

POLICIES AND GUIDELINES

BOY SCOUT TROOP 350

Revised 26 August 2009

1.0 PURPOSE: This document serves to establish the overarching principles and guidelines that shall be used in planning and executing the Troop 350 Boy Scout program.

1.1 JURISDICTION. Boy Scout Troop 350, as a chartered unit of the Boy Scouts of America, shall operate under the jurisdiction of the Talakto District, Greater Alabama Council, and Southern Region of the National Council of the Boy Scouts of America. Boy Scout Troop 350 shall operate within all rules and policies of the Boy Scouts of America with special emphasis on the Guide to Safe Scouting.

1.2 CHARTER ORGANIZATION. Saint John the Baptist Catholic Church, 1055 Hughes Road, Madison, Alabama 35758, is the charter organization for Troop 350. The Troop is rechartered in January of each year. The Charter Organization shall appoint a representative to serve as liaison to the Troop committee. The Charter Organization retains authority to remove any Adult leader for cause.

2.0 POLICIES AND GUIDELINES

2.1 PROGRAM CALENDAR. The Troop will maintain an active program all year round. Troop meetings will be weekly at Saint John's Church. Annual program calendar will be developed each summer by the PLC and the SM and presented to the troop committee for approval.

2.2 RESOURCES. There are many resources available to Scouts and adult leaders starting with the Troop 350 website (at <http://www.troop350.org>) which has links to many other valuable resources. Some useful resources are listed below. More can be found in Annex B – Resources. Additionally, Troop 350 uses emails extensively to communicate and maintains multiple email lists. All Scouts, parents and Adult leaders are encouraged to visit the troop website to add their name to the appropriate email contact lists.

- Troop 350 Website at <http://www.troop350.org>
- Troop 350 Parents guide (link from Troop 350 Website)
- Troop 350 email list (link from Troop 350 Website)
- Merit Badge Counselor List (link on Troop 350 Website)
- Activity Calendar (link from Troop 350 Website)
- Troop Library

2.3 REGISTRATION / MEMBERSHIP. The Troop will re-register each year in December for the following year in accordance with Talakto District policies. New scouts shall register as they enter the troop. In general, scouts are required to pay the District registration and annual troop dues at the time of registration. Additionally, scouts will be asked to update their historical information and parents will sign a new medical permission form during registration. In order to be a member in good standing of Troop 350, a scout must have:

- A valid registration form submitted or on file
- A current (no older than one year) medical history / permission form (Annual Health and Medical Form)
- Paid registration / dues for the year.

2.4 MEDICAL FORMS. Current medical forms are essential in order to provide a safe experience for scouts. Medical forms will be checked / updated each year during the registration period. Scouts who do not have a current medical form on file are only permitted to take part in limited Scout activities.

2.4.1 Each parent must update the BSA Annual Health and Medical Form (Medical history and parental authorization for emergency medical care) annually during the Troop registration period.

2.4.2 In order to attend an extended event (exceeding 72 hours), scouts must have a valid Part B – Annual Health and Medical Form (requires an exam by a doctor) on file. This physical form is valid for ONE year from when it is signed by a physician.

2.4.3 High adventure events (Philmont, Double H, and some summer camp programs) require special physical forms which will be provided.

2.5 DUES/ACTIVITY FEES

2.5.1 The amount of dues/annual fee is to be approved by the committee in October of each year. Dues/fees must be paid in order to be a registered member of the troop. No awards will be presented to a boy who is delinquent. Any Scout in need of financial assistance should contact the Scoutmaster or Committee Chairperson for special arrangement/assistance. Adult leaders who are aware of scouts needing special assistance should contact the Scoutmaster or Committee Chairperson.

2.5.2 Scouts may be required to pay activity/food/transportation fees for use of state parks, camps, or camporee. These must be paid per the direction of the camp master or Scoutmaster in charge.

2.5.3 All popcorn sale profits shall be credited to a scout's individual account and may be used to pay activity or registration fees. In the event a scout transfers to another scout unit, any prorated dues and all moneys in the individual account will be refunded to the scout. In the event a scout drops out of Scouting, any money on deposit will be placed in a "Scout Special Needs" account to be used for Scouts having financial needs.

