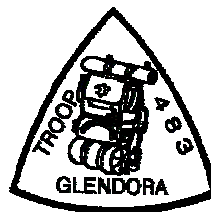


**TROOP 483**  
**Glendora, CA.**  
 Boy Scouts of America  
 United Methodist Church Glendora, CA  
 Effective April 1, 2007



# General Information, Operating Procedures and Policies

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# TROOP OPERATING POLICIES AND PROCEDURES

## About our troop

### Chartered Organization

United Methodist Church, Glendora, CA. Originally Chartered January 5, 1954

The unit charter of Troop 483 is granted by the San Gabriel Valley Council, Boy Scouts of America accordance with the requirements of the bylaws, rules and regulations of the Boy Scouts of America.

## Ideals

The ideals of Scouting are spelled out in the Scout Oath, Law, Motto and Slogan.

### The Scout Oath or Promise

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 Motto

"Be Prepared"

### Scout Slogan

"Do a Good Turn Daily"

### The Scout Law

A scout is:  
Trustworthy  
Loyal  
Helpful  
Friendly  
Courteous  
Kind  
Obedient  
Cheerful  
Thrifty  
Brave  
Clean  
Reverent

### Outdoor Code:

As an American I will do my best to:  
Be clean in my outdoor manner,  
Be careful with fire,  
Be considerate in the outdoors,  
and  
Be conservation minded.

# General Troop Information

## Policy Statement

Troop 483 will follow and incorporate all the policies, rules, procedures and bylaws of the Boy Scouts of America in the use of this Scouting program. It shall also follow all policies and procedures that currently pertain to all youth organizations sponsored by the church.

## Troop Meetings

**When:** Troop meetings are held every Monday night year round from 7:30pm to 9:00pm with the exception of some holidays and Christmas Break. Please be punctual. The meetings are for all Scouts registered with the unit and guests.

**Where:** Glendora United Methodist Church, 201 E. Bennett Ave., Glendora, CA. Basement or scout room.

## Patrol Meetings

Patrols are expected to hold at least two Patrol meetings per month. At least one of these meetings should be held outside of scheduled troop meetings. Time and dates are to be approved by the Scoutmaster or associated Patrol Advisor and be held with proper adult supervision. Any patrol meeting which includes travel by auto or an overnight activity not located at a patrol member's home or immediate area requires a BSA tour permit and 2 deep adult leadership per council and BSA requirements.

## Patrol Leaders Council Meetings (PLC)

The Patrol Leaders Council (PLC) meets on a regular basis or as called for by the Scoutmaster. This meeting is for all Patrol Leaders, Assistant Patrol Leaders, Troop Guide, Scribe, Assistant Senior Patrol Leader, and Senior Patrol Leader. The Senior Patrol Leader and the Scoutmaster are responsible for conducting the meeting. The Junior Assistant Scoutmaster should attend this meeting and will vote only in the case of a tie.

## Troop Committee Meeting

Meetings are held the 3rd Tuesday of each odd numbered month, 7:30pm to 9:00pm or as called by the Troop Committee Chair. This meeting is for all Troop Committee Members, the Chartered Organization Representative, Scoutmaster and Assistant Scoutmasters. Scout parents and members of the church may attend this meeting. The Senior Patrol Leader and Junior Assistant Scoutmaster, or their appointees may attend this meeting. Other scouts may attend this meeting if invited or upon their request following approval by the committee.

## Parent's Meetings

Special Parent Meetings will be scheduled and announced as needed.

## Registration and Fees

Each Scout must complete a Boy Scouts of America (BSA) registration form which the parent or guardian must sign, prior to participation in any Scout activities. The registration fee is paid when the boy joins the Troop. The cost includes Boys' Life, the official Scouting magazine. Registration is every October and these fees must be paid every year prior to October 31st.

### Fees as follows:

#### Scouts

Full Year January through December	\$ 65.00
Full Year including red troop activity shirt	75.00
Partial Year March through September (new scouts only, includes Troop 483 red activity shirt)	65.00

These fees include BSA fees, Boys Life Magazine, awards, and monies for the Troop's reserve fund.

#### Adults – requires adult application

Full Year October through September	\$ 10.00
Full Year including Troop 483 red activity shirt	20.00
Merit badge counselors – no fee, adult application only	0.00

Extra Troop 483 red activity shirt	10.00
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Fees are payable in full before October 31. Scouts and Adults that have not paid their fees at charter renewal may be dropped from the rolls. Fees are to be made payable to "Troop 483" and given in person to the treasurer or their appointee.

To insure that all scouts have an opportunity to participate in the troop and troop activities, financial hardships should be brought to the attention of the Scoutmaster or the Charter Organization Representative. This information will be handled discreetly.

### Dues

At this time troop 483 does not collect dues as the dues amounts have been incorporated into the annual registration fee and fund-raiser participation. It is strongly encouraged that all troop members participate in Troop related fund-raisers. Please remember, "A Scout learns to pay his own way".

