

Troop 146
Policies and Guidelines

**Troop 146 BSA
Policies and Guidelines
Knights of Columbus
2003 Revision**

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Chapter 1

Overview and Troop Goals

1.1—General (2003)

These Policies and Procedures are not rigid rules, but provide guidelines and goals for the operation of Troop 146 BSA, sponsored by Knights of Columbus #10667, Quartz Hill, CA. We must apply them using common sense and fairness. The Policies and Procedures devote much space to the Scoutmaster's responsibilities, because his performance is the key to a successful troop, and because all other troop jobs support the Scoutmaster's efforts.

1.2—Enforcement and Changes (2003)

As the troop's executive officer, the Scoutmaster is empowered to enforce and to waive all policies, whichever in his judgment is in the best interest of Troop 146 and its members. The troop committee has final authority over any question of interpretation. The Troop Committee must approve all changes to the Policies and Procedures.

1.3—BSA Policies (2003)

The Scoutmaster needs the training, knowledge, and initiative to make sure that Troop 146 operates in full accord with the Charter and Bylaws and the Rules and Regulations of the Boy Scouts of America (BSA) and with all applicable BSA policies and procedures. The Troop Committee needs to acquire the training and knowledge to meet their responsibility to ensure that the Scoutmaster so operates the troop. Primary resources for Scouting knowledge are the Scoutmaster Handbook, Boy Scout Handbook, and Troop Committee Guidebook.

1.4—Troop Philosophy (2003)

Today, too many people are satisfied with mediocrity. Too many people are casually dishonest, unethical, and immoral in their everyday conduct. Too many people are satisfied to follow rather than lead. In Troop 146, we want to teach our Scouts to be leaders, to set the example, to stand up for what they know is right. We want our Scouts to be honest, to set high goals for themselves, and to be achievers.

1.5—Challenge and Adventure (2003)

Challenge and Adventure is too often missing in adolescent life today, they are vital elements to maintain the interest of the Scouts and to help them develop leadership and self-confidence. We must do everything we can to include these elements in every aspect of our Troop program.

1.6—Leadership Development (2003)

Scouting teaches leadership. And the only way to learn leadership is to practice it by holding leadership responsibilities. As Scouts mature in the Troop, they become directly responsible for the development of the younger Scouts. First Class Scouts plan, execute, and evaluate the troop program, under the watchful guidance of the Scoutmaster.

1.7—BSA Aims and Methods (2003)

Troop 146 uses all the eight Methods of Scouting to achieve the three Aims of Scouting, as explained in the Scoutmaster Handbook.

SCOUTING'S AIMS:

To develop future LEADERS of strong:

- CHARACTER DEVELOPMENT
- CITIZENSHIP TRAINING
- MENTAL, MORAL and PHYSICAL FITNESS

METHODS of SCOUTING

The eight Methods of Scouting are:

- Scouting Ideals (Promise/Oath, Law, Motto, Slogan)
- Patrol System
- Advancement
- Outdoor Program
- Adult Role Models
- Leadership Development
- Personal Growth
- Scout Uniform

1.8—Values (2003)

We expect all Troop leaders to stress traditional moral and ethical values, in Scouting and in their daily lives, especially by doing their best to live in accordance with the Scout Law and Scout Promise.

Chapter 2 Troop Organization

2.1—Troop Program Year (2003)

Troop 146 plans its program from July through June, matching the school year. Annual planning usually occurs in May at our Annual Troop Junior Leadership Training and Annual Plans Meeting. The Troop sends a brief annual report, annual calendar, and annual statement of account to each family in June. The beginning of the school year is a time for Scouts, families, uniformed leaders, and troop committee to re-evaluate their activities and make plans for a new year. This is usually a good time to recruit new adults for leadership and committee positions.

2.2—Troop Organization (2003)

Troop organization includes the following major components:

- Chartered organization (our sponsor, Knights of Columbus #10667, Quartz Hill)
- Troop committee
- Uniformed adult leaders
- Parents
- Patrol Leader Council
- Regular patrols
- New Scouts Patrol
- Senior-Scout programs

2.3—Chartered Organization (Sponsor) (1998)

Troop 146 is sponsored and owned by the Knights of Columbus # 10667, Quartz Hill, CA. The chartered organization is obligated by the BSA Charter agreement to provide an adequate meeting place, including storage for Troop equipment, and to secure and approve new Troop adult leaders. The chartered organization appoints a Chartered Organization Representative (Scouting Coordinator or Institutional Representative) to be the key liaison between the Troop and the chartered organization. The chartered organization has the ultimate responsibility to ensure that the Troop operates in full accord with all BSA policies.

