

TROOP 22 POLICY MANUAL



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1. General Conduct:

The troop will follow the "Troop 22 Rules of Conduct" which were adopted by the Patrol Leader's Council. The Scout Oath and Laws are the principles by which we will judge behavior.

2. Troop Dues, Activity Payments, and Recharter Fees:

Troop dues are collected each September. (Troop dues are approximately \$25/year and may be offset with fundraiser money - See section 8.B.1). Advancement awards are the major expense and a boy's achievement awards may be withheld if his Troop dues are not paid. Currently, recharter fees and Boys' Life fees are paid by the Charter Organization, Good Shepherd Lutheran Church. Payment for overnight activities should be made no later than one troop meeting prior to the activity. (This does not include Summer Camp or Special High Adventure Camps.) Exceptions can be made only by the Scoutmaster or Treasurer.

3. Uniforms:

Class "A" uniforms shall be worn respectfully at all troop meetings. This uniform includes the official Boy Scout shirt with properly positioned patches and Boy Scout Handbook (See Scout Handbook for positions of patches). Scout pants or shorts are recommended but not required. Shirts shall be buttoned and tucked into the boys pants. It is the policy of Troop 22 to wear class "A" uniforms whenever the Troop is traveling to or from an activity. The Patrol Leaders Council will decide the specific class "A" uniform policy to be used at summer camp. Adult Eagles may wear the Eagle medal at Eagle Courts of Honor. Uniform inspections will be conducted at certain times during the year. Class "B" uniforms are generally worn when the scouts are in camp or participating in other designated activities. Only Class "A" uniforms should be worn for Troop meetings, Boards of Review, Scoutmaster Conferences, Courts of Honor, or travel to and from camping trips. At no time will clothing that bears advertisement for alcohol or tobacco, or statements deemed inappropriate by any leader be allowed at troop functions.

4. Meetings:

A. Troop:

Troop meetings are held weekly at Good Shepherd Lutheran Church. The meeting time and place shall be established at the Troop Committee's fall planning meeting. Scouts are expected to attend Troop meetings in Class "A" uniforms and bring their Boy Scout Handbook, pencil, and paper.

B. Troop Committee:

The Troop Committee will meet monthly at Good Shepherd Lutheran Church. This meeting is open to all parents, and regular attendance is highly encouraged. The meeting time and place shall be established at the Troop Committee's fall planning meeting.

C. Patrol Leader's Council:

The Patrol Leader's Council will be held monthly. Failure to regularly hold these meetings will result in the patrol leaders not receiving credit for the leadership position held.

5. Elections:

A. Troop:

Troop elections will be held yearly in the spring. Elected positions are Senior Patrol Leader(s), Assistant Senior Patrol Leader(s), Patrol Leader(s), and Assistant Patrol Leader(s). Senior Patrol Leader(s) and Assistant Senior Patrol Leader(s) will be elected by the Troop as a whole by secret ballot. The Patrol Leader(s) and Assistant Patrol Leader(s) will be elected by their respective patrols by secret ballot. Other positions of responsibility, including Historian, Chaplains Aide, Quartermaster, Scribe, Instructor, Troop Guides, and Librarian will be appointed by the new Senior Patrol Leader and Scoutmaster. Den Chiefs shall be appointed by the Scoutmaster as required. It is intended that due consideration of advancement requirements for leadership positions be taken into account when making these appointments. Following troop elections, all members of the newly elected Patrol Leader's Council and appointed junior leaders will be strongly encouraged to attend troop Junior Leader Training.

B. Order of the Arrow:

Order of the Arrow elections will be held in the spring. These elections will be coordinated by the local Order of the Arrow chapter. All election guidelines will be dictated by the local Order of the Arrow chapter.

6. Advancement:

A. Requirement Sign Off:

Advancement for Tenderfoot, Second Class, and First Class shall be signed off by Assistant Scoutmasters, approved adult leaders, or an adult designated boy leader. Star and Life ranks will be signed off by Assistant Scoutmasters only. Parents will not sign off requirements for his/her own son, unless absolutely necessary. It is expected that any requirement sign off will be in accordance with BSA advancement policy. Specifically, the Scout must demonstrate that he has acquired the skill or completed the task exactly as stated in the requirement. Any deviations shall come only with Committee approval.

B. The Process:

Upon completion of all the requirements necessary for rank advancement, the scout will fill out the Personal Growth Inventory and get the necessary signature from his respective Patrol Advisor. The Personal Growth Inventory and Scout Handbook is then given to the Advancement Chairperson for the purpose of checking the scout's records to see that all the rank's advancement requirements have been met. Upon satisfactory completion, the scout will schedule a conference with the Scoutmaster, to be followed by a Board of Review which should be scheduled with the Board of Review Coordinator.