The treasurer with the assistance of the Scoutmaster and PLC will complete a projected annual troop budget in August and present it to the troop committee for approval. All expenditure over \$100 must have prior approval of at least 3 committee members.

### Fund-Raising – Incentives

Fund-raising events allow the troop to keep the registration costs down, eliminate the need for dues collection and provide funds for troop expenditures such as equipment, supplies and activities. Plans for fund-raising projects for the troop will be presented to the Troop Committee for approval. When required, fund-raising activities will be approved through the council. All scouts are encouraged to participate in fundraising events. Families may choose to donate in lieu of participation in a fund-raiser. Individual patrol fund raising activities are acceptable but must be approved by the Troop Committee and the Scoutmaster. Distribution of funds received from individual patrol fundraisers will be handled on a case-by-case basis.

### Additional Costs/Transportation

The cost of food for outings will be shared equally by all of those who attend. This money needs to be paid PRIOR to the outing and needs to be paid in cash to the respective Patrol Leader, adult leader or their appointee. All other fees and monies (i.e.: camping fees, transportation fees, etc.) related to an activity will be

paid to the respective Patrol Leader, adult leader or their appointee who will deliver it to the Troop Committee Treasurer or their appointee. Special events that will incur cost for the Scout (i.e.: camporee, special outings, etc.) will be the responsibility of those who attend. At times there may be Unit fund-raising projects to defray these costs. Depending on the activity, a fuel charge may be added to the cost for out of the area activities and campouts.

## **Transportation Requirements**

Parents will be asked to assist with transportation needs of the troop during the year. All drivers must have a valid driver's license and be at least 21 years of age to transport Scouts. All adults who drive must provide the following information for the troop insurance roster: name; valid driver's license number; year, make and model of vehicle; number of passengers; number of seat belts; insurance coverages as follows: public liability – each person, public liability – each accident, property damage. Insurance coverage must meet or exceed the minimum required by law in the State of California. The current minimum insurance coverage for the State of California is \$15,000/\$30,000/\$5,000. It is recommended, however, that coverage limits are at least \$50,000/\$100,000/\$50,000 or \$100,000 combined single limit.

## **Accident/Health Insurance**

It is suggested that every parent or legal guardian should have health/accident insurance on his or her Scout and other family members who are attending a scout outing. The unit and council provide additional secondary accident insurance.

# Uniform Requirements

## Uniforms

It is recognized that Scout uniforms are expensive! However a Scout or adult leader is encouraged to obtain a uniform as soon as possible. Each Scout should have his uniform when he receives his Scout badge. The troop has a limited supply of "experienced" uniforms available on a first come first served basis for those who can use them. There will be no charge for the uniform with the understanding that when the Scout or adult is through using it he/she returns the uniform to the quartermaster for "reassignment". Uniforms and other Scout accessories can be purchased at the East Side Scout Shop in Covina and Smiser Center Scout Shop in Pasadena.

The Boy Scouts of America has always been a uniformed body. The uniforms help create a sense of belonging. They symbolize character development, citizenship, training, and personal fitness. Wearing the uniform gives the youth and adult members a feeling of personal equality, identification, achievement and commitment.

### CLASS 'A' UNIFORM:

- SHIRT Official Boy Scout Tan Shirt with red epaulets and a minimum of the following patches: Council Patch, District Patch (optional), Unit Numerals, Rank, Patrol Patch, US Flag, Leadership Position (if applicable), World Brotherhood Crest (optional). Other BSA authorized patches are optional but must be worn in the proper position on the shirt. Shirts are to be tucked into the pants at all times.
- PANTS Official Boy Scout Green Pants or Shorts or Green Pants or Shorts of the correct size and same color as the official Boy Scout type. No stripes or patches. No Tan, White, Blue, Black or any color other than the Green described above.
- BELT Official Boy Scout green web belt and brass or black plastic buckle
- NECKERCHIEF Troop 483 red neckerchief and Official BSA slide or decorative slide of your choice approved by the Scoutmaster. The neckerchief should be properly rolled and worn under the collar.
- HAT If worn must be an Official BSA hat. No other type of hat is allowed with this uniform. Hats are optional and not to be worn indoors.
- SHOES Preferably dark shoes or hiking boots, however light colored shoes will be accepted if clean.
- SASH Displaying Merit Badges you have earned. Worn over the right shoulder, not folded over the belt. Required when the scout has earned 3 or more merit badges.

### CLASS 'B' UNIFORM:

- SHIRT Official Boy Scout Tan Shirt - Patch requirements are the same as for Class A Uniform
- PANTS Green or Tan Pants or Shorts NO BLUE JEANS. Pants and shorts must be plain with no stripes or patches.
- NECKERCHIEF Troop 483 red neckerchief and Official BSA slide or decorative slide of your choice. The neckerchief should be properly rolled and worn under the collar.
- SHOES, HAT Appropriate for the event taking place.