2.6 Uniform. The scout uniform shall be worn at all Scout functions unless waived at the discretion of the SPL and Scoutmaster for special activities or outdoor functions. The Class A uniform is the standard Boy Scout uniform as defined below. The Class B uniform is a Scout tee shirt or golf type shirt as designated by the troop. Cub Scouts bridging into BSA Troop 350 are to be given neckerchiefs and troop numerical patches. Occasionally BSA will transition to a new uniform style. When these transitions occur, scout uniforms for the troop are "grandfathered" and either the old or the new style may be worn. New scouts are encouraged to seek guidance before purchasing uniforms from the Scout Shop.

2.6.1 Scout and Adult Leader Class A Uniform. The complete official Scout uniform is the preferred class A uniform, but due to its expense some substitutes are permitted.

- a) Scout khaki shirt with shoulder loops and appropriate patches (see 2.9.2)
- b) Troop 350 approved hat/cap (optional)
- c) Troop 350 neckerchief and slide (or substitute earned through scout activities)
- d) Green Scout web belt (unless integrated into scout pants) or substitute with Scout buckle
- e) Scout shorts with Scout socks, or Scout trousers (or substitute dark denim pants /shorts)
- f) Shoes with enclosed toe and heel.

2.6.2 Insignia. Only official BSA badges and emblems earned by a Scout may be affixed to the uniform. All insignia shall be affixed in accordance with the Boy Scouts of America Insignia Guide. The Scout Handbook shows where to affix insignia.

2.7 ATTENDANCE.

2.7.1 Scouts are expected to remain active in the Troop throughout the year. Any Scout who misses four consecutive troop meetings should notify his patrol leader and scoutmaster to confirm his status. At the time of charter renewal, inactive scouts will be contacted by a scoutmaster to confirm intent regarding troop membership.

2.7.2 Parents are encouraged to attend Patrol and Troop meetings periodically with their son and to offer support and encouragement to the scouting program.

2.7.3 It is the responsibility of the parents or guardian to ensure their scout is transported to and from Patrol and Scout meetings on time. It is the responsibility of the parents or guardians to ensure that two-deep leadership is present at a Scout function before they leave their son

2.7.4 While adult leaders will ensure at all times that there is two deep leadership and will not abandon a Scout who has not been picked up on time, repeated late pickups can not be tolerated.

2.8 BEHAVIOR

2.8.1 A Scout is required to live by the Scout Oath, Law, and Motto. Behavior which is inconsistent with the published guidelines of the Boy Scouts of America or with good troop / patrol discipline, cannot be tolerated. The Scoutmaster may suspend any misbehaving scout for one or more troop meetings and/or troop activities upon the notification of the Scout's parents or guardian. Serious or consistent misbehavior will be referred to the Scoutmaster and may result in suspension or discharge of the Scout from the Troop. The decision to suspend or drop a Scout may be appealed to the Troop Committee.

2.8.2 Smoking, the consumption of alcoholic beverages, or profanity is not permitted at any scout function.

2.8.3 Hazing. Hazing, pledge periods, secret activities, and any demeaning behavior are all specifically prohibited and will not be tolerated.

2.8.4 Religious Intolerance. While the Charter Organization is a church, it is not necessary to be a member of the church to be a member of Troop 350. Any instances of religious intolerance shall be brought to the attention of the Scoutmaster and the Troop Committee Chairman.

2.8.5 Focus. Scout functions should always have the healthy development of the Scout as their principle focus, and full support of the Troop Leadership is encouraged to avoid unnecessary distraction from this focus.

2.8.6 Behavior on trips / outings. When on campouts, trips, and outings, Scouts represent the Troop, Boy Scouting in general, and the Charter Organization. Scouts should be on their best behavior. In the case of disciplinary problems of a severe nature, the Scoutmaster or adult leadership in charge of the scouts taking part in any activity has the authority to call the parents or guardian of the offending Scout and request his immediate removal.

