

# Policy Manual of Troop One Akron, Old Portage District, Great Trail Council, BSA

Chartered by First Baptist Church, Akron, OH

Revised Nov 5, 2000  
Revised March 2002  
Revision September 2005 - Elimination of Guidelines for New Scouts Section and reference to our web site.  
Revision of Expected Cost of a Year of Camping to update amounts. Replacement of Venture Crew Chief for Operations with ASPL-V , Added Table of Contents  
Revision March 2006, September 2006  
March 2007 revision included edits in place by approval of the youth leaders at JLT.  
September 2007 revision only to Strategic Directions  
March 28, 2008 – one continued and two new Strategic Directions.  
September 19, 2008 – two continued or amended and one dropped Strategic Directions  
March 27, 2009 – one Strategic Direction dropped, two continued or modified and two new Strategic Directions.  
September 25, 2009 – 4 items moved to policy and no new Strategic Directions introduced.  
March 20, 2010 – added 2 strategic directions  
September 24, 2010 – amended and continued 2 strategic directions and added two new ones.  
March 26, 2011 – continued 3 strategic directions and dropped one.  
September 30, 2011 – modified and continued 3 strategic directions  
March 31, 2012 – dropped one policy, continued one strategic direction, added two additional strategic directions.  
September 21, 2012 – moved three strategic directions to policy, created one strategic direction  
March 22, 2013 – One strategic direction moved to policy  
September 20, 2013 – one strategic direction to change a title  
March 22, 2014 – one strategic direction moved to policy, one strategic direction passed.  
September 19, 2014 – one strategic direction moved to policy.  
March 27, 2015 – one strategic direction: Instructors to report to the ASPL-New  
September 25, 2015 – two strategic directions, one continued and one called Electronics Policy Revision  
March, 2016 - one strategic direction moved to policy, the Electronic Policy Revision continued.

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**Troop Policy – Preamble<sup>1</sup>**

*This troop policy is a result of the years of experience of scouts and scouters of Troop One and in all cases is passed or ratified by the patrol leaders’ council. The policy making and setting arm of the troop is the current Patrol Leaders Council at the time of the proposed legislation and the passage of it and the revision, acceptance or deletion of item in subsequent years is done by the PLC current at that time. This is to take nothing away from the PLC as the day-to-day authority of the troop in concert with the currently elected or acting SPL.*

*The Troop Policy manual was originally written as a single document and has been continuously updated by means of Strategic Directions in legislative sessions held twice a year.*

*Strategic Directions is a term we in Troop One use for the process and the results of a discussion among the boy leaders of the troop at two dates in the year. Those dates occur during the Junior Leader Training weekend held in March and September. These statements below recognize problems or concerns with the running of our troop. Solutions are presented that represent the will of the boy leadership as to how the troop operations will be conducted. Sometimes, Strategic Directions, after being tried in daily operation are voted on by the PLC and given the force of Troop Policy. Our troop policy is available on the web at [TroopOneAkron.org](http://TroopOneAkron.org). Every Leader coming to Troop Junior Leader training gets a notebook with the policy printed out.<sup>2</sup>*

*The Troop also has a Financial Policy that covers the financial operation of the troop, such as dues collection, campout refunds, scout accounts, and the inactive roster. It was developed with input from all areas of the Troop and is revised on an “as-needed basis.” It is maintained by the Troop Treasurer and is approved by the Troop Committee. While some financial items are covered in this policy manual and a concerted attempt is made to keep this manual in sync with the Troop Financial Policy, the Troop Financial Policy will be the final authority on financial matters of the troop.<sup>3</sup>*

**Section 1 - Camping Policy**

<sup>1</sup> This section is not ratified by the PLC and was added by the Scoutmaster on 4/21/2006 as part of the revision of this manual.

<sup>2</sup> This paragraph has appeared on the front of the Strategic Direction and Patrols brochure handed out at each Court of Honor immediately following the Troop Elections in March and September.

<sup>3</sup> This paragraph is supplied to call attention to the Troop Financial Policy maintained by the Troop Committee.

Troop One is committed to attend a campout every month including one full week of Summer Camp, one week of High Adventure (optional), one or two weekend trips out of State, and the balance at a variety of camps in the State of Ohio. At least one weekend trip is a major event such as Niagara Falls, Henry Ford and Greenfield Village or Wright Patterson Air Force Base.

A camping schedule for the troop is set in September of each year during the annual planning conference with input from scouts, the PLC and the committee.

It is a goal to never change camping dates, but to change camping locations only with fair warning to all scouts and parents.

Patrols and venture crews may camp or schedule activities without the entire troop and without being part of the published schedule and must provide their own financial accounting and two deep adult leadership and may only go overnight with the permission of the Scoutmaster and by informing the Committee Chairman. Patrols and venture crews must not compete with the troop schedule.

### **Payment and Sign-up Policy for Weekend Camping**

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It takes a lot of planning to have a successful outing. We need to make reservations, pay advance fees for cabins and camp sites, buy propane and other supplies and buy food, all before we actually go camping. What you can do to help is to keep an eye on your calendar and note the following schedule:

- **Three Tuesdays before the campout** we will pass out permission forms for the next campout and ask the boys to sign-up for the campout. Boys should come to the meeting that evening knowing about the campout and knowing if they have any events that prevent their attendance.
- **Two Tuesdays before the campout** the permission forms are due back to the Scoutmaster with payment in the form of cash or check or scout account withdrawal. This gives us plenty of time to meet with the treasurer to convert the checks and make scout account withdrawals and to arrange drivers. This night is the last to request financial aid for a weekend trip.
- **One Tuesday before the campout** all payments and permission forms should have already been given the week before. If you do pay this evening it must be in cash since there is very little time to convert checks. You may not make a withdrawal from a scout account or request financial aid this evening. On this evening, the patrol grubmaster will be given an amount of money in cash to buy the patrol's food.

### **Camping Refunds**

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Camping Refunds will be made as a matter of policy for boys who cannot make it to a campout with the following restrictions:

- Refunds are requested by the parents in writing to the troop treasurer who will consult with the Scoutmaster and Committee Chairman before issuing the refund. Refunds will normally be deposited into the Scouts' account unless otherwise requested.
- If the scout simply decides not to go - no refund. This will be a judgment call by the parents.
- If funds have been expended on behalf of the Scout, then only that part of his payment as determined by the Scoutmaster or Camping coordinator which has not been expended will be eligible to be refunded. Normally, this means that after the Tuesday immediately preceding the campout, little or no refunds will be possible.
- If the Scout has not paid, but has said he plans to attend and funds are actually expended on his behalf, then the scout will have that amount deducted from his Scout Account or from any adult family member's account if

insufficient funds are available. If no accounts exist, then the Troop Treasurer will bill the Scout. If billed, it will be handled in accordance with the Troop Financial Policy. Amounts not paid by the due date, will result in the Scout being placed on the inactive roster and will not be permitted to participate in activities or campouts until the amount is paid. For example, a Scout says he will attend, does not pay, but \$7.00 cash is given on his behalf to his patrol grubmaster for food and \$2.00 has been given to the camp to secure him a spot, then this scout would have his Scout Account reduced by \$9.00 or be given a bill for the amount if no Scout Account funds are present in his name. If a Scout Account exists for any parent or other member of the immediate family, the funds will be withdrawn from there if needed.

- If for some reason the entire trip is canceled or called off, refunds of unexpended funds will be given after the matter is reviewed by the Troop Committee which may elect to keep the funds to fund the next campout in part or in full. Since 1992, Troop One has never cancelled a trip, but has changed location at the last minute and has called two trips off prematurely due to wind damage. Thus refunds of a canceled trip have never come up. The Troop Committee will decide these events on a case-by-case basis.
- In the event of a positive balance at the end of a camping trip the Committee on advice of the Treasurer (with input from the Scoutmaster) may distribute the balance to those attending scout accounts.

