

BSA Troop 191 Information and Policy Handbook

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BSA TROOP 191

Avondale, PA

Information and Policy Handbook

Boy Scouts of America Mission Statement

It is the mission of the Boy Scouts of America to serve others by helping to instill values in young people and, in other ways, to prepare them to make ethical choices during their lifetime in achieving their full potential. The values we strive to instill are based on those found in the Scout Oath and Law.

The Scout Oath

**On my honor I will do my best
To do my duty to God and my country and to obey the Scout Law;
To help other people at all times;
To keep myself physically strong, mentally awake, and morally straight**

Scout Law

The Scout is:

Trustworthy

Loyal

Helpful

Friendly

Courteous

Kind

Obedient

Cheerful

Thrifty

Brave

Clean

Reverent

Scout Motto

Be Prepared

Scout Slogan

Do a Good Turn Daily

Aims and Methods of the Boy Scout Program

The Aims of Scouting:

Boy Scouting works towards three aims. One is growth in **moral strength and character**.

A second aim is **participating citizenship**. Used broadly, citizenship means the boy's relationship to others. He comes to learn of his obligations to other people, to the society he lives, to the government that presides over that society.

A third aim of Boy Scouting is **development of physical, mental, and emotional fitness**. Fitness includes the body (well tuned and healthy), the mind (able to think and solve problems), and emotions (self-control, courage and self-respect).

The methods are designed to accomplish these aims.

The Methods of Scouting:

Advancement—Scouting provides a series of surmountable obstacles and steps to overcome them through the advancement process. The scout plans his advancement and progresses at his own pace as he overcomes each challenge.

Adult Association—Boys learn from the examples set by their adult leaders. Troop leadership may be male or female and association with adults of high character is encouraged at this state in a young man's development.

Personal Growth—As scouts plan their activity, and progress toward their goals, they experience personal growth. The good turn concept is a major part of the personal growth method of Scouting. Boys grow as they participate in community service projects and do good turns for others.

Ideals—The ideals of scouting are spelled out in the Scout Oath, Law, Motto and Slogan. The Scout measures himself against these ideals and continually tries to improve. The goals are high, and as he reaches for them, he has some control over what he becomes.

Patrols—The patrol method gives Scouts experience in group living and citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it. The patrol method allows Scouts to operate in small groups where they can easily relate to each other. These small groups determine and carry out troop activities through their elected leaders.

Outdoors—Boy Scouting is designed to take place in the outdoors. It is in the outdoors that Scouts share responsibilities and learn to live with each other. It is here where the skills and activities practiced at troop meetings come alive. More is discussed about the outdoor program later in this guide.

Leadership Development—Boy Scouting encourages boys to learn and practice leadership skills. Every Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership roles of others and guides him towards the citizenship aim of Scouting.

Troop Organization

Troop 191 is a boy-run troop. Leadership is one of the methods of Scouting. Every boy will have an opportunity to participate in both shared and total leadership. The troop meetings are planned and carried out by the Green Bar, consisting of the Senior Patrol Leader and his staff as well as the individual Patrol Leaders. The following is an outline of the duties of the key leaders within the troop:

Scoutmaster:

The Scoutmaster is the adult leader responsible for the image and program of the troop. The Scoutmaster and his or her assistants work directly with the Scouts. The general responsibilities of the Scoutmaster include:

- **Train and guide boy leaders.**
- **Work with other adult leaders to bring Scouting to boys.**
- **Use the methods of Scouting to achieve the aims of Scouting.**
- **Conduct Scoutmaster Conferences**

Assistant Scoutmasters:

Assistant Scoutmasters are recruited by the Scoutmaster to assist the Scoutmaster in the operation of the troop. Assistant Scoutmasters are assigned program tasks by the Scoutmaster and provide guidance to the boy leadership. They are responsible for reviewing and approving rank advancement requirements. He or she also provides the required two-deep leadership (two adult leaders present at every Boy Scout activity).

Senior Patrol Leader:

The Senior Patrol Leader (SPL) is the top boy leader in the troop. He leads the Green Bar and assigns tasks to his assistants as needed. He is responsible for leading the scout meeting and coordinating all activities each week. He is also responsible for initiating the phone chain in the event of meeting cancellations, altered trip plans, etc.

Assistant Senior Patrol Leader(s):

The Assistant Senior Patrol Leader(s) (ASPL) fills in for the SPL in his absence, and lends support and leadership to other junior scout leaders as needed.

Patrol Leaders:

The Patrol Leaders (PL) are responsible for giving leadership to the members of their patrols, tracking advancement and being aware of the needs of the members of their patrol. They organize the patrol duties on campouts and participate in Green Bar.

Assistant Patrol Leaders:

Assistant Patrol Leaders (APL) help the PL run the patrol and fill in for him in his absence.

Troop Committee:

Troop Committee is the adult body of leaders entrusted with the task of ensuring that the troop is adequately staffed, equipped, and financed to implement the troop program each year. The committee members sit on the Boards of Review for all scouts. Duties of each office are outlined below. Troop Committee meets monthly, usually on a Sunday at 7:00 PM at the cabin. All parents are always welcome to attend.