2.9 AWARDS

2.9.1 Rank Advancement. When a Scout in good standing satisfies the criteria for rank advancement outlined in his Boy Scout handbook, he is qualified to receive the specified award. The scout will then arrange with the Scoutmaster or, if authorized by the Scoutmaster, a designated Assistant Scoutmaster for a Scoutmaster's conference. The Scoutmaster and Assistant Scoutmasters are not permitted to sign their son's books. After the Scoutmaster's conference, the scout will schedule a Board of Review with the Advancement Committee member. The Board will not retest the Scout, but will ensure the Scout has met the requirements for the award and get feedback on the state of the Troop program. The review will be a face-to-face meeting between the committee members and the Scout as outlined in the BSA Guidebook. After a successful interview a committee member from the Board of Review will sign the handbook.

2.9.2 Merit Badges. While scouts of all ranks are permitted to earn merit badges, Scouts who have not attained the rank of First Class should prioritize their efforts toward earning rank advancement. Prior to starting a merit badge, the Scout must have a blue card and it must be signed by the Scoutmaster or an Assistant Scoutmaster. The Scout will then find a counselor, usually through the Advancement Committee member or from the list published on the troop web site. After meeting with the counselor and completing all of the merit badge requirements, the blue card must be again signed by the Scoutmaster or an Assistant Scoutmaster. It is the Scout's responsibility to then get the completed merit badge card back to the Advancement Committee member. Finally, Scouts are encouraged to work on Eagle required merit badges early.

2.9.3 Religious Award. All scouts are encouraged to participate in the religious program and receive the Religious Knot of their respective faith.

2.9.4 Court of Honor. The Court of Honor ceremony is the formal means of recognizing the achievement of the Scout. A minimum of three Courts of Honor per year should be included in the annual program plan at the discretion of the PLC and Scoutmaster. The Advancement Chairperson is responsible for coordinating the Court of Honor with the SPL and Scoutmaster. All BSA approved awards are to be paid for by Troop 350. Troop 350 will also furnish ribbons for mother's pins for rank awards.

2.9.5 Eagle Court of Honor. The Eagle Court of Honor is a special ceremony to honor Eagle rank awardees and will usually not be held in conjunction with a normal troop Court of Honor. The Eagle Court of Honor is scheduled after the Scout has received notification from the National Boy Scout Council that he has been awarded the Eagle Rank. The Eagle recipient and the troop leadership is responsible for coordinating and directing the Eagle Court of Honor. The Eagle Coordinator will support the Eagle candidate's COH. The troop will purchase a NESAs one-year membership, Eagle pins for the candidate, mother and father, and place the Eagle name and date of Eagle on the Troop 350 Eagle Plaque.

3.0 ADULT LEADERS

3.1 All adult leaders within the troop shall register with BSA and fill out an adult application including authorization for BSA to conduct a background investigation. The Troop Committee Chairperson shall approve the appointments of assistant scoutmasters and other Committee members and shall forward their applications to the Charter Organization for review. The Scoutmaster and the Committee Chairperson shall be specifically approved by the Charter Organization.

3.2 Adult Leadership Positions. Registered BSA Adult leadership positions are divided into three categories: Troop Committee members, Scoutmaster / Assistant Scoutmasters, and Merit Badge Counselors. Merit badge councilors may also serve as committee members or scoutmasters.

3.3 Scoutmaster / Assistant Scoutmasters. Scoutmasters and Assistant Scoutmasters work directly with boys of the troop. They serve as mentors, role models, and instructors to assist the boys in planning and executing the boy led program.

3.3.1 Scoutmaster Duties.

- 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.
- Meet regularly with the patrol leaders' council for training and coordination in planning troop activities.
- Attend all troop meetings or, when necessary, arrange for a qualified adult substitute.
- Attend troop committee meetings when possible
- Coordinate for periodic parents' sessions to share the program and encourage parent participation and cooperation.
- Conduct Scoutmaster conferences for all rank advancements.
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.

3.3.2 Scoutmaster Selection. The position of Scoutmaster is the key position within the troop. A scoutmaster serves in the position for two years. As the end of the current term approaches, the Committee shall advertise position and gather volunteers. Announcements to fill the positions of scoutmaster or committee members shall be made as public as possible through the use of the troop email list. Potential Scoutmasters shall be selected from volunteers whose qualifications are reviewed by a special Scoutmaster Selection committee. This committee shall review the qualifications of potential scout masters in the areas of maturity, scouting experience / training, familiarity with Troop 350 and the Talakto District, and any other area they deem appropriate. The selection committee shall present the qualifications of all candidates and make recommendations to the Troop Committee. The Troop Committee shall vote on the potential Scoutmasters. Once a future Scoutmaster is identified, the name shall be vetted with the Charter Organization. Only after approval by the Charter Organization, shall the name be released to the Troop as a whole.

