

TROOP POLICY MANUAL

ST. BASIL'S BOY SCOUT TROOP 652

BRECKSVILLE, OHIO

February 8, 2001 Revisions: Reformat Only
 September 13, 2001 Revisions: S 7.1, 7.5, increased SM & CC
 spending limits from \$25 to \$100 and \$100 to \$250, respectively.

Introduction:

We are Boy Scout Troop 652 and are part of the Boy Scouts of America. Our chartering organization is Saint Basil's Roman Catholic Church in Brecksville, Ohio. This policy manual has been reviewed and approved by St. Basil's Boy Scout Troop 652's Adult Leadership Committee. The manual's purpose is to provide guidelines for the adult leadership organization of the troop and to assist the leaders in the operation of the Troop Committee.

This manual is divided into eight sections. Section one, Parents. Section two, Program. Section three, Scout Conduct. Section four, Leaders. Section five, Medical Emergencies. Section six, Transportation. Section seven, Budget and Finance and section eight, Troop Committee.

Troop Mission Statement:

All members of our troop adhere to all Boy Scout Principles, Rules and By-laws. Our stated mission is to:

- 1) foster the physical, mental and spiritual development of each boy that is a member of Troop 652.
- 2) take the Boy Scout Oath, Law, Motto, and Slogan seriously and put these things into practice every day of our life.
- 3) make our community a better place to live and help develop a true quality of life.
- 4) ensure the safety of all our members and to assist each boy to realize his maximum potential in Scouting and at the same time have fun doing it.

1 Parents

We are a volunteer organization. Nothing in this troop gets done except through the mutual cooperation of the boys and their parents. This troop expects parental support of all its activities. The support type shall be to:

- 1.1 Help coordinate certain troop events or be a troop leader.
- 1.2 Promote scouting and encourages their son to advance in his scouting ranks, and
- 1.3 Assist with the financial support of the troop when needed. We expect and anticipate your advice, suggestions about programs that you believe this troop should be engaged in, about current programs

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that you believe are lacking in quality, or other suggestions.

2 Program

All programs done under the name of this troop will follow current Boy Scout rules and guidelines. In addition, all programs will have been reviewed and approved by the adult leadership, herein referred to as Troop Committee (see section 8). The Troop Committee will be made up of parents and other adult volunteers that are the formal overall governing organization of the troop. It has adult leaders who are responsible for the financial, outdoor event coordination, advancement, communications (secretary), charter organization representing. They choose the Scoutmaster for the boys. The Troop Committee also is the only unit that may change any of the guidelines in this policy manual.

The organizing and running of the troop's boy scouts in the program is the responsibility of the Scoutmaster, his staff of Assistant Scoutmasters and the boy elected Junior Leaders. Each year, ideally at summer camp, the scouts and their leaders plan the yearly schedule. The "final draft" of the yearly program schedule must be completed by August 15th of each year (see Attachment I). The Scoutmaster and Senior Patrol Leader must submit the program schedule to the Troop Committee at the end of August meeting for review, discussion and approval. The Troop Committee's duties are to ensure that the planned program schedule is feasible, logical and has the necessary funding and troop resources. If the Troop Committee modifies the program schedule, the Scoutmaster has the duty to inform the Troop's scouts of those changes at their next Troop Meeting.

Any program engaged by this troop will not bring discredit in any form to the chartered organization, St. Basil's Roman Catholic Church. In addition the following rules apply:

- 2.1 Programs engaged by this troop will not be for personal gain.

- 2.2 Programs engaged by this troop will not entail any personal physical or emotional danger to any of the participants.
- 2.3 Programs engaged by this troop will follow applicable Federal, State and Local laws and ordinances.
- 2.4 Programs proposed or engaged by this troop must follow all policy statements approved by the Troop Committee.
- 2.5 New ideas or events may be proposed by any parent or scout at any time. The proposed event must be submitted, in writing, to the Troop Committee for their review 30 days before the proposed date of the activity. The proposed program becomes official only after the Troop Committee approves it. The proposal shall include:
 - 2.5.1 description of the project;
 - 2.5.2 estimated costs;
 - 2.5.3 designated leaders (always minimum of two);
 - 2.5.4 other pertinent information.
- 2.6 All events, including troop meetings, shall have a minimum of two adults, one of which is a current registered adult leader. In addition, the Troop Committee has the right to determine the proper ratio of adults leaders to scouts on a program to program basis.
- 2.7 All programs are open to the public. Parents are encouraged to attend all meetings and events and therefore, all activities may be inspected by the parents.
- 2.8 All camping programs must follow current Boy Scout rules and insurance requirements. Parents must register with the scout campgrounds to stay over at any camping event.