2.4—Troop Committee (2003)

The Troop committee is composed of a chairperson and several members with functions as described in the Troop Committee Guidebook. Specific jobs should cover:

- Committee Chairperson
- Advancement
- Treasurer
- Secretary
- Transportation
- Troop Chaplain
- Fundraiser Coordinator
- Popcorn Fundraiser
- Christmas Wreath Fundraiser

2.4—Troop Committee (cont.)(2003)

- Outing/Activity Coordinator
- Board of Review Coordinator
- Troop Dinner Coordinator
- Webmaster
- Newsletter Editor
- Adult membership
- Quartermaster
- Uniform exchange
- Potluck Dinners
- Service Project Coordinator
- Merit badge counselors list

All committee members must be registered with the Boy Scouts of America, and all should take the Scout Leader Basic Training offered by the BSA. The committee has three primary functions:

1. It is responsible to secure new adult leaders as vacancies occur;
2. It approves Troop programs and activities as planned by the Patrol Leader Council and Scoutmaster;
3. It provides Troop program support as requested by the Scoutmaster, especially transportation and adult leadership for outings.

Regular voting members of the committee are the chairman and the registered lead person of each subcommittee (major area of responsibility) as designated by the chairman. By Troop custom, all committee members, uniformed leaders, and parents present at a committee meeting may vote at that meeting. At his/her discretion, the committee chairman may restrict voting to voting members of the committee.

2.5—Parents (2003)

Parents must participate actively as uniformed leaders or as committee members if they want their son to succeed in Scouting. Troop records show that most Scouts whose parents are not involved as leaders or on the committee do poorly in Scouting. Troop 146 expects at least one parent from every family to be actively involved with the troop. It is the responsibility of the Scoutmaster and Troop Committee to determine what level of involvement is acceptable.

2.6—Uniformed Adult Leaders (2003)

The uniformed adult leaders consist of one or more Assistant Scoutmasters operating under the direction and control of the Scoutmaster. Their duties are to train and guide boy leaders, and to use the Methods of Scouting to achieve the Aims of Scouting. The Scoutmaster has full responsibility for all program decisions of the Troop. We expect all uniformed adult leaders to take the Scout Leader Basic Training offered by the BSA and to read the Scout Handbook and Scoutmaster Handbook.

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2.7—Patrol Leader Council (2003)

The Patrol Leader Council (PLC, "Green Bar") plans and conducts the Troop program under the guidance of the Scoutmaster, who trains its members and who has ultimate authority and responsibility over all decisions made. The operation of the PLC is a key means of leadership development.

Voting members of the PLC are:

- Senior Patrol Leader
- Patrol Leader of each regular patrol
- Troop Guide
- Crew leader of the Venture team

Non-voting members are:

- Scoutmaster
- Troop Assistant Senior Patrol Leader
- Assistant Troop Guide

The Scoutmaster always has veto power over PLC decisions.

2.8—Regular Patrols (2003)

The Patrol Method is the most important and distinctive characteristic of Scouting, and it is one of Scouting's eight methods. Only the Senior Patrol Leader, the Troop Assistant Senior Patrol Leader, and any Junior Assistant Scoutmasters are not in patrols. Troop 146 has several "regular" patrols as well as two special patrols (described below). Scouts are chosen by a patrol leader once they have earned Tenderfoot. Each patrol elects its own Patrol Leader, who represents the patrol on the Patrol Leader Council. Regular patrols function as described in the Scout Handbook and Scoutmaster Handbook.

2.9—New Scouts Patrol (2003)

The New Scouts Patrol is a special Troop 146 feature (adopted by the BSA in 1989) that has helped increase retention of younger Scouts. All new Scouts are placed in the New Scouts Patrol upon joining Troop 146, where they receive special training under the guidance of a senior Scout (Troop Guide) appointed by the Senior Patrol Leader with Scoutmaster approval. A Scout will be chosen for his regular patrol during the Adventure Weekend (if he has earned Tenderfoot), or as soon after the Adventure Weekend as he has earned Tenderfoot.

2.10—Senior Scout Programs

2.10.1—General (2003)

Both Troop 146 and the BSA offer several special programs for senior Scouts. Troop 146 organizes some of its senior Scouts into an optional Venture team. The Troop organizes a backpack, canoe, or bicycle "Trek" crew each year. In addition, Venture Scouts may organize into temporary Venture crews (see the Scout Handbook and Scoutmaster Handbook). And the Scoutmaster may appoint 16 and 17 year old Scouts, or Eagle Scouts, as Junior Assistant Scoutmasters.