### CLASS 'C' ACTIVITY/TRAVEL UNIFORM:

- SHIRT Official Troop 483 RED T-Shirt
- PANTS Left to the Scouts discretion. Appropriate for the activity.
- SHOES, HAT Appropriate for the activity.

**CLASS A UNIFORMS will be REQUIRED as follows:**

At ALL TROOP Courts of Honor, EAGLE Courts of Honor, Official Scout functions, ALL Scoutmaster conferences, ALL Boards of Review, any official function of Community Service such as Flag Retirement, City Council Meetings, Official Flag Ceremonies, Color Guards, and when notified by leadership.

**CLASS B UNIFORMS will be required as follows:**

At all Troop Meetings, Community service functions and certain other events when notified by leadership.

**ACTIVITY UNIFORMS will be required as follows:**

At all Troop Sponsored activities not included above such as hikes, camping trips, backpacking trips, Eagle projects, community service work projects such as Trail days or forest restoration, and when notified by leadership. You are required to wear the RED SHIRT for travel to and from an activity. Red shirts are worn to make scouts more visible and to comply with BSA insurance requirements.

**Please refer to the front and back covers of the Official Boy Scout Handbook  
for proper placement of insignia on the shirt,  
or please see the Scoutmaster or another adult leader.**

# Code of Conduct

## General

Along with the opportunities that Scouting offers comes to each Scout the obligation to conduct himself during Troop meetings and activities in a manner that is consistent with the characteristics called for by the Scout Law. Among other expectations of the Scout will be a display by him of courtesy and helpfulness to others and obedience to Junior and Adult Leadership. Also, compliance with safety and troop operation rules will be emphasized and required.

Parents are encouraged to remind their Scouts that his behavior during Scouting activities will reflect on his Patrol, Troop, his family and all who contribute their time and attention in support of the Troop. If a Scout finds himself unable to obey the Scout Law during Troop Meetings and activities his parents will be notified and his opportunities to participate in future activities may be restricted

No smoking will be allowed by youth or adults in the direct contact or in the vicinity of Scouts. The "NO SMOKING" rule will be in effect at any meetings. Adults who are accustomed to smoking must do so out of sight or smell of the Scouts. Scouts that smoke will not be allowed to do so while on a Scouting Activity and will be held to the Code of Conduct.

No intoxicating liquors or illegal drugs may be used in connection with any troop activity by Scout, adult Scout leader or any others in attendance. This policy will be strictly enforced.

Scouts and Adults are expected to conduct themselves in a courteous manner at all scouting events. The following items and activities will not be tolerated:

- Swearing / Offensive language
- Fighting
- Stealing
- Vandalism of public property
- Purposely damaging someone's property
- Misuse of fire
- Misuse of cutting/wood tools
- Disobedience
- Disrespect
- Name-calling
- Hazing
- Smoking
- Illegal drug use
- Possession of illegal drugs
- Use of alcoholic beverages
- Possession of alcoholic beverages
- Harassment of wildlife
- Leaving the area without notifying an adult
- Unauthorized possession of a firearm
- Unauthorized possession of explosives

This is not a complete list and will be modified as necessary to maintain the standards and safety of the troop. Violations of items listed and other actions deemed necessary of disciplinary action may include but not be limited to: Patrol Leader's Council Disciplinary review; Disciplinary Scoutmaster Conference; Disciplinary Board of Review; revocation of privileges, suspension from the troop or troop activities; dismissal from the troop.

Additional rules and suggestions are located in the section "Outdoor Activities". Please read that section for more detail on knives, fires and food storage.

## **Grievances**

Use of the chain-of-command within both the youth and adult leadership is encouraged whenever possible. For minor grievances, Scouts should first talk with their Patrol Leader, who may take the matter up with the Senior Patrol Leader. The Senior Patrol leader, in turn may utilize the Patrol Leaders' Council and/or the Scoutmaster as resource to settle disputes or resolve issues. Similarly, Assistant Scoutmasters are encouraged to bring issues to the Scoutmaster's attention for resolution. The Scoutmaster may utilize the Committee Chairman or any member of the Troop Committee as necessary.

For major grievances, disputes, and infractions of the "Code of Conduct", the Scout may go to any adult directly for resolution.

Parents who perceive inequities or any infractions of the "Code of Conduct", or wish to discuss any issue, are encouraged to speak with the Senior Patrol Leader, Scoutmaster and/or an Adult Leader to resolve any concerns.

# Outdoor Activities

## General

The Troop will strive to conduct at least two scheduled activities per month. Generally that would include one camping trip and one activity. The number of events planned and the success of these trips depend on adult participation. All outings require "Two Deep Leadership" that is, at least two adult leaders to be present, with at least one BSA registered who has a current Youth Protection Training (YPT) number.

Parents are invited to participate on all of our activities whenever possible by providing transportation, leadership, chairing a Troop Committee position or assisting in other areas when asked. It is expected that any adult attending a Troop function will assist with the outing by providing general leadership and assistance to the leaders of the outing.