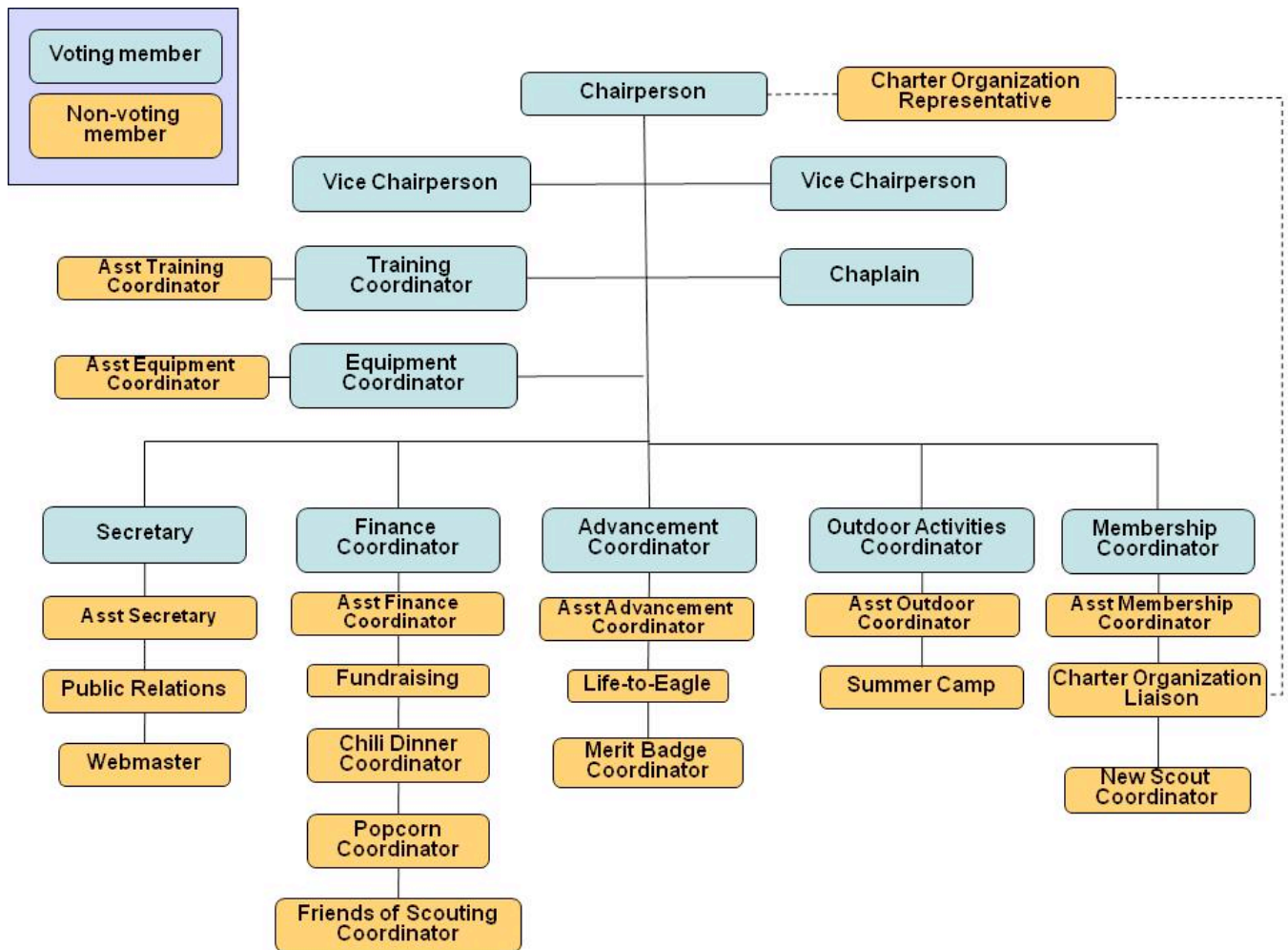
3.3.3 Assistant Scoutmaster Duties. Assistant Scoutmasters are organized by the Scoutmaster to insure that all aspects of the program are done. Assistant Scoutmaster Duties are divided between the many assistant Scoutmasters available.

