

POLICIES AND GUIDELINES
BOY SCOUT TROOP 350

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POLICIES AND GUIDELINES BOY SCOUT TROOP 350

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 (officially recognized as BSA Troop 7350), 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 and adhere to 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 or deny approval of registration of 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 year by the Patrol Leaders Council (PLC) and the Scoutmaster (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 <https://www.troop350.org/>) which has links to many other valuable resources. Some useful resources are listed below. 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 <https://www.troop350.org/>
- Troop 350 email list (link from Troop 350 Website)
- Troop 350 adult leader email list (link from Troop 350 Website)
- Troop 350 Parents guide (link from Troop 350 Website)
- Activity Calendar (link from Troop 350 Website)
- Talakto District website at <http://talakto.org/>
- Greater Alabama Council website at <https://www.1bsa.org/>
- Boy Scouts of America website at <http://www.scouting.org/>
- Order of the Arrow Coosa Lodge 50 <http://coosa50.org/>

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2.3 REGISTRATION / MEMBERSHIP. The Troop will re-register each year by December for the upcoming 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. 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. The information and health verifications provided by current BSA medical forms is essential in order to facilitate a safe experience for scouts. Scouts who do not have a current medical form on file are only permitted to take part in limited Scout activities. A fill-able pdf copy of the current BSA Medical Form can be found at <http://www.scouting.org>.

- 2.4.1** Each parent must update the BSA Annual Health and Medical Form (Medical history and parental authorization for emergency medical care) annually. This form is required to permit participation in any outdoor activities.
- 2.4.2** In order to attend an extended event (exceeding 72 hours), scouts must have a valid Part C – 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, Summit, Sea Base, Northern Tier, and some summer camp programs) require special physical forms which will be provided.
- 2.4.4** Adults participating in outdoor activities are required to have a BSA Annual Health and Medical Form on file with the troop.

2.5 DUES/ACTIVITY FEES

- 2.5.1** The Troop shall assess and collect an annual amount from each scout to pay for badges, awards and recurring annual troop wide expenses. The amount of dues/annual fee is to be approved by the committee by 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** Scouting events and activities shall be self supporting by the scouts and adults attending the event. Scouts will be required to pay activity/food/transportation fees for events that they attend. These must be paid as directed by the camp master or Scoutmaster in charge. Camp masters shall plan for reimbursement of gasoline costs, to include pulling the trailer if applicable, in their event planning. In general, planning should include an average mpg calculation for most drivers with fixed mileage costs being reimbursed for a driver pulling the trailer.

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2.5.3 In order to encourage Thriftiness, the troop shall designate its share of all popcorn money received from the District to the individual scouts who sold popcorn. While the Troop retains title to this money, scouts may “use” it to pay for scouting-related fees such as summer camp, campouts, or registration. The Committee Finance Chair shall maintain a ledger to track the allocated amount for each scout. In the event a scout transfers to another scout unit, any prorated dues will be refunded. All moneys in the individual account may be sent to the new scout unit if requested. In the event a scout drops out of Scouting, any money on deposit in the individual account will be placed in the troop’s general fund.

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 Field (Class A) uniform is the standard Boy Scout uniform as defined below. The Activity (Class B) uniform is a Scout tee shirt or golf type shirt as designated by the troop. Cub Scouts bridging into BSA Troop 350 will be given a neckerchief and troop numerical patch. 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 Field Uniform. The complete official Scout uniform is the preferred Field uniform, but due to it’s expense some substitutes are permitted.

- a) Scout khaki shirt with shoulder loops and appropriate patches for rank, leadership position, and OA membership.
- b) Troop 350 approved hat/cap (optional)
- c) Troop 350 neckerchief (or substitute earned through scout activities) and slide
- 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 (i.e., blue jeans))
- f) Shoes with enclosed toe and heel.
- g) For award ceremonies, boards of review, and special events wearing of the merit badge sash may be appropriate.
- h) OA sashes should be worn only for Order of the Arrow related activities.

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 or membership chairman 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.

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- 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 cannot be tolerated.