C. Scoutmaster Conferences:

The Scoutmaster will be available regularly for conferences. Scoutmaster Conferences should be scheduled by the scout at least one week prior to being held.

D. Boards of Review:

Boards of Review are normally scheduled for the first meeting of every month, although other dates may be scheduled with prior notice. Boards of Review are to be scheduled by the scout with the Board of Review Coordinator at least one week prior to being held. Boards of Review for ranks of Boy Scout through Life rank should be done by a Board consisting of at least 2 experienced Reviewers. Boards of Review for potential Eagle Scouts should be composed of the Troop Committee Chair, Troop Unit Commissioner, Troop Advancement Chair, and the Charter Organization Head. If any of these Board members is the advancing scout's parent, the Board of Review Coordinator shall choose another adult to take his/her place.

E. Courts of Honor:

Courts of Honor are scheduled four times per year by the Scoutmaster and Troop Committee. However, a boy shall receive his rank advancement badge at the first troop meeting after he earns the award. He is then recognized for his achievement at the Court of Honor. The dates of these Courts will be scheduled by the Troop Committee at the fall and winter planning meetings.

F. "Active participation" shall be defined as follows:

"It shall include, but not be limited to participation in fund raisers, regular attendance at troop meetings and outings (minimum of 75%), and demonstration of leadership for the three, four or six month period immediately preceding the Scoutmaster conference for the respective rank advancement desired. Any deviation from this shall be made by the Troop Committee."

G. "Scout Spirit" shall be defined as follows:

"Scouts who demonstrate a good attitude and regular attendance (see 6.F), are cooperative, and have continued full regard for the "Troop 22 Code of Conduct" and the "Troop 22 Polices" will be given full consideration for advancement by the Scoutmaster and the Board of Review. On the other hand, poor behavior in the Troop, with his family, at school, and in the community will not be tolerated. Habitual fighting, stealing, foul language, any bodily injury intentionally inflicted on others, or disrespect of other scouts, family members, teachers, or scout leaders are also to be considered in the matter of Scout Spirit by both the Scoutmaster and the Board of Review."

H. Periodic Evaluation:

Each Adult Patrol Advisor should regularly (at least quarterly) review the records of each scout in his patrol, and if necessary, council those scouts that are not advancing at a rate appropriate for the scouts goals. This may also be a time when the adult advisor can be an encouragement to the scout with regard to Scout Spirit and participation, if necessary.

7. Summer Camp:

The Troop will attend summer camp each year. Each Scout will be expected to schedule 2-3 merit badges and to participate in individual and patrol activities. Each Scout will be required to join the Troop during Troop activities unless given permission otherwise from the Scoutmaster, Senior Patrol Leader(s), or other adult leader. Camperships are available for the boys/families needing financial assistance and are given at the discretion of the Troop Committee.

8. Troop Finances and Property:

A. Accounts:

The Troop will maintain various accounts at a local financial institution. This is intended to help make it easier to keep money for various activities separate. **All** money spent from any account shall be done at the discretion of the Troop Committee and all money is the property of the Troop Charter Organization. Only the Treasurer and one other registered Troop leader shall be authorized to sign checks. (The second individual shall be chosen by the committee.)

1. Troop General Account:

This account shall contain all discretionary funds the Troop has at its disposal for the general operation of the Troop. It shall be the receiving account for all but not limited to the following: dues, the Troops portion of all fundraiser money, and shall be an "in and out account" for money scouts pay to the Troop for events that require "en mass" payment. (ex: Troop and Council wide events such as campouts, ball games etc.)

2. Scout Merit Award Account:

This account shall have all monies the scouts have earned by way of fundraisers credited to them for use against scouting related costs (See section 8.B. for details).

3. Boyd Goetzinger Memorial Account:

This account was established with funds given in memory of an Eagle Scout and former Assistant Scoutmaster from Troop 22. The money in this account is to be used primarily, at the request of Boyd's family, to help scouts that require financial assistance to subsidize the cost of Summer Camp. The amount given will be determined by the Troop Committee, usually not to exceed 1/3 of the cost of camp. It will be given with the understanding that the benefiting scout has been an active participant in the Troop (as described in Section 6.F. above), shows scout spirit (as described in section 6.G. above), and respects the Troop 22 Code of Conduct in spirit and action.