- Serve as Acting Scoutmaster when the Scoutmaster is absent.
- Attend Troop meetings; attend Committee meetings; attend Patrol Leader Council (PLC) meetings.
- Help conduct Scoutmaster Conferences (in accordance with Scoutmaster's wishes).
- Help Scoutmaster organize, delegate and coordinate other adult leaders.
- Assist the Scoutmaster as required.
- Attend troop meetings; attend all Patrol Leader Council (PLC) meetings.
- Attend roundtables monthly to get new program ideas.
- Follow up with the SPL to make sure all PLC decisions are delegated and completed,
- Recruit new members.
- Maintain a good working relationship with Cub Scout and Webelos feeder Packs/Dens.
- Participate in District/Council youth recruiting efforts.

- Attend Cub Scout Blue and Gold dinners.
- Attend Webelos bridging ceremonies.
- Help Troop Guide plan the Webelos campout.
- Advise Troop Guide and Den Chiefs.

3.4 Troop Committee. The Troop Committee shall ensure that the Troop 350 Scout program is run consistent with the guidelines of the Boy Scouts of America and the Charter Organization. It is charged with the responsibility to ensure that all BSA, Charter organization, and Troop policies are adhered to by all adult leadership and that each scout member of the troop has the opportunity to benefit from a well executed, year long, Scouting program. The Troop Committee shall have authority to remove any leader for cause.

3.4.1 The Troop Committee structure consists of the following positions:



3.4.2 Voting.

3.4.2.1 The Troop Committee consists of both voting and non-voting positions. In general, the voting positions are those with overarching responsibilities in setting the policies and conducting the day-to-day activities of the troop throughout the year. The non-voting positions have more limited responsibilities, will not normally attend committee meetings, and may not be active throughout the entire program year. Each voting committee member / committee position may cast a single vote. In the absence of the primary position member, the designated assistant may vote at committee meetings. The chairperson's vote is used only as a tiebreaker when all votes are equal within the committee. The Scoutmaster, if present, is a non-voting member.

3.4.2.2 Vote procedures. A quorum of 50% is required for the committee to conduct a vote. A quorum of 75% is required for the committee to vote to change this Troop Policy. A motion shall pass if a simple majority approves if a quorum is voting. Electronic (email) voting is permitted.

3.4.3 Troop Committee Duties. Duties and responsibilities of the Committee can be found in Annex A.

3.4.4 Special Committee Requirements. The Troop Committee Chairperson, with the approval of the committee, shall appoint at his/her discretion special non-voting committee members as required to fulfill the needs of the Troop. These committee members are not required to attend each committee meeting and will not be counted in determining a quorum. Duties of Special Committee members can be found in Annex A.

3.4.5 Appointment of Troop Committee. Troop Committee positions are to be reviewed annually prior to re-chartering. In general, Troop committee positions are appointed for a two year term. The Troop Committee will accept nominations for open committee positions and appoint these positions for the new scout year. The current Committee will approve the incoming committee and send any new committee members applications to the Charter Organization Representative. It is desired by the Charter Organization that the Committee chairman, vice chairman, and quartermaster be members of the Charter Organization. Assistant Scoutmasters may also serve as committee members.

3.4.6 Committee Meetings. The Troop Committee shall meet at a place and date determined by the committee. To transact business, a quorum must be present. Committee members must regularly attend committee meetings. Each member is expected to faithfully discharge his/her responsibility to the scouting program. The Scoutmaster shall attend the monthly committee meetings.

3.4.7 Miscellaneous. All committee members must pay registration fees with BSA, including national dues and insurance. Financial reports must be presented to the Charter Organization as deemed necessary by the Charter Organization Representative.