### **Use of Scout Accounts:**

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- The primary purpose of the individual Scout Accounts is to allow the scout to build up enough money to pay for Summer Camp when due in April or May. Also, the troop regularly runs "expensive" outings such as our high adventure program or trips to Niagara Falls where ticket prices drive up the cost of attendance. The Scout account is to help with these expenses. While you may use the accounts to fund weekend camping or to buy scout equipment, the primary goal in the troop is that all scouts attend Summer Camp. For this reason the routine use of Scout Accounts for weekend camping, while allowed, is highly discouraged.
- Scout accounts may be used for camping related expenditures. The Scout must first discuss it with the Scoutmaster. After approval by the Scoutmaster is received, the expenditure may be purchased. A scout may be reimbursed for expenditures made on camping or scouting equipment by presenting a request in writing along with receipts to the Committee Chairman.
- Scout accounts are not to be used for dues payments. Dues are the responsibility of the Scout and must be kept up to date. They are billed annually by the Treasurer before the start of our program year on September 1<sup>st</sup>. Remember that the dues program has two purposes: (1) to teach responsibility, and (2) to provide enough funds over the course of a year to pay all fees relating to national registration, Boys Life subscription, and badges earned.
- It is a matter of policy that every family will have at least one Boys Life subscription. Any family may request the Committee Chairman that all Scouts in the family receive their own copy.
- If a scout leaves the troop, his scout account is frozen for one year from the date of his last recorded attendance. If by the end of the year the scout has not returned and remains unregistered, all of the scout account will revert to the general fund.<sup>4</sup>

### **Expected Costs of a Year of Camping**

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These are estimates of the Troop One charges for a years worth of camping and are not to be construed for any purpose other than giving Scouts and their parents an opportunity to plan effectively.

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<sup>4</sup> This bullet is the subject of a March 2007 Strategic Direction.

\$240: One Summer Camp week

\$250-\$500 One high adventure trip (more depending on location)

\$50-\$75 For one weekend trip for our April Super Trip, e.g., Niagara Falls (\$50.00), Wright Patterson AFB (\$40)

\$30 Two Camporee Weekends (October and January)

\$15 to \$35 Each weekend campout

TOTAL estimates: \$420-\$520 plus the always optional high adventure.<sup>5</sup>

Of these amounts, over half is for food. Our normal campout returns \$7.00 directly to the Scout's patrol and the extra dollars goes to pay for the camp site, propane charges and to offset some of the costs on the adults who assist in camping.

It is a policy of Troop One to pay for the food and camping charges for the adults attending when ever practical. This does not apply to the High Adventure Trip or to events where admission or registration prices are charged. Adults helping at summer camp owe only for the cost of meals and in the past Troop One has picked up those charges and will continue to do so as long as the troop treasury remains healthy.

For trips of over a few hours away from Akron, gas reimbursement to drivers is generally made and constitutes an additional amount or charge within the Scouts' camping fee.

## Financial Aid

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Financial assistance (dues, monthly camping, summer camp, etc.) is available from the Troop by making a request to the Scoutmaster. For example, if you become aware that a scout wants to go on a campout, but might not be able to go due financial reasons, encourage them to speak to the Scoutmaster.

## Leadership at Camp

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It is National Policy that at least two adult (over 18) leaders are always at camp. We have always adhered to this policy, and normally have three or more adults present. For a large group, four adults is a good idea.

The undisputed leader in Camp is the Senior Patrol Leader (under 18) who works with his Patrol Leaders to run the program and food at camp. If the duly elected SPL or PLs. are not at camp, their Assistants will assume command of the troop or patrol. If neither PL nor APL is present, the patrol will decide before leaving First Baptist who will act as PL for the weekend just as if he were the duly elected PL. In the case that neither SPL nor ASPL attend a camp, the acting SPL will be an older scout who is attending with consultation with the duly elected SPL (when possible) and the Scoutmaster.

The normal troop leadership succession order will be SPL, ASPL, ASPL-V, Quartermaster, Scribe, and Troop Guide. Exceptions to the order of succession may be made by the Scoutmaster with consultation with the older scouts. If more than one Scout is represented within a succeeding position, e.g., two Troop Guides, the Scout with the highest rank will take precedence. If the ranks are the same, the one received first will be determined as senior. (policy amended March 2006)

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<sup>5</sup> These costs are not part of the policy per se and may change without a vote of the PLC. They are for information only and not meant to be reflective of the actual costs that anyone will incur.

## ***Camping Dates***

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All camping dates for a year (actually September to December, 16 months) are published in a troop calendar in September of each year. The troop makes these calendars available to all families and will reproduce new calendars on request. Normally, a revision of the calendars will occur in January or February. It is a Troop One policy not to change a date of a camping trip. This cannot always be adhered to, but we try.

The Calendar is the product of a planning process that begins in June and July and ends with the Annual Planning Conference held during the September Campout. The PLC who meet prior to this weekend, plans the entire year and presents its plan to the troop for its approval. Sometimes choices are presented and alternatives discussed. The final document is approved by the troop committee and the published calendar including monthly features are given out at the September Court of Honor, held traditionally in the last week of September.

The Troop Calendar is processed using Calendar Creator Plus and as a matter of policy, the troop seeks donation of the copying and paper from area businesses.

## ***Troop One Camp Guidelines***

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### ***The SPL will do the following:***

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The SPL will establish a camp bulletin board. The SPL will post the schedule of the day's events and other relevant program material. The schedule will list who is responsible for the event.

The SPL will provide for the posting of the American and Troop flags.

The SPL will notify the Scoutmasters and Patrol Leaders of all plans and changes in the plans.

The SM or SPL may call quickie PLC meetings at any time.

### ***The Quartermaster will do the following:***

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The QM will maintain a Patrol Equipment List for each patrol and keep them for six months including signout/signin records.

### ***Each Patrol Leader will do the following***

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The PL will establish a patrol bulletin board. The PL will post both a menu and duty roster in a place public to the entire patrol.

The PL will provide for the posting of the Patrol Flag.

## ***Patrol Equipment List***

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Patrol QM or PL must complete a PATROL EQUIPMENT LIST and sign the form before leaving the church. This list can be worked on for weeks before the campout. The list will be signed by the Patrol QM or PL before leaving for camp and upon return. The list remains the property of the Troop Quartermaster who may make a copy for the Patrol Quartermaster to use.

PL must determine what the troop level cooking arrangements are so the PL and Patrol QM can make arrangements for propane and dining flies.

### **Patrol Menu form**

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Patrol Grubmaster must complete a Patrol menu form. This must be approved by the SPL who will sign his approval. The menu form must include a grocery list and include consumables such as soap, pot scrubbers and trash bags. This menu form must be posted on the first night of the campout in a place public to the entire patrol.

### **Patrol Duty Roster**

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PL will make a duty roster that includes by day and by meal the rotation of duties for cook, assistant cook, head clean-up, assistant clean-up, two scouts for water duty, and two scouts for fire duty, one of whom is the fire officer on duty. Additionally one scout will be designated as campsite inspector and will maintain the cleanliness of the area. Also, scouts must be designated for latrine duty and other jobs as may occur during the camp.

The PL must have a meeting of his patrol and discuss the duty roster with his patrol before the campout, or before leaving the church on the first night. The PL must provide any specific training needed by the patrol members to do their assigned task.

This duty roster must be posted on the first night of the campout in a place public to the entire patrol. This list must be signed by the SPL.

### **Food Service**

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The patrol grubmaster will be given a budget to purchase groceries for the trip by the Scoutmaster. The grubmaster must buy consumables such as soap, pot scrubbers, and trash bags.

All food should be packed in coolers or other weather-proof containers.

### **Keeping Your Camp Clean - The Three Pot Method**

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(POLICY AMENDED MARCH 2006)

"The objectives of the three pot method are:

To get your dishes clean

To prevent illness

To practice environmental friendly methods

The three pot method detailed in the currently published Boy Scout Handbook will be used at every meal where cleanup is needed.

## **Amendments to Section 1 – Camping Policy**

### **Revision to Troop One Policy Manual Re Dues Collection**

PASSED BY COMMITTEE WITHOUT PRIOR REVIEW OF PLC  
PLC APPROVED AFTER THE FACT

**MINOR REWORDING APPROVED MARCH 2007**

Although the Troop will accept dues money from a Scout at any time, Scouts are highly encouraged to pay their dues on an annual basis. Dues are based upon a annual rate set by the troop committee upon recommendation of the troop treasurer. This annual rate is determined regardless of attendance that week. The annual dues is based on need to meet the expense of registration, Boys Life subscription, and the cost of badges, pins, awards, etc the average Scout will earn in a year's time.

Troop One's books close on August 31<sup>st</sup> of each year. The "Scout Year" therefore begins on September 1<sup>st</sup>. New Scouts are welcomed into the Troop at any time but most join in February after graduating from Cub Scouts. This gives two logical dates for dues to be paid—September 1<sup>st</sup> and March 1<sup>st</sup>. This amount is reviewed annually and set each year by the Troop Committee upon recommendation of the Troop Treasurer.

On October 1<sup>st</sup> of each year, the Treasurer will transfer any outstanding balance of dues owed from an individual's Scout Account to the Troop General Fund. If there are no Funds available from the Scout Account, the Scout has until the due date to pay before he will be temporarily dropped from the active roster of the Troop and will not be permitted to attend any activities or troop campouts until his dues can be brought up to date.

As always, Troop One will support any boy who needs financial support. The Scoutmaster will receive all requests for financial aid and will submit the necessary information to the Treasurer after consultation with the Committee Chairman. The Treasurer will administer the financial aid program and will process all financial aid requests.