4. Miscellaneous Accounts:

Various miscellaneous accounts will be established to aid in the managing of Troop funds for special projects and events. These accounts may be opened or closed as need arises by the Treasurer or at the discretion of the Troop Committee.

B. Troop 22 Fundraising Policy:

1. Troop Fundraisers:

The following policy is intended to provide a system by which scouts from Troop 22 may be awarded for their efforts in fundraisers. This money is to be held in the Scout Merit Award Account for the scout's future scouting financial needs.

- All money held in any account of "Troop 22" will continue to be the property of Troop 22 and the Troop 22 Charter Organization. All money designated as being in a boy's "Scout Merit Award Account" will be part of those monies owned by the Troop. These monies will be treated as "merit awards" and given at the discretion of the Troop Committee upon the request from the scout or an adult representing the scout desiring the money. They were not funds the scout "earned" and are therefore not to be assumed his at his request. Due to the nature of the monies, their dispersal may be subject to Troop Committee approval.
- These "merit award accounts" are not individual accounts held at a financial institution but a bookkeeping system Troop 22 will use to keep the account amounts separate for each scout. All monies will be included in the Troop 22 "Scout Merit Award Account" checking account.
- This policy may be terminated or temporarily suspended at any time with only the approval of Troop 22 registered leaders in attendance at a regularly scheduled committee meeting required.
- The Troop Committee's decision on any reimbursement/transfer of funds or action on the policy either to terminate or to temporarily suspend the policy will be final.
- The following criteria must be met before any scout realizes any merit awards for his efforts:
 - All "Troop Dues" must be paid in full. If Troop dues are not paid after the first fundraiser, any merit award monies the scout has coming to him will be applied toward those dues. If there are not enough merit award monies available from the scout's merit award account after the fundraiser, the scout will be required to pay the balance from his own personal funds. (No advancements or awards will be given to the scout until all troop dues are paid.)
 - All fundraiser money must be turned in to the unit treasurer and the Scout Merit Award Account amounts brought up-to-date before the scout is given credit on his merit award account.
 - All Scout Merit Award Account balances will be maintained by the treasurer and balances communicated to the scout as required.

Money may be reimbursed/transferred for, but not limited to, the following:

- Camp fees (Summer Camp, Camporees, High Adventure Activities, etc.)
- Troop dues
- Scout uniform, book
- Council-wide scout events (Skiing, etc.) for scout and family (where applicable)
- Other expenses will be considered by the committee
- Money will **not** be available for and is not limited to the following:
 - To purchase fundraiser items
 - To purchase non-scout related items.
 - In the form of cash
- Monies may be accumulated from year to year with a Scout Merit Award Account balance never to exceed \$2500.
- Dispersal of funds upon leaving the Troop:
 - If the scout transfers to another Boy Scout Unit he forfeits his merit award account holdings back to the Troop General Account.
 - If the scout quits Troop 22 he forfeits his merit award account holdings back to the Troop General Account.
 - If the scout quits and returns to Troop 22 he forfeits his previous merit award account holdings back to the Troop General Account. (This may be reviewed on a case by case basis. Ex: health concerns, etc.)

2. Special Event Fundraisers:

The handling of money earned through fundraisers for special events, such as high adventure trips, will be determined by the event organizers and participants. Any fund disputes will be handled by the Troop Committee.

C. Troop 22 Fee Responsibilities:

1. Scout Fees:

Troop 22 shall pay for 50% of all registration fees for boys who attend summer JLT training at Camp Decorah.

2. Adult Fees:

All weekend adult camping fees and food expenses shall be paid for through the camping dues paid by the scouts in attendance at each respective camp out. The Troop shall cover the camping costs for all registered adults at summer camp. Payment for all one day training sessions will be paid for by the Troop. Any extended training will be taken into consideration by the Committee.

D. Financial Assistance:

All consideration for financial assistance will be at the discretion of the Troop 22 Committee. The candidate shall meet all the criteria in sections 6.F and 6.G above, will have paid all Troop dues, and will receive financial assistance equal to but no more than 1/3 the cost of the event, if approved.

E. Loaning of Troop Gear:

All gear in the possession of Troop 22 is the property of the Charter Organization. This gear is to be used only by members and guests of Troop 22 and only during Troop/patrol activities. Troop gear is not to be lent out to anyone for personal use for any reason without the permission of the Charter Organization Representative, Committee Chairperson, or Scoutmaster and then only for scouting purposes. This equipment was purchased for the Troop by the scouts and Charter Organization and is insured by the Charter Organization. The intention of this policy is to minimize the wear and tear on the gear and minimize the potential legal responsibility the Charter Organization has when the equipment is used for non-scout related activities.

