

BSA TROOP 670

Manassas, Virginia



Troop Policy and Procedures

Version 7.2
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Document Histor	Date	Reason for update
Version 7	June 1999	Committee revision of outdated Version 6
Version 7.1	March 2, 2000	Add background check requirement for adult leaders.
Version 7.2	October 2006	Add Adult Leader Training requirements, Add Financial Assistance, and Add Hazing to Behavior Problems

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Troop 670 Policy and Procedures

Troop 670

Troop 670, chartered by the Grace United Methodist Church, Manassas, Virginia will be governed by the national by-laws of the Boy Scouts of America, policies set by the chartered organization and the troop policy written by the troop committee.

Chartered Organization

The church leadership has designated the United Methodist Men, which is composed of members of the church, as the sponsor of Troop 670. As a chartered organization of the Boy Scouts of America, Grace United Methodist Church agrees to conduct the Boy Scout program as a part of its service and ministry to youth. Grace United Methodist Church will also provide meeting facilities for the troop, select a scoutmaster, form a committee of at least three adults and select from among the church members a chartered organization representative.

Troop Policy and Procedures

The Troop Committee will determine the troop policy and procedures. The policy and procedures will be approved by the chartered organization and made available to scout parents. The policy and procedures are guidelines for the operation of the troop, and will be reviewed and amended annually as deemed necessary by the troop committee. The Committee Chairperson will incorporate into the Policy and Procedures document any and all changes approved by the Troop Committee during monthly Troop Committee meetings. The latest revision and date will be so noted on the document.

Adult Leadership

Chartered Organization Representative (COR) - The chartered organization representative is a member of Grace United Methodist Church and a registered adult leader of the Boy Scouts of America. The chartered organization representative is a link between Grace United Methodist Church and Troop 670. The chartered organization representative will be actively involved in re-chartering the troop, adult leadership recruiting, planning and implementing the troop program. The chartered organization representative will also represent Troop 670 and Grace United Methodist Church at the District and Council level.

Troop Committee

The committee will consist of at least three members. All committee members will be registered adult leaders of the Boy Scouts of America and will be appointed by the chartered organization. The committee will meet on a monthly basis and will make periodic reports concerning the troop to the chartered organization. The committee will be responsible for raising funds, providing adequate equipment, administering the financing and records of the troop. The committee will also be responsible for providing boards of review for the troop advancement program and recommending adult leaders to the chartered organization. Committee

members and parents will be responsible for assuming troop positions that are required for a quality troop and a quality program. The title and job descriptions areas follows:

Troop Committee Chairperson

Presides over and prepares the agenda for the monthly committee meeting.

The chairperson will ensure all committee assignments are delegated, coordinated and completed.

The chairperson will see that the troop is represented at the monthly roundtable meetings.

Finance Chairperson

Maintain troop checkbook

Handle all troop funds and pay troop bills

Prepare annual troop budget and report on troop financial condition to the troop committee

Supervise troop fundraiser to include completing the Unit Money Earning Application

Manage Scout accounts

Act as committee chairperson in his/her absence

Secretary

Keep minutes of committee meetings

Handle troop publicity and correspondence

Assist troop historian

Membership and Re-charter Chairperson

Maintain an accurate roster of all Boy scouts and adult leaders

Ensure all Boy Scout and adult applications are correct and completely filled out and the proper funds collected and submitted to finance

Submit the Boy Scout and adult leader applications to the council with a copy retained for troop records

Maintain the troop active and inactive roster

Outdoor Program and Activities Chairperson

Help procure troop equipment and assist troop quartermaster

Provide adequate transportation for each troop event

Complete tour permit for required events ensuring compliance with B.S.A. requirements for drivers

Assist troop committee and the PLC/Scouts in selecting campsites

Advancement Chairperson

Complete an advancement report after each board of review and submit the report to council

Obtain necessary rank awards, merit badges and insignia for the presentation at courts of honor

Conduct courts of honor on a timely basis

Maintain troop advancement records on each scout

Health and Safety Chairperson

Ensure current copies of the required health and medical forms for each Scout and adult leader are on file in the Troop records.