Committee Chair:

- Organize the Committee to see that all functions are delegated, coordinated.
- Maintain a close relationship with Charter Organization Representatives.
- Insure that Troop Committee members and leaders complete needed training.
- Interpret national and local council policies to the troop. Work with Scoutmaster in preparation of agenda for troop committee meetings.
- Hold, preside, and promote attendance at Committee meetings.
- Insure troop representation at all monthly roundtables.
- Arrange for charter review and recharter the troop annually.

Membership Chair:

- Conduct membership inventory, and accomplish annual Charter renewal.
- Plan and carry out a troop-recruiting plan.
- Assist the Scoutmaster and Committee Chair in conducting a parent/Scout orientation for new families.

Committee Secretary:

- Keep minutes of all troop committee meetings.
- Ensure minutes are posted to the troop web site promptly following a committee meeting.
- Present minutes for review and acceptance at the following committee meeting.
- Maintain and update the Troop Policy book.
- Assist with Troop PR

Troop Treasurer:

- Handle all troop deposits and disbursements upon approval or request of the Scoutmaster and/or troop committee.
- Maintain and reconcile all bank accounts and records.
- Report event transactions to event coordinators for verification.
- Supervise all troop money earning projects; including obtaining proper authorization from council for money raising activities.
- Maintain activity accounts for scouts earning money for troop activities.
- Give leadership to the preparation of the annual troop budget.
- Present a financial report at troop committee meetings.

Advancement Chair:

- Monitor overall advancement of troop and make report at committee meetings.
- Maintain all individual Scout advancement records.
- Arrange for boards of review and secure appropriate adults to sit as the board.
- Prepare and deliver to council office the appropriate Scout advancement reports following troop boards of review.
- Secure the necessary badges of rank, merit badges, awards and certificates.
- Conduct courts of honor at least three times per charter year.

Merit Badge Coordinator:

- Maintain the list of merit badge counselors at the troop and district/council levels.
- Provide access to the counselor list for all Scouts and leaders.
- Obtain Troop resource survey and necessary registration forms for new counselors.
- Work with Troop librarian on maintenance of troop merit badge library.
- Facilitate merit badge offerings in the troop setting; usually Eagle required badges.
- Make monthly reports on merit badge progress at Troop Committee meetings.

Troop Equipment Coordinator :

- Advise the committee on the procurement of camping equipment.
- Establish an inventory method and report to the committee regularly on equipment stocks.
- Work with the Scoutmaster and troop quartermaster on the proper inventory, maintenance, and storage of troop equipment.
- Replenish supplies and equipment as required with the approval of the troop committee.

Troop Fund-Raising Coordinator:

- Identify appropriate fund raising programs for the troop.
- Oversee Trails End Popcorn sale.
- Recruit scouts and adults to participate in the fundraising activity.
- Coordinate with adults on amount of money earned for each activity, and report financial results to troop Treasurer.

Summer Camp Coordinator:

- Obtain information about the camp, fees and payment schedule.
- Publish information on summer camp to the Troop through flyers and handouts.
- Identify Scouts who will attend summer camp.
- Collect summer camp fees from Scouts and coordinate with troop Treasurer to pay camp fees according to schedule.
- Coordinate adult attendance at summer camp.

Roundtable Coordinator:

- Act as Troop point of contact with the District via monthly Roundtable meeting.
- Report to Troop on pertinent council and district issues/events.

Dues Coordinator:

- Inform scouts of the cost for monthly dues.
- Collect dues from scouts. Tabulate and transfer to treasurer.
- Maintain records and inform scouts who are delinquent in payment.
- Report status to committee.

Outdoor/Trip Program Chair:

- Oversees outdoor program.
- Maintains and publishes outdoor program calendar
- Recruits and advises adult and scout trip leaders
- Provides BSA Local Tour Permit Applications, Troop 191 permission slips and insurance waivers to trip leaders.
- Maintains file of trip information for future reference.
- Researches potential trip itineraries and presents these to committee and scout leadership.

Uniform Policy

Scouts in uniform are conscious of their rank and make a greater effort to advance. Only the uniform provides a place for display of badges—important symbols of achievement. Scouts have more fun, stay longer, and feel greater pride in advancement.

The official Boy Scouts of America uniform (Class A) should be worn to all troop meetings. This includes the official scout shirt, troop neckerchief, troop hat, and either an official scout belt or a belt from a scout camp such as Camp Horseshoe. For formal occasions, official scout shorts or pants, or khaki or other similar pants or shorts should be worn rather than jeans, along with official scout socks and dress shoes or hiking boots. Upon joining the troop, each scout is provided with a Troop 191 hat and neckerchief. The scout is responsible for obtaining the other necessary items that comprise the uniform.

The scout shirt should include patches denoting our unit number (191) and the Chester County Council patch, along with the patch denoting the scout's current rank and leadership position. Guidelines for placing patches on the uniform can be found in the Boy Scout Handbook.