3.5 Merit Badge Counselors. Merit badge counselors share their knowledge and interests in various subjects with boys. They follow the structured merit badge program laid out in specific merit badge books. All merit badge counselors must be registered BSA adult leaders with the Greater Alabama Council. Troop 350 merit badge counselors are not required to serve outside troops. Counselors are required to maintain all records associated with Blue Cards.

3.5.1 Merit Badge Counselor Duties.

- Review merit badge book prior to registering as counselor
- Be proficient in the merit badge subject by vocation, avocation, or special training.
- Ensure Scouts use buddy system when meeting
- Maintain two deep leadership at all times
- Attend Merit Badge Counselor training
- Maintain blue cards

3.6 Training of Adult Leaders. The Scout Troop Committee encourages that each adult leader receives BSA certified training appropriate to his/her office. All adult leaders must complete BSA Youth Protection Training. Additionally, all adult leaders must complete the Youth Protection Training as required by the Charter Organization. All adult leaders are encouraged to complete all BSA leadership training offered by the local Scout Council. The BCA Online Learning Center can be found online at <http://olc.scouting.org>.

3.7 Insufficient Adult Leadership. In the event a sufficient number of adult leaders cannot be secured to support the number of scouts applying for membership in the Troop, the following priorities will be used in the determination of which scouts are accepted and assigned to patrols:

- Any scout whose parent is currently serving in any adult leadership position.
- Any scout whose parent has served in a leadership role in the Troop.
- Any scout who is currently registered in good standing with the Troop.
- Any scout siblings.
- Any scout affiliated/member with the Charter Organization.
- Any new applicant.

4.0 Troop 350 Program

4.1 Planning and Approval. Annual Troop activity program cycle shall start in August each year. The Scoutmaster and Patrol Leaders Council shall submit their respective annual program activity plans and budget needs to the Scout Troop Committee for approval.

4.2 Field trips, Campouts, and Hiking Expeditions

4.2.1 Field trips and camp outs or hiking expeditions shall be conducted in accordance with the regulations and guidelines of the Boy Scouts of America. Three adults must be present at all times, two of which must be registered leaders in Troop 350. Trips out of the district geographic jurisdiction must be pre-approved by the Talakto Executive by completing and having the appropriate signatures on the BSA Tour Permit.

4.2.2 A permission slip signed by a parent or guardian is required for every scout to attend any Patrol or Troop field trip, camp out or hiking expedition. The scoutmaster may impose, with the approval of the Troop Committee, additional requirements and restrictions for any specific outing.

4.2.3 Any activity not on the pre-approved annual program plan must be briefed to and approved by a committee representative and the Scoutmaster. A patrol level outing should be presented by the patrol leader to the Patrol Leader's Council, or discussed with the Senior Patrol Leader, prior to

gaining other approvals. A patrol outing cannot interfere with regularly scheduled Troop 350 activities. All requirements for Troop outings must be followed.

4.2.4 Scouts may drive to scout functions in Madison County or in adjoining counties with written parental permission. Scouts can never transport another scout other than siblings or people not affiliated with Troop 350. Assistant Scoutmasters under the age of 21 may not transport scouts.

4.2.5 Scouts and adult leaders under 25 are not allowed to pull the Troop equipment trailer.

5.0 TROOP JUNIOR LEADER TRAINING

5.1 Junior Leader Training. All members of the Patrol Leaders Council will be required to attend Junior Leader Training (JLT) during their tenure as a Junior Leader. The Training Coordinator will conduct this training during each rotation of the Patrol Leaders Council. Troop elections are normally held during the months of September and March in order to provide boys the required 6 months holding a leadership position within the troop. JLT shall be conducted as soon as practical after Troop elections, but not more than one month from the elections.

5.2 PATROL LEADER'S COUNCIL MEETINGS. Patrol Leaders Council (PLC) meetings shall be conducted monthly.

Annex A. Scout Troop Committee Duties and Responsibilities.

