Glee Club to provide assistance serving dinner two times per year. The dinner service generally takes place in late-March and late-



September. The boys who volunteer to help serve currently receive a \$40 donation from the Glee Club for their service. These funds are deposited into the scout's account.

#### **12.4 Car Washes**

An additional way for the boys to earn money to pay for summer camp is through car washes. The Troop Committee has the authority to designate one or more days for summer car washes. These dates are scheduled with the church for a Saturday and generally run for 4 to 6 hours, based on the committee decision.

There is no price for car washes; rather a free-will donation is requested. Funds received are split equally between the boys who worked the car wash and placed into their individual scout account.

### **13.0 Distribution of Fundraising**

The purpose of funds raised is to directly benefit the scouts or the Troop. Our philosophy is to give as much of the funds raised to the boys, after ensuring the Troop has enough funds to operate.

Generally, proceeds from the fund raising events are divided between the General Fund and the participating boys' Scout Accounts, pro-rated by the amount of profit generated or number of hours worked by each boy. The Troop Committee, at the recommendation of the Troop Finance Committee will determine how the split is made, dependent on the prospective expenses of the Troop.

#### **13.1 Scout Accounts**

Troop 262 uses a unique Scout Account program, herein referred to as "Scout Account," which allows scouts to participate in such a way that they are paying for their own scouting experience. Each scout will have an individual Scout Account, wherein money earned from fund raisers is credited to their accounts. Scout Account balances are commingled with the General Fund, with each scout's balance record kept separately.

Scouts may use their Scout Account to pay for registration, dues, camp fees, or other scouting-relating items, such as camping or other scouting equipment. The funds may only be used for Troop items or functions, national or world scout events, including other Troop, District, or Council events the boy(s) choose to participate in.

No scout may "borrow" funds that do not exist in his Scout Account. If a scout's account is zero, he or his family will be expected to pay for activities in advance.

When a scout leaves the Troop, he has 12 months in which to use the money in his account for camping equipment. A letter will be sent to him indicating the balance in his account and how this disposal can be made. Any balance in the Scout Account after the designated time has expired will be rolled into the Troop's General Fund.

If a scout transfers to another Troop that uses the individual Scout Account method, funds may be requested by that Troop's Treasurer or Scoutmaster. The request must be received within 12 months of transfer. A check will be written in the name of the new Troop.

A scout, or his parent or guardian, may request the scout's account balance information at any

time by contacting the Troop Treasurer.

#### **14.0 Troop Transportation Policy**

It is essential that adequate, safe, and responsible transportation be used for all Scouting activities.

1. All vehicles must be covered by automobile liability insurance with limits that meet or exceed requirements of the state in which the vehicle is licensed.
2. All drivers must have a valid driver's license. If the vehicle to be used is designed to carry more than 15 people, including the driver, the driver must have a commercial driver's license (CDL).
3. Seat belts are required for all occupants.
4. Trucks may not be used for transporting passengers except in the cab.

#### **15.0 Campout policies**

Three adult leaders, at least one whom is a registered Scout Leader and one of whom must be at least 21 years of age or older, are required for all trips or outings.

On High Adventure events a minimum of 2 adults must be present. High Adventure events and trips run by District, Council or National BSA (i.e. Philmont, Northern Tier, Sea Base, etc) set the age at 14 and older. On High Adventure events and trips run by Troop 262, the Troop Committee will determine the appropriate age for each event or trip.

#### **16.0 Permission Slips/Release Forms**

Permission slips are needed for all activities and trips, even those activities that take place at Oak Grove Lutheran Church. The exception to this is the regularly scheduled meetings on Monday nights. Permission slips will be made available on the Troop website prior to the scheduled event, as well as on the day of the event at the departure point.

#### **17.0 Totin' Chip/Firem'n Chit**

##### **17.1 Totin' Chip**

The **Totin' Chip** is a contract that shows Scouts understand and agree to certain principles of using different tools with blades. With this, a Scout has the right to carry and use woods tools, such as a pocket knife, saw and axe (sheath knives are not allowed at any Scout event). Scouts must earn the Totin' Chip to carry or use a pocket knife in Scouts. If a scout is caught breaking one of the rules, one or more corners might be cut off of his card. A Scout can lose "Totin' Rights" if all of the corners have been cut off or if he commits a severe violation of the rules.

## 17.2

The **Fireman Chit** is a contract stating that a scout understands fire safety and may carry matches, and start a campfire. If the rules to tending or making a fire are not followed, then the scoutmaster or SPL (Senior Patrol Leader) may take the card from the Scout or the Scout may throw it into the fire.

## 18.0 Summer Camp

Troop 262 spends one week each summer at Many Point Scout Camp. Situated near the headwaters of the Mississippi on 2400 acres surrounding a lake in northwestern Minnesota, Many Point offers our Boy Scout Troop countless choices in activities, and advancement. Summer camp is what many Scouts enjoy most, and where the Scouts learn the most about the outdoors and themselves.