A full "Class A" uniform should also be worn or brought along on all troop weekend activities, unless scouts are specifically told they do not need to be in uniform for that activity. It is especially important to have a full uniform for camporees, and for campouts that involve visits to national or state parks or military bases. If practical, the uniform should also be worn for service projects in which scouts are visible to the public. Occasions when a uniform is not needed include activities such as the ski trip. If in doubt, bring the uniform along.

For summer camp, uniforms are required for all scouts and adult leaders. Scouts need to have official scout shorts and several pairs of scout socks for summer camp. A substitute for official scout shorts should only be used when necessary, and should match the official uniform shorts as closely as possible. Adult leaders who are eating the evening meal in the dining hall need to have at minimum an official scout shirt, and shorts or pants (such as khakis) suitable for wearing to the formal retreat ceremony.

The Class B uniform is suitable for some occasions while camping or at summer camp but is not meant to be a substitute for occasions when the Class A uniform is required. In Troop 191, the Class B uniform consists of tan troop T-shirt and troop hat. These T-shirts are available for purchase at the cabin.

Attendance

Scouts are expected to attend all weekly meetings, unless conflicts arise. Troop meetings are held each Monday night during the school year and run into the month of June. Meetings may be cancelled due to inclement weather. In this instance, a phone chain will be established and each patrol leader will be responsible for contacting the members of his patrol.

When unable to attend a weekly meeting, scouts should call their patrol leader or assistant patrol leader. If unable to reach his patrol leader or assistant patrol leader, the scout should call another patrol member who will be attending the meeting, or they may contact the senior patrol leader or assistant senior patrol leader.

Communicating with the patrol leader or an alternate when unable to attend a meeting is especially important on the weeks leading up to weekend trips, so that accurate counts of scouts planning to attend can be made at the weekly meeting.

In addition to being in uniform at weekly meetings, scouts should come prepared with a notebook or notepad and a pen and pencil, so that information given out at meetings can be recorded. Scouts who have not achieved the rank of 1st Class should bring their Scout Handbook to all meetings and on weekend trips.

Troop 191 Rank Advancement Policy

Advancement is the process by which youth member's progress through the ranks in the Scouting program by the gradual mastery of Scouting skills. Ranks are simply a means to an end, not an end in themselves. Everything boys do to advance and earn these ranks, from the day they join until the day they leave the program, should be designed to help boys have an exciting and meaningful experience.

Advancement is broken into two parts. The Advancement Chair handles all rank advancements for the troop. The Merit Badge Coordinator handles all merit badge related advancement issues.

The road to Eagle starts with advancing to Tenderfoot. Scouts are encouraged to advance through the rank of First class within their first year of membership. It is the scout's responsibility to work on requirements for each rank advancement and to have these requirements signed off by one of the designated adult leaders. The leaders who can sign off these requirements are listed in the appendix at the end of this guidebook.

The Scout Handbook is partitioned with respect to Rank and each partition is color-coded (Tenderfoot—yellow, 2nd Class—green, 1st Class—red, Star, Life, Eagle Scout—blue). At the beginning of each of the first three sections is a list of requirements for that rank. These sections also include page numbers that describe that requirement. The back section of this book has the record pages for rank advancement. It is important to note that The Scout Handbook is the scout's personal record, and is one item that is required for Scoutmaster conferences and the Board's of Review. The Scout Handbook should be used as a general guide for both scouts and adult leaders with respect to advancement.

Below are guidelines to ensure there is an understanding between Scouts, Scout Leaders and Parents/Guardians on the rank advancement process within Troop 191.

	Scoutmaster Conference	Board of Review
How to Sign-up	<ul style="list-style-type: none"> - Complete all requirements for next rank. - Fill in name and sign-up date on sheet located on bulletin board in back of meeting room. 	<ul style="list-style-type: none"> - Complete Scoutmaster Conference - Fill in name and sign-up date on sheet located on bulletin board in back of meeting room.
How to Prepare	<ul style="list-style-type: none"> - Wear full Class A uniform - Know Boy Scout Oath, Law, Motto and Slogan 	<ul style="list-style-type: none"> - Wear full Class A uniform - Know Boy Scout Oath, Law, Motto and Slogan
What to Bring	<ul style="list-style-type: none"> - Boy Scout Handbook - Boy Scout membership card - Troop 191 Advancement Form 	<ul style="list-style-type: none"> - Boy Scout Handbook - Boy Scout membership card - Troop 191 Advancement Form
Who will the Scout meet with	Scout will meet with the Scoutmaster or an Assistant Scoutmaster	Scout will meet with members of the Troop Committee, other adults and Assistant Scoutmasters if they haven't signed off on any item in that rank. Typically 3-5 adults will be present for a Board of Review.
Next Steps / Outcome	If Scoutmaster agrees the Scout is ready for advancement the Scout will proceed to a Board of Review	If the Board of Review members agree the Scout is ready for advancement, the Scout earns the new rank immediately (not at the time the Scout receives the uniform patch). The Scout will receive the rank uniform patch at the next Court of Honor.