### **Shorten departure time for weekend campouts.**

PASSED PLC AT THE JLT WEEKEND SEPTEMBER 26, 1998. TITLE AMENDED SEPTEMBER 21, 2013

- Change permission slips to say when to arrive at First Baptist and to ask all to be prompt.
- Stage troop equipment and patrol equipment on the Tuesday before leaving on the weekend campout.
- Scouts are asked not to bring dinner with them to First Baptist unless they intend to eat it in the car after departure and the driver allows the scout to do so.
- Use the two Troop Scribes to assign riders and equipment to cars, vans and trucks. By use of a form and clipboard, the scribes will record this. In this position the Scribes are working to support the Troop Quartermaster who is the ultimate authority in travel.
- Quartermasters are to arrive early with Adult with a key. Keys for QM parents will be requested to be given back after the office holder changes.

### **New Policy: Amend the title of the policy from "Shorten departure time for weekend campouts to 30 minutes" policy to "Shorten departure time for weekend campouts"**

FIRST PROPOSED: SEPTEMBER 21, 2013. MOVED TO POLICY MARCH 21, 2014.

Edit has been made in the title above.

### **Strengthen Patrols and Crews in Troop One**

PASSED PLC AT THE JLT WEEKEND SEPTEMBER 26, 1998

- Each patrol is to have their own equipment. Each patrol will be assigned their own troop gear on a permanent basis. This will include a patrol box, a standard set of items inside it, a stove, a propane tank and hoses, a lantern, a dining fly or gazebo, and a set number of tents. Each item is to be numbered and labeled, color-coded if possible. These assignments are made for a period of at least six months.
- Patrols will camp, eat, and sleep by patrol.

- *Quartermaster meetings are to be held monthly including the two Troop Quartermasters and the Patrol and Crew Quartermasters and the adult Quartermaster Advisors. The major goal is to make sure the standard items are available to each patrol and to conduct other business as needed.*
- *Patrols will have, use and display a patrol flag and have and use a patrol cheer.*
- *At Troop assemblies, especially the opening, there will be a time of patrol leader reports. The SPL should set the standard for these reports at the PLCs.*
- *Patrols will not be combined with other patrols for cooking and camping unless the patrol has only one to three members attending. The SPL should try to get the 1 to 3 person patrol to camp on their own when in the opinion of the SPL that makes good sense.*

### **More efficient return from camping trips**

PASSED PLC AT THE JLT WEEKEND SEPTEMBER 26, 1998

- *The QM is the ultimate authority during departure and arrival.*
- *No one may leave until checked out by QM*
- *Only the QM may assign gear to go home or decide that the gear doesn't have to go home.*
- *The PLC wants patrol gear to be sent home for cleaning rather than taking up valuable program time in troop meetings. This will require a higher level of attention and record keeping than in the past.*
- *Scouts may only call parents from the church if given permission by the SM or SPL.*
- *QM reports in writing to the SPL a record of what equipment has gone home with each scout.*

### **Uniform for campouts.**

FIRST PROPOSED MARCH 2001, APPROVED FOR POLICY INCLUSION MARCH 2002 AFTER 12 MONTHS OF TRIAL.

*Problem: Some scouts continually show up unprepared for campouts either by lack of preparing or lack of understanding.*

*Policy: It will be the rule of this Troop that anyone not wearing boots on Friday evening or the date of departure on a trip will be required to return home to get their boots or will not be allowed to camp. "No boots, no camping."*

*Further we travel in full Boy Scout uniform and we wear scout pants, scout belt and scout socks. Uniform inspections will be regularly held. Exceptions may be made by the SPL.*

### **Menus**

FIRST PROPOSED MARCH 2001, REVISED SEPTEMBER 2001 AND MARCH 2002  
APPROVED FOR POLICY INCLUSION, SEPT 2002, AFTER 18 MONTHS OF TRIAL.

*Problem: Patrols are not eating appropriately, are buying non-nutritious foods, not sticking to the menu as planned and failing to stay on budget.*

*Solution: Every patrol is advised use patrol cookbooks and will have to complete not only a menu, but also a buying list for the menu. Before the camping coordinator will release money to the patrol grubmaster, the menu and buying list will have to be signed by either the Senior Patrol Leader or one of his two assistants.*

*Each menu must meet the requirements for nutrition and food balance as required in the first class cooking requirements. The PL at the camp must post the menu signed by the SPL.*

In order to make this work more efficiently, Patrols must designate their grubmaster two weeks in advance of the campout. This is the same night that money is due for the campout, so there should be no question as to the grubmasters attendance. The troop also values the use of cooking contests to encourage better meals.

### **Campout Return Time on Permission Slips**

FIRST PROPOSED MARCH 2004. APPROVED FOR POLICY INCLUSION SEPTEMBER 2004.

The Troop will add to the camping permission slip the anticipated time at which Scouts will be ready for pickup on the day of return from a camping or other Troop Activity. The pickup time will be prominently placed on the permission slip to inform families of the pickup time. When planning a campout, the return trip will be planned to identify the intended pickup time, and the time of departure from the activity necessary to arrive at First Baptist ½ hour prior to the announced pickup time.

### **Equipment Checkout Form**

FIRST PROPOSED SEPTEMBER 2004, CONTINUED MARCH 2004 (POLICY ON DATE MISSING )  
(The troop expects to implement this process over the next 6 months)

Each PL is responsible for filling out an equipment check-out form before each campout. The form lists each item of equipment checked out for that campout. After completing the form, the PL gives it to the QM who would be responsible for making sure he got one from each patrol, and that it was completed properly. The ASPL is responsible to oversee and monitor this process.

### **Keeping Camp Clean**

FIRST PROPOSED SEPTEMBER 2005. MOVED TO POLICY MARCH 2006.

Troop Policy, page 5-6, "Keeping Your Camp Clean – The Three Pot Method" is completely replaced by the following"

"The objectives of the three pot method are:

To get your dishes clean

To prevent illness

To practice environmental friendly methods

The three pot method detailed in the currently published Boy Scout Handbook will be used at every meal where cleanup is needed."

### **Troop Equipment Responsibility**

FIRST PROPOSED MARCH 2003, AMENDED AND CONTINUED SEPTEMBER 2003. AMENDED AND CONTINUED TO ADDRESS ONLY TROOP TENTS MARCH 2004. CONTINUED AS IS SEPTEMBER 2004. AMENDED AND CONTINUED MARCH 2005. CONTINUED AS IS SEPTEMBER 2005 AND MARCH 2006. AMENDED AND CONTINUED IN SEPT 2006. MOVED TO POLICY MARCH 2007.

Equipment shall be returned at pre-opening on the first Tuesday after the campout. Any gear not returned then will be considered late.

Troop and patrol tents may be taken home on a Sunday. Tents must be returned on the 1<sup>st</sup> Tuesday. If not returned on the first Tuesday the Quartermaster or designate will phone the scout's home or have the scout call his parents that night to recover the tent. If the tent is not returned by the second week past the campout, the QM advisor will call the scouts parents to immediately recover the tent and warn them of the possible consequences.

*Any tent not returned for three weeks will be considered lost. Lost and abused tents will be reported to the SPL who will report to the committee. Any abuse of or lost scout property may at the committees discretion be billed to the family.*

### **Tent Assignments**

FIRST PROPOSED MARCH 2003, MODIFIED AND CONTINUED SEPT. 2003 AND MARCH 2004. AMENDED AND CONTINUED MARCH 2004. CONTINUED MARCH 2005. CONTINUED AS IS SEPTEMBER 2005, MARCH 2006 AND SEPTEMBER 2006. MOVED TO POLICY MARCH 2007.

*Tent partners are declared on the Tuesday night before the campout by each Patrol. Members write their names on a public list that is posted by the Troop Scribe. In addition to their names the tent partners will indicate who will take the tent home and which tent they are going to use. The tent partners will then meet with the troop quartermaster that evening to check out the assigned tent and make sure it has all stakes, poles, ground cloth and other parts.*

*The Troop Scribe is to compare tent assignments to the travel list and the payment list, maintained by the camping coordinator, to make sure everyone is counted.*

*The Patrol QM is responsible for checking out and in of patrol equipment including making sure every scout on his list has a tent. The Troop QM is responsible for maintaining a record of which individual scout is assigned a tent. If patrols are combined, the tent will still be assigned by permanent patrol. That is, if a raccoon tents with an eagle and the eagle is assigned the tent, it will be an Eagle Patrol tent.*

### **Liquid lighters and fire safety**

FIRST PROPOSED MARCH 2010, AMENDED AND CONTINUED SEPTEMBER 2010, CONTINUED MARCH 2011, AMENDED AND CONTINUED SEPTEMBER 2011, MOVED TO POLICY MARCH 2012.