2.8 BEHAVIOR

- 2.8.1 A Scout is required to live by the Scout Oath, Law, and Motto. Behavior that is inconsistent with the published guidelines of the Boy Scouts of America or with good troop / patrol discipline cannot be tolerated. Serious or consistent misbehavior will be referred to the Scoutmaster and may result in suspension or discharge of the Scout from the Troop. 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. The decision to suspend or drop a Scout may be appealed to the Troop Committee. The Charter Organization retains authority to remove any scout for cause.
- 2.8.2 Use of tobacco products, consumption of alcoholic beverages, use of illegal drugs, and profanity are prohibited at all scout functions.
- 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 Catholic 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, the Charter Organization, and Boy Scouting in general. 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. The cost and inconvenience of this removal will be borne entirely by the scout's parents, regardless of how far away from home the problem occurs.
- 2.8.7 **Knives.** A valid Tote-N-Chip card is required to be carried by the scout when he is carrying/using his knife. Maximum blade length of folding knives shall not exceed 3 inches.

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The following knives, regardless of blade length are not allowed at troop/patrol events:

- Sheath knives of any length
- Concave curved (claw shaped) blades
- Razor blade knives
- Spring-loaded blades
- Any knife deemed unsafe by the Scoutmaster or the adult leader in charge of the outing

2.9 AWARDS

BSA rank advancements are done in accordance with the BSA Guide to Advancement.

- 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 own son's books. After the Scoutmaster's conference, the scout will schedule a Board of Review with the Committee Advancement Chair. The Board will not retest the Scout, but will ensure that the approval of the requirements for the award are properly recorded and will solicit feedback from the scout about his experiences and suggestions concerning 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 and record the scout's advancement for recognition.
- 2.9.2 Approval of Rank Advancement Requirements.** The scoutmaster approves advancement requirements. This task may be delegated to assistant scoutmasters, troop guides, troop instructors, or others deemed qualified at the discretion of the scoutmaster. The scoutmaster may determine specific requirements will be exclusively approved by the scoutmaster.
- 2.9.3 Merit Badges.** While scouts of all ranks are permitted to earn merit badges, Scouts who have not attained the rank of First Class should focus 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 Committee Advancement Chair. 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 Committee Advancement Chair.
- 2.9.4 Religious Award.** All scouts are encouraged to participate in the religious program and receive the Religious Knot of their respective faith. These awards are not BSA awards but are awarded by the religious organization that sponsors them.
- 2.9.5 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 will be included in the annual program plan at the discretion of the PLC and Scoutmaster. The Advancement

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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.

2.9.6 Eagle Court of Honor. The Eagle Court of Honor is a special ceremony to honor scouts who have earned the Eagle rank 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 with the assistance of 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 an Eagle Kit (kit contains pins for mother, father, and mentor, cloth badge, and metal badge), Eagle neckerchief/slide, and a limited term membership to the National Eagle Scout Association. The troop will have the Eagle's name and his Eagle award date placed on the Troop 350 Eagle Plaque.

2.9.7 Order of the Arrow. Order of the Arrow (OA) nominations are conducted in accordance with OA guidelines with oversight of OA Lodge representatives. Advancement to Brotherhood membership is the sole responsibility of the scout.

3.0 ADULT LEADERS

Adult Youth Protection Requirements

Adult Position	BSA YPT	Diocesan YPT
BSA Registered SM/ASM	X	X
BSA Registered Committee Member Participating in Troop Activities	X	X
BSA Registered Committee Member Not Participating in Troop Activities	X	
Non-Registered Adult Participating in Troop Activities		X
Merit Badge Counselor (This is a district level position)	X	

Participation in Troop Activities is defined as involvement in activities that require interfacing with the troop's youth membership. This includes transportation of members other than family members and any troop sponsored event. Requirements for events that are being held outside of troop sponsorship (such as Eagle projects, community service projects, merit badge colleges, independent swim tests, etc.) are determined by the event organizer.

3.1 General. 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, in coordination with the Scoutmaster, 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. Adult leaders shall pay BSA annual membership fees.

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3.2 Youth Protection Training. All adult leaders are required to have both BSA and Diocesan Youth Protection Training. Both are currently available on-line and completion of training is required to register as an adult leader. BSA online training can be found at <http://olc.scouting.org/info/ypt.html> and a link to the Diocesan YPT can be found at <http://www.shieldthevulnerable.org/>.

3.3 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 counselors are Talakto District, not troop, positions but they may choose to work solely with Troop 350 scouts. Merit Badge Counselors may also register and serve as committee members or scoutmasters.

3.4 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.

