

# **BSA TROOP 319 POLICIES**

## **SAN DIEGO-IMPERIAL COUNCIL, MISSION DISTRICT**

**As Amended September, 2009**

### **TROOP 319 - POLICIES**

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#### **I. PARENT COMMITMENT**

At least one parent or guardian of a registered Scout is expected to register with BSA as an adult member of the Troop and to actively assist in the Troop's scouting program. A Scout Troop cannot function without the active involvement of its adults. Accordingly, the parent or guardian of each Scout will be asked to volunteer for a Parent Committee position or other adult leader position and to help lead at least one campout/outing annually. Further, the parent/guardian will be expected to assist as needed at scout meetings, to attend the monthly Parent Committee meetings, and to participate in the Annual Planning Meeting (where the Troop's calendar of events/outings is planned for the upcoming year).

#### **II. SCOUT COMMITMENT**

In joining the Troop, a Scout agrees to conduct himself at all times in accordance with the Scout Oath and Scout Law. The Scout further commits to being active in the Troop's scouting program. An active Scout regularly attends weekly scout meetings and quarterly Courts of Honor, assumes positions of responsibility as such opportunities are presented, attends annual Scout Summer Camp, Camporee and other scout outings and activities throughout the year, whenever practical and able to do so.

### **III PARENT ORIENTATION**

An orientation to the Troop's scouting program will be held for families of newly registering Scouts. In addition to discussing the Troop's structure and program and answering questions, orientation materials will be made available and explained, including

- Troop Bylaws & Troop Policies
- Parent Roster
- Adult Officers List and Scout Officers List
- Vehicle Driver Information form
- Medical Information form
- Adult Resource Information form
- Adult Jobs List & Descriptions
- Training Opportunities Summary, including Youth Protection Guidelines
- Introduction to Scouting information

Each parent/guardian will be asked to fill out and turn in the Adult Resources Information form, which will assist the Troop in determining how the adult may best help in the scouting program.

### **IV BSA REGISTRATION FEES & TROOP DUES**

The Troop must submit its application for re-charter of its members annually prior to year's end. BSA registration fees for re-chartering youth and adult members will be collected during the last quarter of each year, payable for the following year. As of January, 2010, BSA youth registration fees increase to \$15, the subscription to Boy's Life (youth scouting magazine) remains at \$12, and BSA adult registration fees increase to \$15 (which includes a non-optional subscription to Scouting magazine). These fees are pro-rated for newly registering youth and adults, depending on the month of registration.

Troop dues as of Sept. 2009 are \$75 for the first registered Scout in a family, and \$50 for each subsequent registered Scout in a family. Adult members are not charged Troop dues. Dues are generally payable and collected in March each year.

### **V CAMPERSHIPS**

It is the policy of this Troop that no Scout should be denied the adventure of Scouting because of lack of money. Sometime the high cost of Summer Camp or other adventures may not fit in the family budget. Therefore, the Parent Committee will establish and fund a "Campership" fund to assist families, on the basis of need, in paying for scouting activities. An application form shall be supplied to, and filled out by, the family requesting financial aid, and turned in to the designated Committee officer. All applications and names of applicants will be kept confidential.

Only registered Troop Scouts who have been active in the Troop's scouting program over the prior 12 months shall be considered for Campership assistance, although newly registered active Scouts (who have not yet been in the Troop for 12 months) shall not be excluded on this basis. Advancement of at least one rank and participation in Troop fundraisers over the prior 12 months are requirements for eligibility.

A Campership is not intended to pay the full cost of an activity, but rather to supplement the amount that the Scout's family is able to pay. Donations to the Troop's Campership fund will be solicited from members throughout the year, and are important to maintaining a scouting program consistent with the values of Scouting. Donations of any amount are greatly appreciated.

**VI FIRST CLASS TRAIL**

The Troop will make every effort to assist its Scouts in achieving the rank of First Class Scout within one year of joining the Troop. To do so requires a commitment on the parts of both the Scout and the Troop's adult leaders. The Scout will be expected to put in the time and effort to advance through the ranks to First Class, attending the weekly scout meetings and joining in on outings, where fellow scouts and adult leaders will eagerly assist him along this fun and rewarding trail.