9. Troop Camping Policy:

- Troop 22 will go camping both as a troop and as individual groups or patrols. In either case, the Troop will camp under its own registered leadership, always using the trained "two-deep" leadership policy of BSA.
- Troop 22 will always use tents designed for two boys, because larger tents cannot be backpacked. This will allow us to go on "high adventure" camping trips. It is a BSA policy that no one scout sleeps in a tent alone.
- Scouts will cook by patrol on all camping trips unless given other instruction by the Senior Patrol Leader and Scoutmaster. Cooking by patrol helps strengthen the patrol and teaches teamwork. Duty rosters must be posted.
- Scouts carry their packs to the campsite instead of riding because physical fitness and self reliance are two of our objectives. Scouts learn not only how to do things for themselves, but also how much they can do. Troop 22's camping emphasis is on adventure rather than convenience. Scout camping demands skill and know-how.
- Use of gas stoves and lanterns are restricted to adults and to scouts who have individually demonstrated their ability to use them, and have special permission from the Scoutmaster or other adult leader. **NO FLAMES IN TENTS!!! THIS MEANS NO LIGHTERS!!!**
- We will leave nothing behind anywhere. We will bury no garbage or trash. Combustible material may be burned if local regulations permit; otherwise, carry it back home along with cans, bottles and foil; or deposit trash in trash receptacles if available.
- Our Scout uniforms will always be properly worn both to and from the campsite. Let everyone know we are a Scout Troop.

- Misconduct on a Troop camping trip will not be tolerated and may result in cancellation of the rest of the camping trip. This applies to ALL who are participating on a Troop camping trip. **The Scoutmaster and registered adult leaders have final say in all matters concerning Troop camping policy while on a camping trip.**
- Each Scout, in order to participate in a specific trip, MUST have a health form on file, including proper information on required medicines. It is the responsibility of the Scout to see that he takes his medicine.
- On campouts, the troop furnishes two man tents. No cots are allowed because they damage the floors of the tents. Troop boxes containing cooking gear are also provided. Each scout will accept responsibility for care of troop equipment and is expected to repair or replace damaged troop equipment, including tents. Each Scout is responsible for his tent.
- The National Scout Jamboree is held every four years (1993 and 1997, etc.). *Go this time, there may not be a next time.*

The Troop 22 campout routine is as follows:

- **#1 - Respect each other and their belongings. This includes your leaders and each and every Scout.**
- Always use the patrol method.
- Never ask the Scoutmaster first. Ask your Patrol Leader first, then the Senior Patrol leader.
- Always assume that the campout will take place as scheduled, even in inclement weather.
- Always follow the Quartermaster's directions. He is responsible for loading the trailer and assuring the proper gear is brought on the campout.
- Always follow the Outdoor Code on a camping trip.
- Always wash personal gear first and save the troop/patrol gear for last.
- Always scrub out the wash tubs after each use.
- Always travel to and from the campout in class "A" uniform.
- Always have troop and patrol duty rosters before leaving on the campout.
- Any hot meals should be cooked, as opposed to heated.
- Always have patrol menus approved by an Asst. Scoutmaster for your patrol.
- Each patrol is responsible to buy their own food and provide coolers if required.
- Always buy butter, mustard, ketchup, and mayonnaise in squeeze bottles.
- Always pack meat that will bleed and other things such as fresh fruit and vegetables in a clean plastic bag. Keep the ice in the cooler so that it may be used for drinks.

- The Quartermaster must make sure the troop has scrub pads, dish washing liquid, paper towels, bleach, aluminum foil, toilet paper, garbage bags and salt & pepper in the patrol boxes.
- Always get the adult leader's permission before leaving the camping area.
- Always leave the camping area with buddy and stay with him at all times.
- Never fold up a tent before it has been thoroughly cleaned and inspected by the Quartermaster.
- Never use an ax, saw, or knife without your Totin' Chip in your pocket.
- Never use matches without your Fireman Chit in your pocket.
- Driving: It is the policy of Troop 22 that each driver hauling Scouts be at least 21 years old. We are aware that BSA states an 18 year old can drive as long as someone in the car is at least 21. We are concerned with safety and have decided to go with the 21 year old rule.

Never bring the following when camping:

- Sheathed knife (not allowed by Boy Scout regulations and not needed)
- Electronic entertainment (Walkman, Gameboy, etc.).
- Sling shots, bows, arrows, firearms (including BB or pellet guns), fireworks, or ammunition
- Pop, candy, or snacks unless otherwise stated.
- Liquid fuel, lighters