



TROOP 36

Policies

Revised March 15, 2004

1) CHARTERED ORGANIZATION

- A. The chartered organization of Troop 36 shall be the Belmont Community Center, located at 3335 N. 12th Street, Lincoln, NE, 68521.
- B. The Belmont Community Center shall furnish Troop 36 with a meeting place and any other mutually agreed upon needs.

2) TROOP MEETINGS

- A. The Troop will meet on a year-round basis.
- B. Weekly meetings are on Mondays, unless otherwise designated. Generally, during the school year, meetings will not be held on Mondays when the Lincoln Public School system does not hold regularly scheduled secondary school classes.
- C. A Court of Honor will be conducted quarterly, usually during the months of March, June, September, and December.
- D. The troop will conduct boy-leader elections twice a year, in December and June.
- E. A Scout must notify a) his **Patrol Leader**, b) the **Senior Patrol Leader**, or c) the **Assistant Senior Patrol Leader** when he must miss a Troop meeting or function. He may also notify the Scoutmaster, if necessary.
- F. A Scout is expected to be present at Troop meetings unless he is excused. Continued absences may impact the Scout being allowed to participate in activities and/or on his membership in the Troop. The Scoutmaster and Patrol Advisers will follow-up as needed with individual Scouts. Any final decisions on membership will be made by the Troop Committee

3) OTHER TROOP ACTIVITIES

- A. For Troop activities other than the meetings outlined in 2, above, a "BSA Troop 36 Activity Slip--Scout" or "BSA Troop 36 Activity Slip--Adult" shall be filled out and returned to the leader by the date specified for each activity. See Addendum #2 and #3. Also, a signed "Talent Release" form needs to be on file for each Scout, which will allow his picture to be used on the Troop's website—this form is to be updated/renewed annually.

4) BEHAVIORAL EXPECTATIONS

C. At the Troop meetings, each Scout will:

- keep hands, feet and objects to himself
- listen to and follow the leader's directions (Scouts and all adults)
- focus on and pay attention to the activity taking place, i.e. ceremonies, presentations, crafts and such

When these expectations are followed the Scouts will receive positive verbal feedback and the Troop will benefit by having orderly and productive meetings.

D. If a Scout chooses not to follow the expectations, these consequences will occur:

- verbal warning
- move to a different seat
- removal from the group for a period of time
- phone call home and parents will come to pick him up

E. At campouts and other Troop activities (besides the meetings), it is expected that the Scout will follow the above guidelines for behavior; in addition, there may be other consequences for misbehavior such as the following:

- time out
- suspension from the following camping activity
- phone call to home and parents will come to pick him up

Which of these are used will depend on the severity of the misbehavior and how far from Lincoln the activity is taking place. The decision will be made by the adults supervising at that particular activity.

F. Suspension of a Scout's membership in the Troop will be immediate if the following behaviors occur at Scout functions:

- violence (verbal or physical)
- drug, alcohol or unauthorized weapon possession
- sexual misbehavior

The Scout and his parent(s) will need to appear before the Troop Committee prior to reinstatement. A decision regarding resolution will be made within 14 calendar days following their appearance before the Committee. The Charter Representative or Institutional Head will be informed about the decision making process. If the accused Scout chooses not to participate in this reinstatement process, he will be dropped from membership in the Troop.

5) TROOP FINANCES

A. Dues

- 1) Dues will be regulated by the Troop Committee.
 - a) Dues are payable on a monthly basis, and will be assessed for each Scout. The amount is determined on a yearly basis in conjunction with the annual budget (fiscal year September to August).
 - b) These dues help with award costs, camping fees and administrative costs.
 - c) Scouts may choose to pay their dues through their individual Troop account by contacting the Troop Scribe, who will then contact the Troop Committee Treasurer.
 - d) Scouts being reinstated must bring their account up to date and pay 6 months of dues in advance.
 - e) The late fee for dues is \$1.00 per month if the dues are not paid by the last day of the month. Dues may be paid in advance. If a Scout wants dues automatically taken from his account, he must provide a written request to the Treasurer.

B. Fundraising

- 1) The Troop will have at least one required Troop fundraising activity each year, which will be the Council sponsored fundraiser.
 - a) All Scouts are required to participate.
 - b) Money disbursement will be decided upon by the Committee prior to the start of the fundraiser.
- 2) The Troop Committee may also provide optional fundraisers.
 - a) Participation will not be required.
 - b) Money disbursement will be decided upon by the Committee prior to the start of the fundraiser.
- 3) All moneymaking projects will be approved by the Troop Committee before the project begins.
- 4) All projects must be approved by the local Council using proper forms and must be consistent with the principles set forth in the BSA Rules and Regulations.