## 19.0 High Adventure Program

As the boys get older and more experience in Scouting, they want to continue learning; and they want even more adventure. Scouts in the High Adventure Program work on planning the ultimate adventure each year.

The High Adventure program allows the boys to do more challenging outings, such as the 12-day, 50+ mile backpacking trek at Philmont Scout Ranch, in Cimarron, New Mexico. The boys may select adventures such as canoe trips, rafting, backpacking, or any of several activities that continue to stretch the limits of their abilities. The boys present their High Adventure plan to the Troop Committee for approval.

These outings call for a much greater degree of experience in some key areas, such as hiking, first aid, camping and may other skills that have taken time and many campouts to develop. The requirements for this group are:

1. The rank of First Class or higher;
2. High Adventure events and trips run by District, Council or National BSA (i.e. Philmont, Northern Tier, Sea Base, etc) set the age at 14 and older. On High Adventure events and trips run by Troop 262, the Troop Committee will determine the appropriate age for each event or trip.
3. Camping, hiking, cooking, canoeing, swimming skills (depending on the outing); and
4. The willingness to work hard and as a team.

Canoe outings to the BWCA require the scouts have their Canoeing and Swimming Merit Badges.

## 20.0 Service Projects

For Star and Life ranks, a Scout must perform six hours of service to others. Troop 262 participates in many service projects throughout the year, including "Scouting for Food", "Feed My Starving Children" and others. All Scouts are encouraged to participate in these projects as a "Scout is

Helpful”

While a Life Scout, working towards Eagle, a Scout must plan, develop, and give leadership to others in a service project to any religious institution, school, or community. Scouts are encouraged to work on these projects as asked by the Scout planning the project.

## **21.0 Order of the Arrow – Scouting’s National Honor Society**

For more than 90 years, the Order of the Arrow (OA) has recognized Scouts and Scouters who best exemplify the Scout Oath and Law in their daily lives. This recognition provides encouragement for others to live these ideals as well. Arrowmen are known for maintaining camping traditions and spirit, promoting year-round and long term resident camping, and providing cheerful service to others. OA service, activities, adventures, and training for youth and adults are models of quality leadership development and programming that enrich and help to extend Scouting to America's youth.

### **21.1 Mission of Order of the Arrow**

The mission of the Order of the Arrow is to fulfill its purpose as an integral part of the Boy Scouts of America through positive youth leadership under the guidance of selected capable adults.

### **21.2 Purpose**

As Scouting’s National Honor Society, our purpose is to:

- Recognize those who best exemplify the Scout Oath and Law in their daily lives and through that recognition cause others to conduct themselves in a way that warrants similar recognition.
- Promote camping, responsible outdoor adventure, and environmental stewardship as essential components of every Scout’s experience, in the unit, year-round, and in summer camp.
- Develop leaders with the willingness, character, spirit and ability to advance the activities of their units, our Brotherhood, Scouting, and ultimately our nation.
- Crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

### **21.3 Eligibility**

The Order of the Arrow membership requirements are:

- Be a registered member of the Boy Scouts of America.
- After registration with a troop or team, have experienced 15 days and nights of Boy Scout camping during the two-year period prior to the election. The 15 days and nights must include one, but no more than one, long-term camp consisting of six (6) consecutive days and five (5) nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America. The balance of the camping must be overnight, weekend, or other short-term camps.
- Youth must be under the age of 21, hold the BSA First Class rank or higher, and following approval by the Scoutmaster, be elected by the youth members of their troop or team.
- Adults (age 21 or older) who are registered in the BSA and meet the camping requirements may be

selected following nomination to the lodge adult selection committee. Adult selection is based on their ability to perform the necessary functions to help the Order fulfill its purpose, and is not for recognition of service, including current or prior positions. Selected adults must be an asset to the Order because of demonstrated abilities, and must provide a positive example for the growth and development of the youth members of the lodge.

## 22.0 Youth Protection

The BSA has adopted the following policies to provide additional security for our members. These policies are primarily for the protection of our youth members; however, they also serve to protect our adult leaders from false accusations of abuse.

- **Two-deep leadership.** Two registered adult leaders or one registered leader and a parent of a participant, one of whom must be 21 years of age or older, are required on all trips and outings. The chartered organization is responsible for ensuring that sufficient leadership is provided for all activities. (Oak Grove Lutheran Church requires at least three adult leaders at all Troop events, with the exception of High Adventure Trips, with Scouts 14 and older, which follow National Policy of 2 adult leaders)

- **No one-on-one contact.** One-on-one contact between adults and youth members is not permitted. In situations that require personal conferences, such as a Scoutmaster's conference, the meeting is to be conducted in view of other adults and youths.

- **Respect of privacy.** Adult leaders must respect the privacy of youth members in situations such as changing clothes and taking showers at camp, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.

- **Separate accommodations.** When camping, no youth is permitted to sleep in the tent of an adult other than his own parent or guardian. Councils are strongly encouraged to have separate shower and latrine facilities for females. When separate facilities are not available, separate times for male and female use should be scheduled and posted for showers.