## Outdoor Policy

During outdoor activities all Scouts, Adults and attendees will adhere to the "Outdoor Code" and will follow the principles of "Leave No Trace" whenever possible.

***Note: The BSA two-deep leadership policy will pertain to all troop functions.***

Scouts and adults from other troops who are invited to participate in troop activities or outings must have patrol leaders council and troop committee approval in advance.

## Health Information/Medical Forms/Permission Forms/Tour Permits

### Medical

Each Scout will have a Class I medical form on file. The parent and/or legal guardian will complete a health questionnaire yearly and updates information as needed. Binders containing medical information, medical release forms and a current copy of the BSA Guide to Safe Scouting are to be in the possession of the Tour Leader and the Assistant Tour leader at all outings. Additional copies of the medical information binder may be distributed to other adults in the group to insure the availability of the information contained in the binder during the activity taking place.

Each Scout attending summer or other longer term camps must have a Class II medical form with the physical examination section signed and dated within the past three years. It will be kept on file with the Troop.

Each Adult Scout Leader who attends summer camp with the Troop must have an annual Class III medical form on file with the Unit.

### Permission Slips

Permission forms will be required for all troop activities that require transport of Scouts away from the regular meeting place. The permission form is mandatory and a Scout will not be allowed to participate in scouting activities without it. The permission slips will be given out in advance and will contain useful information.

### Tour Permits

Tour permits will be required for all overnight trips as well as all other activities that require transportation to the site. Tour permits are to be filed with the council prior to the beginning of a trip by the tour leader. A copy of the tour permit receipt is to be kept with the leader during the outing.

# Equipment

## General

The first item each Scout should obtain is the Boy Scout Handbook. The handbook is a valuable tool, which contains information on rank requirements and general information on the Scouting program as well as numerous equipment and checklists for a wide variety of activities. The Boy Scout Handbook is needed at every Troop meeting and should accompany every scout on outings along with the 10 essentials.

## Camping Equipment

When applicable, Troop 483 will provide tents, stoves, lanterns and basic group cooking equipment. This equipment is expected to be treated as if the Scout or Adult owned it. If any damage to troop equipment is done in a negligent manner, the Scout or Adult will be expected to replace such equipment or pay for repair. Patrols have the responsibility of cleaning and maintaining the equipment. Major repairs will be coordinated/completed by the Troop adult Quartermaster and/or his scout Quartermaster(s).

The troop does not provide or allow disposable plates, cups or utensils for camping trips. It is each person's responsibility to provide his or her own reusable personal equipment for this purpose. This rule does not include the use of disposable plates, cups or utensils for special events, picnics, bar-b-ques, Courts of Honor, etc.

In order for the scouts of Troop 483 to "Be Prepared" for activities we engage in, the following list of items has been prepared. The items on this list are mandatory for all scouts in the troop. Please note that the 10 essentials should be placed into a small fanny pack, daypack or stuff bag and are required to be taken on outings unless notified otherwise.

### "The Ten Essentials"

- Pocketknife - Folding variety preferably with at least one blade of the locking type.
  - First Aid Kit - Refer to the Boy Scout Manual for the proper items. Include Pencil and paper.
  - Rain Gear - Rain poncho or rain jacket.
  - Water Bottle – Plastic or Nalgene - At least one quart /liter size (32 oz) or more. Filled with water!
  - Flashlight – Include extra batteries and an extra bulb. Recommend a small size for weight savings.
  - Matches and Fire Starter - Place matches in a waterproof container. Include a candle stub.
  - Sun Protection - Sunscreen, hat, etc.
  - Map and Compass – Orienteering compass should have a clear base plate and scale, it should be easy to read.
  - Extra Clothing - Socks, pants, shirt, jacket, gloves.
  - Trail food - GORP, granola bars, energy bars, dried fruit, nuts, etc. NOT A LOT OF CANDY
- **11<sup>TH</sup> UNOFFICIAL ESSENTIAL – A WHISTLE**

### Other required items:

- Personal eating utensils - Fork, spoon. (you already have a knife in the ten essentials)
- Personal unbreakable cup or mug - Something that can be used for hot or cold fluids.
- Personal mess kit, aluminum pie plate, or unbreakable plate.
- Personal toiletries - Toothbrush, toothpaste, comb or brush, facial tissue or toilet paper.
- Something to carry the above items in - Suggestions are a medium size fanny pack, small day pack or combination of these two items.
- Sleeping bag - Should have a temperature rating of at least 30 degrees F or colder. Car camping; any style will work. Backpacking; Mummy style, **synthetic** filling total weight 2.5 to 3.5 pounds.
- Sleeping pad, Ensolite, Thermarest or equivalent. At least ¾ length.
- Boots - General activity; lightweight hiking boots are sufficient. Heavy backpacking; sturdy well-supported boots are better. These don't need to be expensive just comfortable and supportive.
- Frame pack, either internal or external for backpacking trips. For younger scouts these may be rented or borrowed. Include extra pins for the frame and sleeping bag straps.
- 25 – 50 feet of cord or rope. 1/4 to 3/8 inch diameter.