Duties of the Chairperson

- Organize the committee to see that all functions are delegated, coordinated, and completed
- Maintain a close relationship with the chartered organizations representative and the Scoutmaster
- Interpret national and local policies to 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 roundtables
- Secure top-notch, trained individuals for troop leadership positions
- Sign awards for adult leaders as appropriate
- Ensure charter review and Troop rechartering is conducted annually
- Serve on boards of review and courts of honor

Duties of the Charter Organization Representative

- Represent the Charter Organization
- Sign Adult Leader Applications for the Charter Organization

Duties of the Vice-Chairperson

- Assume the role of Chairperson in the absence of the Chair.
- Assist the Chairperson to ensure all required tasks are accomplished in accordance with existing policy.
- Maintain a close relationship with the chartered organization's representative and the Scoutmaster
- Assist in securing top-notch, trained individuals for positions on the Committee
- Coordinate for adequate meeting facilities
- Research national and local policies to advise the Troop Leadership as required and to carry out the policies and regulations of the BSA
- Recommend awards for adult leaders as appropriate
- Promote attendance at monthly troop committee meetings and any special meetings that may be called
- Serve on boards of review and courts of honor
- Assist in preparing troop committee meeting agendas
- Ensure troop representation at monthly roundtables
- Ensure charter review and rechartered annually
- Sign BSA forms in Chairpersons absence

Duties of the Secretary

- Keep meeting minutes and send out committee meeting notices
- Coordinate publicity and announcements with Public Relations and/or Webmaster positions
- Prepare a periodic family newsletter of troop events and activities
- Conduct the troop resource survey
- Assist in planning for family night programs and family activities
- Serve on boards of review and courts of honor
- At each committee meeting, report the minutes of the previous meeting
- Assist / Coordinate with the Public Relations committee member
- Assist / Coordinate with the Webmaster

Duties of the Chaplain

- Provide a spiritual tone for troop meetings and activities
- Give guidance to the chaplain aide
- Promote regular participation of each member in the activities of the religious organization of his choice
- Visit homes of Scouts in time of sickness or need
- Encourage Boy Scouts to earn their appropriate religious emblems
- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting

Duties of the Membership Coordinator

- Maintain list (database) of active Troop membership (youth and adult)
- Lead Troop rechartering activities and ensure paperwork is timely and complete
- Identify recruitment needs within Adult Leadership and Committee positions
- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting
- Assist / Coordinate with the Charter Organization Liaison
- Assist / Coordinate with the New Scout Coordinator

Duties of the Finance Coordinator

- Handle all troop funds. Pay bills on the recommendation of the Scoutmaster and authorization of the troop committee
- Maintain checking and savings accounts
- Supervise any camp savings plans
- Lead in the preparation of the annual troop budget
- Keep detailed records of expenses
- Assist / Coordinate with the Friends of Scouting campaign coordinator
- Assist / Coordinate with the Chili Dinner coordinator
- Assist / Coordinate with the Popcorn coordinator
- Assist in coordinating any other fund raising events
- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting

Duties of the Advancement Coordinator

- Maintain all Scout advancement records
- Arrange boards of review and quarterly courts of honor
- Assist / Coordinate with Merit Badge Dean
- Assist / Coordinate with Life-to-Eagle coordinator
- Make a prompt report to the council service center when a troop board of review is held. Secure badges and certificates
- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting

Duties of the Training Coordinator

- Maintain all Training records and enter into Troop Master
- Identify required training shortfalls and opportunities to obtain training
- Coordinate / publicize training opportunities
- Arrange adult annual refresher training during troop meetings.
- Serve on boards of review and courts of honor

- Report to the troop committee at each meeting

Duties of the Equipment Coordinator

- Supervise and help the troop procure camping equipment
- Work with the Scout Quartermaster on inventory and proper storage and maintenance of all troop equipment
- Make periodic safety checks on all troop camping gear, and encourage safe and proper use of all outdoor equipment
- Advise Committee and Finance Coordinator of anticipated equipment requirements in preparation of the annual budget
- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting

Duties of the Outdoor Activities Coordinator

- Help in securing permission to use camping sites
- Serve as transportation coordinator (or delegate)
- Assist in developing / planning the annual Troop outdoor program
- Ensure execution of the monthly outdoor program
- Promote the National Camping Award
- Promote, through family meetings, attendance at troop campouts, camporees, and summer camp to reach the goal of one outing per month
- Ensure tour permits are secured for all troop activities
- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting

Each of the functional committee members (Secretary, Finance, Advancement, Outdoor Activities, Membership, Training, and Equipment Coordinators) will be supported by an Assistant Coordinator.