*Butane and similar enclosed-liquid fuel lighters are allowed for youth members of the troop only after they are certified on Fireman chit. Lighters should not be stored in the youth patrol boxes. All scouts are reminded to bring their scout essentials, which include strike anywhere matches in a waterproof container or butane lighters, as defined in the Boy Scout Handbook on every outing.*

## **Section 2 - Troop Operations**

### **Troop Elections**

(AMENDED SEPT 2002)

*The elected officers of the Troop are the Senior Patrol Leader, the Patrol Leaders and the Venture Crew Chief. No scout may hold elected office if at any time during their term they turn 18 years of age. The term is assumed to run between the dates of the elections, that is, between the 3<sup>rd</sup> weeks of March and September.*

### **Senior Patrol Leader and Patrol Leaders**

*Troop elections are held twice a year near the third week of March and September at a regular troop meeting. Elected officers, for a six month term, are the Senior Patrol Leader and each permanent patrol leader. Patrol Leaders of new scout patrols are elected for a one month term.*

*Eligibility for senior patrol leader shall be Star rank or better and First Class for permanent Patrol Leader.*

*Nominations for Senior Patrol Leader are made two weeks before the date of the elections. Each nomination must be made and seconded by youth members and accepted by the nominee. No further nominations are possible after this date.*

*Those nominated prepare speeches and present them to the troop on the week before the elections.*

*Only registered members of the troop may vote.*

*The SPL is elected first in the evening. Next the SPL appoints all his troop officers with the consent of the Scoutmaster.*

*The Scoutmaster will appoint the Instructors, Den Chiefs, Troop Guides and Junior Assistant Scoutmasters.*

*After the appointments are made (or as many are made as possible), the Patrol Leaders are elected by their separate patrols. Only members of a patrol may vote for their Patrol Leader.*

*After the election of the Patrol Leader, the PL will appoint his patrol officers.*

*Common sense shall prevail in the administration of these election guidelines.*

### ***Elections for membership in the Order of the Arrow***

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*Order of the Arrow elections will be held in the month of April or thereafter each year to select new members and will be scheduled before the Council deadline.*

*Order of the Arrow members and officers of the OA have no status as officers in the Troop.*

*Elections occur according to the guidelines published by the National OA, BSA, or local lodge.*

### ***Venture Scouts and Venture Crew Chief Election***

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*(POLICY AMENDED MARCH 2006)*

*Scouts in Troop One may wear the "VENTURE" strip on their uniform if they meet the following requirements:*

*Be 14 to 17 years of age.*

*Be at least First Class,*

*Have attended at least one BSA Summer Camp (6 days)*

*Have camped at least 20 days and nights*

*Join a Venture Patrol or Venture Crew on at least one Venture Patrol- or Venture Crew-specific high adventure activity as defined by the Assistant Scoutmaster – Venture in consultation with the Assistant Senior Patrol Leader – Venture..*

*Upon the planning of a new venture trip, an election will be held for a venture crew chief.*

*Each venture crew chief is elected from among those eligible to wear the venture strip and attending the venture trip.*

*The venture crew for each trip will be limited, normally, to those who may wear the venture strip.*

*Requirements for venture crew for each event will be set at the time of each trip and may include some who aren't eligible to wear the venture strip and may exclude some who are eligible to wear the venture strip.*

*Scout spirit is an overall requirement for any venture activity.*

### ***Guidelines for New Scouts***

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*A separate document is produced and given to all who inquire about the troop. That document is maintained by the Scoutmaster and represents policy of the Troop, especially as it pertains to promises and representations made to the families of the new scouts.*

*A copy of that document follows:*

*This copy is available online at [trooponeakron.org](http://trooponeakron.org) and will no longer appear in this policy manual. The coverage on this page is about weekly meetings, monthly activities, troop organization, costs of participation, fundraising, what to bring*

to meetings, uniform policy, parental involvement, merit badge counselors, rules and regulations, quarterly activities and annual activities. Go to [trooponeakron.org](http://trooponeakron.org) and click on information for new scouts or how to join.

### **Troop Standards and Consequences**

MODIFIED SEPTEMBER 2006 [This section replaced by the policy on behavior in Section 4]

### **Troop Committee**

The Committee Chairman is the principle leader of the Troop Committee.

The Scoutmaster is an ex officio member of the committee

The Charter Representative is the third member of the Key Three of the Troop.

Major decisions that affect the existence and continuation of the troop must be passed through the Key Three.

The troop committee meets regularly on the second Tuesday of each month.

## **Amendments to Section 2 - Troop Operations**

### **Eligibility for elected office**

FIRST PROPOSED MARCH 2002

APPROVED FOR POLICY INCLUSION, SEPT 2002, AFTER 6 MONTHS OF TRIAL.

No scout may hold elected office if at anytime during their term they turn 18 years of age. The term is assumed to run between the dates of the elections, that is, between the 3<sup>rd</sup> weeks of March and September.

### **Revised order of Succession for SPL-dropped**

FIRST PROPOSED SEPTEMBER 2005. MOVED TO POLICY MARCH 2006; DROPPED AND REPLACED MARCH 2012

The normal Troop leadership succession order will be SPL, ASPL, ASPL-V, Quartermaster, Scribe, and Troop Guide. This strategic direction modifies the order set forth in the Troop Policy, page 4, Leadership in Camp section, third paragraph which states the order of succession as SPL, ASPL, ASPL-V, Scribe, Quartermaster, Troop Guide and Junior Assistant Scoutmaster.

### **Revised order of Succession for SPL**

FIRST PROPOSED MARCH 2012, MOVED TO POLICY SEPTEMBER 2012.

The normal Troop leadership succession order will be SPL, ASPL, ASPL-V, ASPL-Exp, ASPL-New, Quartermaster, Scribe, and Troop Guide. This strategic direction modifies the order previously set forth in the Troop Policy.

### **The Method of Removing and Replacing a Troop Officer**

FIRST PROPOSED MARCH 2006, CONTINUED SEPTEMBER 2006. AMENDED AND MOVED TO POLICY MARCH 2007.

It is anticipated that Troop officers will serve their full term, and will perform the job to which they were selected. Except as may be explicitly noted in this section of the policy, no other section of the Troop One policy is relevant to the removal of a Troop officer. Removal from office does not automatically invoke or imply suspension or removal from the

Troop under the Behavior Policy; such action must be undertaken independently from the action regarding service as a Troop officer.

Any and all other clauses of the Troop policy notwithstanding, no Troop officer, whether appointed or elected, shall be considered to have been removed from office in any case without the consent of the Scoutmaster.

### **Removal of an Elected Troop Officer**

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An elected officer may be removed from office by a three-quarters vote of the Patrol Leaders Council membership with the advice and consent of the Scoutmaster. Such a vote is effective immediately.

All ballots and numeric results will be known only by the SPL and Scoutmaster.

An elected officer may be removed from office for the following reasons:

*Abandonment of Office:* An officer will be deemed to have abandoned his office if he misses Troop meetings, PLC meetings, or campouts over the course of his term in excess of a number determined by the SPL and Scoutmaster.

*Dereliction of Duty:* An officer may be deemed in dereliction of duty by exhibiting refusal or unwillingness to execute the duties of his office as specified in BSA and Troop One policies and/or job descriptions.

In conjunction with disciplinary action taken under the Troop One Behavior policy if subjected to a suspension or other removal from the Troop.

The officer being subjected to a vote of removal from office will be offered the opportunity to speak to the PLC before the removal vote. It is up to the individual being subjected to the removal vote to determine whether they will appear, and the vote will not be delayed if they choose not to appear.

Individuals removed from office are not eligible to be elected or appointed to any Troop position until:

The next regular Troop Election, and

They have fulfilled the requirements of any action taken under the Troop One Behavior Policy.

The removed officer will be notified of the action taken as soon as practical after the vote of removal. No widely distributed communication of the action will be made.

The removed officer has the right to appeal the decision to the Troop Committee at its next regularly scheduled meeting.

### **Replacement of an Elected Troop Officer**

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If the Senior Patrol Leader position becomes vacant, the position will be filled by the next available Troop officer in the order of succession, as defined in the Troop Policy regarding leadership at camp.

In the event that an elected position other than Senior Patrol Leader becomes vacant, a replacement shall be selected by a majority vote of the relevant members. The replacement officer will be elected to complete the remaining term of office.

If the replacement officer is a Patrol Leader, that new Patrol Leader will have the option of retaining the current Assistant Patrol Leader or selecting a new Assistant Patrol Leader.

### **Removal of an Appointed Leader**

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An appointed leader may be removed from their position by the individual who appointed them, with the advice and consent of the Scoutmaster.