2.10.2—Venture Scouts (2003)

Troop 146 considers all Scouts, Star rank or higher and at least 14 years old, to be Venture Scouts. But only Scouts who have met the requirements below may wear the BSA Venture strip on their uniform.

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2.10.3—Venture Team (2003)

Troop 146 Venture Scouts may remain in a regular patrol or join the Venture team. All Venture Scouts may take part in Venture activities. Each team member should have specific leadership responsibilities in the Troop, and we must actively encourage older Scouts to hold key Troop leadership positions. The Venture team is led by an elected Venture Crew Leader. Venture team members wear no special insignia other than any badge of office to which they are currently entitled. The Scoutmaster may appoint one or more Assistant Scoutmasters, and the Troop Committee Chairperson may appoint one or more committee members, to work with the Venture team. The Venture team may plan Venture "ultimate adventures" or other activities appropriate to their age and experience level separate from the Troop.

The Venture team may plan some meetings and campouts separate from the Troop meetings and campouts, subject to Scoutmaster approval.

Successful participation in an "ultimate adventure" qualifies crew members to wear the BSA Venture strip and the BSA Venture letter.

2.10.4—Trek Crew (2003)

Each year, Troop 146 conducts a special "Trek" (described under Outings). Participants must be Star rank or higher (the Scoutmaster may allow First Class Scouts to participate at his discretion), and must meet all other qualifications set by the Scoutmaster. The Scoutmaster appoints a Trek crew leader to conduct the training and lead the Trek. The crew leader may wear the BSA Venture Crew Leader badge during his tenure of office. While part of a Trek crew, Scouts remain members of their regular patrol or the Senior Group. Successful participation in a Trek qualifies crew members to wear the BSA Venture strip and the BSA Venture letter.

2.10.5—Color Guard (2003)

The Scoutmaster will appoint 6 members from the senior Scouts that have exemplified the Scouting Methods and Aims of Scouting into a Honor/Color Guard. The Color Guard will perform the flag ceremonies at any Troop ceremony, Court of Honors, Eagle Courts, Webelos Bridging Ceremonies and any other time necessary.

Chapter 3 Scout Leadership

3.1—Leadership Development (2003)

Leadership Development is one of Scouting's eight methods. For Scouts above First Class, leadership and service are more important than earning merit badges. The Troop's boy leaders are responsible for planning and executing the Troop program.

3.2—Elections (2003)

The two most important Troop positions (Senior Patrol Leader, Patrol Leader) are elected by their peers to six-month terms. Troop elections occur in fall (usually in November) and in spring (usually in May). The Senior Patrol Leader is chosen by secret ballot of the entire Troop (more than half the active Scouts must be present). If no candidate receives a clear majority, the Troop will immediately hold a runoff election between the top two vote-getters. Patrol Leaders are elected in a similar manner by the members of their patrol.

3.3—Scout Leadership Positions

3.3.1—Senior Patrol Leader (2003)

The Troop is led by its elected Senior Patrol Leader (SPL). He chairs the Patrol Leader Council and leads meetings and outings. The SPL normally serves only one six-month term, to allow as many senior Scouts as possible to hold this leadership position. The Scoutmaster may, at his discretion, allow an SPL to run for another term not to exceed 1 year.

3.3.2—Assistant Senior Patrol Leader (2003)

The SPL appoints one or more Assistant Senior Patrol Leaders (ASPLs), subject to Scoutmaster approval. ASPLs serve at the pleasure of the SPL, normally for one or more six-month terms.

3.3.3—Troop Guide (2003)

The SPL appoints the Troop Guide, subject to Scoutmaster approval. The Troop Guide works with the New Scouts Patrol. His position is equivalent to an ASPL. The Troop Guide serves at the pleasure of the SPL, normally for one or more six-month terms.

3.3.4—Patrol Leader (2003)

Each patrol is led by its elected Patrol Leader. He represents his patrol on the Patrol Leader Council, which plans Troop programs and activities. Patrol Leaders are elected to six-month terms.

3.3.5—Venture Crew Leaders (2003)

The Venture team elects its own Venture Crew Leader, who functions as the patrol leader of the Venture team. In addition, any Venture activity crew may select a crew leader for the duration of that activity. The leader of the annual Troop Trek is also a Venture Crew Leader.

3.3.6—Instructor (2003)

The SPL appoints instructors, subject to Scoutmaster approval. Each instructor is responsible for teaching in one or more skill areas. The instructors serve at the pleasure of the Scoutmaster, based on performance and active service.