C. Troop Accounts and Fees

- 1) New Scouts must pay a fee upon joining. The amount will be determined by the Troop Committee in conjunction with the annual budget. This is intended to cover items such as rank advancements, Troop scarves, and awards for their first year in the Troop.
- 2) The Troop Fee is due September 1 each year (or when a Scout joins) but can be paid over a 3 month period (total due within 3 months). Eagle Scouts are exempt.
- 3) The fee for registration and *Boys Life* (one subscription per family) will be payable at the next recharter time or when joining. The Adult registration fee is paid at the same time.

- 4) Transfers from other Troops or Packs must pay the Council transfer fee, and fee to join as stated previously.
- 5) Monies from individual accounts cannot be transferred without the Scout's prior approval (with the exception of c, below).
 - a) Cash cannot be withdrawn without a receipt for any Scout item(s) purchased.
 - b) Funds in the individual accounts can be used for dues, camp fees, summer camp, fee assessments, and other Scout activities or equipment.
 - c) Upon prior Committee approval, dues and other fees (listed in b above) in arrears more than 3 months will be deducted from the Scout's account. This may cause the account to be in arrears.
 - d) If the account is in arrears, the Troop Treasurer will contact the Scout's parents, first verbally and then via the U.S.P.S. If the account is not brought up to date, contact will be made by the Committee Chair. Resolution will be decided on a case-by-case basis.
 - e) While funds can be transferred to another troop, funds cannot be withdrawn upon termination of membership from Troop 36. If the Scout does not join another Troop within 6 months, his funds will become the property of Troop 36. While the Scout remains on the membership roster of Troop 36, money will be deducted from the account to cover costs such as monthly dues, Troop fee, etc.
 - f) Individual accounts may not be in arrears more than an amount equal to 3 months' dues, or the Scout may not participate in any Troop outings other than weekly Troop meetings, until the account is brought up to date. Scouts with accounts in arrears will not be rechartered.
 - g) A statement of an individual's account, itemizing deposits and withdrawals will be distributed annually, coinciding with the budget year, or will be available upon request to the Treasurer.
 - h) On a case by case basis, the Committee may approve a Scout taking a "leave of absence" i.e. being absent for a specified amount of time, during which his account would become dormant, and the Scout would not be required to pay monthly dues if he is not participating in Troop activities.
 - i) Past due fees for activities need to be paid prior to a Scout participating in the next activity.
- 6) Registration fees of \$50.00 or less for at least TWO adult leader volunteers may be paid by the Troop for all camping events, short term and long term. If the registration fees are more than \$50.00 per adult leader, the Troop Committee will determine on a case-by-case basis the amount of registration fees that will be paid. The Troop Committee will also decide how the funds are assessed or paid.
- 7) Registration fees for leadership training (Scouts and Scouters) will be determined on a case-by-case basis.
- 8) Scoutmasters and Assistant Scoutmasters are responsible for their Adult registration fee upon joining and thereafter annually. This fee will be due prior to recharter.

6. ADVANCEMENT

- A. Only recognized merit badge counselors may be used, from the Official Merit Badge Counselor list provided by the Council office.
- B. All advancement will be conducted in accordance with the Advancement Guidelines established by the BSA.
- C. All advancement awards will be paid for by the Troop treasury as needed.
- D. The Eagle Presentation Kit for the Eagle Award Ceremony will be furnished by the Troop treasury.
- E. Procedures for a Board of Review will be published and distributed to all Scouts. (see Addendum # 1)

7. UNIFORM AND APPEARANCE

- A. The Troop will utilize four (4) uniform standards. Dates for uniform use will be decided jointly by the Patrol Leaders' Council and the Scoutmaster and announced prior to the effective date. (Somewhat following the school year.)
 - 1) School year uniform (Class A) will consist of:
 - Official Scout shirt, khaki, (short or long-sleeved), including properly placed insignia, buttoned and tucked in.
 - Official Scout neckerchief (neatly rolled) and Scout slide or Scout bolo can be worn by Star rank Scouts and above, unless otherwise directed.
 - Official Scout slacks/shorts or jeans (clean, unpatched, hemmed and intact).
 - Official Scout belt
 - No open toed shoes
 - Registration card
 - Optional--official Boy Scout or Troop hat/cap
 - 2) Summer uniform (Class B), will consist of:
 - Official Troop T-shirt or any Scout related T-shirt
 - Official Scout slacks/shorts or jeans (clean, unpatched, hemmed and intact) or shorts (no bright colors, cutoffs or biker shorts).
 - No open toed shoes
 - 3) Full uniform (for Boards of Review, Courts of Honor, Eagle Ceremonies, and Inspections) will consist of:
 - General appearance--good posture, clean face and hands, clean and trimmed fingernails, hair combed, and neatly dressed.
 - Official Scout shirt (as above)
 - Official Scout neckerchief (neatly rolled) and official Scout slide or Scout bolo can be worn by Star rank Scouts or above, unless otherwise directed
 - Official Scout belt.
 - Official Scout Merit Badge Sash
 - Official Scout slacks/shorts or jeans, (clean, unpatched, hemmed and intact)
 - Official Scout socks (with shorts)
 - Shoes--leather or canvas (neat and clean).
 - Insignia awards all worn and properly placed.
 - Official Scout Handbook
 - Official Scout I.D.