Important Changes

1. Scout Advancement Form

Troop 191 will begin using a new form that Scouts need to bring to their Scoutmaster conference and Board of Review. The form will be located in the back of the meeting room at the scout cabin. There are two purposes of the form:

- Provide a record of the new rank achieved to update troop records
- Provide Scout feedback to the Troop Committee to improve the scouting experience within the troop

2. Scout Badge Checklist

The Scout Badge is not an official rank in Boy Scouts, but does have specific requirements to be achieved. The Scout Badge requirements should be completed prior to achieving Tenderfoot. The Scout Badge does require a Scoutmaster Conference, but not a Board of Review. To facilitate completion of the badge, a one page Scout Badge Checklist has been created and will be located in the back of the meeting room.

It is recommended that the Scout Badge Checklist be kept with the Scout Handbook and the completed form will be given to the Scoutmaster at the Scoutmaster Conference.

Boy Scout Rank Advancement Process

1. Completion of Rank Requirements

A Scout must complete all the requirements for each rank to be eligible to be reviewed by the Scoutmaster and Troop Committee to determine if the Scout will advance to the next rank. To learn skills for each requirement a Scout should practice and ask older Scout's for assistance at Troop meetings, campouts, etc. A Scout can also ask a Scout Leader for assistance in learning a skill. A Scout Leader must witness the Scout properly performing a skill and the Scout Leader must sign-off the skill in the Scout Handbook. It is the Scout's responsibility to ask for help in learning skills and to ask a Scout Leader to review and sign-off the requirement in the Scout Handbook.

2. Scoutmaster Conference

Once a Scout completes all requirements for a rank, the Scout must sign-up for a Scoutmaster Conference. This ensures the Scoutmaster is aware the Scout is ready for advancement to the next rank. The Scout is responsible for signing-up and this can be done by completing the information on the sign-up sheet located in the back of the meeting room on the bulletin board. If the Scout is unsure where to sign-up, he should ask a fellow scout or an adult for assistance.

The Scoutmaster typically will conduct Scoutmaster Conferences in the order Scouts have signed-up. Exceptions may occur due to a Scout not being present at a meeting/campout, Scout is not prepared (no uniform, book, etc.) or the Scoutmaster may determine there is not enough time to conduct certain conferences (typically the higher the rank, the longer the conference).

At times, a Scoutmaster Conference may be conducted by an Assistant Scoutmaster. The Scoutmaster (or Assistant) will review the Scout's book and achievements to determine if the Scout is ready for advancement.

Location of Scoutmaster Conference

A Scoutmaster conference may occur during the weekly Troop meeting at the cabin, a campout, summer camp or at a time/place agreed upon with the Scoutmaster.

In order for the conference to be done, the Scout must be in their Class A uniform, have their Boy Scout Handbook, the Scout Advancement Form and have their current Boy Scout Membership card. If the Scout does not have all these items, the conference will be done at a later time when the Scout is fully prepared.

Who attends the Scoutmaster Conference

The Scoutmaster Conference is a one-on-one meeting with the Scout and the Scoutmaster or an Assistant Scoutmaster.

What to expect during the Scoutmaster Conference

The Scoutmaster Conference allows the Scout to speak one-on-one with the Scoutmaster. This provides the opportunity for both the Scout and Scoutmaster the chance to get to know each other better. In addition, it allows the Scoutmaster the opportunity to identify the Scout's interests including future potential leadership roles. As a Scout progresses to higher ranks, the Scoutmaster will be looking to the Scout to becoming a stronger leader within the Troop.

This is an opportunity for the Scout to discuss and provide feedback to the Scoutmaster both positive and negative on their scouting experience.

Conclusion of the Scoutmaster Conference

At the end of the Scoutmaster Conference, the Scout will know if the Scoutmaster agrees he is ready for the next rank and will sign the Scout's book and the Scout Advancement Form.

If the Scoutmaster does not feel the Scout is prepared for the next rank, he will convey to the Scout the reasons why and what the Scout needs to accomplish. When the Scout is ready, another Scoutmaster conference will be held.

3. Board of Review

After receiving signoff from the Scoutmaster, the Scout is ready for a Board of Review. The Scout is responsible for signing-up for the Board of Review by completing the information on the sign-up sheet located in the back of the meeting room on the bulletin board. This is the same place the Scout signed-up for the Scoutmaster Conference.

The Board of Review is typically conducted in the order scouts have signed-up. Exceptions may occur due to a Scout not being present at a meeting/campout, Scout is not prepared (no uniform, book, etc.) or the Board members determining there is not enough time to conduct certain conferences (the higher the rank, the longer the conference).

Location of Board of Review

A Board of Review may occur during the weekly Troop meeting at the cabin, a campout, summer camp or at a time/place agreed upon with the Scout.

In order for the Board of Review to be done, the Scout must be in their Class A uniform, have their Boy Scout Handbook, the Scout Advancement Form and have their current Boy Scout Membership card and all supporting Merit Badge documentation (blue cards). If the Scout does not have all these items, the Board of Review will be done at a later time when the Scout is fully prepared.

Who attends the Board of Review

The Board of Review includes the Scout and 3-5 members of the Troop Committee. At times, an Assistant Scoutmaster or other adults may also be included.