3 Scout Conduct

Good, mature behavior is a trait that the scouting movement attempts to instill in all participating boys. Self-discipline forms the basis in which each boy attempts to uphold the Scout Oath, Law, Motto and Slogan daily.

Every boy's behavioral habits, the training and exercise of, properly belongs in the control of the parent. This Troop expects that each boy participating in its program will bring with him the discipline and good manners taught to him by his parents. This troop hopes through its activities to reinforce the discipline taught by the scout's parents. Therefore, this troop expects the parents to correct any discipline problem. This does not mean to remove the scout from the program (that's not fixing the problem), but to take action to help the scout understand what was done that was wrong, and correct it. Troop 652 was not founded to be a "disciplining" agency. This section is for the Scoutmaster to use as a guideline. Please know that by following these guidelines the Scoutmaster has the backing and support of the Troop Committee if, or when, he should need it.

Corrective Action Procedure

At every troop activity the expectation is that each boy will exercise self-discipline and good judgment. In the event that a boy's behavior disrupts the activity, the boy should be warned and the appropriate corrective action taken immediately. At all times there will be two adults present when corrective action is taken. The boy will be apprised as to what good conduct and good scout spirit are. The following are the corrective action steps that will be taken:

- 3.1 In the case that the boy's behavior proves to be disruptive, the Scoutmaster (or lead adult leader of event in the absence of the Scoutmaster) will issue a warning to the scout that if his bad behavior continues, his parents will be notified and he could possibly be removed from the event.
- 3.2 In the event the boy continues to be disruptive, or the boy becomes belligerent or shows a lack of respect for the adult leadership, the parents will be notified. Parents are expected to take appropriate measures, which may include removal of their son from the activity (meeting or event).
- 3.3 In no case will corporal punishment be used against any boy - even if the parents authorize the use of it.
- 3.4 If the boy's behavior cannot be immediately corrected by the adult leaders and a continuation of his bad behavior would prove harmful to the activity, the parents will be notified and the boy must be picked up immediately and removed from the activity.
- 3.5 Any boy who willfully causes injury to another or deliberately engages in activities which are harmful to himself or others will automatically be suspended from further participation in the activity, and parents will be notified as per section 3.4.
- 3.6 If the parents cannot be contacted after two attempts by telephone within a two-hour time period, the boy will be isolated from event and contact with other boys.
 - 3.6.1 Isolation at camp in a special unoccupied tent - not the boys normal tent.
 - 3.6.2 Isolation at a meeting in a separate room.
 - 3.6.3 In cases where there is no tent or room the boy may be placed in a vehicle. In no case will the boy be placed in a dangerous environment or potentially unsafe circumstance.

Misconduct Consequences

In reality, this troop has little in terms of effecting adequate punishment without the cooperation of the parent.

However, the following corrective action will be carried out:

- 3.7 In the event a boy has to be removed from an activity because of behavior problems and the parents called to pick him up, the boy cannot participate in the next activity without the approval of the Scoutmaster.

- 3.8 Continuous behavioral problems will not be tolerated. In the event a boy is a continuous behavioral problem, two members of the troop committee will hold a conference with the parents. Until the conference is held, the boy is not permitted to attend any overnight activities. At the conference, a plan mutually agreed upon, will be developed to correct the boy's behavior if the parents so desire. If in the event that the parents decide not to have a conference, the Troop Committee may vote to suspend participation of the boy from any scouting activity.