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3.3.7—Junior Assistant Scoutmaster (2003)

The Scoutmaster appoints Junior Assistant Scoutmasters (JASMs). Each JASM has responsibilities similar to the adult Assistant Scoutmasters. The JASM serves at the pleasure of the Scoutmaster, based on performance.

3.3.8—Other Officers (2003)

Each Patrol Leader appoints his Assistant Patrol Leader, subject to the approval of the SPL. The Patrol Leader may rotate the Assistant Patrol Leader job to provide experience to several patrol members. Den Chiefs are requested by the Cub Scout pack, subject to Scoutmaster approval. They serve at the pleasure of the Cub Scout pack. The SPL appoints the Troop Scribe, Quartermaster, Librarian, Historian, Bugler, and Chaplain Aide. These officers have duties as described in the Scout Handbook and Scoutmaster Handbook, and they serve at the pleasure of the SPL, normally for one or more six-month terms.

3.4—Requirements for Office

3.4.1—Requirements for All Positions (2003)

All officers must receive the Scoutmaster's approval in advance, and all must meet the Troop's active service standard for meetings and campouts. Each Leadership position is described in detail in the Troop 146 Leadership Position Manual. Each Scout in a leadership position must attend one of the Troop Junior Leadership Training Courses provided every 6 months and shall follow the guidelines for his position to the best of his abilities. At the time of accepting his position he shall sign the Leadership Application form indicating his understanding of the responsibilities for that position.

The PLC and Scoutmaster may change requirements for troop offices as the needs of the troop change.

3.4.2—Senior Patrol Leader (2003)

First Class or higher

Must attend 85% or more of the meetings and outings

Have been a member of Troop 146 for a minimum of one year

Have been a SPL, Patrol Leader or ASPL in Troop 146 for a minimum of six months

3.4.3—Assistant Senior Patrol Leader (2003)

First Class or higher

Must attend 80% or more of the meetings and outings

Have been a Patrol Leader or ASPL in Troop 146 for a minimum of six months

3.4.4—Venture Crew Leader (2003)

Same requirements as Senior Patrol Leader

3.4.5—Troop Guide (2003)

Same requirements as Senior Patrol Leader

3.4.6—Patrol Leader (2003)

First Class rank or higher

Must attend 80% or more of the meetings and outings

Have been a member of Troop 146 for a minimum of six months

3.4.7—Instructor (2003)

First Class rank or higher

Willing to accept specific instructional and leadership responsibilities

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3.4.8—Junior Assistant Scoutmasters (2003)

16 or 17 years old (BSA requirement)

Star rank or higher

Willing to accept Assistant Scoutmaster-type responsibilities

3.4.9—Other Officers (2003)

Any qualified, interested Scout

Preference to Scouts First Class and higher, who need leadership to advance

Chapter 4 Membership Standards

4.1—Membership

4.1.1—Membership Categories (2003)

Membership in Troop 146 consists of the following categories:

- Scouts
- Uniformed adult leaders
- Troop committee members
- Members family

(A) Troop 146 Scouts are boys who meet BSA age requirements, are currently registered with the BSA as Troop 146 Scouts, and meet the Troop's active service standard.

(B) Uniformed adult leaders are adults who meet BSA age requirements, are currently registered with the BSA as Troop 146 Scoutmaster or Assistant Scoutmasters, and are currently active in the Troop.

(C) Troop Committee members are adults who meet BSA age requirements, are currently registered with the BSA as Troop 146 Committee Chairman or Committee Members, and are currently active in an assigned area of committee responsibility.

(D) For the purposes of Troop membership, **members family** are the parents and minor brothers and sisters of Scout members, or the spouse and minor children of registered adult members. While other relatives and friends are welcome at Courts of Honor, most other activities are restricted to one or more member categories.

4.1.2—Active/Inactive Members (2003)

A Scout is considered active if his attendance at meetings and campouts meets the active service standard below. Uniformed adult leaders, troop committee members, and parents are considered active if they meet the parent involvement standard below. Active members have full membership privileges. Inactive members may be denied certain privileges, including attendance on some activities, advancement, and leadership.

4.2—Entry Requirements

4.2.1—Scouts (2003)

Any interested boy who meets the membership requirements above may register as a Scout in Troop 146, subject to the restrictions in this section. The Scoutmaster and Troop Committee may limit the number of new Scouts admitted each year to maintain overall Troop size at a level that allows for a quality program, based on current membership, the number and quality of adult leaders, and anticipated membership losses. Entry is restricted to the period from January 1 through May 31, so that new members can attend summer camp and the Troop 146 Adventure Weekend shortly after joining. The Scoutmaster may modify or make exceptions to the entry policy to meet the needs of the Troop. The Troop always admits younger brothers of active members regardless of the present membership level.