The Scoutmaster may remove any appointed Scout leader against whom action is taken under the Troop One Behavior Policy.

### **Replacement of an Appointed Leader**

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Appointed positions that become vacant will be filled following the Troop One policies and procedures used at the time of Troop elections to fill appointed positions.

### **Specific Troop Officer duties (Quartermaster, Librarian, Historian)**

FIRST PROPOSED MARCH 2002, CONTINUED SEPT. 2002 & MARCH 2003. AMENDED AND ADOPTED AS POLICY SEPT. 2003.

*The following specific duties are to be added to the normal duties for the offices of Quartermaster, Librarian, and Historian.*

*The Quartermaster, Librarian and Historian will on or before the first week of March and September complete a complete written inventory. The new troop officer, after election in the third week of March or September, will review this inventory with the outgoing officer. A permanent record of all inventories and reviews are to be maintained on a computerized file or other permanent record. The SPL, SM, TC chair, and Treasurer are to receive copies of the inventories and a comparison to the last inventory.*

*The Quartermaster is responsible for the troop gear and the maintenance of the garage and any spaces inside the church where troop gear is stored.*

*The Librarian is responsible for the care and upkeep of the back office. While normally the Scribes and Historians will require access and storage in the back office, it is the Librarian's space. The Librarian is responsible for all program materials, including but not limited to merit badge books, other books, ropes for knot tying, compasses and maps, first aid bandages and other training material. The Librarian is responsible for the forms bucket and for maintaining all the forms that the troop requires.*

*The Historian is primarily responsible and inventories all picture albums, historical paperwork such as court of honor brochures, ribbons and plaques.*

### **Job description of Bugler**

FIRST PROPOSED MARCH 2007, AMENDED SEPTEMBER 21, 2007, CONTINUED MARCH 28, 2008, CONTINUED SEPT. 19, 2008, AMENDED MARCH 27, 2009, MOVED TO POLICY SEPTEMBER 25, 2009.

*The bugler is responsible for waking scouts in camp, calling assemblies and helping organize the troop at assemblies, conducting flag ceremonies, assisting the SPL in taking the flags and posting them at camp.*

### **Revision to the job description of ASPL-V**

FIRST PROPOSED MARCH 27, 2009, MOVED TO POLICY SEPTEMBER 26, 2009

*The ASPL-V will serve as a program advocate for the older scout program at meetings, campouts and other events. The term is revised to a six-month term.*

### **Senior Troop Guide**

FIRST PROPOSED MARCH 27, 2009, MOVED TO POLICY SEPTEMBER 26, 2009

*A Senior Troop Guide is a Troop Guide on the level of an Assistant Senior Patrol Leader and is appointed by the SPL to a six month term. He is the primary program advocate for scouts not yet first class and works closely with the Assistant Scoutmasters for new scouts. He will direct and coordinate the troop guides, may sign handbooks and vote in the PLC. He will back up the troop guides if they are absent. The appropriate office insignia is the Troop Guide patch.*

### **Training of Instructors and Troop Guides**

FIRST PROPOSED AND APPROVED, SEPTEMBER 2010, CONTINUED MARCH 2011, AMENDED AND CONTINUED OCTOBER 2011, CONTINUED MARCH 2012, MOVED TO POLICY SEPTEMBER 2012.

Within 30 days of their appointment, Troop Guides and Instructors will be trained by the senior troop guide or older scout. The trainer, appointed by the SPL and Scoutmaster, will be ideally EDGE trained or have served on NYLT staff. Instructors for summer camp should also be certified before summer camp in a similar fashion. Once trained the instructor or troop guide may sign handbooks.

### **ASPL-Exp**

ADD A NEW POSITION OF ASSISTANT SENIOR PATROL LEADER FOR EXPERIENCED SCOUTS (ASPL-EXP)  
FIRST PROPOSED MARCH 2012, MOVED TO POLICY SEPTEMBER 2012

*Job description: the assistant senior patrol leader of experienced scouts is a member of staff and a successor to the SPL after the ASPL-V.*

*This ASPL-Exp is a troop executive officer and is the primary program advocate for the experienced boy program. The senior patrol leader with the approval of the Scoutmaster appoints him. The assistant senior patrol leader acts as the senior patrol leader in the absence of the senior patrol leader and ASPL and ASPL-V or when called upon. He also provides leadership to other leaders in the troop.*

*Reports to: the senior patrol leader*

*Assistant senior patrol leader duties:*

- *Helps the senior patrol leader lead meetings and activities.*
- *Runs the troop in the absence of the senior patrol leader and other ASPLs.*
- *Represents the experienced scouts at all patrol leaders council meetings*
- *Is the primary program advocate of the experienced Patrol Leaders and the experienced boys for meetings and campouts.*
- *Helps see that scouts not yet first-class rank have an opportunity to advance*
- *Serves as a member of the patrol leaders council.*
- *Assists the assistant scoutmaster for experienced scouts*
- *Counsels individual scouts on scouting challenges*
- *Sets a good example.*
- *Enthusiastically wears the scout uniform correctly*
- *Lives by the scout oath and law.*
- *Shows scout spirit*

### **Job description of the webmaster**

FIRST PROPOSED SEPTEMBER 2012, MOVED TO POLICY MARCH 2013.

*The webmaster duties:*

- *Collaborates with historians to work with a webpage to chronicle troop events*
- *Assists in the public relations of the troop*
- *Advises on the maintenance of the troop website*
- *Helps set and administer security and privacy policies*
- *Sets a good example.*
- *Enthusiastically wears the scout uniform correctly*
- *Lives by the scout oath and law.*
- *Shows scout spirit*

## Section 3 - Venture in Troop One

PATROL LEADER COUNCIL - JULY 30, 1998

SCOUTMASTER – SEPT 21, 1998

TROOP COMMITTEE CHAIRMAN (FOR TROOP COMMITTEE)

*Within the existing policy manual changes may have to be made to*

- *Normal succession to the SPL under Leadership in Camp*
- *Planning process under Camping Dates*
- *Venture Scouts and Venture Crew Chief Elections under Troop Elections*
- *Reference to Venture Crew whenever Patrol is mentioned*

*Further additions to the policy manual should include*

- *More encompassing discussion of planning for the Troop detailing the Annual Planning Conference and all dates leading up to it, including a time for separate venture planning*
- *Discussion of planning for Troop Meetings to discuss the parts of program appropriate for New Scouts, Experienced Scouts and Venture Scouts*
- *Formal process by which policy may be changed*
- *Statement that Troop One adheres to all published BSA regulations*
- *References to appropriate BSA documents (?)*

### Objectives

*Venture in Troop One is not the same as the new Venturing Program as introduced by the National Council in Fall 1998.*

*In the Summer of 1998, Troop One, through its patrol leaders council (PLC) has come to recognize the need for a more formalized program for older scouts. Explicitly recognized is*

- *The Troop has an obligation to older boys to provide a stimulating program, to offer challenge, to keep them active, and to aid retention and advancement.*
- *The Troop has an obligation to younger scouts to provide the best junior leadership and leadership training, that an older boy program will retain more older junior leaders, and at the same time by giving the older boy more to do, open up leadership and training opportunities for the younger scouts.*
- *The Troop has grown to a point where there are more older scouts than leadership opportunities.*
- *The Troop will retain younger scouts as they strive to meet the requirements of the older boy program.*

*Therefore the PLC does pass this Venture Policy and Procedures for immediate use in Troop One and does establish the will to make it work*

### Membership in Venture

*Venture is an exclusive activity of scouts 14 years of age and over. Upon the 14<sup>th</sup> birthday a scout may chose to become a Venture Crew member. Each venture member will be assigned to a Venture Crew and will be led by a Venture Crew Chief. All Venture members must maintain a current youth registration within BSA Troop One. Notwithstanding this provision, the normal time to switch to a Venture Crew is during the Troop Leader Elections in March and September so as to not unduly upset the effective patrol structure of the Troop.*

*The size of the Venture Crew within the organization of the Troop need not be limited to 8 Crew members, but if larger, the Venture Crew Chief will designate patrol-sized crews to act as patrols within the larger context of the troop for purposes of camping and other troop activities.*

Membership in Venture does not exclude the responsibility for supporting and maintaining the Troop through effective teaching, setting the example, and taking on leadership roles. Venture Crew members are still active participants within the Troop's organization.

## **Leadership in Venture**

### **Venture Crew Chief (for Operations)**

The youth members of the Venture crew elect a Venture Crew Chief for a one-year term during the Troop elections, held as set forth elsewhere in this document during the September round of elections. This Venture Crew Chief is a voting member of the Patrol Leaders Council and has responsibility for day-to-day operations of the Venture Crew within the larger Troop. The requirements for a Venture Crew Chief include the previous earning of a Venture Crew Strip, the requirements of which are listed elsewhere. The Venture scout must be under 18 for the entire term of office.