4 Leaders

The following are the criteria for the selection and appointment of troop leaders:

- 4.1 The Scoutmaster and all Assistant Scoutmasters must be approved by the Troop Committee.
- 4.2 At all activities, there must be at least two adult leaders present. One must be a current registered adult leader.
- 4.3 At camping events or overnight trips that are outside the Brecksville-Broadview Hts. area, the adult leaders must be registered with the troop and one must be a trained leader.
- 4.4 Transportation to and from the activities will be in accordance with the transportation policy as described in Section 6 of this policy.
- 4.5 By consensus, the adult leaders have the right to cancel the activity for any reason.
- 4.6 Prior to any troop activity requiring transportation, herein called a trip, a trip and emergency authorization forms must be filled out and held by the Outdoor Coordinator (see Attachment II). These forms are valid for one time only and must be filled out for each activity.
- 4.7 Prior to any trip an Outdoor Activity Checklist (see Attachment III) must be completed by the Outdoor Coordinator, and be submitted to the Scoutmaster and Committee Chairman two weeks before the trip.
- 4.8 There will be two contact people available each time the troop is on a camping or overnight activity. These contact persons include these responsibilities:
- 4.8.1 being available at all times from the time the troop leaves and returns for emergency by any of the adult leaders participating in the activities;
- 4.8.2 source of information for parents;
- 4.8.3 notifying any parent whose son needs to be picked up from the activities for any reason;
- 4.8.4 responsible for getting a replacement in the event he/she is not available.
- 4.9 Adult leaders have the right to discipline the boy in accordance to the discipline policy in Section III. No leader has the right to alter the discipline policy statement on his/her volition.
- 4.10 In all activities, it is assumed that the Scoutmaster is in charge of the Scouts and the event. However, in the case that he is unable to attend, the adult leaders must be designated in advance and with the consent of the Troop Committee.
- 4.11 In the event a dispute between a parent and an adult leader should occur at an authorized event, the parent shall bring the matter to the attention of the other leader(s) at the event. Parents are requested to report the incident to the Troop Committee at the next scheduled Committee meeting.
- 4.12 At any designated event, there will be no alcohol or drugs used. Smoking should be refrained from.
- 4.13 At any camping event or any event away from the boy's parents, except in the case of his or her own son, no adult shall have a boy alone with him or her in his or her tent (National Boy Scout Policy).
- 4.14 In the event an adult leader becomes ill and his or her absence would leave only one adult leader on site, the event will be canceled unless another adult leader can be on site within one hour. If on a camping or overnight trip the replacement must be a registered adult leader. If no such leader is available, the event is canceled, parents notified and will be advised to pick up their son.

5 Medical Emergencies

Before any event, the safety of each participant is the top priority during the planning and organizing of the event. However, in the case of a medical emergency the following applies:

- 5.1 Under no situation shall adult leaders give or be responsible for any medical treatment involving medication, even over the counter medication. This medication includes aspirin or aspirin substitute.
- If the scout has to take prescribed medication, the parents are responsible:
- 5.1.1 to instruct their son to properly take medication;
- 5.1.2 to inform the adult leaders of the type of medication and possible side effects;
- 5.1.3 to pack the medication in appropriate containers.
- 5.2 No scout should be sent on an overnight camping or long trip if he has a fever. In addition per Section 5.1, the adult leader cannot give out medication.
- 5.3 In the event that a medical emergency does occur, where other than First Aid must be used, the adult leader will attempt to contact the proper authorities so that they handle the emergency.
- 5.4 Only if there is no other course, the adult leader will transport the scout to the nearest emergency facilities. The parents will be notified via the local contact person (see policy section 4.8).

- 5.5 The adult leaders are responsible to handle the emergency according to their best judgment.
- 5.6 The use of First Aid is limited. First Aid will be given only to prevent further injury or death and until local authorities arrive on the scene. Upon the arrival of the local authorities, control of the situation passes over to them and the adult leaders are required to follow their directions.
- 5.7 In the course of any event, scrapes, cuts and other minor injuries may occur. In the case of a scrape or scratch, treatment is limited solely to washing the affected area with soap and water and covering the area with a bandage. Any puncture wound or trauma requires medical attention. At Council or District events a nurse is usually on site. The nurse will be called and his/her decision is final, even if it means the withdrawal of the boy from the event. Parents will be notified per Policy Section 4.8. At troop activities, the adult leaders will use their best judgment.
- 5.8 After all activities, parents will be notified if an injury has occurred to their son and what action, if any, was taken. The adult leader in charge is responsible for reporting all injuries to the Troop Committee Chairman, who in turn, will report the injury at the next Committee Meeting.
- 5.9 In the event of any other type of emergency, adult leaders are expected to use their best judgment with the emphasis being on the safety of all the participants.