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4.2.2—Parent Registration (2003)

To comply with BSA policy requiring registration of all adults who have contact with the Scouts, including merit badge counselors, the Troop requires all parents and step-parents (including live-in "partners") who live in LA or Kern County to register. The Troop mandates one parent register as a committee member, Assistant Scoutmaster or a merit badge counselor. The troop will not enroll any new Scout until one parent has registered.

4.2.3—Parent Involvement (2003)

At least one parent of every Scout must agree to be actively involved with the Troop as a condition of their son's membership in the Troop. The Scoutmaster and Troop Committee shall publish a list of parent job opportunities and set standards for active involvement.

4.2.4—Uniformed Adult Leaders (2003)

Any interested adult who meets the membership requirements above may be commissioned as Scoutmaster or Assistant Scoutmasters in Troop 146, subject to the restrictions in this section. All uniformed leaders must register with and be commissioned by the Boy Scouts of America, and be approved by the chartered organization, the Troop Committee Chairperson (in consultation with the Troop Committee), and the Scoutmaster (in consultation with the other uniformed leaders). Certification is based on the standards of the Boy Scouts of America for youth leadership.

As a goal, all adult leaders should try and attend the districts monthly roundtable meeting.

4.2.5—Troop Committee Members (2003)

Any Scout parent or other interested adult may register on the Troop Committee, subject to the approval of the chartered organization and Troop Committee Chairperson (in consultation with the Troop Committee).

As a goal, all committee members should try and attend the districts monthly roundtable meeting.

4.3—Standards of Membership

4.3.1—General (2003)

To retain full membership in Troop 146, a Scout must be active, must wear a full uniform, and must meet the behavior standards of the Troop.

4.3.2—Active Service Standard (2003)

A Scout must be active to reap the full benefit of the Troop 146 program. Because camping is the heart of Scouting, the Troop expects its Scouts to attend overnight camps winter and summer, and to make every effort to attend the annual week at summer camp. A Scout is considered active if he attends a minimum of 50% of regular meetings and a minimum of 50% of regular campouts (including summer camp). There are no excused absences since the 50% standard is intended to allow sufficient leeway for such things as illness, school activities, family activities, or sports. Scouts aged 16 or 17 are considered active if their attendance is 33%. Although the Troop does not suspend inactive Scouts, the Scoutmaster may exclude them from certain activities, and the Board of Review may deny them advancement. Scouts who are inactive pay higher fees.

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4.3.3—Parent Involvement Standard (2003)

Parent involvement is vital for each Scout, and vital to the overall Troop operation. An active parent is one whose family earns a minimum of 100 Troop “Activity Credits” each year. The Scoutmaster may exclude inactive parents from certain activities (such as the annual Trek). Scouts whose parents are inactive pay higher fees.

All families are expected to participate in transporting Scouts when necessary. If a family opts not to transport other Scouts without cause, they will be asked to provide transportation for their Scout on all subsequent outings

4.3.4—Advancement Standard (2003)

A Scout needs to advance regularly to learn the skills and leadership that are central to the Scout program. Troop 146 expects all Scouts to earn First Class within one year of joining, and to continue to advance at least one rank per year after that. The Scoutmaster may restrict certain activities to Scouts holding specific ranks or merit badges as appropriate to the activity or as a reward for advancement.

4.3.5—Uniform Standard (2003)

Troop 146 requires a complete and correct Scout uniform for all Scouts and uniformed adult leaders. Scouts and adults may have a reasonable time to acquire a complete uniform or to replace worn or outgrown components. The Scoutmaster may exclude Scouts without proper or complete uniforms from uniformed activities. No Scout may appear before any Board of Review without wearing a complete uniform (the Scoutmaster may make exceptions for new Scouts appearing before a Tenderfoot Review and for Scouts appearing before a Review during a non-uniformed campout).

The Board of Review may deny advancement to those who consistently wear less than full uniform.

4.3.6—Behavior Standard (2003)

Troop 146 expects reasonable behavior in accord with the Scout Promise and Law. The Scoutmaster should counsel with any Scout whose behavior is disruptive. If counseling fails, the Scoutmaster may dismiss the Scout from the activity and notify the parents of the problem. If the Scout continues to create behavior problems, the Scoutmaster may suspend him, usually for a period of six months. The Troop Committee has the final right of appeal.