This position in the Troop organization is equivalent to an Assistant Senior Patrol Leader for Venture with the exception that the position is elected. The appropriate badge of office is the Venture Crew Chief patch only worn during the term of office. Alternatively the Venture Crew Chief may elect to wear the Assistant Senior Patrol Leader Patch.

Planning for Venture Crew meetings and events is the responsibility of the Venture Crew Chief under the authority of the Patrol Leaders Council and always in cooperation with the Senior Patrol Leader.

### **Venture Crew Chief(s) (for Venture events)**

Each scheduled Venture Activity will have an elected Venture Crew Chief who will oversee operations of the Venture event itself. This Venture Crew Chief will have a voting position on the Patrol Leaders Council as long as the position stays in effect. The term of office will begin immediately at the time of the election and normally will end either (1) upon the conclusion of the Venture event, but not until such time as all necessary reports have been filled including a report to the Troop Committee on the evaluation of the event or (2) on the anniversary of the election. The term will be made clear by the Scoutmaster at the time of the election. The requirements for a Venture Crew Chief include the previous earning of a Venture Crew Strip, the requirements of which are listed elsewhere.

Elections may be held as soon as an event is planned and put on the calendar. Typically this will mean the election of each crew chief will occur during the September Troop Leader Elections.

This position in the Troop organization is equivalent to a Patrol Leader for Venture. The appropriate badge of office is the Venture Crew Chief patch only worn during the term of office.

## **Elections**

Before an ad-hoc election for Venture Crew Chief (for Venture events) may occur, the prior approval of the Scoutmaster and Senior Patrol Leader must have been obtained. Elections are validated when the Scoutmaster and Senior Patrol Leader receive the report.

## **Adult Leadership**

The Venture Crew has adult leadership by Assistant Scoutmaster(s) for Venture. Assistant Scoutmaster(s) for Venture are appointed by the Scoutmaster with the advice and consent of the Committee Chairman. All adult leaders for Venture must be registered members of the BSA within Troop One.

## **Meetings**

Meetings of Venture Scouts will be called and scheduled as needed with the full knowledge and approval of the Patrol Leaders Council. Ad hoc meetings require permission of the Senior Patrol Leader and the Scoutmaster.

Meetings should be held as to minimize disruptions with the Boy Scout Troop. If held during the regularly scheduled Boy Scout meetings, they should be held when new and experienced scouts have their own program and during patrol meeting time.

## **Awards**

All awards are from the Boy Scout Program. The exception is the Venture Strip, the requirements of which are listed elsewhere.

## **Events**

Venture Scouts may engage in Venture Activities that are held concurrently with the Scout Troop or separately. Like with the Scout Troop, Venture activities will have to adhere to all BSA regulations including two deep leadership, at least one of whom is 21 years of age or better.

Venture Activities may have to hold to additional rules over and above and may have exceptions to the rules of the Boy Scout Troop as proscribed by the BSA.

Normally, the Venture Crew will be active for four (4) events per year as determined at the Annual Planning Conference. Typically these will be

Spring Venture Trip, often a backpacking weekend in conjunction with the Boy Scout Troop in the month of March or May,

Summer High Adventure Trip, often a week long activity done without the Boy Scout Troop and held in the Months of June, July or August as determined at the Annual Planning Conference,

Fall Venture Trip, often a backpacking weekend in conjunction with the Boy Scout Troop in the month of October or November, and

Winter Venture High Adventure, often held between Christmas and New Years Day and lasting approximately one week.

The Venture Crew may elect to do all or none of these events and to supplement them with other events. This can be done with the approval of the PLC and the Troop Committee, unless planned at the time of the Annual Program Planning Conference which is the normal time that Venture events are planned and scheduled.

Guidelines for Planning as set out below must be followed in the planning and execution of all Venture events.

Eligibility for the trips will be set at the annual planning conference and will typically include all Venture Strip Scouts at a minimum. The PLC may choose to lower these requirements or add other requirements as needed. For example, scouts who may be eligible for Philmont within a year, may not yet have attained the age of 14, so they may be allowed to attend Venture Backpacking trips in order to get experience.

Regular attendance is expected and dues will accrue the same as in the Troop as a whole.

## **Guidelines for Planning Venture Events**

- Whereas Venture events by their very nature are more involved than Boy Scout Troop events, and
- Whereas Venture events should challenge and offer scouts greater opportunity than typical Boy Scout events, and
- Whereas Venture events can be more expensive requiring a longer time to raise needed funds, and
- Whereas Venture events will require a full disclosure to parents and Troop Leaders
- the following Venture Planning Guidelines are required to be followed in every case of a Venture event:

## ***Weekend Venture Events***

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*The planning of weekend events such as the Spring and Fall Venture activities listed under events above, must adhere to the following schedule.*

### ***The event must be planned a minimum of four months in advance***

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*The event must be announced by flyer and detailed itinerary including all costs and with all reservations secured three (3) months in advance.*

*The Fall Venture event as listed above must have a flyer distributed at the September Court of Honor, if not before, since this will be typically be only two months in advance.*

*The Spring Venture event as listed above must have a flyer distributed at the December or March Court of Honor, if not before, since this will be typically be only two months in advance.*

*The Venture Crew will be formed and will train and plan to carry out the event over the three months in advance of the event with as many meetings as seems prudent and wise.*

*The Venture Crew is to be formed as soon as possible in the first of the three months and a Venture Crew Chief will be elected for the event.*

## ***Week-long Venture High Adventure Trips***

---

*The planning of week-long Venture High Adventure trips such as the Summer and Winter Venture activities listed under events above, must adhere to the following schedule.*

*The event must be planned a minimum of nine (9) months in advance.*

*The event must be announced by flyer and detailed itinerary including all costs and with all reservations secured nine (9) months in advance.*

*The Winter Venture event as listed above must have a flyer distributed at the March Court of Honor.*

*The Summer Venture event as listed above must have a flyer distributed at the September Court of Honor.*

*The Venture Crew will be formed and will train and plan to carry out the event over the nine months in advance of the event with as many meetings as seems prudent and wise.*

*The Venture Crew is to be formed as soon as possible in the first of the nine months and a Venture Crew Chief will be elected for the event.*

## ***Fiscal Responsibility***

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*Venture Events scheduled within the Troop and held separately must adhere to sound principles of fiscal responsibility. Each event is required to be self-sufficient and not to be a drain on the resources of the Scout Troop beyond what is reasonable. The Treasurer, in advance of any subsidy being offered makes the recommendation to the Committee who must approve such subsidization of the Venture event in advance.*

*Part of the fiscal responsibility is a clear notice of actual and expected costs being given to Venture Crew members and their parents, made well in advance of the scheduled event.*

*For trips over \$50.00 an advance deposit will be required and a payment schedule set up and published to parents, made well in advance of the scheduled event.*

Deposits are refundable under the guidelines published elsewhere in this policy manual.

Ample time must be given to fundraising efforts. All fundraising must gain approval of the PLC and Troop Committee. Venture only fund-raisers require the advance approval of the Troop Committee. Normally these will be placed by the committee on the Troop Calendar during the time of the Annual Program Plan's formulation.

## Large Outings

From time to time the troop may conduct "large-type" (weekend –or- week) outings where large sums of money are collected –or- expended or a larger degree of planning is required. The scout leading up the outing and the adult leader serving as the advisor, is responsible for providing, and working with, the troop treasurer to create a realistic activity budget showing all income and expenditures. Contracts will be entered into as appropriate and prudent as outlined in the Troop Financial Policy to protect the troop and its' chartered organization. The treasurer will be responsible for tracking payments, actual expenditures against the budget, and reporting that information to the advisor and the troop committee.

## Amendments to Section 3 - Venture in Troop One

### Venture Program revisions

FIRST PROPOSED MARCH 2002, CONTINUED SEPT. 2002 & MARCH 2003. ADOPTED AS POLICY, SEPT 2003

The following changes are to be made to the venture program. (1) The ASPL-V is to be elected by all venture members in September to a one-year term, but will be a troop level officer, a member of the Staff, and will oversee all venture activities. (2) The Venture crew Chiefs are to be selected for each activity and report to the ASPL-V. Venture crews form around activities are temporary in nature. (3) Venture shall form patrols and elect Patrol Leaders every six months for six-month terms who report to the SPL.

The venture patrols will be treated as any other patrol in the troop organization. Other parts of the venture program may need revision to be consistent with these changes.

