

Troop 777 Committee Policies

(last update: 7/15/04)

Policy statements are to be used for developing guidelines and standards for Troop and Troop Committee ('TC') operations. Policy statements are ongoing and are reaffirmed by the TC each year. The TC must approve new policies and changes to existing policies. Any registered adult or the Parent or Guardian of any registered Scout may make policy recommendations. Recommended policy changes must be presented, in writing, to the Troop Committee Chair ('TCC') and shall be included on the agenda at the next regularly scheduled TC meeting as 'New Business.'

Administration

All Troop activities and functions will be run in accordance with Boy Scouts of America (National) and Catalina Council Guidelines; as well as these policies:

*1.) BSA regulations require that at least two adults (one over 21 and one which is fully trained) attend every meeting and outdoor activity. Our goal for the minimum Adult/Scout ratio for outings is: One adult for Scouts with the rank of Star through Eagle and one adult per Patrol with the rank of Scout through First Class (e.g., a minimum of two adults for the first patrol of 8 Scouts and a minimum of one additional adult for each additional patrol.)

2.) Uniform: Class A uniform will consist of official BSA pants or shorts, BSA tan uniform shirt, neckerchief and slide, BSA socks, and BSA belt. Class B uniform will consist of a Troop T-shirt with denims or other appropriate pants or shorts. The summertime uniform will consist of any Boy Scout related shirt, shorts or pants, belt, and socks. Class A uniforms along with the merit badge sash are to be worn at all Scoutmaster Conferences, Boards of Review, and Courts of Honor. The Scoutmaster ('SM') will determine which uniform is to be worn at meetings.

*3.) If requested by the SM; Scouts with the rank of Star or higher may help younger Scouts by: reviewing completed requirements for advancement through the rank of First Class as well as helping teach merit badges. An adult or youth, approved by the SM, must sign the completed rank advancement requirement(s). An approved adult Merit Badge Counselor must sign the completed merit badge application prior to submission to the Advancement Chairman ('AC').

4.) The Permission Slip and Medical Record forms, must be completed before any Scout will be allowed to attend any outing(s). This information must be updated annually, or as otherwise may be required.

5.) Person's who are not members of Troop 777 and who attend Troop functions must be invited by a Troop member and may attend one regularly scheduled meeting. This policy is not intended to apply to family outings, Courts of Honor and/or Eagle Courts.

*6.) Scouts may not participate in events without appropriate personal protective equipment (i.e., canteen, bike helmet, flashlight, hat as required by the Scoutmaster).

7.) Scouts who reach the age of 18 and wish to serve as an Assistant Scoutmaster ('ASM') must attend all required BSA training during their first year (before their 19th birthday). Youth Protection Guidelines must be completed PRIOR TO participating as an ASM.

*8.) The Senior Patrol Leader ('SPL') and Greenbar will guide the Troop in planning the Troop's Annual Program ('TAP') in August of each year and will provide a copy to the Troop Committee at their meeting in September. No less than the following activities will be included in the TAP: one outdoor activity each month, summer camp(s), one high adventure camp, a service project (benefiting the Chartering Organization) and Youth Protection Training for the Scouts (e.g., "It happened to me" program for the rank of Scout through First Class and "A time to tell" for all ranks above First Class; or as may be modified by BSA National). Any Troop activity which is not contained in the TAP shall require the permission of the SM prior to scheduling and any such activity which requires a Tour Permit shall be planned at least two weeks in advance.

9.) Troop property which is maliciously or carelessly damaged or broken by a Scout shall be replaced by the Scout. Accidental damage shall be borne by the Troop.

10.) The Troop Quartermaster Advisor ('TQA') will provide a complete listing of all Troop equipment to the Troop Committee on a quarterly basis. The TQA will keep the TC informed of any needs that the Troop may have in the way of replacement equipment or equipment repair. Requests for non budgeted new items and/or repair/replacement request shall be submitted by the TQA through the SPL and SM for consideration by the TC. Requests for new items and/or repair/replacement line item budget amount(s) shall be submitted by the TQA through the SPL and SM to the Treasurer no later than the regularly scheduled October meeting of the TC.

11.) Auto Repairs: Damage or mechanical problems which may occur to a driver's vehicle while on an approved Scout outing is/are the responsibility of the vehicle owner.

12.) Smoking is prohibited at all Troop functions, including the transportation of non-familial Scouts to or from a function.

13.) No alcoholic beverages may be consumed or available at any Troop function(s).

Advancement

1.) Merit Badge Counselors ('MBC') shall complete the Troop/Council approved MBC Form. The AC will organize and update a Troop approved MBC list and provide it to the SM as requested.