What to expect during a Board of Review

The purpose of the Board of Review is to understand if the Scout is ready for advancement. A Scout will be asked to stand and recite the Scout Oath, Scout Law, Scout Motto and Scout Slogan. The Scout will be asked open ended questions to determine the Scout's understanding of Boy Scouts, their interests, things they enjoy, identify opportunities for improvement in the Troop and determine the quality of their troop experience.

As a Scout advances to higher ranks, the Board will want to understand the Scout's aspirations and interest in Leadership positions within the troop.

A typical Board of Review for initial ranks lasts approximately 15 minutes. For higher ranks, a Board of Review will last longer.

Conclusion of the Board of Review

At the end of the Board of Review, the Scout will know if they have advanced to the next rank and their book and the Scout Advancement Form will be signed by a Troop Committee member. **If the Scout advances, the effective date of the new rank is the same day as the Board of Review.** It is not when the Scout receives the uniform patch. This is important for ranks Star through Eagle where there is a time requirement before a Scout can advance to the next rank.

If a Scout does not pass the Board of Review, the Board members will convey to the Scout the reasons why and what the Scout needs to accomplish. When the Scout is ready, another Board of Review will be held.

4. Recognition

The Scout is recognized with the new rank at the next Court of Honor. Troop 191 has formal Courts of Honor three times a year, typically in September, February and June.

5. Eagle Scout

For the rank of Eagle Scout a similar process is involved. Andrew Harrison is the primary point of contact for Scouts as they progress towards Eagle Scout.

Scoutmaster Conference

When ready, the Scout signs-up for a Scoutmaster Conference by completing the sign-up sheet located in the back of the meeting room. The Scoutmaster will ensure all required achievements have been completed and the Scout is ready for the Board of Review.

Board of Review

The Board of Review includes members of the Troop Committee, Tom Murphy (from Chester County Council), the Scoutmaster and people invited by the Scout. The Scout is responsible for contacting Tom Murphy to setup a time and place for the Board of Review. The Scout cabin is often used as the location for the Board of Review.

Prior to the beginning of the Board of Review (with the Scout not present in the room), letters of reference from people selected by the Scout are reviewed by all participants. In addition, the Scout's Eagle Scout Project Book is reviewed and discussed.

When all participants are ready, the Board of Review will begin. The Scout will be asked open ended questions to understand the Scout's progression through the Scouting ranks, the Scout's achievements, their Eagle Scout project and other questions to understand the Scout's character to determine if the Scout should advance to rank of Eagle Scout. A Board of Review will typically last one to two hours in length.

The Scout will know at the end of the Board of Review whether they have passed and have become an Eagle Scout.

Recognition

If the Scout achieves the Eagle Scout rank, a special Court of Honor is held to celebrate the achievement.

6. Additional Questions

For additional information, please contact Bob Smith or Andrew Harrison during a troop meeting or:

Bob Smith – rrsiv@comcast.net (610) 268-8852

Andrew Harrison – AndrewHarrison@comcast.net (610) 268-5199

Merit Badges

All scouts are encouraged to earn merit badges. A scout can begin to earn merit badges as soon as they enter the troop. However, younger scouts may find the Eagle-required merit badges too hard and may want to begin with merit badges that interest them. A scout is expected to initiate the interest in obtaining a merit badge. Ideally, the scout should inform the Troop's merit badge coordinator of his desire to earn a particular merit badge. The coordinator will help the scout find a counselor for that merit badge and give the scout the required paperwork (blue card). Once the blue card is completed, it is the scout's responsibility to get signatures from his merit badge counselor, Scoutmaster, and then turn it in to the Advancement Chair. If the scout receives a Partial Blue Card, which often happens after summer camp, it is his job to hold onto it so a future merit badge counselor can sign off on later steps.

During the year, the troop initiates the start of some merit badges by getting the scouts to complete parts of the badge in a group setting. There are typically both Eagle-required and non-Eagle required badges offered. Summer camp is also an excellent opportunity for scouts to earn merit badges.

Volunteers are always welcome to be merit badge counselors. There is a book on each merit badge to help the counselor and scout. There are over 100 merit badges covering many areas of interest. The list of badges is in the Boy Scout Handbook. Potential volunteers should contact the Troop's merit badge coordinator.

Court of Honor

Troop 191 has formal Courts of Honor three times a year, typically in September, February and June. All families are asked to attend and guests are certainly welcome. Every boy who advances in a quarter deserves to be recognized in front of his family. The court of honor is the boy's special night. The court of honor serves to reward those who have advanced and to encourage other scouts to do the same. Court of honor is a formal occasion and scouts are required to be dressed in Class A uniforms. Each patrol is typically assigned some type of food or supply for the snack and refreshment portion of the ceremony.

The Outdoor Program

Troop 191 has a very active outdoor program and all boys are encouraged to participate. Our program includes monthly weekend campouts, annual residential summer camp (1 week in early-mid July), day hikes and other outdoor activities. Parents are encouraged to attend our trips as this provides a unique environment to observe and interact with your son. Trip planning is outlined below:

Outdoor Program Calendar

- Calendar is established during the preceding season with input from all troop members by patrol.
- Trip ideas are submitted from the patrols to the Green Bar for review.
- The Green Bar then submits these trip ideas with a proposed calendar to the Troop Committee for further revision and approval.