3.4.1 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 coordination in planning troop activities.
- Attend all troop meetings or, when necessary, arrange for a qualified adult substitute.
- Conduct Troop Leadership Training for newly elected/appointed leadership
- Attend troop committee meetings when possible
- Promote a safe environment for all activities
- Coordinate for periodic parents' sessions to share the program and encourage parent participation and cooperation.
- Approve scout advancement requirements. This task may be delegated to assistant scoutmasters, troop guides, troop instructors, or others deemed qualified at the discretion of the scoutmaster. The scoutmaster may determine specific requirements will be exclusively approved by the scoutmaster.
- Conduct Scoutmaster Conferences for all rank advancements.
- Attend Webelos bridging ceremonies.
- Attend Cub Scout Blue and Gold dinners.
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.

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3.4.2 Scoutmaster Selection. The position of Scoutmaster is the key position within the troop. A scoutmaster normally serves in the position for two-three 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 though 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 scoutmasters 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 outside the committee.

3.4.3 Assistant Scoutmaster Duties. Assistant Scoutmasters are organized by the Scoutmaster to ensure that all aspects of the program are covered. Assistant Scoutmaster Duties are divided between the many assistant Scoutmasters available.

- Serve as Acting Scoutmaster when the Scoutmaster is absent.
- Attend Troop meetings and attend Patrol Leader Council (PLC) meetings as needed to support the program.
- Help conduct Scoutmaster Conferences (in accordance with Scoutmaster's direction).
- Help Scoutmaster organize, delegate and coordinate other adult leaders.
- Assist the Scoutmaster as required.
- Promote a safe environment for all activities
- 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 as required to support Scoutmaster.
- Attend Webelos bridging ceremonies as required to support Scoutmaster.
- Advise Troop Guides and Den Chiefs.

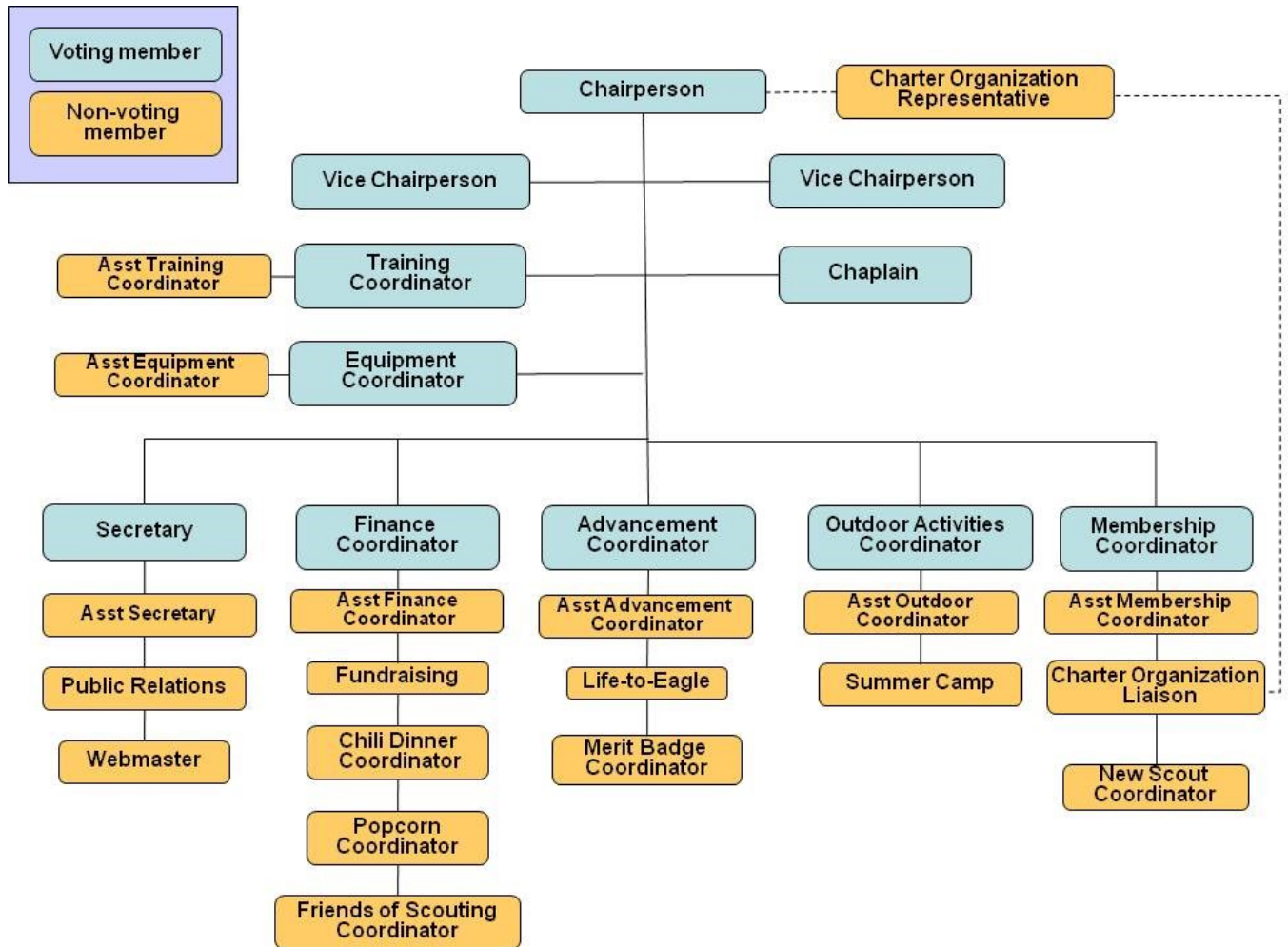
3.4.3 Scoutmaster/Assistant Scoutmaster Training. Scoutmasters and Assistant Scoutmasters are strongly encouraged to complete Scoutmaster Fundamental training along with Outdoor Leadership Skills training. These courses combine to help in understanding of troop operations, the Boy Scouting program, and basic outdoor skills. A leader is considered trained upon completion.