2.) Parents will not participate in their son's Boards of Review. Scoutmasters and Assistant Scoutmasters will not participate in their son's Scoutmaster Conference.

3.) Boards of Review will be held only with the approval of the AC or his designated representative.

4.) When required, the AC, or his designated representative, will set up Boards of Review for Tenderfoot through Life Scout. The Board of Review will be made up of at least two TC members plus the AC, or his designated representative. There may not be more than six (6) adults on a Board of Review.

5.) All Eagle Projects are required to be reviewed by the Eagle Advisor ('EA') PRIOR to obtaining the four signatures required by BSA National. No work shall be done on any Eagle Project without the EA approval and obtaining the required signatures. All Eagle applications and packets are also required to be reviewed and approved by the EA prior to the Scout receiving his Scoutmaster Conference for Eagle.

Scoutmaster

*1.) The SM is in charge of the Scouts, Greenbar and the appointment and retention of adult Assistant Scoutmasters ('ASM's') as well as guiding the creation and implementation of the Troop's Annual Program ('TAP') developed at the annual planning campout held in August of each year. The SM shall ensure that the TAP conforms to National BSA Policy, Council directive and the policies of the TC.

2.) The SM is charged with creating, implementing and annually updating written policy(s) related to:

- A.) Troop meetings, functions and outings;
- B.) Troop structure, and
- C.) Job descriptions and retention/rotation of all ASM positions.

3.) The SM shall establish written guidelines regarding the attendance of parents at Troop outings with reference to the preferred ratio as noted in paragraph 1 under Troop Administration. Under no circumstance shall any person, under the age of 18, who is not a Scout, attend a Troop outing. Planned Troop 'family' outings may include the attendance of registered adults, parents, guardians and/or persons under the age of 18 who are not Boy Scouts.

4.) All meetings of the Troop 777 Scoutmaster Corp. and any related subcommittees shall be open to registered adults and the parents or guardians of a Scout member.

5.) The SM is authorized to perform 'off budget' Troop fundraisers provided that prior approval is received from the TCC or the TC.

6.) The SM, or his designated representative, and the SPL shall report to the TC at each regularly scheduled meeting, or as may be requested.

Troop Committee

The TC is charged with:

Demonstrably supporting the TAP by developing and implementing an appropriate support structure to ensure that the TAP is fulfilled;

Overseeing the TAP for compliance with National BSA policy, Council directive, the policies of the TC; and communicating clearly with the SM.

1.) All meetings of the TC and its respective subcommittees shall be open to registered adults and the parents or guardians of a Scout.

2.) TC agenda items shall be submitted to the TCC at least 4 days prior to the meeting. Any such item shall be placed on the agenda as an item of 'new business.' Any matter that is not on the agenda will not be discussed unless it is determined by the TCC to be of an emergency nature, or, in the alternative, by the affirmative vote of not less than two-thirds of the TC members present.

3.) The TCC, or a majority of the Troop Executive Committee ('TEC'), [which shall be comprised of the TCC, Treasurer, Secretary and Advancement Chairman], shall have the authority to make executive decisions when time commitments do not allow for a critical decision to wait until the next TC meeting. Any such decision(s) shall be placed on the agenda as 'Old Business' and reported to and ratified by the TC at the next TC meeting. Any such decision made by the TCC, or TEC, which the TC fails to ratify shall cause the creation of a subcommittee consisting of no less than three volunteer members of the TC who will review the decision(s) and make specific recommendations to the TC as a whole at the following TC meeting as to how to rectify any disagreement. The subcommittee's report shall be noted on the next TC agenda under "Old Business."

4.) The TCC, or his Designated Representative ('DR'), shall be the only individual(s) authorized to enter into contracts or agreements which incur financial or other liabilities to the Troop. The TCC, or DR, is strictly prohibited from entering any such contracts or agreements without the prior approval of the TC. Approval of the TC shall be by a motion, duly made, seconded and passed at a meeting of the TC.

*5.) The Membership Chairman ('MC') shall monitor the Scoutmaster Corp. and the TC to ensure that training levels are maintained. Deviation(s) from BSA National, Council directive or these policies shall be referred to the TCC. If not previously trained, all adult leaders shall be trained, at the prescribed level, within their first year of volunteer service. All adult leaders shall be registered and trained at the following minimum levels:

A.) The SM and each ASM shall complete Youth Protection, Scoutmaster Fast Start, New Leader Essentials and Scoutmaster Fundamentals (including the 'outdoor' session) training.