Inspect troop meeting place for safety

Monitor first aid training for adult leaders and maintain troop first aid kit

Community and Service Projects

Recommend to the scoutmaster service projects for the troop to perform

Promote service projects for the chartered organization

Serve as counselor for Eagle Scout service projects

Prepare and promote an emergency service plan

Advancement Coordinator

Develop and maintain merit badge counselor list and ensure its accuracy with district and council records

Assist the scoutmaster in planning troop activities to enhance advancement

Work with the troop librarian in building and maintaining a troop library of merit badge pamphlets and other necessary resource material

Religious Program /Troop Chaplain

Promote regular participation of each scout in the activities of the religion of his choice

Ascertain the faith of the scouts of troop and make available counselors for the Boy Scout religious emblem program

Assist troop leaders in providing for religious services on overnight activities

Webelos Liaison

Maintain contact with Cub Scout packs in the area that may have cub scouts that will advance to troop 670

Arrange for scoutmaster and assistant scoutmasters to participate in cross over ceremonies

Coordinate troop/pack activities

Conduct parent orientation for new scout families

Friends of Scouting Chairperson

Attend kickoff meeting at District Roundtable

Prepare presentation to parents concerning sustaining membership enrollment

Ensure all parents are presented an opportunity to contribute to sustaining membership enrollment chairperson

Eagle Scout Program Advisor

Serve as advisor for Eagle Scout candidates.

Provide counseling and advice towards rank requirements, Eagle project, Life to Eagle Roundtable and submission of certification requirements.

Scoutmaster and Assistant Scoutmasters

Scoutmaster - is appointed by the chartered organization and must meet the requirements of the Boy Scouts of America. The scoutmaster will be responsible but not limited to the following duties:

Train and guide scout leaders to run the troop

Guide the scout leadership in planning the troop program

Conduct scoutmaster conferences

Assistant Scoutmasters - are appointed by the troop committee chairperson with the advice of the scoutmaster and the approval of the chartered organization.

Primary Assistant Scoutmaster - Will work closely with the scoutmaster and be prepared to assume the scoutmaster position on a temporary or a permanent basis.

Assistant Scoutmaster Patrol Advisor - Serve as an advisor for a patrol and support the patrol leader with advice and counseling. Attend campouts with the patrol.

Adult Leader Selection and Approval

The chartered organization must approve all Troop 670 adult leaders. The committee will recommend adult leaders to the chartered organization. The chartered organization representative will review the adult leader applications and ensure any required background checks have been completed.

Background Check for Adult Leaders

Grace United Methodist Church requires all leaders of Troop 670 complete a local background check, a copy of which must be submitted with their initial application. All background checks will be kept confidential and need not be renewed yearly. The Troop will reimburse any fee (presently \$6.00 in Prince William County) charged for obtaining a background check. Background checks may be obtained at the following locations:

Manassas City (City Residents) 9518 Fairview Ave. Manassas, VA 703-257-8000 Mon. - Wed. - Fri. (8:30 a.m. – 4:30 p.m.) Tues. and Thurs. (8:30 a.m. – 6:00 p.m.) No Charge	Prince William County (County Residents) 9319 Mosby St. Manassas, VA 703-792-6500 Monday – Friday (8:00 a.m. – 5:00 p.m.) Fee - \$6.00
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Two forms of identification are required - Drivers License and one of the following: Social Security Card, Birth Certificate, Passport or Military ID. Call the appropriate office for instructions on applying by mail.

Change of Adult Leadership

Anytime an adult leader leaves the troop or changes position within the troop the chartered organization representative will notify the chartered organization in writing

Removal of adult leaders from troop rolls

If an adult leaders conduct, or the administration of his duties is unacceptable to the troop committee, the troop committee chairperson will inform the affected adult leader. The leader will be given the opportunity to discuss the matter with the troop committee. If the committee determines that in the interest of the troop scouting program an adult must be removed from a leadership position the committee will inform the chartered organization in writing. If the chartered organization agrees with the committee's decision, the committee chairperson and the chartered organization representative will inform the adult leader. The chartered organization representative will ensure the adult leader is removed from the troop rolls. Prior to an adult leader being removed from troop rolls the committee chairperson will discuss the pertinent issues with the adult leader, and he or she will be given the opportunity to discuss the issues with the committee. The decision of the chartered organization is final.