Advanced leader training is available through the Wood Badge course. It is offered at least annually in the Greater Alabama Council.

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3.5 Troop Committee. The Troop Committee shall ensure that the Troop 350 Scout program is 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 or scout for cause.

3.5.1 The Troop Committee structure generally consists of the following positions:



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3.5.2 Voting.

3.5.2.1 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.

3.5.2.2 Vote procedures. A quorum of 50% of voting members is required for the committee to conduct a vote. A quorum of 75% of voting members 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.

3.5.3 Troop Committee Duties. Duties and responsibilities of the Committee can be found in Appendix A.

3.5.4 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 Appendix A.

3.5.5 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.

3.5.6 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 or an Assistant Scoutmaster representing him shall attend the monthly committee meetings.

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3.5.7 Executive Committee. At the discretion of the committee chairman, an executive sub-committee may be formed to evaluate sensitive issues, primarily related to specific scouts or leaders. These sub-committees should consist of a minimum of 3 committee members nominated by the committee chairman and approved by 50% of voting members.

3.5.8 Meeting Minutes. The committee secretary will record committee meeting minutes and submit them for committee approval at the next regularly scheduled meeting. Minutes should be posted on the website and made available to troop membership.

3.5.9 Discretionary Spending. The troop committee may determine to cover the cost of expenses that occur to groups or individuals due to actions that benefit the troop. Some examples of this type of activity include but is not limited to the following:

- Adult Leader training
- Adult Leader summer camp support
- Youth Leadership Training expenses
- NYLT attendance
- Recognition of Adult Leader support of the troop
- PLC initiated recognition initiatives
- Eagle Scout recognition packages and National Eagle Scout Association membership

3.5.10 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.

3.6 Merit Badge Counselors. The BSA merit badge program allows scouts to explore interests in varied fields along with helping them to develop skills and knowledge related to life beyond Scouting. Merit badge counselors work with scouts to facilitate development of the skills and knowledge related to particular merit badges. They follow the structured merit badge program laid out in specific merit badge requirements. All merit badge counselors must be registered BSA adult leaders with the Talakto District of the Greater Alabama Council and must have completed Merit Badge Counselor Training. Merit badge counselors are allowed, but not required, to serve outside the troop with which they are affiliated. Counselors are required to maintain all records associated with Blue Cards.

3.6.1 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 current BSA Youth Protection Training
- Maintain two deep leadership at all times
- Attend Merit Badge Counselor training
- Maintain blue cards

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3.7 Training of Adult Leaders. The Troop Committee encourages each adult leader to participate in BSA certified training appropriate to his/her position. All adult leaders must complete both BSA Youth Protection Training and also Diocesan Youth Protection Training. Adult leaders are encouraged to complete additional related training (such as Wilderness First Aid, Leave No Trace, CPR, etc.) that supports their role in the troop. The BSA Online Learning Center can be found online at <http://www.ocscouts.org/myscouting-org-online-training/>.

3.8 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 January 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.