The duties of the Assistant Coordinator are:

- Assist the Primary Coordinator in carrying out responsibilities
- Attend Committee Meetings as a voting member if the Primary Coordinator is absent

Special Committee Requirements and Duties. The Troop Committee Chairperson, with the approval of the committee, shall appoint at his/her discretion special non-voting committee members as required to fulfill the needs of the Troop. These committee members are not required to attend each committee meeting and will not be counted in determining a quorum.

Duties of the Summer Camp Coordinator

- Primarily responsibility for summer camp
- Assist / Coordinate with the Outdoor Activities Coordinator
- Research summer camp opportunities available
- Coordinate / assign tasks to adult leaders assisting in summer camp efforts
- Coordinate with Finance Coordinator for summer camp fund handling
- Ensure paperwork required for camp is submitted on time
- Serve on boards of review and courts of honor
- Report to the troop committee as required

Duties of the Chili Dinner Coordinator

- Responsible for planning and executing Chili Dinner
- Assist / Coordinate with the Finance Coordinator
- Coordinate / assign tasks to adult leaders assisting in Chili Dinner efforts
- Coordinate with Chartering Organization for facilities
- Serve on boards of review and courts of honor
- Report to the troop committee as required

Duties of the Popcorn Coordinator

- Responsible for planning and executing Annual Popcorn sale
- Assist / Coordinate with the Finance Coordinator
- Coordinate / assign tasks to adult leaders assisting in Popcorn sale efforts
- Attend District meetings as required
- Pick-up and turn in forms / popcorn at District
- Coordinate with Chartering Organization for facilities
- Serve on boards of review and courts of honor
- Report to the troop committee as required

Duties of the Webmaster

- Maintaining the Troop Website or mentor Scout Webmaster; if this Scout leadership position is filled
- Assist / Coordinate with the Committee Secretary
- Coordinate license for Troop Master
- Provide expert help in use of Troop Master
- Maintain mailing lists
- Coordinate posting publicity, calendar, and announcements with Public Relations and/or Secretary positions
- Screen photos posted to troop website
- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting

Duties of the Public Relations Coordinator

- Publicize and promote Troop activities and youth achievement
- Assist / Coordinate with the Committee Secretary
- Help identify Service Project needs within the community
- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting

Duties of the Charter Organization Liaison

- Be the primary link between the Troop and the Charter Organization
- Screen Adult applications prior to signature by Charter Organization Representative
- Coordinate scheduling of faculties as required.
- Provide Troop committee feedback from Charter Organization
- Serve on boards of review and courts of honor

Duties of the Fundraising Coordinator

- Lead all Troop fundraising efforts and identify fundraising opportunities
- Recruit and identify lead Chili Dinner Coordinator
- Recruit and identify lead Popcorn Coordinator
- Coordinate with Finance Coordinator and Committee on budgets and needs
- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting

Duties of the Friends of Scouting Coordinator

- Responsible for coordinating and executing the Friends of Scouting campaign within the troop
- Present a Program overview to Troop parents
- Coordinate with publicity coordinator as required
- Attend District meetings as required
- Pick-up and turn in forms to District
- Coordinate with Finance Coordinator for handling funds
- Serve on boards of review and courts of honor
- Report to the troop committee as required

Duties of the Merit Badge Dean

- Develop and maintain a merit badge counselor list
- Assist / Coordinate with the Advancement Coordinator
- Work with the troop librarian to build and maintain a troop library of merit badge pamphlets
- Encourage counselors to offer needed Merit Badge courses
- Identify Merit Badge College or other course opportunities
- Serve on boards of review and courts of honor
- Report to the troop committee as required

Duties of the Eagle Coordinator

- Track progress of Life scouts toward the Eagle rank
- Assist / Coordinate with the Advancement Coordinator
- Ensure timely and proper Eagle Scout paperwork is submitted
- Make a prompt report to the council service center when an Eagle board of review is held.
- Secure badges and certificates for Eagle Court of Honor
- Serve on boards of review and courts of honor
- Report to the troop committee as required

Annex B. Resource List

To Be Published