### New Requirement for Venture Strip

FIRST PROPOSED SEPTEMBER 2005. MOVED TO POLICY MARCH 2006

The fifth bullet from Troop Policy page 7, Venture Scouts and Venture Crew Chief Election section, number 1 shall read: "Join a Venture Patrol or Venture Crew on at least one Venture Patrol- or Venture Crew-specific high adventure activity as defined by the Assistant Scoutmaster – Venture in consultation with the Assistant Senior Patrol Leader – Venture." This replaces the "intention" clause with one requiring high adventure activity.

### Venture Crew Chief Eligibility Change

FIRST PROPOSED SEPTEMBER 2005. MOVED TO POLICY MARCH 2006.

Troop Policy page 7, Venture Scouts and Venture Crew Chief Election section, number 3: "Each venture crew chief is elected from among those attending the venture trip." This replaces the requirement that the venture strip is required for election.

## Venture Patrol Future

FIRST PROPOSED MARCH 2010, AMENDED AND CONTINUED SEPTEMBER 2010, CONTINUED MARCH 2011, AMENDED AND CONTINUED OCTOBER 2011, DROPPED MARCH 2012.

*A committee of youth and adults will explore Venture as defined in the policy and will make recommendations of specific policy changes by February 29, 2012. This is kept in the policy to maintain some history on the thought into Venture.*

## Section 4 - Troop One Policy Regarding Behavior

REVISION TO POLICY MANUAL, JUNE 6, 1999. MODIFIED SEPTEMBER 2006  
THIS POLICY TO REPLACE RELEVANT SECTIONS OF THE POLICY MANUAL

### Policy

*Each Scout who belongs to Troop One is expected to be on good behavior at all times. However, we realize that there are occasions where conflict will arise between members. Human nature virtually guarantees this will occur on a fairly regular basis, particularly in an all male group who are also experiencing varying degrees of puberty and related hormone changes. In addition, a percentage of boys will be on some sort of mood or behaviorally modifying prescription, the dosage of which may need to be altered along with growth, weight gain, hormone production and physical exhaustion.*

*The program of the Scout Troop, properly planned and executed by the Patrol Leaders Council, has little chance of succeeding if the scouts are not participating in the methods of scouting. Those methods are*

- The Ideals of Scouting*
- The Patrol Method*
- The Outdoors*
- Advancement*
- Association with Adults*
- Personal Growth*
- Leadership Development*
- The Uniform*

*When a scout or scouts fail to follow the methods by disruptive behavior or failing to follow one or more of the principles expressed in our standards of behavior, the program of the Troop suffers and leaders of the Troop must be prepared to deal with the problems swiftly and decisively.*

*The principles of scouting go back to our founder, Robert Baden-Powell, and it is important to recall his admonitions (from the Scoutmaster Handbook, 1999):*

*"The patrol method is not a way to operate a Boy Scout troop, it is the only way. Unless the patrol method is in operation you don't really have a Boy Scout troop."*

*"The object of the patrol method is not so much saving the Scoutmaster trouble as to give responsibility to the boy"*

*"Scouting is a game for boys under the leadership of boys under the direction of a man."*

*Hence the first responsibility for order and discipline within the troop is with the patrol leaders and the senior patrol leader.*

*The Troop has had a policy of varying degrees of “consequences” or “punishment” prescribed for various degrees or frequency of poor behavior by a Scout. This policy suggests a clearly communicated set of guidelines for responsibility, authority, or procedures to deal with negative behavior that boy and adult leaders can follow.*

*While the first level of responsibility for controlling the group rests with the boy leaders, this policy clearly states that any adult has authority, indeed the responsibility, to enforce Troop bylaws and standards of acceptable behavior. If a Scout, after working through the patrol method, turns to an adult for assistance, that Scout has the right to expect results. Adults who actually directly observe behavior that warrants admonishment are the ones best equipped to deal with the situation, no matter whose child needs the attention. Adults are cautioned not to usurp the authority of the boy leadership and are encouraged to add immediate assistance to that leadership. Direct observers are the one’s who can best judge the cause and severity of an incident. The adult observer is best positioned to decide the difference between an accident and an intentional violent act. And he or she is best prepared to decide the context in which spoken phrases were meant to be understood and can directly question the Scout for further clarification.*

*Boy Leaders and adults who observe a Scout’s negative behavior or observe a confrontation between two or more Scouts have the responsibility to get involved immediately as stated above. The adult should also involve another adult immediately so there can be a consensus of approach to the situation and two deep leadership can be maintained. If the behavior of the Scout or Scouts in question does not respond to new direction given by this pair of adults in consultation with the SPL or other relevant boy leaders, the Troop specifically gives them the right and responsibility to remove the offenders from the meeting.*

*Minor problems may be solved without consultation with other adult leaders, but matters of a more than minor problem must be brought to the attention of the Scoutmaster (including assistants and those acting as assistants). Separation of those being disruptive has the best chance of being effective and that separation may be for a few minutes to much longer as detailed in the Troop’s Consequences of Behavior. Scouts out of control or otherwise presenting a serious problem for troop order and effectiveness should be sent home from the activity or meeting.*

*Scouts who exhibit a continuous pattern of negative behavior will be allowed to participate in Troop meetings and outings only if they are accompanied by one of their parents. Troop adults cannot be expected to be professionally trained to handle physiological and pharmacological issues, which may be unique to one Scout in the Troop. That Scout’s parents have additional knowledge and expertise that may be needed on an ongoing basis in order to maintain behavior levels acceptable to the Troop. This requirement of parental attendance must be voted on and passed by a two thirds majority by the Troop Committee.*

*Only under the most severe behavior patterns will the Troop Committee, along with the Scoutmaster and Assistant Scoutmasters, consider removing a boy from the Troop. This shall be for reasons such as, but not limited to:*

- repeated direct threats or acts of violence*
- constant disruption of meetings of activities*
- repeated insubordination & lack of respect for other Scouts or adult leaders*
- drug or alcohol use*
- general lack of participation in meetings, activities and advancement*

*Expulsion shall occur only after a reasonable period of parental accompaniment as mentioned in the paragraph above if the Scout is taking insufficient positive direction.*

*It is the policy of Troop One to recognize that this is a boy run Troop but supervised by adults. The boys shall retain the right to deal with behavioral issues first before involving an adult. However, if the situation warrants it, the adult can and should step in immediately and act per the steps defined above.*

*Reasonable time shall be decided by the Troop Committee in consideration of the severity of the incident on a case by case basis.*

Notices are to be written if they involve the parents, excepting minor warnings.

Providing a safe Scouting experience is of the utmost importance for Troop One. Bullying, taunting and hazing are a particularly troubling aspect of misbehavior that endangers Scout safety. The consequences of bullying are far-reaching and cause problems in the Troop, the Scout's family, and the community.

Bullying includes both physical action and verbal taunting of an individual by others repeatedly over time.

Bullying usually has three common features:

It is a deliberate, hurtful behavior;

It is repeated; and,

It is difficult for those being bullied to defend themselves.

There are three main types of bullying:

Physical, such as hitting, pushing, kicking, and taking belongings;

Verbal, such as name-calling, insulting, and racist remarks; and,

Indirect or Emotional, such as spreading nasty stories, and excluding from groups.

Repeated bullying is an indicator of a problem that is likely beyond the Troop's ability to respond. Consequently, Troop One's position on bullying is:

Bullying, taunting or hazing is not consistent with Scout Spirit, and is not tolerated in Troop One; and,

While a reasonable effort will be made to counsel those who bully another person, incidents will be dealt with under the terms of the relevant BSA National Council such as, Guide to Safe Scouting and Youth Protection Guidelines, as well as the Troop One Behavior Policy.

**Troop Responsibility**

If there are no consequences to bad behavior; if the victim does not complain and if the peer group silently or even actively colludes, the bully will continue with the behavior. The action of bullying occurs because a bully seeks attention and believes he is popular and has the support of the others. They will keep bullying because they incorrectly think the behavior is exciting and makes them popular.

Everyone in the Troop has a responsibility to actively discourage bullying behavior, and each participant in a Troop activity who becomes aware that bullying is or has occurred is to report the activity to an adult leader.

### **Consequences of Poor Behavior**

Each step may be administered by a scout or adult in authority, but must be confirmed by the Scoutmaster.

These consequences do not have to be administered in this order, if in the judgment of the leaders the offense is serious enough to warrant a more severe consequence.

#### **Warning!**

Remembering to praise in public and criticize in private

#### **Separation from troop with a project.**

Project must be satisfactorily completed before return.

#### **Note home to parents.**

Parent's signature required to return.

#### **Suspension for a meeting.**

Scoutmaster conference required with parents present before return

**Suspension for a campout including all meetings in preparation.**

Scoutmaster conference required with parents present before return. Parents must attend meeting upon return.

**Indefinite suspension.**

Parent and scout must appear before Troop Committee before returning with no guarantee of another chance.