Prior to each activity, forms similar to Appendices D & E will be presented to the troop committee for review to ensure BSA and Troop Policy compliance.

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. The risk assessment tools are summarized in the Guide to Safe Scouting. All outings will be in accordance with the Guide to Safe Scouting.

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.

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- 4.2.3** The committee must be briefed on any activity not in the pre-approved annual program plan. Committee and scoutmaster approval is required prior to the activity. 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** Adult leaders under 25 are not allowed to pull the Troop equipment trailer.
- 4.2.6** Reservation/Release Forms (Appendix C) must be signed for each scout participating in an outing to ensure the leaders participating in the outing have the ability to obtain any necessary medical care.
- 4.2.6** **ALL** adults participating in troop activities must have Diocesan Youth Protection Training.
- 4.2.7** Non-scout participation in activities that are less than 72 hours is permitted if it is part of a recruitment effort. A parent must accompany the non-scout on the outing but can only participate as an observer unless they have Diocesan Youth Protection Training. A non-scout must join the troop and complete all required paperwork before participating in a second outing.
Troop activities identified as "family" outings are not included in this limitation. Parents assume all responsibility for non-scout family members.
- 4.2.8** Medical forms for those participating in outdoor activities will be held by a participating adult. BSA guidelines for injury/illness documentation will be included in the medical form book along with directions on how to file BSA supplemental insurance claims.

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

5.0 TROOP LEADERSHIP TRAINING

5.1 Troop Leader Training. All scouts in troop leadership positions are required to attend Introduction to Leadership Skills training (ILST) during their tenure as a troop leader. The Scoutmaster will conduct this training during each rotation of troop leadership. 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. ILST shall be conducted as soon as practical after Troop elections, but not more than one month from the elections.

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5.2 National Youth Leadership Training. As a minimum, all scouts filling the position of Senior Patrol Leader should attend National Youth Leadership training. This training is offered several times each year and is posted on the District and Council websites. This training is designed for councils to provide youth members with leadership skills and experience they can use in their home troops and in other situations demanding leadership of self and others. Scoutmaster approval is required to attend and cost of training will be covered by the troop.

6.0 TROOP EQUIPMENT

6.1 Use of Troop Equipment. Tracking use of troop equipment by troop members is the responsibility of the troop quartermaster. It is the responsibility of the scouts using troop gear to ensure that the equipment is used solely in a manner that is in accordance with its intended purpose and that it is returned promptly after supported activity is completed. All equipment is to be returned in a clean condition and any problems with the equipment identified to the quartermaster.

6.2 Maintenance of Troop Equipment. Maintenance of troop equipment is the responsibility of the troop quartermaster supported by the Equipment Coordinator Committee member. Maintenance may be performed on an individual as-needed basis or as a troop action coordinated by the troop quartermaster.

6.3 Purchase of New/Replacement Troop Equipment. The need for new/replacement equipment can be identified by any troop member and is coordinated with the Equipment Coordinator Committee member. All purchases must be approved by a quorum of the troop committee. Actual purchases are generally done by the Equipment Coordinator Committee member. After purchase, equipment is turned over to the troop quartermaster to manage use.

6.4 Loan of Troop Equipment. Troop equipment may be loaned to other BSA organizations. Tracking of loaned equipment will be done in a manner similar to that used to track troop use of equipment and is the responsibility of the troop quartermaster. In all cases, a responsible adult associated with the borrowing organization must be identified and will be the individual of record for release of equipment. The individual of record will be responsible for return of equipment in a clean and functioning state. Loan of troop equipment cannot be done if it challenges the ability to support a troop activity. The troop committee and the scoutmaster must be notified prior to release of the equipment.

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6.5 Loan of troop trailers. Troop trailers may be loaned to other BSA organizations. Prior agreement between the scoutmaster and the troop committee chairman is required for any use of the trailer beyond what is required to support troop activities. A responsible adult associated with the borrowing organization must be identified and must agree that use of the trailer supports an activity that does not conflict with BSA guidelines or the beliefs of our sponsoring organization. The responsible adult must further agree that Troop 350 has no liability during the period the trailer is loaned and assume responsibility for proper operation and maintenance of the trailer during this period. Correction of any damage that occurs during use is the responsibility of the identified responsible adult. Use of a written agreement similar to Appendix B is preferred to ensure agreement of all parties with conditions of use.