Adult and Scout Trip Leaders

- Adult trip leaders are recruited and assigned by the Troop Committee.
- Scout trip leaders are recruited and assigned by the adult trip leaders.
- Adult and scout trip leaders work together to make sure that the Tour Permits are obtained, sign-up sheets are posted, and insurance waivers and permission slips are distributed and collected.

Trips

- Trip information is presented to the troop by the adult and scout trip leaders during the weekly meetings. Trip itineraries, waivers and medical forms are emailed in advance of every trip.
- The Senior Patrol Leader and the scout trip leader discuss and set the trip itinerary with the troop during the weekly meetings.
- Trip fees, waivers, permission slips are due prior to each trip. If a scout cancels without sufficient notice, he may have to forfeit the cost of the trip if the troop cannot obtain a refund. Trip fees can be paid by check to Troop 191. Food cost should be paid in cash to the scout buying the food for that patrol, **prior to the trip**.
- Trip itineraries indicate times for departure and return. Please be prompt for departure and pick up. Parents must be able to be reached by leaders or scouts during the entire duration of the trip. Indicated return times are estimates. Many factors can alter the return time. If the trip leader realizes that we will return ahead or behind schedule, a phone chain will be used to notify the parents. Please be sure that parents can be reached by phone during that time.

Menu Planning and Purchasing

- Menu planning is by patrol during the patrol meetings.
- One scout is chosen to purchase the food.
- \$15 cash is collected from each patrol member attending the trip **prior to the trip**.
- After the food is purchased, the enrolled members divide the cost and refunds are issued accordingly.
- Scouts are encouraged to plan a healthy, well-balanced menu.
- Scouts are encouraged to be thrifty when purchasing food and to utilize non-perishable items from previous outings.
- If a scout cancels for the trip after food is purchased, he will forfeit his share of the food expense.

Duty Roster

- Trip duty rosters are to be fairly and equitably set by patrol in patrol meetings.

Equipment

- Tents, cook kits and other troop equipment are signed out and returned by patrol through the troop Quartermaster.
- Each scout is responsible for cleaning and promptly returning all troop equipment to the Quartermaster following a trip.
- Scouts and their families are financially responsible for equipment that is not returned to the troop.

Tent Care

- Tents are one of the most expensive equipment investments of the Troop. Proper care and maintenance are critical to the life of the equipment and the comfort of the Scouts that use the tents. Prior to an outing, Scouts will be issued a tent. When the tent is issued, it is complete with poles and stakes. Scouts are responsible for returning the tent and accessories complete and in good condition.
- After an outing the tent must be brought home cleaned and dried. This must be done every time the tent is used, even if no rain was encountered during the outing. Significant moisture can accumulate from morning dew as well as condensation inside the tent from normal use. If the tent is not thoroughly dried, mold can form on the tent fabric causing a rather unpleasant experience for the next Scout that uses it.
- Where possible the tent should be setup outdoors and placed in a sunny spot to dry for several hours. If the prevailing weather conditions make this impossible, the tent fabric should be spread out indoors for at least a day. Careful attention to this basic maintenance step will help protect the troop's investment and provide a better experience for our Scouts.

Please Note:

Proper trip planning is essential to having an enjoyable camping experience for all involved. Please be on time for departure and double check all supplies.

We have had a continual problem with troop equipment not being returned following trips. Please remember to sign out Troop equipment and to return it clean and complete soon after an outing. Failure to do this results in problems for subsequent users. Lost or broken equipment should be reported promptly so that the troop can replace it.

Troop Policy on Conduct and Behavior

Troop 191 adheres to the principles of scouting as outlined by Boy Scouts of America in the Scout Handbook. We stress the scout law and oath as a guideline for proper conduct. It is suggested that all scouts and parents become familiar with the Scout Handbook and the wealth of information it contains. We strive to provide our scouts with a safe and enjoyable scouting experience. Our adult volunteer leaders donate many hours of their free time to achieve this goal. To ensure the safety and enjoyment of our troop members, scouts need to adhere to the following rules:

1. **NO SCOUT MAY ATTEND A TROOP 191 TRIP WITHOUT A PERMISSION SLIP SIGNED BY A PARENT OR LEGAL GUARDIAN. SCOUTS WHO SHOW UP FOR AN OUTING WITHOUT A SIGNED PERMISSION SLIP WILL BE SENT HOME. PARENTS MUST PROVIDE CONTACT INFORMATION SO THAT LEADERS CAN REACH THEM DURING THE ACTIVITY IN CASE OF AN EMERGENCY OR PROBLEM.**
2. When attending a Troop 191 function: Scouts must not engage in behavior that endangers the scout or anyone else, or is expressly forbidden. No scout should do anything that deliberately puts someone else in peril. Failure to adhere to this rule can result in dismissal from the troop.
3. Scouts are expected to adhere to the rules and regulations at any campground, park, historic site, museum, rifle range, etc. that we may visit. All program directors, park rangers, etc. at such locations should be afforded respect and obedience. Directions given by such personnel must be obeyed and adhered to. Failure to do so will result in parental notification and immediate dismissal from that campout.
4. Members of Troop 191 are expected to respect each other. Any behavior, which injures, demeans, or offends other members of the troop is not acceptable and will not be tolerated.
5. Scouts are expected to respect the adult leaders of the troop and to accept their directions and decisions. This is of utmost importance on any scout outing. Leaders make decisions with the safety of our scouts in mind.
6. Scouts are expected to adhere to the buddy system on any scout trip. No scout should wander off alone on any trip for any reason.
7. Scouts will refrain from using foul language or participating in any lewd conduct.
8. Scouts are expected to honor the scout code of "leaving no trace" during camping trips. This means leaving the area as it is found. Pick up your trash and remove all supplies from the campsite. Put out all fires. Troop 191 will not tolerate any actions, which result in the unnecessary destruction of nature. This includes injuring or killing wildlife.
9. Troop 191 is a scout lead troop. As such, scouts are expected to take direction from the senior patrol leader as well as their own patrol leader. On any troop campout, each patrol member should have a specific job or responsibility. Scouts are required to perform their jobs so that the patrol can function properly and fairly.
10. Troop 191 provides basic camp gear to its members. It is expected that all tents, tent components, cooking supplies, etc. be cleaned and promptly returned to the cabin following the trip. Failure to do so may result in financial liability against the offending scout.

Failure to obey the above guidelines can result in dismissal from the activity in question. Serious and respective offenses will be handled in a board of review and can result in probation or dismissal from the troop.

Smoking and Drinking

Troop 191 supports the policy of the Boy Scouts of America that the use of alcoholic beverages and controlled substances is not permitted at encampments or activities on property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members. Troop 191 also supports the attitude that young adults are much better off without tobacco. Leaders MAY NOT ALLOW the use of tobacco products at any BSA activity involving youth participants.

(Guide to Safe Scouting, 1998 printing)

Cabin Policy

Troop 191 meets weekly at the Scout cabin on Pomeroy Avenue in Avondale. The cabin is rich in scouting history, and is maintained through the generous donations and hard work of the Avondale Fire Company, the scouts, adult leaders, parents, community businesses and other volunteers. It is available to other Boy and Girl Scout Troops for rent at a nominal fee. The cabin is a valuable resource for Troop 191 and we are fortunate to have as a part of our scouting experience.

All scouts are expected to treat the cabin as they would someone else's home. This means that all scouts, leaders, family members, and visitors have the following responsibilities regarding use of the cabin:

- Safety is a first priority. Adults are asked to help maintain a safe environment for all scouts and other children at any cabin activity. Scouts are expected not to behave in an unsafe, irresponsible, or reckless manner.
- Everyone helps to keep the cabin clean and well maintained. Periodic cleanup weekends are scheduled, and all scouts and parents are expected to attend as many of these as possible.
- Scouts will not leave trash in the cabin and will be asked to help sweep, pickup, organize or otherwise clean up as a part of the regular meeting schedule. These duties will be equally shared among all members of the troop.
- All scouts will take personal responsibility in helping to insure that the contents of the cabin are properly cared for. This means that scouts will not break or abuse the cabin fixtures and equipment, and will promptly bring to the attention of the leaders any misuse that occurs.
- A parent may be called if a scout has ignored or intentionally disregard the above guidelines. In some cases the parent may be asked to immediately remove the child from the activity to maintain a safe and respectful environment for the other scouts.
- Parents are expected to drop scouts off in a timely manner for meetings, preferably 10 minutes before the meeting is to begin.
- Parents are responsible for supervising siblings they bring to the cabin during meetings or other events. Parents may not leave siblings of scouts unattended or unsupervised at the cabin.
- Parents are expected to be at the cabin for pickup of scouts at the end of the meeting. Leaders will stay with the scouts until all pickups are made, BUT the leaders dedicated many hours to helping the troop, and waiting for pickups, either after meetings or events is a poor use of their valuable time. Please respect their commitment by being on time. Meetings end at 8:30PM. Please be prompt.
- Scouts will sign in and out, at overnight or weekend cabin events. Please make sure that leaders are aware of whether a scout comes late or leaves early from a cabin, or any other event.