B.) TC members shall complete both the Youth Protection and Leader Basic training.

6.) To avoid any conflict(s) of interest with the Chartering Organization ('CO') and the Chartering Organization's Representative ('COR'), the TCC and the COR must be separate persons who meet BSA policies of age and registration.

7.) After receipt of the TAP, the TC shall approve the plan, ensuring that the Troop will meet the requirements for National Quality Unit Award ('NQUA'). The TC will, at the earliest possible date, notify the SM of any clarifications or modifications that may need to be made to preserve NQUA status. Upon review and assurance of NQUA compliance, the TCC shall create the necessary TCP's to aid in carrying out the TAP.

8.) The TC shall be comprised of all Troop 777 registered adults. There shall be a quorum requirement of no less than four (4) prior to the TC taking action on any agenda item. Troop Committee Positions shall be filled in January of each year through an open call to all committee members for volunteers and subsequent appointment by the TCC. The Scoutmaster and all Assistant Scoutmasters shall be nonvoting committee members.

9.) Upon receipt of any new Adult Leader Application, and prior to the Troop Committee Chairman approving same, the following shall occur:

A.) The applicant shall have completed all of the blanks on the BSA approved form.

B.) If the applicant indicates recent Scouting experience, the TCC shall contact the Troop/Pack from which the applicant comes and discuss the applicants activity, experience and ability with the Pack or Troop leader best able to asses same.

D.) The TCC may pursue additional inquiry if upon review of the information obtained under items A and B and in the TCC's reasonable judgment there is anything which may warrant same.

D.) The TCC shall report to the TC the circumstances and rational for the recommendation of a denial of any Adult Application. The identity of any such Applicant shall be maintained private by the TCC. If, in the reasonable judgment of the TCC, a denial is warranted; a report of the findings of the TCC (including copies of all related documents) shall be forwarded to Council for their consideration.

Finances

All financial aspects of the Troop shall follow prescribed BSA recommendations and any related policies as approved by the TC. The financial records of the Troop shall be maintained by the Treasurer for no less than three years and shall be annually reviewed by an independent body as appointed by the TCC.

1.) The Treasurer shall present to the TC, at each meeting thereof, a written report containing the budgeted expenses v. actual expenses, the status of each account and any recommendations as to budgetary adjustments as may be needed at that time. The report shall include the name of the financial institution, the account name and the type of account for each account maintained by the Troop. Each account shall have three authorized signers (the TCC, the Treasurer and the SM). A Surety Bond, of no less than \$10,000, shall be acquired and maintained by the Troop upon the Troop's assets being of a similar amount.

2.) The annual budget shall be based on the number of paid scouting members and shall, at a minimum, include the following line item sources of budgeted income: dues, Scout fundraising for the Troop (see #11 below) and planned fundraisers (see #5 below). Boys Life Magazine shall be an optional item to be paid for by those boys who wish to receive it). At the November TC meeting, the Treasurer shall present the draft budget under the Treasurers' report. At the December TC meeting, the draft budget shall be placed on the agenda as 'Old Business' for review, discussion and direction to the Treasurer to assist in the creation of the final budget. The final budget shall be submitted to the TC for review and approval at its' January meeting.

A.) The annual budget that will provide for a sum of money to be utilized to fund Polaris Training Scholarships. The gross sum will be equally divisible by the number of Scouts who actually attend the Polaris Training event. The SM shall be charged with designating the individual Scouts, who at their sole discretion shall be eligible to receive Polaris Scholarship funding. The SM shall use the following as a guideline in the decision making process: Polaris shall be targeted to Scouts who are younger than 16 years of age and older than 14, unless they have reached the rank of First Class and are at least 13 years of age.

B.) When appropriately funded; scholarship funds (e.g., Polaris, Camping, Dues) shall be allocated on an annual basis by the Committee for those boys who may need financial assistance to participate in these activities or for those activities which the Committee deems it appropriate to directly subsidize. The distribution of these funds to any given recipient(s) shall be determined by the Committee. Requests for Campership or Dues amounts shall be in writing, submitted on the appropriate form and signed by at least one boy and one adult. The following shall be considered prerequisite to the receipt of any such scholarship funds by any Scout:

i.) Demonstration that the applicant has previously requested financial assistance from BSA Council. The applicant shall disclose the response received by Council as well as any amount(s) which may have been received.

ii.) Participation in Troop fund raising and being an active Troop member must be demonstrated.

iii.) Prioritization of funding requests (by location) shall be in the following order: "Out of Council" location(s), Lawton, Philmont, Jamboree.

iv.) The maximum amount which shall be funded from the Camping or Dues Scholarship Fund(s) to any individual in any given calendar year shall not exceed the cost of the summer camp or the dues amount.

v.) Demonstration by the applicant that they have earned or received an amount equal to, or greater than, the amount requested (e.g., "matching funds")

vi.) Current dues, fees etc. must be paid in full.