Loan of a trailer to entities other than BSA organizations must further be approved by the troop committee. The troop committee is responsible for evaluating the proposed use for compliance with BSA and Chartered Organization policies, risk associated with the activity, potential troop liability, and general regard for setting precedents regarding future use.

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Appendix A Troop Committee Duties and Responsibilities

A-1 Duties of the Chairperson (Voting Member)

- 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 re-chartering is conducted annually
- Serve on boards of review and courts of honor

A-2 Duties of the Charter Organization Representative

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

A-3 Duties of the Vice-Chairperson (Voting Member)

- 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 re-chartering annually
- Sign BSA forms in Chairpersons absence

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A-4 Duties of the Secretary (Voting Member)

- 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 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

A-5 Duties of the Chaplain (Voting Member)

- 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
- 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

A-6 Duties of the Membership Coordinator (Voting Member)

- Maintain list (database) of active Troop membership (youth and adult)
- Lead Troop re-chartering 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

A-7 Duties of the Finance Coordinator (Voting Member)

- 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

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A-8 Duties of the Advancement Coordinator (Voting Member)

- 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

A-9 Duties of the Training Coordinator (Voting Member)

- Maintain all Training records and enter into current advancement tracking program
- 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

A-10 Duties of the Equipment Coordinator (Voting Member)

- 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

A-11 Duties of the Outdoor Activities Coordinator (Voting Member)

- 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
- Work with camp masters in use of the Guide to Safe Scouting as it applies to each activity
- 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
- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting

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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.

A-12 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

A-13 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

A-14 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

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A-15 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 advancement tracking program
- Provide expert help in use of advancement tracking program
- 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

A-16 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

A-17 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

A-18 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

A-19 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

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A-20 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

A-21 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

Policies and Guidelines Boy Scout Troop 350

Appendix B

Troop Trailer Loan Agreement

Page 1 of 2

Date: _____

Troop 350, its members, committee, leaders, and sponsoring organization (hereafter referred to as **Troop 350**) agree to loan (free of charge) one of its scout trailers to _____ (hereafter referred to as **the Borrower**) for use in transporting gear to and from _____ for the dates _____ to _____.

The Borrower agrees that all clauses of the agreement remain in effect as long as the trailer is in **the Borrower's** possession or control, even if that period exceeds the period listed above.

The Borrower agrees to return the trailer in the same condition as when they picked it up.

The Borrower agrees to use the trailer only for the listed activities.

The Borrower agrees to use the trailer to transport only those items needed for the listed activities.

The Borrower agrees to not transport, house, or store people, animals, or illegal items in the trailer.

The Borrower agrees to not lend the trailer to any other person or entity.

The Borrower agrees to not allow any other person or entity to tow or use the trailer, except those involved in the listed activities.

The Borrower and driver must obey all traffic laws and to abide by the Guide to Safe Scouting when using the trailer.

The Borrower acknowledges that the trailer is in "AS-IS" condition, with no expressed or implied warranty.

Responsibility for damage, injury, or loss of life caused by the trailer (i.e., hitting another vehicle or person) rests with **the Borrower**, and not with **Troop 350**. **The Borrower** is responsible even if the trailer is not under tow. **Troop 350** recommends that anyone towing the trailer carry liability insurance to pull this trailer.

In the case that the trailer is damaged, destroyed, lost, or stolen, **the Borrower** agrees to arrange for and to pay for the repair or replacement of the trailer. The trailer is not insured by **Troop 350** or by anyone else. In the event that the trailer cannot be repaired or replaced before **Troop 350** needs it for an activity, **the Borrower** agrees to pay for the rental of a trailer for the use of **Troop 350** during the activity, any time before or after the activity that **Troop 350** needs to load or unload the trailer, and any travel times to or from the activity and the rental company.

The Borrower agrees to hold blameless **Troop 350** for any damage, injury, or loss of life that results from the trailer during the time the trailer is in **the Borrower's** possession or control.

The clauses in this agreement are separable. If one or more clauses are deemed invalid for any reason, the remaining clauses continue to be in effect.