4) Travel/Camping uniform

- Class A shirt for travel
- Neckerchief available
- Scout belt available
- Pants as dictated by activity
- No open toed shoes unless for showers or water activities
- Meeting Class A uniform to be worn as directed (formal camp ceremonies)

8. TROOP LEADERSHIP (Adults)

- A. The Committee Chair, Charter Representative or Institutional Head, and Scout Executive will approve all adult positions. Committee members will be appointed by the Charter Organization Representative or Institutional Head. Scoutmasters and Assistant Scoutmasters will be reviewed by the Troop Committee. (Reference the *Troop Committee Guidebook*, Chapter 5, for details).

9. TROOP COMMITTEE

- A. All Committee members must be registered through the Council. The Committee shall consist of a Chairperson, Treasurer, Secretary, Awards Chair, Camping and Equipment Coordinator, Liaison (Scouting Coordinator on both the Troop Committee and the Belmont Community Center Board) and other interested adults. The duties and responsibilities of these Committee members will be as set forth in the official *Troop Committee Guidebook* published by the BSA.
- 1) Committee members are responsible for their Adult registration fees, upon joining and thereafter annually. This fee will be due prior to recharter.
 - 2) Registered Committee members are entitled to vote at all Committee meetings.
- B. The Scoutmaster or a representative shall be required to attend each Committee meeting. If it is impossible for the Scoutmaster or a delegate to attend, a written report may be submitted. Assistant Scoutmasters are encouraged, but not required, to attend the Committee meetings.
- C. Coordination between the Scouts and the Committee is the responsibility of the Senior Patrol Leader or the Assistant Senior Patrol Leader and he is encouraged, but not required to attend the Committee meetings.
- D. The Committee shall meet monthly at a predetermined place that is announced to all interested parties.
- E. Previous meeting minutes will be distributed by the Secretary prior to each meeting and will be approved each month.
- F. A written report by the Treasurer will be distributed monthly prior to each meeting.
- G. The Committee shall be responsible to see that all of the Council and District guidelines are being followed as intended.
- H. Each major Troop purchase shall be approved individually by the Committee
- I. The Scoutmaster will have \$25.00 petty cash to use without prior Committee approval. The petty cash fund will be reimbursed when invoices/receipts are turned into the Treasurer.
- J. All Committee decisions must be made by quorum vote at a Committee meeting, either regular or special. A quorum must be present and the vote must pass by a majority.

- K. A quorum is considered a **majority** of the registered committee members including the Committee Chair.
- L. The Committee Chair does not have a vote unless a tie occurs and he/she will vote to break the tie.
- M. To hold a special meeting, the Chairperson or a representative must notify all Committee members in person, via e-mail, via telephone, or via U.S.P.S.
- N. All parents or any interested adults are welcome to attend regular Committee meetings.

10. TROOP EQUIPMENT

- A. The Adult Camping and Equipment Coordinator, along with the Troop Quartermaster(s) shall oversee all Troop equipment and ensure it is all properly maintained and stored.
- B. All Troop equipment shall be inventoried and inspected after each use under the supervision of an adult leader. It should be checked in by the next regularly scheduled Troop meeting.
- C. Disposal of Troop equipment will be at the discretion of the Troop Committee.
- D. Troop equipment shall be available to Patrols for their use.
- E. No Troop equipment shall be loaned out to non-troop members without prior approval by the Committee Chair, Scoutmaster or Equipment Coordinator.

11. INSURANCE COVERAGE FOR VOLUNTEERS AND MEMBERS

- A. Comprehensive General Liability insurance will be paid for by the Council for all boys and adult leaders. This insurance is on an excess basis, above the adult volunteers' homeowner's, personal liability, or auto liability policy. This is also in excess of each volunteer's/member's personal health insurance policy.
- B. Automobile Liability Insurance--All vehicles used to transport Scouts **MUST** be covered by a public liability and property damage liability insurance policy. The amount is to be consistent with BSA guidelines.
- C. Note--a Scout who possesses a valid driver's license may not transport other Scouts during any Troop activity (siblings are the only exception). If a Scout drives himself to any Scout functions besides the Troop meetings, he will be required to surrender his car keys to the Troop 36 adults in charge of that function for the duration of the activity.

Final approval of this policy revision was given by the Troop Committee on March 15, 2004.

THESE POLICIES WILL BE REVIEWED NO LATER THAN MARCH OF 2005

AND NO LESS THAN EVERY TWO YEAR (S) THEREAFTER.