C.) Costs associated with adult registration and insurance for the COR, SM, TCC and Treasurer shall be budgeted for and paid by the Troop.

D.) One Troop Scarf shall be presented to each new Scout at no additional charge. Replacement scarves will cost \$5 each.

3.) It shall be the responsibility of the MC to account for, collect and turn in all registration fees/dues to the Treasurer no later than October 15th of each year.

4.) It shall be the responsibility of the SM, DR or TCP (whichever is applicable) to account for, collect and turn in all fees received to the Treasurer. Fees include camp deposits, camp fees, outing fees or any other fee which is not related to dues or fund raising activities. The responsible party shall clearly communicate to the boys at appropriate meetings *and* to the parents by telephone, email and/or the newsletter of all such fees, when they are due, how much they are and to whom the fee should be paid to ensure accurate accounting.

5.) The Fundraising Chairman ('FC') shall submit an annual fund raising plan (e.g., list of fund raising activities, approximately when they will be held, who will supervise each event, how the net proceeds are to be allocated (Troop v. boy account) and what the budgeted amount of estimated net income will be (Troop funds only) to the TC in conjunction with the TAP in September of each year. The FC shall report to the TC, at each regularly scheduled meeting, the status of each fund raising activity and upon completion of each shall submit to the Treasurer a written, itemized income and expense report.

A.) Fund raising activities which are approved by the TC are: Candy bar sales (Troop and Scout accounts), "Spaghetti" dinner (Troop), Popcorn (Scout), T-shirts (Troop), Holiday Greens (Scout), Evening of Giving (Troop and Scout), "Unique Boutique" Hot Dog Sales and "Pancake" Breakfast (Troop). Budgeted funding (expenses) needed to prepare for any planned fundraising activity (e.g., to buy boxes of candy bars) shall be paid by the Troop. The FC shall appoint a Fundraising Activity Representative ('FAR') to be responsible for the facilitation of the fund raising activity and to collect and account for all related income and expenses.

B.) It shall be the primary responsibility of the FAR (e.g., Popcorn, Candy Bars, Spaghetti Dinner, Pancake Breakfast, T-shirts, Holiday Greens, Evening of Giving and/or other approved fundraising activities) to account for, collect and turn in all income received; as well as receipts for expenses, to the FC within 14 days from the end of the event. Income includes all monies collected in the course of the function; including donations. The FAR shall clearly communicate to the boys at appropriate meetings *and to the parents* through by telephone, email and the newsletter of all such events, when they will take place, how much they are, when and how the event is to be paid for and to whom the fee should be paid to ensure accurate accounting;

C.) The FC shall make a report of the income, expenses and related budget impact (net profit or loss) at the TC meeting following the fundraising activity along with a recommendation as to the continuation of the fundraising activity for the following year. Additionally, any constructive criticism and suggested changes of the fundraising activity shall be included.

D.) The FC or FAR shall document each boy that participates in Troop fund raising activities and a list of those boys who participated shall be turned into the AC.

6.) The Treasurer shall be permitted to fund, from the operating account, those budgeted funds necessary to carry out the mission or program so budgeted. The responsible party shall document all income and submit to the Treasurer a written report along with receipts for all expenses. In the event the expenses are less than budgeted, the responsible party shall refund the difference. If the expenses are more than budgeted, the responsible party shall: reduce the expenses, as deemed appropriate, to stay within budget, or appeal to the TC for an increase in the budgeted expenses prior to expending any funds over the budgeted amount(s). Any funds, which are expended in excess of the budgeted amount(s) without prior TC approval, shall be deemed a donation to the Troop by the party expending same.

7.) The Treasurer shall maintain an operational (checking) account. When appropriate, all other funds shall be invested in short to medium term (1-6 month) investment accounts so as to maximize the interest return.

*8.) There shall be a Scoutmaster 'petty cash' budget line item for the use of the Scoutmaster at Troop meetings, patrol competitions and for miscellaneous outing expenses. The line item amount shall equal \$1.75 per Scout, per month, based on the number of Scouts who are registered at years end to be included in the following year's annual budget.