**Expulsion**

Only upon vote of Troop Committee per written policy

### **Troop 1: Standards of Behavior**

The Scout Oath,

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

Scout Law,

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

Pledge of Allegiance,

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Outdoor Code,

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

and

Wilderness pledge

Through good camping and hiking practices, I pledge myself to preserve the beauty and splendor of America's wilderness, primitive and backcountry areas. I commit myself to: Set a personal example in following the Outdoor Code; Train those I lead in the skills and attitudes needed to protect and preserve wilderness for future generations; Assure that parties of which I am a part observe the hiking and camping standards that will "leave no trace" of our passing.

represents the "law" of this troop at every meeting and function.

Scouts and Scouters will be respectful at all times.

Scouts and Scouters in Authority will be held to a higher standard at all times.

## **Amendments to Section 4 - Troop One Policy Regarding Behavior**

### **Member Behavior Guidelines**

FIRST PROPOSED MARCH 2006. MOVED TO POLICY SEPTEMBER 2006 AND TO BE MERGED WITH THE DISCIPLINARY POLICY.

Providing a safe Scouting experience is of the utmost importance for Troop One. Bullying, taunting and hazing .... text deleted, see relevant section...If there are no consequences to bad behavior; .... text deleted, see relevant section...

Everyone in the Troop has a responsibility to actively discourage bullying behavior, and each participant in a Troop activity who becomes aware that bullying is or has occurred is to report the activity to an adult leader.

### **Unacceptable language and behavior**

FIRST PROPOSED MARCH 2008, AMENDED SEPT. 19, 2008, CONTINUED MARCH 27, 2009, MOVED TO POLICY SEPTEMBER 26, 2009.

Profanity in any form including cursing, sexual references, inappropriate hand gestures, racial or religious slurs and any inappropriate materials is unacceptable at any troop function. If any of this is found in any form it shall be brought to the attention of the relevant present leader and/or the PLC. The appropriate action shall be in accordance with the consequences outlined in the policy.

## **General Amendments to this Policy**

### **BSA Policy**

PASSED BY THE PLC 11/5/00

BSA policy and guidelines will rule when this policy is silent. When in conflict, the BSA policy if required will supersede this policy.

### **Toy and Card Policy**

PASSED BY THE PLC 11/5/00

This policy applies to all toys and cards. It applies to playing cards, magic cards, pokemon, or other trading cards, as well as toys such as balls, yo-yos, Frisbees, and the like.

Toys and cards can be used during free time on campouts and activities, but never at meetings of the troop unless part of the program plan. Free time is time when there is not another assigned task at hand. The troop and its leaders are not responsible for the toys and cards, only the scout-owner is responsible.

If toys and cards are out at an inappropriate time: For the first offense, there is a warning, and you will be told to put your toys and cards away. For the second offense, the SPL has the option to take them away with the consent of the adult leader. Confiscated items will be held on to by the adults and will be returned at the end of the meeting or event.

Under no circumstances will the troop allow or condone the exchange or buying and selling of toys and cards. All such trades must be done privately and with the full knowledge of the parents involved.

### **Electronic Policy**

PASSED BY THE PLC 11/5/00

Normally personal listening devices (radios, cassettes, CD player, MP3 players and the like) are not permitted on a campout or other activity. The outdoors activities are better appreciated when Scouts are not bringing along their music and other electronic devices. Further many devices are not designed for the rigors and elements of the outdoors.

Scouts are allowed to bring their electronics along on a trip where travel is significant (such as an hour or more of travel), but the devices must remain in the vehicles during the camp or activity. Headphones or earbuds must always be used. No speakers are allowed to be used as it can be distracting to others. The emphasis is on personal listening devices. Never is the troop responsible for a scout's or Scouter's equipment.

*On a long encampment such as Summer Camp or a high adventure the devices may be used with permission of the senior patrol leader but only during free time. This right can be granted and revoked by the SPL at will. Abuse will not be tolerated including listening or using the electronics in a distracting manner or in place of a planned or expected scout activity.*

*Other electronics, such as a weather radio, walkie talkies, cell phones, PDAs, laptops etc. may be brought to camp and used during free time, or in support of the scouting mission, but common sense must prevail and if in the opinion of the SPL (in consultation with the Scoutmaster) the use of these devices detracts from a quality scouting experience then the devices must be put away.*

*The best situation is no electronics and if electronics are used the individual provides absolute security for the devices.*

### **Troop meetings will end on-time 9:00 pm sharp.**

PASSED PLC AT THE JLT WEEKEND SEPTEMBER 26, 1998

*The PLC will develop a way to keep everyone in Judson Hall or where they are supposed to be.*

*No announcements will be made at any time during a meeting without the prior approval of the SPL. The SPL will set an amount of time the announcer may not exceed.*

*A formal written plan will exist for all meetings using the Troop One meeting planning form.*

*The troop will have the closing assemble at 8:40 in patrol lines. PL's and Venture Crew Chiefs are responsible for their member's compliance.*

*The troop meetings will start on time at 7:30*

*SPLs, Scribes, and Service Patrol will arrive at 7:00 pm.*

*All scouts are to arrive at 7:15 pm*

*A PLC will be held at 7:20 pm at the stage every meeting night. APLs will assist in lining scouts up.*

*PLs and VCCs are expected to always take charge and responsibility.*

### **Only Scouts May Sign Boy Scout Handbooks**

FIRST PROPOSED IN PLC, PASSED SEPTEMBER 2001, APPROVED FOR POLICY INCLUSION MARCH 2002 AFTER MORE THAN 6 MONTHS OF TRIAL.

*Problem: Many scouts who complete a requirement are never required to exercise that skill and be put in the position of a teacher of other scouts. Nowhere is this more apparent than in the skills most often taught and signed off by an adult. The problem is having all older boys not being responsible for the advancement of younger scouts.*

*Policy: Only scouts may sign Boy Scout handbooks indicating that a requirement has been completed. Adults may instruct but a Scout must sign. It is our desire that the adults that have so much to give will concentrate on training the older scouts to train the younger scouts and to serve as mentors of the teaching process.*

*Scoutmasters retain the right and obligation to sign for Scout Spirit and Scoutmaster Conference completion and the Troop Committee retains the right and obligation to sign for completion of the Boards of Review.*

*The only Scouts empowered by the PLC to sign books are those Scouts meeting both of the following requirements. (1) The scout must be a first class scout, and (2) the scout must hold the office of Senior Patrol Leader, Assistant Senior Patrol Leader, Troop Guide, or Instructor; or be a Patrol Leader and have the expressed consent of both the Scoutmaster and the SPL.*

*Rights to sign can be at any time be removed by agreement of both the SPL and the Scoutmaster.*

### **JASMs have the right to sign Boy Scout handbooks.**

FIRST PROPOSED: MARCH 21, 2014, MOVED TO POLICY SEPTEMBER 19, 2014

*Junior Assistant Scoutmasters will have the right to sign Boy Scout handbooks just as do Instructors. The JASM must hold the rank of at least First Class.*

### ***Instructors to report to the ASPL-New***

FIRST PROPOSED AND PASSED: MARCH 27, 2015, CONTINUED SEPTEMBER 25, 2015. MOVED TO POLICY MARCH 18, 2016.

*In order to increase the usefulness and productivity of instructors we change jurisdiction of instructors from ASPL to ASPL-New (Senior Troop Guide).*

## **Strategic Directions**

### ***Electronics Policy Revision***

First proposed September 25, 2015

This replaces the electronic policy of 11/5/2000, continued for 6 months on March 19, 2016.

Under normal conditions, personal electronic devices may be brought on campouts or other scouting activities but must remain in a bag or be stored in another manner unless needed for an activity or to contact another Scout, Scoutmaster, quartermaster, etc. The outdoors are much better appreciated when electronics are kept stored. The Troop is never responsible for a Scout's or Scouter's equipment. Scouts on a trip should not contact parents or family without notifying the Scoutmaster that they have done so or intend to do so.

On any campout with the permission of the Senior Patrol Leader, scouts may use their personal electronic devices only during free time. If the use by a Scout of personal electronic devices is found to be distracting to other Scouts, then the SPL should revoke the Scouts permission to use the particular electronic device. Electronic device usage should be limited so that the Scout may enjoy the Scouting activity. Headphones or earbuds must always be used. No speakers are allowed to be used as it can be distracting to others. The emphasis is on personal listening devices.

In extreme cases and upon recommendation of the SPL the Scoutmaster may confiscate the electronic device and return it to the Scout or his parents at the end of the activity.

All use of an electronic device must abide by the scout oath and scout law.

The best situation is one in which electronics are not used and if electronics are used, the individual is completely responsible for the electronic device.