**VII CAMP SITE FEES**

This Troop places a high priority on its camping program. Therefore, the Troop will pay for all camp site fees for scheduled outings, regardless of the length of the trip. The cost of food and supplies is normally paid for by those attending the outing.

**VIII TRAVEL FUEL REIMBURSEMENT**

The Troop will reimburse the cost of vehicle fuel used in transportation to and from a scouting event, subject to the following rules;

1. Reimbursement will only be made if trip is over 50 miles one way, or if vehicle is towing the Scout trailer, and
2. The vehicle must be transporting at least one other Scout or adult leader who is not a family member of the driver, or the vehicle must be towing the Scout trailer, or transporting equipment or supplies for the outing.

Mileage reimbursement will be made at the rate determined by the Parent Committee (same rate will apply to Rvs & other high consumption vehicles as all other vehicles), or for actual gas receipts turned in. The Treasurer may pay these reimbursements upon submission to the Treasurer of acceptable documentation (e.g., receipts, written statement).

**IX SUMMER CAMP**

The Troop attends a Scout Summer Camp every year. Camp reservations often fill up quickly and often must be made a year (or more) in advance. Fundraising opportunities are provided for Scouts to help defray the costs of Summer Camp and other scouting activities. A Scout Summer Camp will generally allow a limited number of adult trip leaders to attend the camp free of charge, based on the total number of Scouts also attending. The Parent Committee may also pay for additional adult leaders to attend, depending on the number of Scouts and the perceived need for supervising them. However, only trained adult leaders will qualify to attend Summer Camp free of charge.

**X NO ELECTRONICS OR SODAS ON CAMPOUTS**

Electronic devices, such as Gameboys, iPods, or cell phones, may not be used during campouts and other scout activities, and shall be confiscated by the Trip Leaders (for later return) if this rule is violated. These devices may be allowed during transportation to and from the outing, at the discretion of the trip leader or Scoutmaster. No sodas or energy type drinks (e.g., no Monster drinks; but Gatorade type drinks are OK) are allowed on campouts or other Scout activities, except they may be consumed during travel (when bought on travel stop) provided that they are consumed before reaching destination.

**XI BACKPACKING OUTINGS**

The Scoutmaster or backpack trip leader will determine a Scout's ability to go on a particular backpacking trip, as some are far more strenuous than others and may require more experience or physical ability. Guidelines for qualification may include a Scout's age, rank (e.g., whether Second Class), physical maturity, and previous backpacking experience. However, this does not apply to Backpack Training at Mataguay, which is open to all Scouts.

## **XII. MERIT BADGES**

The Troop will provide a consistent program of merit badge opportunities, especially as to particular ones requested by the Scouts. First Class rank Scouts and above need to complete a certain number of merit badges for rank advancement, all the way through the Eagle rank. However, Scouts who are not yet First Class can also work on and earn merit badges. Scouts are strongly encouraged to attend Summer Camp and Scout Fair, where many merit badge opportunities are offered.

## **XIII FUNDRAISERS**

The Troop will share profits from fundraising events with the participating Scouts in such percentages as approved by the Parent Committee for a particular event. The Scout's share of profits from a fundraising event will be applied to/deposited in his Individual Scout Account, for use by the Scout for any scouting purpose (Summer Camp fees; dues; purchase of scouting supplies; etc.). The Troop's share of profits shall be applied to/deposited in its general fund.

**Popcorn Sales.** Popcorn sales are currently the Troop's major annual fundraising event, and the Troop is very dependent on a good sales effort to replenish its general fund and sustain its scouting program. Therefore, all Troop Scouts are required to either participate in popcorn sales, or to exercise a buy-out right as permitted by the Parent Committee. Scouts are expected to sell a minimum of \$200 worth of popcorn/popcorn related inventory during the annual popcorn fundraiser, and must sell an amount at least sufficient to fund an amount equal to the buy-out amount to the Troop's general fund. Profits from the popcorn fundraiser will be shared on a 50/50 basis with the selling Scout, provided that the Scout sells a sufficient amount to fund at least \$75 to the Troop's general fund. A Scout who chooses not to participate in the popcorn fundraiser must buy-out of his obligation by paying \$75 to the Troop, which shall be applied in full to/deposited in the Troop's general fund, with no share to the Scout's Individual Scout Account.