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4.3.7—Removal of Adults (2003)

General—The chartered organization may remove any adult leader, in accordance with BSA policy. In general, the chartered organization leaves such actions within the Troop, stepping in only when necessary.

Scoutmaster—The Scoutmaster serves at the pleasure of the chartered organization and Troop Committee. He may be removed only by joint action of the chartered organization and Troop Committee.

Assistant Scoutmaster—Assistant Scoutmasters serve at the pleasure of the Scoutmaster and Troop Committee. They may be removed only by joint action of the Scoutmaster and Troop Committee. This does not preclude the Scoutmaster's authority to dismiss a leader from a Troop activity for cause, pending later action of the Troop Committee.

Chartered Representative—The Chartered Representative serves at the pleasure of the Institutional Head. He may be removed by action of the chartered organization, or by request of the Troop Committee to the chartered organization.

Committee Chairman—The committee chairman serves at the pleasure of the chartered organization. The Chairman may be removed by action of the chartered organization, or by request of the troop committee to the chartered organization.

Committee Member—Troop committee members serve at the pleasure of the committee chairman. They may be removed only by joint action of the committee chairman and the troop committee.

Merit Badge Counselor—Merit Badge Counselors serve at the pleasure of the troop committee. They may be removed by the troop committee, or at the request of the Scoutmaster to the committee.

Parent of Scout—Parents of currently active Scouts are normally permitted full access to troop activities, with the exception of certain activities (like the annual troop Trek) that have adult participation restrictions. The troop committee may restrict parent participation or remove all participation privileges in special situations (court-ordered custody restrictions, legal convictions, etc) as necessary for the safety and well-being of the Scouts.

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4.4—Discipline

4.4.1—General (2003)

Discipline needs to be positive rather than negative whenever possible, and it must be applied using common sense and fairness. Troop 146 does not permit corporal punishment or hazing of any kind, nor does it allow disciplining through pushups or other punitive physical exercise. For more serious offenses, the troop may use probation, suspension, and expulsion.

4.4.2—Probation (2003)

Probation is a period of evaluation both by the troop and by the Scout under probation to determine fitness or desire to remain in the troop. A Scout under probation may not normally hold any troop leadership position, and is generally barred from certain "special" troop activities, at the Scoutmaster's discretion.

4.4.3—Suspension (2003)

Suspension is the temporary loss of all membership privileges in the troop, typically for 3 or 6 months. A Scout is not eligible for any advancement during the suspension period. A suspended Scout may be readmitted at the conclusion of the suspension period only after he has submitted a letter to the troop committee, signed by himself and his parents, stating his pledge to meet all troop standards fully.

4.4.4—Expulsion (2003)

Expulsion is the permanent loss of all membership privileges in the troop. The Scoutmaster and troop committee, acting in concert, may permanently expel any member for any of the following:

- Illegal conduct, in or out of Scouting;
- Illicit use of drugs or alcohol, in or out of Scouting;
- Bullying, hazing, or harassment of another Scout;
- Stealing from another Scout;
- Misbehavior or refusal to abide by troop policies which is seriously detrimental to the welfare of the troop;
- Willful disregard of the Scout Law or Scout Promise, especially by an adult in a position of trust.

Chapter 5

Troop Activities

5.1—General (2003)

Troop activities are divided into meetings and outings. Meetings include troop meetings, Patrol Leader Council meetings, troop committee meetings, Courts of Honor, and the Annual Planning Conference. Outings include day outings, weekend campouts, family outings, summer camp/Adventure Weekend, and the annual "Trek" or other special Venture trips. We expect all activities to start and end on time, and we expect Scouts and adults to arrive and to be picked up on time.

5.2—Meetings

5.2.1—Troop Meetings (2003)

Regular troop meetings occur on every Tuesday, year round, from 6:30-8:00pm, as designated by the Scoutmaster. Troop Meetings will cease during the time the Troop is attending summer camp and during the winter from Christmas and into the New Year. Scouts and leaders are expected to arrive on time, in uniform, and to be picked up promptly. The Patrol Leader Council plans and conducts all troop meetings under the direction of the Senior Patrol Leader. Attendance is open to all members (Scouts, uniformed adult leaders, troop committee members, and member families) and to visitors who are interested in joining a Scout troop.

5.2.2—Patrol Leader Council Meetings (2003)

The Patrol Leader Council (PLC or "Green Bar") generally meets on the third Thursday of the month from 6:30-8:00pm. At the meeting, the PLC plans the troop meeting and outing programs through the next PLC meeting. Attendance is restricted to PLC members and uniformed adult leaders.