Adult Leader Training

The scoutmaster, assistant scoutmasters and the committee chairperson will be required to complete scoutmaster leadership fundamentals within one year of registration. The troop committee members are required to complete committee training within one year of registration, as it will enhance their ability to serve the Scouts. As a minimum requirement all other registered leaders must attend fast-start training within 90 days of registration, and youth protection training before application.

Troop Program Planning Conference

Each year in the fall, the troop will conduct a planning conference with the patrol leaders council, scoutmaster, assistant scoutmaster and committee chairperson. The conference should use the Bull Run District calendar, National Capital Area Council calendar, Manassas City and Prince William County school calendars for planning purposes. The conference should plan for troop activities such as the following:

- Sustaining Membership Enrollment
- Scout Show
- District Camporees
- Scout summer camp
- Service project
- Junior Leader Training
- Scouting for Food
- Board of Review
- Courts of Honor Boy Scout
- Recruitment night
- Manassas Christmas Parade
- Fundraising Activities
- Ramsay Conger Award
- Life to Eagle Roundtable (Required for Eagle)

Annual Parents Meetings

The scoutmaster will conduct an annual parent meeting after the troop program has been completed. The purpose of the meeting is to present the troop program to the parents and to answer any questions. The scoutmaster and the committee chairperson will ask the parents for their help in implementing the program. Troop policy and procedures applicable for the next year will be presented in detail. A parent from each family is expected to attend for the Scout to participate in Troop activities.

New Scout Parent Orientation

The purpose of a new scout parent orientation is to inform the parents of the aims of the Boy Scout program, and the goals of Troop 670. The scoutmaster or his designated leader will conduct the orientation as soon as practical after the scout has joined the troop. The scoutmaster or his designated leader will explain the policies and procedures of troop 670 and the new scout patrol method. The parents will also receive a new scout information packet containing health forms, troop policy, troop calendar, troop dues schedule, and information about uniform cost and availability.

Troop Equipment

Troop 670 equipment is the property of the chartered organization and is maintained by the troop committee. The troop quartermaster will be responsible for the inventory of the equipment. Troop equipment will be stored in the area provided by the chartered organization. Equipment may be stored at a registered adult leader's residence if the equipment is too big to be stored in the troop storage or it facilitates a scout activity to be stored elsewhere. When troop equipment is removed from the troop storage area except for a troop activity the troop quartermaster must be notified. The troop quartermaster must also

maintain an inventory of all troop equipment stored outside of the troop storage area. The committee must approve purchase of troop equipment. Any adult or scout who negligently damages troop equipment may be held financially responsible by the committee for its replacement. The troop committee will provide the scouts with tents, chuckbox/cooking gear, woods tools, Dutch ovens, cooking grids, water buckets for cleanup, and water containers. The scout will be responsible for providing his personal sleeping gear, mess gear to include knife, fork, and spoon.

Adult Supervision on Scout Activities

Boy Scouts of America (B.S.A.) guidelines require two-deep leadership (two adults for all activities) Troop 670 will comply with B.S.A policy. In addition, our chartered organization requires at least three leaders for nine or more scouts on any overnight activity. One of these leaders must be fully trained.

Health Forms

The committee will provide the required health forms for all Scouts and leaders. The committee member responsible for health and safety will maintain the completed health forms. The health forms will be available only to adult leaders for use on scout activities such as summer camp and overnight trips.

Tour Permits

A local tour permit is required from the National Capital Area Council (NCAC) if the troop is going to camp off of council property within 500 miles of the chartered organization property. The local tour permit can be obtained by completing a form supplied by the NCAC and submitting the completed form to the council. If the troop plans to travel more than 500 miles from the chartered organization or camp on another council's property a national tour permit must be obtained. A national tour permit can be obtained through NCAC. It is the responsibility of the Outdoor and Activities Chairperson to obtain a tour permit when applicable.

Permission Slips

A permission slip is required from the parents of each scout who participates on an overnight trip or an all day activity. A permission slip is required even if a scout's parent is attending the event. Money will not be refunded after groceries are purchased.