6 Transportation

As noted above, this troop depends upon voluntary cooperation by the scouts' parents in order for activities to achieve success. In particular, this troop appreciates when parents can transport their sons to scouting activities; and requests that parents volunteer to form car-pools to transport the troop to certain events. In these cases, this troop assumes that parents, vehicles are maintained in proper condition and carry the appropriate level of insurance that is required by Scouting (see back of Tour Permit). In addition, these following rules apply:

- 6.1 Tour Permit Form (see Attachment IV). If required by BSA Council will be completed and filed at Council Headquarters. The responsibility for this action rests with the Outdoor Coordinator of the Troop Committee (see section 8). It is the Scoutmaster's responsibility to assure that no scouts attend the event until the tour permit is completed and filed with Council Headquarters. If the tour permit is required but not filed, the event is automatically canceled.
- 6.2 The troop, through the Troop Treasurer, will not ordinarily pay for expenses used to transport scouts to designated events. In addition, the troop shall not be responsible for any repairs to any vehicles used for transportation to and from events. The Troop

Committee may waive this rule on a case-by-case basis.

- 6.3 In the event that a common carrier is used for transportation, the carrier's license from the appropriate agencies and proof of adequate insurance must be kept on file with the Outdoor Coordinator or the Committee Chairman.
- 6.4 Prior to any event requiring transportation, trip and emergency authorization forms for each scout must be completed and given to the Outdoor Coordinator or the adult leader in charge of the event.
- 6.5 Prior to any trip, parents will be told the approximate home arrival time. In addition, the parents will be told the location of the drop-off point if the scout is not transported back to his home. Troop 652's responsibilities end when the scout enters his home.
- 6.6 Unless there is an emergency or family situation dictates, a scout returning from an activity can only be returned to his home. In addition, in the event that a family situation warrants it, parents are reminded that the scout can only be transported to another home no further than 1 mile from the Brecksville-Broadview Hts. cities' limits.
- 6.7 Parents are responsible to insure their son has access to their home. The designated leader or driver can not be a child sitter. In the case that the boy can not enter his home, for whatever reasons, the leader or driver will use his/her best judgment in the situation. Parents are advised, that one option available is to place the scout under the care of the local police.
- 6.8 Parents are advised that in no case will the designated leader or driver accept house keys from them. If a scout carries a house key, the leader may secure the keys for the scout, but only for a temporary time (during a swimming or canoeing session).
- 6.9 The Scoutmaster or designated event leader has the right to reject the use of any vehicle if he/she feels the vehicle is unsafe for transportation of scouts or equipment. In addition, the Scoutmaster or the designated adult leader has the right to cancel the event if in their opinion, there are not sufficient vehicles to transport the troop and equipment safely or for program purposes.

7 Budget and Finances

This troop is a "not-for-profit" organization. This means any money raised by this troop is for the benefit of its scouts. Troop 652 can not maintain its level of quality programs without some financial support from the scout's parents. We hope that each parent will contribute in a manner appropriate to their situation to the financial aspect of this troop, and to respond in a positive manner. Specifically, either to assist with the troop fund raising projects, donating by direct contribution, or offering fund raising suggestions.

In addition, the following rules; apply:

- 7.1 All expenses (moneys paid out by the Troop Treasurer) must be first approved by the Scoutmaster.
 - 7.1.1 All expenses exceeding \$100 must be made by the Committee Chairman.
 - 7.1.2 The Committee Chairman may only approve expenses up to \$250.
 - 7.1.3 The Troop Committee must approve all expenses over \$250, for example, summer camp costs or major equipment purchases. No checks will be "cut" by the Troop Treasurer until all purchase receipts and/or an event expense report is completed.
- 7.2 The Treasurer is in charge of all financial records and maintains the Troop checking account. In addition, the Treasurer is the coordinator for all fund raising efforts.
- 7.3 The financial records of this troop are open for inspection during any Committee meetings. Requests to inspect the financial records shall be made in writing to the Committee Chairman. The inspection of the records will be placed on the next Committee Meeting Agenda.
- 7.4 All fund raising efforts must be approved by the Committee and the BSA Cleveland Council (be advised that the Committee will not approve any fund raising that involves gambling).
- 7.5 All planned troop events are planned with the theory that they are "self-financed." That is, that the expenses of the event do not exceed the moneys collected from the participants (the event's budget). Camp patches and Scoutmaster Award costs shall be included in the events budget.
 - 7.5.1 All costs exceeding the event's budget must be approved by the Committee Chairman, if the Amount is under \$250; if over \$250 by the Troop Committee.
 - 7.5.2 All expenses not approved by the Committee Chairman can be appealed to the Troop Committee, in person, at the next Troop Committee meeting. All decisions made by the Troop Committee relative to expenses are final.
 - 7.5.3 All camp equipment purchases and troop meeting program material purchases must first be approved by the Scoutmaster. If the Scoutmaster agrees with the purchase, and the cost exceeds \$100, he will request for the Committee Chairman to approve the purchase.
 - 7.5.4 Advancement items, troop position and patrol badges, and merit badge books and reference book and materials for the troop library will be bought as a routine by the Scoutmaster Or the Advancement Chairman. They can make purchases for these items up to the \$100.
 - 7.5.5 After the receipts for such purchases are submitted to the Troop Treasurer, a check will Be issue by the Troop Treasurer.
- 7.6 On camping trips, it may be necessary for the boy to carry money (for miscellaneous expenses). The adult leaders are under no obligation to hold or secure any scouts money. If adult leaders choose they may 'hold' the money for the scout providing the following steps are followed:
 - 7.6.1 The money box must be separate from any other storage box.
 - 7.6.2 At no time will the scouts' money be mixed with troop money.
 - 7.6.3 Submitted money must be in an envelope, clearly marked with the scout's name and amount.
 - 7.6.4 Parents must request in writing that their son's money be secured.
 - 7.6.5 Upon the receipt of the money, the adult leader must confirm the amount and then initial the envelope with the word "received". No bills over \$5. Please submit \$1 bills.
 - 7.6.6 The boy has control over his funds. When the boy wants his money, he makes a request to the Adult leader who will give him the requested amount. All withdrawals must be noted as to the Amount, the date, and the boy must sign the envelope.
- 7.7 All event expenses will be paid before departing. However, there may be unforeseen circumstances which require, in the middle of the event, that parents will be asked to pay the additional expense. In this case, the parents will be notified and an explanation will be given. Parents will be expected to pay when the troop arrives back from the trip.
- 7.8 Adult leaders will not loan money from their personal resources to any scout nor will they request a loan from a scout. Any violation of this rule means suspension from further events. Adult leaders whose sons are accompanying them on the events should be cautious about covering their sons "overage" in front of other scouts. We will practice the scout law - A Scout is Thrifty.
- 7.9 No boy shall demand or force any other boy to loan him money. Such act, when discovered, is subjected to immediate corrective action, which may be to notify the scout's parents and/or remove the scout from the event (see section III).
- 7.10 Before any trip or other event in which money will be secured, an adult leader will be designated this purpose. He/she will be the only one authorized to handle the scouts' money. The actual handing of the scout's personal funds must be done by an adult leader, only if he/she chooses.
- 7.11 Special Savings Account

- 7.11.1 The Troop Treasurer shall create a separate savings account for which to put the scouts' savings for summer camp fees and yearly registration fees. The money will be used for these stated purposes only. For any other purpose, the scout and their parent shall follow rule 7.5.2 of this manual.
- 7.11.2 The saving account is a separate personal savings account for all the scouts. Money earned by the scouts from the sale of popcorn, or other fund raising ventures approved by the Troop Committee, shall be deposited in this account.
- 7.11.3 The Treasurer shall keep a journal of the each scouts savings and the sum total of that journal shall match the account balance. For simplicity, interest from the savings account shall be applied to Troop Treasury checking account.
- 7.11.4 If, in the event that a boy becomes separated from the Troop roster, the recorded amount of that boy's earnings from fundraising events shall be transferred to the Troop checking account. Money that was saved by the boy, other than fundraising money, will be returned to the boy at the end of the chartering year. See rule 7.5.2 of this manual for a hearing or appeals.

8 Troop Committee

The Troop Committee does not exist to rule the troop. The existence of the Troop Committee is to support the troop, specifically the Scoutmaster. Decisions made by this body are to insure the smooth operation of all troop activities. Troop Committee meetings are open to the parents at all times. Parents are encouraged to join the Troop Committee, and can do so by registering as an adult leader.

- 8.1 The Troop Committee's main functions are as follows:
 - 8.1.1 Provide adequate meeting facilities.
 - 8.1.2 Advises the Scoutmaster on Boy Scouting and chartered organization policies.
 - 8.1.3 Be responsible for the finances, adequate funds, and disbursements in line with the approved budget plan.
 - 8.1.4 Obtain, maintain, and properly care for troop property.
 - 8.1.5 Endeavor to provide high quality trained adult leadership.