## **A word on Knives...**

Besides being cumbersome to use and unnecessary in most situations, it is the policy of the BSA NOT to allow any KNIVES with a blade over 4" (inches) long to be worn or carried during any Scout functions or outings. The exception is kitchen knives, which may be used in the cooking area only and must be stored in the patrol box. Any violation will result in an adult taking the knife from the Scout and then returning it to his parents. All scouts must first earn the Totin-Chip card before they may carry any metallic bladed knife. Repeated violations may lead to the scout not being allowed to attend outdoor events or severely restrict the activities they may attend.

No Scout will be allowed to carry a hand ax or hatchet without the prior approval of the Scoutmaster or outing leader. Axes and saws are to be used by those Scouts who have earned the BSA Totin-Chip Card and then only for a task that requires the use of an ax or saw. The Troop will provide any qualified Scout the use of the Troop ax or saw.

## **Matches and Firestarting materials**

Matches are tools not toys. Before a scout can carry matches and/or firestarting materials in his equipment he must earn the Fireman's Chit. Any scout found playing with matches will immediately lose the privilege of carrying matches and his Fireman's Chit will be revoked. Only after completing corrective items as directed by the Scoutmaster on the misuse of fire and satisfying the Scoutmaster that he may again be trusted with matches may he re-earn his Fireman's Chit and carry matches and fire-starter. Repeated violations may lead to the scout not being allowed to attend outdoor events or severely restrict the activities they may attend.

## **Food in tents, sleeping bag or sleeping area**

No food or other odorous items such as: candy; gum; jerky; cookies; toothpaste; deodorant; granola bars; hot cocoa; soft drinks, etc. will be allowed in tents, sleeping bags, or the sleeping area at any time. Improper food storage can be a violation of the law in an outdoor setting and create conflicts with local wildlife (bears, coyotes, squirrels, etc.). Scouts and Adults are expected to abide by this rule. Repeated violations may lead to the scout not being allowed to attend outdoor events or severely restrict the activities they may attend.

## **Electronics**

In order to provide an opportunity to experience the natural environment during outings, electronic entertainment items such as, but not limited to: radios, CD players, Game Boy or other electronic games will not be allowed during any camp or outing without prior approval of the outing leader.

An exception to this rule will be for the purpose of entertainment for the travel portion only of a trip where the distance or travel time would exceed 125 miles or 2 hours. When used in a vehicle during travel, the driver of the vehicle has the final word on the use of electronic items and may set rules for their use on a case by case basis. Once at the outing location all electronics will be given to the outing leader for safe keeping until time to leave, when the electronics will be returned to the scout. Unauthorized use of electronics will result in the loss of the privilege outlined above and the adult leader will take the electronic item. Any electronics taken by the leader will be returned to the scout or the scout's parent after the group has arrived home from the trip.

Appropriate musical instruments, playing cards, or other non-electronic games are not included in this rule and may be taken on outings and campout.

## **Electronics Exclusions**

To provide for communication between vehicles, groups or for emergency situations handheld two-way radios (FRS, CB, HAM, etc.) may be used on any outing or activity where appropriate. Due to the need to conserve battery power for required conversations, unneeded radio use is discouraged. Cellular phones are also allowed, however, the use of cell phones during outings should be confined to situations requiring outside communication and not general conversation.

GPS receivers are not included in the electronics rule and may be used during any activity when appropriate. Other non-entertainment electronic items may be allowable, if you are in doubt check with the activity leader for an answer.

# Troop Structure

## General Leadership Information

The Troop's primary leadership is provided by the boys in the unit and is to be run by the youth. The senior youth leader is the Senior Patrol Leader and all other youth leadership is under this position. All adults serving in this program are VOLUNTEERS, age 18 and over and serve in advisory positions to ensure that all activities of the unit follow the rules, regulations and policies of the Boy Scouts of America. The Scoutmaster and his Assistants serve to provide a quality program for the Scouts. The Troop Committee is comprised of charter organization member and scout parents to provide administrative and other support to the Scouts, Scoutmaster, parents and the Troop in general.

The Sponsor appoints a Chartered Organization Representative (COR) who acts as the spokesperson between the Scouting Unit and the Church, the Unit and District, and the Unit and Council. The Church also selects and appoints a Troop Committee Chair who supervises the Unit Committee in providing administrative support, selecting and approving of unit leaders assuring the troop programs meets the aims of the church, BSA and other needs of the Troop. The Troop committee and Chartered Organization Representative appoint the Scoutmaster. The Scoutmaster is in charge of the actual troop program and activities. The COR will assure quality leadership. The chartered organization has primary responsibility to supply the leadership for the troop and overseeing of the Scouting program.