Troop Fundraiser

The troop committee has attempted to keep fundraising activities to a minimum. Fundraisers are necessary to equip the troop and to keep the dues as low as possible. Fundraisers also teach the scouts a sense of responsibility by letting them contribute to the troop. As fundraisers are in lieu of paying higher dues participation by each scout is considered mandatory. The Committee, at the beginning of each registration year, may establish an assessment for non-attendance at the two mandatory fundraising events. Assessments will not exceed \$15.00 per scout per event and must be published in the troop newsletter. The committee may elect to schedule an alternative event in lieu of an assessment. Assessments are due within 30 days of a missed event. Failure to pay an assessment will result in the scout being placed on the inactive roster. In order to avoid the assessment, each scout is required to devote at least eight hours to the Fall Jubilee and eight hours to apple butter.

It is the responsibility of the Finance Chairperson to complete and submit the Unit Money Earning application (see: Finance Chairperson description)

Additionally, the Troop may organize Individual fundraisers designed to assist scouts to earn funds for camping costs and summer camp expenses. The following criteria will be used for the operation of Individual fundraisers:

- Boys may only use the money for camping costs (i.e. cost of camping trips, individual equipment or supplies) or general Boy Scout costs such as uniforms and supplies.
- The boy will submit a receipt for the money spent and receive reimbursement. Scouts should check with the scoutmaster or an assistant scoutmaster before they purchase any item to insure it will be covered by the intent of this program.
- If a Scout leaves Troop 670 to transfer to another troop for any reason his money earned may still be used as described above. The individual account will be held for six months.
- If a Scout leaves the program and there is a balance in his individual account, the money is forfeited and it reverts back to the general Troop account. The Troop Finance Chairperson manages this program.

Troop Dues

Troop 670 re-charters in April of each year. All scouts and adult leaders will re-register at this time and pay all annual fees in one annual payment. The annual fee will consist of registration fees, Boy's Life subscription, and insurance. These fee amounts are set by the B.S.A. The committee sets the dollar amount of troop dues.

Troop dues are used to purchase rank insignia, scout leadership badges, merit badges, and certificates. When a scout leaves the troop during the re-charter year the troop dues may be refunded on a prorated basis at the discretion of the committee. The troop committee will inform the parents of the registration fee and troop dues for the re-charter year at the first troop meeting in February. The monies are due to the troop treasurer the first troop meeting in March. If the funds are not received by that time the scout will not be re-chartered by the troop. If the scout wants to remain in scouting it will be the responsibility of the parents to re-register the scout.

Financial Assistance

It is the policy of Troop 670 that the scouting experience be available to any boy regardless of his financial condition. Therefore, if any scout needs financial assistance with summer camp, uniforms, or any expense associated with scouting, his parent may make this fact known to the Committee Chairman [Scoutmaster]. The Committee Chairman will request the funds from the Committee or a private donor, but shall not reveal the identity of the recipient. Upon approval by the Committee or receipt of the funds from a private donor, the expense shall be paid by the finance chairperson. To the extent possible, the identity of the scout shall remain confidential.

Board of Review

The board of review consists of members of the troop committee. The board's purpose is not to retest the scout but to insure he has met all the requirements for the rank is being reviewed for. The board will also assess the individual scout's goals, his own feelings about his relationship with the troop and any suggestions for improvement of the troop. The board will consist of a minimum of three members. The committee will select from among its members a lead reviewer for each board. The lead reviewer will ensure there are enough committee members present for the board to convene. The lead reviewer will also complete the board of review evaluation form to be given to the advancement chairperson. If a scout does not successfully complete the board of review the lead reviewer will be responsible to advise the scout of the reasons the scout did not complete the board successfully. At the conclusion of each board of review the lead reviewer will provide the scoutmaster with the names of the scouts who have completed the board of review. The scoutmaster will be responsible for awarding or recognizing the scouts who have advanced as soon as possible.

Eligibility for Board of Review

To be eligible for a board of review a scout must present himself to the scoutmaster and request to appear before the board, and meet the following requirements:

1. Be in complete class A uniform as described in troop policy and procedures.
2. Have in his possession his scout handbook, completely filled out for the rank he is requesting a board of review
3. Have in his possession if applicable, a completed service project record, and scout leadership position record.
4. Have in his possession the scout copy of merit badges cards if applying for Star scout or above.