## **XIV. SCOUTING T-SHIRTS, CAPS**

Troop T-shirts, caps, and other scout related clothing items will be made available for sale to the Troop Scouts and adults, usually on a pre-paid basis. Summer Camp and Camporee T-shirts are also usually sold on a pre-paid basis.

The Troop will award a new Scout with a Troop T-shirt and cap, and a Boy Scout neckerchief, upon joining the Troop.

## **XV NATIONAL YOUTH LEADERSHIP TRAINING (NYLT)**

All Scouts who have advanced to the rank of 1<sup>st</sup> Class or above, and are at least thirteen (13) years of age prior to the start date of camp, are eligible to attend National Youth Leadership Training (NYLT) - the premier leadership training course for Scouts. This is a one week camp, generally at Mataguay Scout Ranch..

The Troop will contribute a set amount toward attendance fees, as determined by the Parent Committee, which shall be applied equally to the fees of the attending Scouts, to help offset the costs. This amount may be sufficient to pay the entire costs, or a portion of it, depending on the number of Scouts attending. The Parent Committee may decide to pay only for Scouts successfully completing NYLT, by reimbursing the fees (or pro-rata portion of fees), rather than paying these fees in advance. This avoids having the Troop pay (and forfeit) fees for a Scout who cancels and does not attend. Enrollment space may be limited.

## **XVI ADULT TRAINING**

It is in the best interests of the Troop to have adult leaders who are well trained in scouting, and to encourage their adult leaders to become trained. Therefore, the Troop will consider paying for, or reimbursing, the costs of training its adult leaders, as the Parent Committee deems it is fiscally responsible to do.

### **Training**

All adult leaders who will be active with scouts in the Troop's scouting program are required to complete (and keep up to date) the following training as soon as practical:

- Youth Protection Guideline (YPG) training (available online; good for 2 years);
- BSA Guide to Safe Scouting (read - available online).

Adult leaders who will be going on outings with the scouts are strongly encouraged to become trained in the following (at least one leader on an outing may be required to have such training):

- Hazardous Weather training (available online);
- CPR certification (Red Cross cert. good for 1 year only);
- First Aid certification (Red Cross cert. good for 3 years).

In addition, adult leaders are strongly encouraged to become trained in:

- Fast Start (available online);
- This Is Scouting (formerly New Leader Essentials) (available online);
- Boy Scout Leader Specific Training;
- Introduction to Outdoor Leader Skills;
- Safety Afloat (available online);
- Safe Swim Defense (available online);
- Climb On Safely (available online).

Adult leaders are further encouraged to extend their training with the many other opportunities offered by Scouting, such as:

- Water Trek (one Water Trek trained leader is needed for water outings);
- Wood Badge
- HALTT (High Adventure);
- Powder Horn.

**Wood Badge Training:** The Troop will generally not pre-pay for a candidate's Wood Badge training, due to the relatively higher cost and commitment required. However, a candidate for Wood Badge may apply to the Parent Committee for a decision on reimbursement prior to enrolling in the training. The Parent Committee may reimburse the costs of the training, or a portion thereof, provided that the candidate successfully completes the course, and commits to completing his/her five (5) Wood Badge "tickets" with our Troop. Each decision on reimbursement shall be made on a case by case basis.

## XVII CODE OF CONDUCT

The following BSA policies concerning proper conduct of adults and scouts are adopted:

- A. Two-deep leadership.  
Two registered adult leaders or one registered leader and a parent of a participant, one of whom must be 21 years of age or older, are required on all trips and outings.
- B. No one-on-one contact.  
One-on-one contact between adults and youth members is not permitted. In situations that require personal conferences, such as a Scoutmaster's conference, the meeting is to be conducted in view of other adults and youths.
- C. Respect of privacy.  
Adult leaders must respect the privacy of youth members in situations such as changing clothes and taking showers at camp, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.
- D. Separate accommodations.  
When camping, no youth is permitted to sleep in the tent of an adult other than his own parent or guardian. When separate facilities are not available on outings, separate times for male and female use should be scheduled and posted for showers.
- E. Proper preparation for high-adventure activities.  
Activities with elements of risk should never be undertaken without proper preparation, equipment, clothing, supervision, and safety measures.
- F. No secret organizations.  
The Boy Scouts of America does not recognize any secret organizations as part of its program. All aspects of the Scouting program are open to observation by parents and leaders.
- G. Appropriate attire.  
Proper clothing for activities is required. For example, skinny-dipping is not appropriate as part of Scouting.
- H. Constructive discipline.  
Discipline used in Scouting should be constructive and reflect Scouting's values. Corporal punishment is never permitted. **The Scoutmaster and Parent Committee may establish appropriate discipline procedures to be followed consistent with these BSA rules.**
- I. Hazing prohibited.  
Physical hazing and initiations are prohibited and may not be included as part of any Scouting activity.
- J. Junior leader training and supervision.  
Adult leaders must monitor and guide the leadership techniques used by junior leaders and ensure that BSA policies are followed.

All Troop Scouts are required and expected to conduct themselves at all times in accordance with the Scout Oath/Promise, the Scout Law, the Scout Motto, the Scout Slogan, and the Outdoor Code.

All Troop adult leaders are required and expected to conduct themselves at all times in accordance with the Scout Oath/Promise, the Scout Law, the Scout Motto, the Scout Slogan, the Outdoor Code, and the Guide to Safe Scouting.

## **XVIII SCOUT DISCIPLINE**

All Scouts are expected and required to conduct themselves at all times in accordance with the Scout Oath and Scout Law. If a Scout is not conducting himself accordingly, he will be subject to constructive disciplinary procedures. Corporal punishment is never permitted.

In particular, there is a “zero tolerance” policy regarding the following;

- a. The use of foul or vulgar language, calling people names, ethnic jokes or disparaging remarks.
- b. The use of matches or flammable chemicals in a tent, or for other than an authorized, supervised scouting purpose.
- c. Disruptive behavior, fighting, bullying, hazing, or any unauthorized action that could result in injury to the scout or anyone else.

If discipline becomes necessary on a Scout outing, including Summer Camp, the following steps will be taken to rectify the situation:

1. The adult leader witnessing the inappropriate behavior, or being informed of it, will inform the Scoutmaster or trip leader; The Scoutmaster or trip leader will meet with the Scout to discuss why the conduct was inappropriate and how to keep it from happening in the future. The Scout’s parent/guardian will be notified, depending on the seriousness of the conduct.
2. If the conduct continues on the same outing, or a future occasion, the Scoutmaster or trip leader shall have the discretion to impose constructive discipline measures, which may include assigning an adult “buddy” to accompany the Scout in all activities, or to restrict the Scout’s activities, or in a serious case, to call the Scout’s parent/guardian to pick up the Scout from the outing. At the convenience of the Scoutmaster, the Scout and the Scout’s parent/guardian will meet with the Scoutmaster to discuss the behavior and appropriate solutions/consequences.
3. In the event that a Scout is sent home from an outing due to behavior problems, one of his parents/guardians will be required to accompany him on the next outing he attends. The parent/guardian will tent with the Scout, eat with him, and be his buddy in all activities.
4. If the above steps do not rectify the behavior issue, then the Scoutmaster will meet with the parent/guardian of the Scout to discuss the matter, report to the Parent Committee, and the Parent Committee will meet to discuss and impose solutions/consequences consistent with scouting values and in the best interests of the Troop and its scouting program.

## **XIX. DISCLAIMER**

The requirements imposed in the Troop Bylaws and Troop Policies are intended to guide internal Troop operations, and shall not be deemed to constitute a standard to be abided by for any legal liability purposes. The Troop shall not be responsible for the actions of individuals in violation of its Bylaws, Policies, or BSA rules and policies.

The above Troop Policies were approved by unanimous vote of the Parent Committee on \_\_\_\_\_, 2009, after due notice to the adult membership, at a duly called and constituted meeting.

ATTESTED TO:

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Secretary, Troop 319