## Junior Leadership

The following are a list of leadership positions within the troop:

- Senior Patrol Leader (SPL) Top elected Scout Leader
- Assistant Senior Patrol Leader (ASPL) Appointed by the SPL with approval from Scoutmaster
- Patrol Leader (PL) Elected
- Assistant Patrol Leader (APL) Appointed by the Patrol Leader with the approval from the Scoutmaster

Other junior leadership positions appointed by the Scoutmaster with the advice and counsel of the SPL:

- Troop Guide
- Instructor
- Quartermaster
- Scribe
- Librarian
- Historian
- Chaplain Aide
- Den Chief
- Bugler/Musician
- Junior Assistant Scoutmaster - A senior scout appointed by the Scoutmaster

All positions listed above are acceptable for the leadership requirements for advancement, however, leadership must be evident, merely wearing the patch or having the title does not constitute leadership. Consult the Troop Leadership Position Guide for detailed qualifications and descriptions of responsibilities for the leadership positions listed above.

Note: In the event the Senior Patrol Leader, the Assistant Senior Patrol Leader(s) are absent for any reason at a Troop function, the Patrol leader with the highest seniority will temporarily assume the duties of the SPL for that function.

## **Patrol Organization**

### **Patrol positions appointed by the Patrol Leader**

- Assistant Patrol Leader
- Patrol Scribe
- Patrol Quartermaster

It is intended that patrol assignments will remain intact for a period of 18 months to two years at a time. Minor changes may occur during that time to adjust for Scouts who are elected, appointed or assigned to a different position in the troop and for additions and deletions from the patrol roster.

## **The Patrol Leaders Council (PLC)**

The elected junior leaders of Troop 483, known as the Patrol Leaders Council (PLC), working under the guidance of the Scoutmaster or his/her designee, are responsible for the Troop program. This includes planning and carrying out Troop meetings and outdoor programs.

In order to properly represent the members of the Troop, Patrol Leaders are requested to meet on a regular basis for a PLC meeting. Each Patrol Leader, or in his absence the Assistant Patrol leader or appointee, must represent his own patrol, and relate their needs and concerns. He must participate in the Troop's planning and decision-making, and help plan outdoor events. The Senior Patrol Leader, or the Assistant Senior Patrol Leader or appointee in his absence, will preside over this meeting and will call for any votes. The Troop Scribe will record any decisions made and will prepare them to be reviewed by the Scoutmaster.

Other youth and adults may be invited to the PLC by the Senior Patrol Leader to assist with planning of activities as needed.

## **Patrol Leaders Council Voting**

The Senior Patrol Leader and Patrol Leaders will vote on all issues and proposals at the PLC. Each member of the PLC will have one vote. Issues concerning policy, equipment purchase, Troop events must be first voted on at a PLC, and then be ratified and approved by the Scoutmaster and finally by the Troop Committee. A quorum, at least 2/3 of the PLC voting members must be present before a vote can be taken. The Junior Assistant Scoutmaster will cast a vote in the case of a tie.

## **Troop Elections**

Elections will be held in May and November for the selection of the Senior Patrol Leader and Patrol leaders.

Elections will be overseen by the Scoutmaster. Troop members will be notified in advance to attend the meeting and of its purpose. Ballots will be made secret. The Senior Patrol leader must be elected by a majority of the youth members present at the election. Patrol leaders will be elected by a majority vote in each patrol by secret ballot. No adult leaders may vote.

Please consult the Troop 483 Leadership Positions Guide for detailed qualifications and descriptions of responsibilities for the positions mentioned above.

## **Adult Leadership**

### **Troop Committee**

The troop committee responsibilities are:

- Supporting the Scoutmaster in the delivery of a quality troop program.
- Handling of troop administration.

The troop committee will consist of three or more of the following positions:

- Committee Chair
- Chartered Organization Representative
- Activities Chair
- Camping Chair
- Treasurer/Secretary
- Advancement Chair
- Quartermaster
- Scoutmaster

Troop committee members may perform more than one duty if needed in support of the troop.

### **Voting**

Only Troop Committee Members, Registered Adults and COR will have a vote on issues or proposals presented at this meeting. Voting can only take place during a regularly scheduled meeting, or in the event of an emergency, during the course of an emergency meeting as long as attempts have been made to contact all committee members to notify them of the meeting and its purposes in advance. Issues that require a vote should be brought up for a discussion during a meeting and placed on the agenda. A committee member must be present to vote. No proxy or absentee votes will be allowed. Issues and or proposals that are voted on, and passed, shall become effective immediately.

A minimum of 3 Troop Committee members must be present at any troop leaders meeting in order to form a quorum. Once a quorum has been established, any regular business can be conducted and issues voted upon. Note: The Troop Committee and Chartered Organization Representative will approve ALL adult Leadership positions.

### **Troop Adult Leadership Requirements**

The troop adult leadership may consist of but is not limited to:

#### **Scoutmaster (Unit Leader)**

Shall be an adult, age 21 or over. He will work in cooperation with Youth and Adult Troop leaders to bring Scouting to the members of the unit. Will serve as a liaison between the Troop Committee and the Troop. Will need to complete applicable Scoutmaster leadership training as well as but not limited to: Youth Protection Training, Safe Swim Defense, Safety Afloat, Basic/Standard First Aid, CPR, High Adventure Outing Leader Training.