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Appendix B

Troop Trailer Loan Agreement

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Troop 350 Committee Chairman

Date _____

Troop 350 Scoutmaster

Date _____

Troop 350, St. John the Baptist Catholic Church, Madison AL 35758

Borrower's Name and Signature:

Date _____

Borrower's Address:

Borrower's Phone Number:

Trailer Description:

Make: Pace Model: Journey Year: 2014

VIN (Circle the appropriate VIN): 53BPTEA11EU008619 53BPTEA1XEU008618

Note any current damage to the trailer here: _____

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Appendix D

Page 1 of 2

Troop 350 Tour and Activity Plan

Date _____

Description of Tour or Activity _____
 From(city & state) _____ to _____
 Dates _____ to _____ Total days _____

Itinerary: It is required that the following information be provided for each day of the tour. Attach an additional page if more space is needed. Include detailed information on campsites, routes, and float plans, and include maps for wilderness travel as required.

Date	From	To	Mileage	Overnight Stopping Place (Check if Reservations are cleared)	<input checked="" type="checkbox"/>

Type of Trip: Day Trip Short Term Camp(less than 72 hours) Other(OA weekend etc.) _____
 Long Term Camp (longer than 72 hours) High Adventure High-Adventure Base _____

Party will consist of(number): ___ Youth-male ___ Youth-female ___ Adults-male ___ Adults-female	Party will travel by (check all that apply): <input type="checkbox"/> Car <input type="checkbox"/> Bus <input type="checkbox"/> Train <input type="checkbox"/> Plane <input type="checkbox"/> Van <input type="checkbox"/> Boat <input type="checkbox"/> Mule <input type="checkbox"/> Other _____
--	--

Leadership and Youth Protection Training: Boy Scouts of America policy requires at least two adult leaders on all BSA activities. Troop 350 policy requires that three adults must be present at all times, two of which must be registered leaders in Troop 350. All registered adults must have completed **BSA Youth Protection training**. At least one registered adult who has completed BSA Youth Protection training must be present at all events and activities. All adults participating in troop activities must have Diocesan Youth Protection Training.

Adult leader responsible for this group (must be at least 21 years old)

Name _____ Age _____ Scouting Position _____
 Address _____ Member No. _____
 City _____ State _____ Zip Code _____
 Phone _____ Email _____ YPT date _____

Assistant Adult leader (minimum age 18)

Name _____ Age _____ Scouting Position _____
 Address _____ Member No. _____
 City _____ State _____ Zip Code _____
 Phone _____ Email _____ YPT date _____

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Appendix D

Page 2 of 2

Troop 350 Tour and Activity Plan

Unit single point of contact (not on tour)

Name _____ Phone _____ Email _____

- Tour involves:** Swimming Boating Climbing Orientation flights (attach **Flying Plan** required)
 Wilderness or Backcountry (must carry **Wilderness Use Policy** and follow principles of **LNT**)
 Shooting Other (specify) _____

Activity Standards: Where swimming or boating is included in the program, **Safe Swim Defense** and/or **Safety Afloat** are to be followed. If climbing/rappelling is included, then **Climb on Safely** must be followed. At least one person must be current in CPR/AED from any recognized agency to meet **Safety Afloat** and **Climb on Safely** guidelines. At least one adult must have completed **Planning and Preparing for Hazardous Weather** training for all tours and activities. **Trek Safely** and Basic First Aid are recommended for all tours, and **Wilderness First Aid** is recommended for all backcountry tours.

- Our travel equipment will include a first-aid kit and a roadside emergency kit.
 The group will have in possession an **Annual Health and Medical Record** for every troop member participant.

Expiration date of commitment card/training (two years from completion date)						
Name	Age	Youth Protection	Planning and Preparing for Hazardous Weather	Climb on Safely	Safe Swim Defense	Safety Afloat
Name	Age	CPR Certification/Agency	CPR Expiration Date	First-Aid Certification/Agency	First-Aid Expiration	
Name	Age	NRA Instructor and/or RSO				
		No. _____	<input type="checkbox"/> Rifle <input type="checkbox"/> Shotgun <input type="checkbox"/> Range Safety Officer <input type="checkbox"/> Muzzle-loading rifle <input type="checkbox"/> Muzzle-loading shotgun			
		No. _____	<input type="checkbox"/> Rifle <input type="checkbox"/> Shotgun <input type="checkbox"/> Range Safety Officer <input type="checkbox"/> Muzzle-loading rifle <input type="checkbox"/> Muzzle-loading shotgun			

Unauthorized and Restricted Activities: The BSA's general liability insurance policy provides coverage for bodily injury or property damage that arises out of an official Scouting activity as defined by the **Guide to Safe Scouting**. Volunteers, units, chartered organizations, and local councils that engage in unauthorized activities are jeopardizing their insurance coverage.