5.2.3—Troop Committee Meetings (2003)

The troop committee generally meets once per month except during summer. The Committee Chairman and Scoutmaster jointly plan the agenda. Attendance is open to troop committee members, uniformed adult leaders, and all interested Scout parents. The Scoutmaster needs to attend to present the plans and needs of the troop as decided at the PLC meeting.

5.2.4—Courts of Honor (2003)

Troop 146 generally holds three formal Courts of Honor per year, in January, May, and September. Each is either preceded by a potluck dinner or followed by a shared dessert. Attendance is open to all members (Scouts, uniformed adult leaders, troop committee members, and member families), interested family friends and relatives, and visitors who are interested in joining a Scout troop. Since badges and awards are presented as soon as possible after being earned the Court of Honor is the primary, formal recognition, in front of the parents, of rank certificates, mother's pins, and of all other significant accomplishments that have occurred since the last Court of Honor.

5.2.5—Annual Planning Conference (2003)

Prior to the beginning of each program year, the PLC meets to plan the troop's annual program. Planning should include monthly theme ideas, dates/places/themes for outings, and special events. The conference is also an opportunity for the Scoutmaster to conduct junior leader training. Attendance is restricted to PLC members and the uniformed adult leaders (including Junior Assistant Scoutmasters).

5.3—Outings

5.3.1—Purpose (2003)

The Outdoor Program of camping and hiking is the heart of Scouting, and is one of Scouting's eight methods. A variety of overnight experiences, conducted on a monthly basis year round, in all weather, is essential to a successful Scouting program.

5.3.2—Patrol System (2003)

The patrol system is one of Scouting's eight methods, and it is central to the operation of a good Scout troop. Troop 146 Scouts should camp by patrols, and the campouts should support the patrol method, to the maximum extent possible.

5.3.3—Attendance on Outings (2003)

All Troop 146 Scouts, the troop's uniformed adult leaders, and registered parents may attend most overnight outings, unless the Scoutmaster determines that special restrictions are necessary. All registered leaders, parents, and leader spouses may attend most day outings. Women on campouts need to use discretion in location of tents and latrine use to minimize the chance of embarrassment to themselves or to Scouts. The troop does not permit mixed tenting except between husband and wife. Additional attendance policies are contained under each type of outing below.

5.3.4—Day Outings (2003)

The PLC plans occasional day outings to places of interest when overnight camping is impractical or inappropriate. Attendance at most day outings is open to all troop members (Scouts, uniformed adult leaders, troop committee members, and member families). The Scoutmaster may restrict attendance at some outings as necessary for the troop program.

5.3.5—Weekend Campouts (2003)

The PLC plans a year-round program of weekend overnight campouts providing a variety of outdoor experiences and covering the full range of the Scout program. Attendance at most campouts is open to all Scout members, uniformed adult leaders, and registered parents. The Scoutmaster must make every effort to attend every campout. The Scoutmaster may restrict attendance at some campouts as necessary for the troop program.

5.3.6—Family Outings (2003)

Family outings are day or overnight trips open to member families (Scout brothers and sisters may attend only if they are under the supervision of their parent). The Scoutmaster should designate at least two family outings each year, including at least one overnight family outing. The Scoutmaster needs to select family activities so as not to interfere with the normal operation of the program for the Scouts and patrols. All family members must abide by BSA and troop policies and are subject to the decisions of the troop leaders. The purpose of family outings is to strengthen the family unit, to encourage families to camp on their own, and to expose family members to the values and ethics of Scouting.

5.3.7—Summer Camp/Adventure Weekend (2003)

The annual week at summer camp is vital to the success of the troop's year-round program. We expect ALL Scouts to make every possible effort to attend summer camp. The Scoutmaster also must make every effort to attend the full week of summer camp. Troop 146 normally holds its "Adventure Weekend" for new Scouts the weekend prior to summer camp. The troop's senior Scouts run the Adventure Weekend under the direction of the Troop Guide.

5.3.7—Summer Camp/Adventure Weekend (cont.)(2003)

Activities cover requirements for Scout Badge and Tenderfoot, as well as basic camping, cooking, and first aid skills, and Troop 146 traditions and procedures.

The troop committee conducts Boards of Review during the weekend. We expect a parent of each new Scout to attend. Attendance at summer camp is open to all Scouts, uniformed adult leaders, and registered parents. Attendance at the Adventure Weekend is restricted to all Scouts who have not been to summer camp with Troop 146 and their parents, senior Scouts selected by the Troop Guide (and approved by the Scoutmaster), and uniformed adult leaders. All adults providing summer camp leadership must be registered.