The Troop Committee is made up of the following positions, the duties of which are as follows:

8.2 Chartered Organization Representative

- 8.2.1 Serves as head of the "Scouting department" for the organization and maintains a good relationship with the chairman.

- 8.2.2 Helps recruit other adult leaders.
- 8.2.3 Serves as liaison for this troop, the charter organization and Boy Scout Council.
- 8.2.4 Encourages service to the charter organization.

8.3 Committee Chairman

- 8.3.1 Organizes the committee to see that all functions are delegated, coordinated and completed.
- 8.3.2 Maintains a close relationship with the chartered organization representative and the Scoutmaster.
- 8.3.3 Is responsible to complete and submit for approval the application for re-chartering.
- 8.3.4 Sees that troop leaders and committee members have training opportunities.
- 8.3.5 Prepares the troop committee meeting agendas.
- 8.3.6 Calls, presides over, and promotes attendance at monthly troop committee meetings.
- 8.3.7 Ensures troop representation at monthly BSA District Roundtables.

8.4 Secretary

- 8.4.1 Keeps minutes of meetings and send out committee meeting notices.
- 8.4.2 Assists in the coordination of a family newsletter of troop events and activities.
- 8.4.3 Keeps records of scouts and adult leaders application forms.

8.5 Treasurer

- 8.5.1 Handles all troop funds. Pays bills on the recommendation of the Scoutmaster and authorization of the troop committee (refer to sections 7.1 and 7.11).
- 8.5.2 Maintains checking and savings accounts.
- 8.5.3 Trains and supervises the Troop Scribe in record keeping.
- 8.5.4 Receives troop income each week from the troop scribe.
- 8.5.5 Supervises money-earning projects, including obtaining proper authorizations.
- 8.5.6 Supervises the camp savings plan.
- 8.5.7 Reports to the troop committee at each meeting.
- 8.5.8 Leads in the preparation of the annual troop budget (completed before Aug. 31st).

8.6 Outdoor Program Coordinator

- 8.6.1 Supervises, helps procure and give disposition to camp equipment.
- 8.6.2 Works with Troop Quartermaster on inventory, storage, and proper maintenance of troop equipment.
- 8.6.3 Develops written programs for distribution to the scouts detailing the outdoor event activities, meal plans, schedules and transportation plan.

- 8.6.4 Help in securing permission to use camping sites.
- 8.6.5 Serves as transportation coordinator on all outdoor events.
- 8.6.6 Encourages monthly outdoor activities.
- 8.6.7 Promotes National Camping and Hiking Awards Programs.
- 8.6.8 Promotes to reach the goal of an outing per month.
- 8.6.9 Keeps the latest scouts and leaders health and medical records.
- 8.6.10 Keeps and updates the Camping Log Book.
- 8.6.11 Encourages and directs the activities of parents who may volunteer to help coordinate specific outdoor events.

8.7 Service Projects Coordinator

- 8.7.1 Supervises and helps promote troop service projects. Works with the Troop Historian.
- 8.7.2 Develops written service project plans for distribution to the scouts detailing the project's goal, the schedule and transportation plan.
- 8.7.3 Serves as transportation coordinator on all service projects.
- 8.7.4 Promotes and encourages the scouts to achieve the goal of four projects per year.
- 8.7.5 Keeps a record of all service projects and each scout's time on the project.
- 8.7.6 Works with the troop Secretary to ensure each project receives adequate publicity.

8.8 Recruitment Coordinator

- 8.8.1 Provides a system recruitment plan for new members and sees that they are promptly registered.
- 8.8.2 Is the troop liaison with area Cub packs and their Webelos Leaders to ensure a smooth transition from Webelos Scouts to Boy Scouts. Works with the Troop Den Chiefs.
- 8.8.3 Conducts periodic meetings with parents to share programs and encourage parent participation and cooperation.
- 8.8.4 Is an active and involved member of the District Committee and BSA District Roundtables.
- 8.8.5 Helps recruit other adult leaders.
- 8.8.6 Assists with the newsletter as needed.

8.9 Advancement Coordinator

- 8.9.1 Encourages Scouts to advance in rank. Works with the Troop Instructor for this purpose.
- 8.9.2 Arranges and conducts monthly troop boards of review and gives counseling to those Scouts who have not been making progress on their advancement.