9.) The Treasurer shall ensure that the boys account information is available for review by the Scouts or their parents. Funds maintained in the boy's accounts shall only be expended for Boy Scout activities and related items. Only Scouts, their parent(s) or guardian(s), may authorize the withdrawal of funds from the respective Scout's account. The Treasurer, upon being provided with appropriate proof of purchase, shall make appropriate payment. Camp, Jamboree or any expense approved by both the SM and the TCC may be paid "up front."

10.) If a Scout is transferring to another Troop, the Treasurer shall facilitate the delivery of funds to that Troop's Treasurer within 30 days of notification of the Scout's transfer. When a boy quits Scouting, any funds that may remain in his account shall be transferred to the general fund, or as designated by the Scout. The ability to designate how any such balance may be directed shall be limited to the following: another Scout (or group of Scouts) within the Troop, the acquisition of Troop Equipment, the retirement of Troop debt or to any approved Troop memorial or scholarship fund(s).

11.) If a Scout chooses not to do all or any of the individual sales (as approved by the Committee), the portion of profit from sales not participated in will be deducted from other sales until all Troop donations are met by each Scout. All Scouts must participate in Troop fundraising at least to the minimum required in these regards. For the '03 budget cycle this amount equals \$19.50 in funds 'earned' by each Scout so as to help fund the Troop budget. This provision shall expire at the end of 2003 in favor of the following:

If a Scout is unable to participate in Troop fundraisers, that Scout is responsible for dues to help fund the Troop budget. That amount shall be determined by the Troop Committee each year and shall be prorated, by calendar month, for new Scouts as they may join the Troop.

“*” Denotes Policy items which can be found in both the Troop Committee as well as the Scoutmaster Policy documents.

Troop 777 Leadership Positions (10/15/03)

Troop Committee

| <u>Officers</u> | | | <u>Name</u> | <u>Term</u> |
|------------------------|-------|---|-----------------------|--------------------|
| Executive Officer | 'EO' | - | Glen Foster | - |
| Chartered Org. Rep. | 'COR' | - | Karla Clodfelter | - |
| Committee Chairman | 'TCC' | - | William 'Bill' Arnold | '03 - '04 |

| <u>Subcommittee Chairman</u> | | - | <u>Name</u> | <u>Term</u> |
|-------------------------------------|------|---|--------------------|--------------------|
| Secretary | | - | <i>Vacant</i> | '03 - '04 |
| Treasurer | | - | Eric Thomsen | '03 - '04 |
| Membership | 'MC' | - | Bill Morse | '03 - '04 |
| Advancement | 'AC' | - | Rich Rubendall | '03 - '04 |
| Outdoor Activities | 'OA' | - | Chris Levrenz | '03 - '04 |
| Fundraising Co-Chairs | 'FC' | - | Dawn Daniel | '03 - '04 |
| | | - | Debbie Faulkenbery | '03 - '04 |

Troop

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|----------------------------|-------|---|--------------------|-----------|
| Scoutmaster | 'SM' | - | Todd Clodfelter | |
| Assistant Scoutmaster | 'ASM' | - | Chris Leverenz | |
| Quartermaster Advisor | 'QA' | - | Keith Rollinson | '03 - '04 |
| Historian Advisor | 'HA' | - | Debbie Faulkenbery | '03 - '04 |
| Newsletter Advisor | 'NA' | - | Terri Morse | '03 - '04 |
| Webmaster Advisor | 'WA' | - | <i>Vacant</i> | '03 - '04 |
| Eagle Advisor | 'EA' | - | Keith Rollinson | '03 - '04 |
| Outdoors Activity Chairman | 'OA' | - | Chris Leverenz | '03 - '04 |

Troop Committee Reference Guide

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| 'AC' | Advancement Chairman |
| 'ASM' | Assistant Scout Master |
| 'CO' | Chartering Organization |
| 'COR' | Chartering Organization Representative |
| 'DR' | Designated Representative |
| 'EA' | Eagle Advisor |
| 'FAR' | Fundraising Activity Representative |
| 'FC' | Fundraising Chairman |
| 'MBC' | Merit Badge Counselor |
| 'MC' | Membership Chairman |
| 'NQUA' | National Quality Unit Award |
| 'OA' | Outdoor Activities Chairman |
| 'SPL' | Senior Patrol Leader |
| 'SM' | Scoutmaster |
| 'TAP' | Troops Annual Program |
| 'TC' | Troop Committee |
| 'TCC' | Troop Committee Chairman |
| 'TCP' | Troop Committee Position |
| 'TEC' | Troop Executive Committee |
| 'TQA' | Troop Quartermaster Advisor |