## **Assistant Scoutmasters**

Shall be at least 18 years old, but at least one Assistant Scoutmaster must be at least 21 years or older. They will help provide the two-deep leadership that ensures continuous, effective management of the Scouting program. The Assistant Scoutmasters are appointed by the Scoutmaster and with the approval of the Troop Committee and the Chartered Organization Representative. Specific duties are based on experience and training. There should be at least one Assistant Scoutmaster for the troop although several with each having responsibility for a specific area is preferable. In addition there should be at least one Assistant Scoutmaster assigned per patrol to serve as a patrol advisor. Assistant Scoutmasters and all Registered Adults are encouraged to complete the training outlined in the Scoutmaster section above.

In the event the Scoutmaster cannot perform his duties, the Troop Committee Chair and Chartered organization Representative will appoint the best qualified troop leader to perform those duties, until the Scoutmaster can resume them.

## **Training Information**

Trained adults are required at all troop activities. Certain activities will require specific training in order to be allowed. The lack of trained adults will result in the cancellation of the activity or outing.

The following is a list of training materials and/or classes that are suggested by the BSA and available through the troop, district or council.

- Adult Leader Specific Training (includes Scoutmaster Fast Start)
- Youth Protection Training (YPT)
- Safe Swim Defense
- Safety Afloat
- CPR
- Basic/Standard First Aid
- High Adventure Outings Leader Training (HAT)
- Boy Scout Leader Woodbadge

## **Supplemental training**

- Merit Badge Counselor Orientation Training
- Committee Member Orientation Training
- Boy Scout Leader Roundtable - Monthly district meeting that presents program ideas and information.

# Advancement

Advancement is the process by which Scouts progress from rank to rank in the Scouting program. The purpose of advancement is to strengthen character, body, mind, and the concept of being a participating citizen. The Boy Scout requirements for rank are the basis for advancement. There are four steps in the advancement procedure: learning, testing, reviewing, and recognition.

The following ranks are in Boy Scouting: Scout, Tenderfoot, Second Class, First Class, Star, Life, and Eagle.

Currently the only youth leadership approved by the Scoutmaster to sign off Scout to First Class advancement requirements are; the Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders and Troop Guide. The Scoutmaster will determine leaders qualified to sign off rank advancement above First Class. The requirement of "Scout Spirit" in all ranks is specifically reserved for the Scoutmaster's approval, as part of the Scoutmaster's Conference. The Scoutmaster and advancement chair or their designee will sign all advancement forms concerning the Scouting program.

Scouts will be credited with advancement on the date they successfully complete a Board of Review. The award of the rank patch will occur at the next scheduled Court of Honor. Parents are not allowed to sit on the board of their scout's Board of Review.

## Rank Requirements

Set forth in the current Boy Scout Handbook, Boy Scout Requirements or Scoutmasters Handbook.

## Scoutmaster Conference/Boards of Review

As each Scout completes the requirements for the next rank, his progress is reviewed by the Scoutmaster during a Scoutmaster's conference. The scout is required to schedule a Scoutmaster's Conference at least 1 week in advance. Exceptions to this rule may be allowed at the discretion of the Scoutmaster. The Scout is required to appear for the conference in his FULL class "A" Uniform as described in the uniform section. A scout not wearing his uniform as described above will not be reviewed and will need to reschedule his Scoutmaster conference for a future date. The Scoutmaster's conference helps the Scout evaluate his accomplishments and set new goals.

Once this conference is complete; the Scout is prepared for his Board of Review. The Scout is responsible for scheduling his Board of Review with the Troop Advancement Chair at least 1 week prior to the review date. It is expected that each Scout appearing before a Board of Review for advancement will present himself in his FULL class "A" uniform as described in the uniform section. A scout not wearing his uniform as described above will not be reviewed and will need to reschedule his Board of Review for a future date.

The Boards of Review for the ranks of Tenderfoot to Life is the responsibility of the Troop Advancement Chair. The Troop Advancement Chair and up to two additional adults with scouting experience will conduct the Board of Review. A periodic review of the progress of Scouts is vital in the evaluation of the effectiveness of the Scouting Program. The Board of Review assures the Scout has completed what he was supposed to do for the rank. In addition it allows the committee to evaluate the experience the Scout is having and encourages the Scout to progress further.

When the scout is applying for the rank of Eagle, an Eagle Board of Review, consisting of several adult leaders with scouting experience, is assembled and conducted by the Troop Committee Chair with the San Gabriel Valley District Eagle Board Chair and/or his designee in attendance. This Board of Review will be conducted at a special time arranged by the Scout and the Committee Chair.

Note: A Board of Review may also be called for by the Scoutmaster, Troop Committee Member, Adult Scout Leader or Patrol Leaders Council for reasons of non-advancement, poor performance, or specific cause etc...