- 8.9.3 Conducts frequent courts of honor, at least quarterly.
- 8.9.4 Develops and maintains a merit badge counselor list. Works with the Troop Librarian.
- 8.9.5 Makes a prompt report on the correct form to the council service center after each board of review. Is authorized by the Committee to secure badges and certificates.
- 8.9.6 Works with troop scribe to maintain all Scout advancement charts and records.
- 8.9.7 Works with the troop librarian to build and maintain a troop library of merit badge pamphlets.
- 8.9.8 Gives counseling to the troop's Life Scouts on their respective Eagle Projects.

8.10 Chaplain

- 8.10.1 Provides a spiritual tone for the troop meetings and events.
- 8.10.2 Gives guidance to the chaplain aide.
- 8.10.3 Promotes regular participation of each member in activities of the religious organization of his choice.
- 8.10.4 Visits homes of Scouts in time of sickness or need.
- 8.10.5 Gives spiritual counseling service when needed or requested.
- 8.10.6 Encourages Boy Scouts to earn their appropriate religious emblem.
- 8.10.7 Provides opportunities for Boy Scouts to grow in their duty to God and their fellow Scouts.
- 8.11 Establishment and Discontinuance of Troop Committee Positions
 - 8.11.1 Committee positions may be added or subtracted by the Troop Committee at anytime, but only by a majority of votes by the Committee at announced meetings.
 - 8.11.2 There must be at least five members of the Troop Committee present to vote on adding or deleting Committee positions.

Attachment I

Yearly Program Schedule

Not available at this time.

(Anyone have one of these that we can insert here?)

Attachment IV

Tour Permit Form

Not available at this time. See Troop and Council Web Sites.

Attachment II

TROOP 652

TRIP AND EMERGENCY AUTHORIZATION FORM

Trip Authorization Form

I, _____, authorize the adult leaders from Boy Scout Troop 652
(parent or legal guardian)

to transport my son _____ from St. Basil Roman Catholic Church,
(scout's name)

Brecksville to _____ on _____; and
(trip destination) (date)

from _____ to my home on _____.
(trip destination) (date)

Signature

Date

Relationship to Scout

Emergency Authorization Form

In the event of a medical emergency, I, _____ authorize Adult Leaders
(parent or legal guardian)

from BSA Troop 652 to take my son _____; and to have all necessary
(scout's name)

emergency medical treatment performed on him provided all efforts to contact me have been made.

Signature

Date

Relationship to Scout

*** GOOD FOR ONE EVENT, ONE TRIP ONLY**

Attachment III

OUTDOOR PROGRAM CHECKLIST

Date of Program _____ Location _____ Adult Leader in Charge _____

I. Administration

- ☐ Tour Permits
- ☐ Medical/Emerg. Permit
- ☐ Insurance
- ☐ Budget done
- ☐ Licenses (fishing etc.)
- ☐ Camp cost
- ☐ Local Requirements
- ☐ _____

II. Leadership

- ☐ 2nd leader
- ☐ 3rd leader

III. Transportation

- ☐ Driver _____
- ☐ Driver _____
- ☐ Driver _____
- ☐ Equipment Driver _____
- ☐ Driver _____
- ☐ Driver _____

IV. Location

- ☐ Maps to and from
- ☐ Driver time
- ☐ Departure time _____
- ☐ Special gear needed _____

V. Equipment

- ☐ Personal _____
- ☐ Troop _____
- ☐ Program _____
- ☐ Emergency _____

VI. Feeding

- ☐ Menu planned _____
- ☐ Who buys food _____
- ☐ Fuel Supply _____
- ☐ Duty roster _____
- ☐ Food storage _____

VII. Sanitation

- ☐ Drinking Water _____
- ☐ Dish washing _____
- ☐ Human Waste _____
- ☐ Garbage disposal _____

VIII. Safety

- ☐ Nearest Medical Facility & tel. no. _____
- ☐ Nearest town _____
- ☐ Ranger contact _____
- ☐ First aid person _____
- ☐ Police # _____

IX. Program

- ☐ Arrival time _____
- ☐ Program planned with itinerary
- ☐ Short-term
- ☐ Patrol assignments made
- ☐ Special program equipment
- ☐ Long-term
- ☐ Rainy day activities
- ☐ Money Handler

X. Home Base Contact Persons

- ☐ 1st Person _____
- ☐ 2nd Person _____