Troop Website Policy

1. The purpose of the troop website is as a secondary source of communication to members of the troop and community.
2. Website content must adhere to the Scout Oath and Law.
3. All content and linked material should be in accordance with the policies governing the Boy Scouts of America. Content should not be offensive or political in nature.
4. The site should be maintained in a timely fashion and have a professional appearance, as it reflects on the troop and BSA as a whole.
5. Links to other sites should be checked that the content encountered is appropriate.
6. A disclaimer should appear on at least the home page stating that the site is not an official BSA site and, as such, does not represent the BSA or Chester County Council.
7. Privacy
 - a. Scouts under the age of 18 may not be identified except by their first name and last initial, like John D. for John Doe. No contact or personal information may be posted on the site for youth members.
 - b. Photos of scouts under age 18 are to be posted only in a password protected area of the website..Contact information for adults should be kept to a minimum. Written permission must be obtained to use adult contact information, i.e. phone, email and address in the public domain.
 - c. Any email addresses posted in the public domain must be disguised with special characters to minimize spam.
 - d. Youth information should not be gathered over the internet.
8. Information and pictures should not be borrowed or lifted from other sources without written permission. Copyright laws must be respected.
9. The site should avoid any commercial advertising, including logos, because the actions of another entity are beyond our control.
10. New content should be submitted to the troop committee person responsible for content review, before being published.

Financial Responsibility

Troop 191 income is derived from scout dues, fundraising proceeds and donations. Dues normally comprise the largest source of income for the troop. These proceeds are used to operate the troop and to purchase needed supplies. Scouts and their families are expected to remain current on all financial obligations.

- Dues are currently \$6.00 per month should be paid either monthly or in a one-time \$72.00 installment.
- Trip fees are expected to be paid in full PRIOR to the trip. Failure to do so will result in exclusion from that activity.
- Food money should be paid to your patrol leader prior to the trip. This ensures that the scout responsible for purchasing food has abundant funds prior to his shopping trip.
- BSA registration fees are due each November. We will notify scouts of this date each year.

Failure to remain current on financial matters can result in delays in scout advancement and exclusion from trips. Troop committee will review serious matters and appropriate measures will be taken.

Troop 191 Activities Fund (Fundraising Program and Policies)

PURPOSE: The purpose of this account is to promote individual scout participation in Troop 191 activities by provided a source of funding to offset certain expenses associated with scouting. Several of our activities including annual ski trip, whitewater rafting trip, and summer camp can be rather expensive. By participating in a troop approved fundraising activity, scouts can accrue a share of the net proceeds to be used for these troop-approved activities. Net proceeds from fundraising activities will be divided between the Troop General Account and the Troop 191 Activities Fund. The troop committee will determine the percent allocation of specific fund raising proceeds between the two accounts

Please note: The money allocated to a scout's individual activity account is the Property of Troop 191, not the individual scout, and is provided to encourage his participation in our programs and to reward him for his contributions to our fund-raising effort.

ELIGIBILITY: Scouts who are current active members of Troop 191, have no outstanding debts to the troop (e.g. overdue trip fees, dues, membership fees), and have participated in fundraising activities are eligible. Any scout who is not current on his financial obligations will not be able to access his account until all outstanding debts are satisfied. Scouts who leave the troop will forfeit any unused balances remaining in the account.

CREDITING OF ACCOUNT: Money will be credited to the individual account in proportion to the scout's participation level in each fundraising activity. (Example: 10 scouts participate in a fund-raiser requiring 5 hours of work from each boy. Proceeds from the fund-raiser equal \$1,000. The money is split \$500.00 into the troop general account and \$500.00 into the troop activity account. Each scout who participated would be credited with \$50.00 in his individual activity account.) Units of participation may be tabulated differently for each fund-raiser depending upon the nature of each event. Account balances can be carried from year to year but must be used for approved expenses prior to leaving the troop. The

treasurer will maintain records and distribute quarterly statements to scouts and their parents detailing all account activity. No interest will be paid on these accounts.

ACCESSING OF ACCOUNTS: When sufficient funds have accrued, the scout (with parental approval) can access the account to pay costs associated with certain troop activities or troop committee approved events. To avoid overwhelming accounting issues, individual withdrawals are limited to expenses exceeding \$25.00.

APPROVED EXPENSES: Any individual Troop 191 sponsored activity exceeding \$25.00. Examples of approved activities include summer camp at Camp Horseshoe, Ski Trip, and the Whitewater Trip. Other sanctioned uses include costs for BSA High Adventure camps (Florida Sea Base, Philmont, Northern Tier), National and International Boy Scout Jamborees. These latter events require the approval of the Troop Committee.

UNCOVERED EXPENSES: Trading post expenses at summer camps, scouting equipment and uniforms, Troop 191 activities costing less than \$25.00 and any non-Scouting related costs.

FORFEITURE OF UNUSED BALANCES: Any scout who leaves Troop 191 will forfeit any rights to the unused balance in his individual activity account. Any remaining funds will be transferred to the Troop 191 General Account.

EXCEPTIONS: The Troop Committee will consider on an individual basis exceptions to the above rules. In cases of hardship or financial need, the troop committee will consider the application of these funds for other scouting expenses.

ADULT ACCOUNTS: **The purpose of the adult reimbursement account is to eliminate the need to write numerous checks after every trip to reimburse adults for driving and other reimbursable expenditures. These accounts should not be co-mingled with donations/earnings from fundraisers, as money in adult accounts can be paid out on demand with no specific purpose required, whereas fundraiser income is given to the troop and must be used for approved activities of the troop. Monies in the adult accounts *may* be used for scouting activities.**

MODIFICATIONS: The Troop Committee reserves the right to modify or discontinue this plan at any time and without notice.