## **Merit Badges**

Through the merit badge program, a Scout learns career skills, develops socially, and may develop physical skills and hobbies that give a lifetime of healthful recreation.

When a Scout is interested in earning a merit badge, he must obtain a signed blue card from the Scoutmaster or an assistant Scoutmaster. When practical Scouts should utilize the buddy system in working on merit badges. The name and phone number of the Merit Badge Counselor who is registered with the BSA is available from the Troop Merit Badge Coordinator. The merit badge counselor only will certify progress and completion of a merit badge. When complete the Scout must give the completed blue card to the Scoutmaster who will forward it to the Advancement Chair who will enter the merit badge data in the Scout's records. The merit badge will be awarded to the Scout at the next Court of Honor.

Scouts will have until the age of 18 years old to complete any merit badge requirements including any partials done while a Boy Scout.

Scouts are not to use a parent as a Merit Badge Counselor unless that parent is the only counselor available for that badge with the exception of the Home Repairs Merit Badge. If a parent is the only counselor available for the merit badge an additional adult leader shall review the work performed for the merit badge prior to the final approval. The Scoutmaster may sign off any badge approved for Scoutmaster's by the council (i.e. camping, backpacking, cooking etc.).

## **Record Keeping**

Troop records of individual youth, adult, troop activities, camping and advancement will be maintained by the Scoutmaster and Troop Advancement Chair.

## **Court of Honor**

The Troop will have a quarterly ceremony to give peer recognition as well as parental and Troop Committee recognition to those Scouts who have earned awards advanced in rank or attained a leadership position. These ceremonies will be announced and invitations will be issued. All parents, family members, church members, troop committee members and friends are encouraged to attend and support their Scout. A Court of Honor will be scheduled at least quarterly (i.e. every 3 months). Scouts receiving awards and recognition, in addition to Scouts attending the Court of Honor, are expected to be in complete, properly worn Class "A" uniform as described in the uniform section of this document. Scouts who are not in uniform may not receive their awards, rank advancement, or recognition and may forfeit such recognition for their accomplishments until the next regular scheduled Court of Honor.

## **Service Projects**

A Major emphasis of most religious faiths and of Scouting is SERVICE, doing something for others. Service to others is required for advancement to each rank from Second Class to Eagle. All scouts are requested to participate in as many service projects as possible.

In addition to individual good turns required of each Scout, Troop 483 has adopted a policy of conducting service projects to assist the church, the community, the nation or worldwide mission. By active and dedicated participation in planning and conducting service projects the Scout learns how much the contributions of his time, energy and imagination can mean to the world around him. Service projects include the Glendora City Flag Program, DAR sponsored flag retirement, help with Glendora community organization events, Glendora Trail Days, National Park Service to America Program and other similar projects.

Eagle Service project plans must be presented to the District Eagle Advisor, Troop Committee Chair and the Scoutmaster for signature prior to any project being started to ensure that current San Gabriel Council Life to Eagle guidelines for Districts and Units have been followed and completed.

Service hours utilized for rank advancement requirements (2nd Class, Star and Life) must be approved in advance by the Scoutmaster.

## **Order of the Arrow**

The Order of the Arrow is the Honor Society of Scouting. It is the only organization where non-members elect the members. The purpose of the Order of the Arrow is fourfold:

1. To recognize those Scouts and Adults campers who best exemplify the Scout Oath and Law in their daily lives and by such recognition cause other campers to conduct them in such manner.
2. To develop and maintain camping traditions and spirit.
3. To promote Scout camping, which reaches its greatest effectiveness as part of the troop's camping program, both year round and summer camp.
4. To crystallize the Scout habit of helpfulness into a life purpose of Leadership in cheerful service to others.

To become a member, a youth must be a registered Boy Scout and hold the minimum rank of First Class. The youth must have experienced a minimum of 15 days and nights camping (including a 6 day/night resident or long term camp). Scouts are elected by their fellow Scouts, following approval by the Scoutmaster.

Adults can become members and must meet the same requirements as above, with the exception that an adult is nominated by the unit and voted on by the executive committee of the Lodge. The Scoutmaster will nominate the adult after consultation with other adult OA members.

## **Revision, Review and Approval**

Any revision and approval of troop policies and procedures will be done by the troop committee with input from the Scoutmaster, adult leaders and parents of the troop. These policies, procedures and information will be reviewed annually and as needed by the troop committee.

In the event of any contradiction of policies and procedures of this operation manual, the rules and regulations and Bylaws of the Boy Scouts of America, and that of Glendora UMC, in that order, will prevail over that which is written here in this operation manual.

## **References**

- Boy Scouts of America
- Advancement Guidelines
- BSA Insignia Guide
- Climb on Safely
- Junior Leader Handbook
- Safe Guide to Scouting
- The Official Boy Scout Handbook
- The Scoutmaster Handbook
- Troop Committee Guidebook