- **Proper preparation for high-adventure activities.** Activities with elements of risk should never be undertaken without proper preparation, equipment, clothing, supervision, and safety measures.

- **No secret organizations.** The Boy Scouts of America does not recognize any secret organizations as part of its program. All aspects of the Scouting program are open to

observation by parents and leaders.

- **Appropriate attire.** Proper clothing for activities is required. For example, skinny-dipping is not appropriate as part of Scouting.
- **Constructive discipline.** Discipline used in Scouting should be constructive and reflect Scouting's values. Corporal punishment is never permitted.
- **Hazing prohibited.** Physical hazing and initiations are prohibited and may not be included as part of any Scouting activity.
- **Junior leader training and supervision.** Adult leaders must monitor and guide the leadership techniques used by junior leaders and ensure that BSA policies are followed.

## **23.0 Electronics Policy**

This policy applies to youth only. These restrictions are intended to maintain the youth focus on scouting activities.

### **23.1 Troop Meetings.**

During Troop Meetings all electronic devices are to be put away out of sight. Cell Phones, MP3 players, Game Boys, etc. distract the Scouts from the group activities.

### **23.2 Campouts.**

Electronic gear including Cell Phones, I-pods, Gameboys, PS3, etc. should not be brought on camping trips or day trips by Scouts. When we are camping as a troop, we would like to promote a spirit of community.

Electronic games or music players with headphones may be used while traveling at the discretion of the driver, but they must be left in the vehicle during the campout.

### **23.3 Security of electronics.**

Troop 262 and the drivers are not responsible for loss or damage to any item left in a vehicle. Bring your electronic items at your own risk.

### **23.4 Cameras.**

of

Cameras are permitted on all trips. The camera must be stand alone and not part any other media device (iPod, Cell phone, etc).

## **Appendix**

### **A 1 Scout Oath**

#### **Scout Oath**

On my honor I will do my best  
To do my duty to God and my country  
And to obey the Scout Law;  
To help other people at all times;  
To keep myself physically strong,  
Mentally awake, and morally straight.

### **A 2 Scout Law**

#### **Scout Law**

A Scout is:  
Trustworthy, Loyal,  
Helpful, Friendly,  
Courteous, Kind,  
Obedient, Cheerful,  
Thrifty, Brave,  
Clean and Reverent.



### **A 3 Wreath Commissions**

#### **Individual Sales**

Sell 1 to 25 wreaths, earn \$6.00 per wreath **regardless of wreath size**

Sell 26 to 50 wreaths, earn \$7.00 per wreath for wreath 26 to 50

Sell over 50 wreaths, earn \$8.00 per wreath for wreaths over 50

#### **Corner Sales**

Corner Sales at the Church is in 4 hour shifts at \$16.00 per shift

*Scouts are required to work 2 shifts*

#### **Wholesale Loading & Unloading**

Scouts are required to work two shifts helping to load and unload wreaths. No commission is earned but...

Every scout working two shifts gets a subsidy for summer camp. In the past this has been ~~\$100.00~~ **\$140.00** off the camp cost.

### **A 4 Discipline Guide for Inappropriate Behavior**

This is a recommended guide for use by Patrol Leaders and Adult Scout Leaders to work with a scout exhibiting poor behavior and is subject to change as needed, dependent upon the specific situation.

1. When an outburst or inappropriate behavior happens
  - a. Scout needs to accept a redirection by SPL or PL in the form of a request for behavior to stop.
2. When an outburst or inappropriate behavior continues to happen or exceeds SPL/PL capabilities
  - a. Scout needs to accept a redirection by the **adult** leaders. This could be something such as:
    - 1 SM/ASM discussion about the occurrence,
    - 2 A five minute timeout,
    - 3 Mentor intervention, or
    - 4 All of the above
3. Continued inappropriate behavior or excessive disruption of meeting/activity
  - a. Scout will need to sit out of an activity, such as:
    - 1 The next game, or
    - 2 Patrol meeting, or

- 3 Scout will be asked to leave the meeting/activity
4. For egregious acts or a continuation of inappropriate/excessively disruptive behavior
  - a. Suspension from activity (Parent may be called to pick up Scout)
    - 1 Scout meeting
    - 2 Campout
    - 3 Other activity
  - b Suspension of 30 days from all Troop activities (repeat offense)
5. Continued poor behavior choices and/or an inability to control behavior can result in the following:
  - a. Committee Chairperson conference with Scout
  - b. Committee Chairperson conference with parents
  - c. Discussion of behavior with Parent Committee to determine next steps

**Sample Inappropriate Behavior**

- Swearing
- Willfully teasing
- Taunting or trying to dominate
- Threatening
- Purposely frightening someone

**Sample Egregious Acts**

- Physical acts
- Smoking cigarettes
- Possession/use of drugs or alcohol

Troop 262 Policy Manual adopted by Parent Committee 12-11-2012