Inactive Scout Roster

The scoutmaster or committee chairperson will consult with a scout's parents prior to a scout being designated inactive. A scout placed on the inactive roster will not be permitted to participate in any troop events until the parents have had a conference with the scoutmaster or the troop committee chairperson. If a parent determines that family matters will preclude a scout from participating in troop activities and therefore cause him to be placed on the inactive roster they or the scout should contact the scoutmaster. Good attendance is required to maintain an active and harmonious troop. A scout may be placed on the inactive scout roster as a result of poor attendance at troop activities such as campouts, service projects, etc.

Cancellation of troop events

The decision to cancel any troop activity will be made by the scoutmaster and the committee chairperson. After the decision has been made to cancel an event it will be their responsibility to make every reasonable effort to contact the troop. Troop meetings will be cancelled if the City of Manassas has closed schools because of inclement weather.

Newsletter

The committee will publish a monthly newsletter, which contains important information concerning troop events. The newsletter will be e-mailed to the parents of all registered scouts, or posted on the troop website.

Meeting Times and Dates

The troop committee will select the troop meeting time, date and place. The troop meetings are currently held at 7:30PM on Tuesday night at the Grace United Methodist Church. Any changes will be published in the troop newsletter, or the troop leadership will contact the scouts.

Courts of Honor

The court of honor is a special ceremony scheduled at least two times a year at which troop members are formally recognized for their advancement, achievements and awards. This is a family event and the whole family is encouraged to attend. Scouts plan and conduct the ceremony in coordination with the Advancement Committee Chairperson.

Field uniform is required for participation in the Court of Honor.

Behavior Problems and Discipline

Good behavior and discipline are necessary for a successful troop and the accomplishment of Troop 670's goals. The adult leaders can handle discipline at the time of the incident. The scoutmaster will also counsel a scout who exhibits behavior that is unacceptable or disruptive. If counseling does not correct the behavior the scoutmaster will inform the troop committee and the scout's parents. The committee will seek the parents' involvement in developing a solution to the Scout's problem behavior. Hazing or bullying in any form will not be tolerated.

The scout will be informed of the specific behavior problem and the committee's solution. The committee may select but is not limited to one or more of the following remedies.

1. Suspension from troop activities
2. Limited participation in troop activities
3. Probation
4. Parental participation with the scout in all activities

A scout who is unable to correct his behavior to the satisfaction of the troop committee will be removed from the rolls of troop 670. The scout and the parents will receive written notification of the decision by the troop committee chairperson. The chartered organization representative will be responsible for notifying the chartered organization head.

Uniform

The field uniform (previously referred to as *Class A*) consists of a cap and neckerchief, khaki shirt and green trousers, a web belt with buckle, scout socks and shoes or hiking boots. A Troop 670 cap and neckerchief are preferred.

Camouflage clothing or items are inappropriate for Boy Scouting and will not be worn.

The scoutmaster will designate the proper uniform for wear at Troop meetings, activities, and campouts.

The scoutmaster on a periodic and random basis will conduct uniform inspections. The scout will receive a score based on the completeness and the proper wearing of his uniform. This score will be applied to the Honor Patrol Record of each scout.

Boy Scout Leadership

Leadership Corps Qualifications

To eligible for the election or appointment to the leadership corps a scout must meet the following minimum qualifications and be on the active roster. The JASM, SPL, ASPL, Patrol Leaders, Troop Guides, Troop Instructors and the Scribe are members of the Patrol Leaders Council (PLC) and expected to attend monthly PLC meetings.

Position	Minimum Rank	Minimum Age	Tenure in Troop 670
Junior Assistant Scoutmaster 16		16	
Senior Patrol Leader (SPL)	1 st Class		6 Months
Assistant Senior Patrol Leader (ASPL)	1 st Class		6 Months
Patrol Leader (PL)			
Assistant Patrol Leader (APL)			
Troop Guide	1 st Class		3 Months
Troop Instructor	1 st Class		3 Months
Scribe			
Historian			
Librarian			
Bugler			
Chaplain aide	Star		
Den Chief			
Quartermaster			
Venture Crew Chief		13	

Election of Scout Leaders

To participate in troop elections a scout must be properly registered with the Boy Scouts of America as a member of troop 670, and be on the active roster. The SPL leader and the PLs will be elected for a sixmonth term. All scouts in the troop will elect the SPL. The PLs will be elected by their respective patrols. The newly elected SPL, after conferring with the scoutmaster, will appoint an ASPL. Each of the newly elected PLs will appoint their assistants. The election will be conducted by the outgoing SPL or in his absence the ASPL. The members of the venture crew will elect the Venture Crew Chief.

Appointed Scout Leaders

Any scout may volunteer for the following positions. The scoutmaster, after consulting with the SPL and assistant scoutmasters will appoint scouts subject to the qualifications of office. The term of office is at the discretion of the scoutmaster.

Junior Assistant Scoutmaster
Troop Guide
Troop Instructor
Scribe
Historian
Librarian
Bugler
Chaplain Aide
Den Chief
Quartermaster
Webmaster

Boy Scout Leadership Position Requirements

An elected or appointed scout leader must meet the following requirements for the position to be considered as a requirement for the ranks of Star, Life, and Eagle.

1. Perform his duties as required and attend the patrol leaders' conferences.
2. Attend Junior Leader Training
3. Be an active participant in troop activities during his tenure
4. For purposes of this requirement, the Star, Life, or Eagle candidate must have attended 50% of the troop meetings, and participated in three or more troop outings during the six months immediately preceding the candidate's board of review.

The scoutmaster or one of his assistants must sign the leadership requirement for the ranks of Star, Life, and Eagle.

Removal or Replacement of Elected Scout Leaders

If the SPL is unable to perform his duties or resigns his position the ASPL will assume the duties of SPL and appoint a new ASPL. If the ASPL is unable to perform his duties or resigns his position the SPL will appoint a new ASPL. The patrol leader's council (PLC) may recommend to the scout membership that a SPL or ASPL be removed from his position if his performance of his duties is unacceptable.

Patrol Leader or Assistant Patrol Leader

If a patrol leader (PL) is unable to perform his duties or resigns his position the assistant patrol leader (APL) will assume his duties and select a new APL from among the patrol members. If an APL is unable to perform his duties or resigns his position the PL will appoint a new APL from among the members of the patrol. If the patrol members are unhappy with the performance of the PL or APL, they will confer with the SPL for further action.

Removal of Appointed Leaders

If an appointed leader cannot perform his duties or resigns his position the scoutmaster will appoint another scout to the position. The scoutmaster may remove an appointed scout leader for cause and appoint another scout to the position.

Patrol Organization

The troop is divided into groups of scouts called patrols. The patrols will normally consist of between five and eight boys. The patrol leader is responsible for running the patrol, and will insure the patrol has a patrol flag and a patrol yell.

Testing Skill for Rank Advancement

The scoutmaster or assistant scoutmasters may test a Scout's skills.

Adult leaders will not test the skills of their own sons.

Service Projects

Service projects are an important method for teaching scouts their responsibility to the community. Scouts participate in Troop service projects and individual service projects for the requirements for scout rank. The committee member responsible for community and service projects will designate troop service projects after conferring with the scoutmaster. A scout who wishes to work on an individual service project must obtain approval of the scoutmaster before beginning any work. Each project coordinator will record the service hours for that project and provide record to the committee.

Alternate Rank Requirements

A scout who is unable to perform the skill tests as outlined in the Boy Scout handbook may petition the committee for alternate rank requirements. The committee will state the alternate rank requirements in writing and they will become a permanent part of the scout's advancement record.

Outdoor Program

Troop 670 currently has an active camping and high adventure program with an overnight camping trip each month. The troop committee approves and administers the camping program. For each camping trip the scoutmaster will select a campmaster. The campmaster will be in charge of the camping activity and supervise the scout leaders as they lead the troop.

Participation

Troop outings are designed for the advancement and skill development of members of Troop 670. Outings should not be attended by anyone other than registered and prospective members.

Merit Badges

Scouts obtain a merit badge card (with dated signature) from the scoutmaster before beginning work on a merit badge. It is the boy's responsibility to contact the appropriate merit badge counselor in order to complete the requirements for that badge. The Troop will make every effort to seek available counselors where specific merit badges are needed by a large group of boys.

Alcohol, Tobacco and Drugs

Alcohol, tobacco and illegal are inconsistent with the goals of scouting. Scouts will not use tobacco of any form or consume alcohol during troop activities. Adults who use tobacco must refrain from using it while in the presence of the scouts. Adults are prohibited from consuming alcohol while attending scout activities. No scout or adult may possess or use illegal drugs.