5.3.8—Troop 146 Trek (2003)

Troop 146 provides an annual one- or two-week "Trek" for senior Scouts. The Trek has three purposes:

- To develop maturity, leadership, self-confidence, initiative, and teamwork;
- To develop the boy leadership team for the coming year; and
- To help maintain older-boy interest in Scouting.

This leadership-development experience goes considerably beyond the level of other troop outings in degree of difficulty and challenge, and should be aimed at senior Scouts who have experienced all the more usual troop activities, who can benefit from a more advanced activity, and who are most likely to pass on their new learning to the other Scouts over the coming year. The Scoutmaster determines appropriate attendance requirements and trip policies necessary for the safety and success of the Trek; he may limit group size and adult participation based on wilderness codes or safety; and he must ensure that proper training is given. Attendance is restricted to qualified senior Scouts and qualified uniformed adult leaders, subject to any group size limits set by the Scoutmaster or the wilderness area. The Scoutmaster may in his judgment permit qualified, non-uniformed parents to participate as adult leaders to meet the needs of the Trek. All adults on the Trek must be registered.

5.3.9—Adult Leadership on Outings (2003)

To lead a Troop 146 outing, an adult must:

- Be registered with Troop 146
- Have current BSA Youth Protection training
- Have current BSA Scout Leader Basic Training (or be approved by the troop committee)

In addition, one adult must:

- Have current first aid and CPR certification
- Have current BSA Safe Swim and Safety Afloat training (as appropriate to the activity)

To attend a Troop 146 outing, an adult must be registered with Troop 146 (or be approved by the troop committee). The troop committee and Scoutmaster may also further restrict adult qualifications for specific activities.

To participate on a Trek or similar Venture activity, all adults must:

- Have current BSA Youth Protection training
- Have current first aid and CPR training
- Be active with the troop and knowledgeable about our Scouts
- Be in appropriately good physical condition

5.4—Activity Policies

5.4.1—Adult Presence at Activities (2003)

In accordance with current BSA Youth Protection and adult leadership policies, at least one adult must be present at all non-overnight troop or patrol activities, and a minimum of two qualified, registered adults must be present at all overnight troop or patrol outings. A minimum of one registered adult must be present at all troop meetings, patrol meetings, and merit badge sessions. If only one adult is present, a minimum of two Scouts must also be present (no one-on-one adult/boy activities). Scouts must work on merit badges in buddy teams (a single Scout may not meet outside of a troop meeting with a merit badge counselor). When an adult needs to talk privately with a boy, either a second adult must be present or they must be in plain sight of other Scouts/adults. If the Scoutmaster is not present on an overnight activity, the adult in charge must be approved by the Scoutmaster. One adult and one boy may not tent together (unless they are father and son, although we recommend that adults and boys always camp separately to support the patrol method). At least one adult on any overnight activity must be male.

5.4.2—Tour Permits (2003)

The troop must secure a proper BSA Tour Permit for each outing or Troop meeting other than our regular meeting place, in accordance with BSA policy.

5.4.3—Permission Forms (2003)

Annually, the troop must obtain a Permission Form & Surgical Waiver and a Health & Medical Statement for each Scout, signed by his parents, in accordance with BSA guidelines. The troop must also obtain a permission slip for each Scout on each outing.

5.4.4—Driving Safety Policies (2003)

The troop should provide a copy of the troop driving safety policies once a year to every person who provides transportation for Troop 146 as a volunteer driver. The driving safety policies should list current BSA and Troop 146 policies, which the troop committee believes, will contribute to driving safety.

5.4.5—Sign-up and Payment Deadline (2003)

The newsletter should indicate a sign-up and payment deadline for each campout. Scouts are responsible for meeting this deadline. A sign-up notebook is at every Troop meeting for Scouts to know what outings are coming up and sign-up for them. Those who miss the sign-up deadline may be excluded from the campout. Those who fail to pay on time may be required to pay a late penalty. Those who sign up and then cannot go are obligated to notify the Scoutmaster and their Patrol Leader immediately. Scouts who cancel too late may forfeit the cost of food and other non-refundable expenses. The parents must fill in the permission form and return it by the deadline along with the payment to confirm their Scout is signed up for the outing.

5.4.6—Aquatic Activities (2003)

All aquatic activities must function in accordance with the BSA "Safe Swim Defense Plan," BSA "Safety Afloat" plan, and must follow BSA Water Trip Policies. In addition, it is troop policy that only qualified swimmers (those who have recently passed the BSA 100-meter swimmer test) be allowed to water ski or to be in a canoe, sailboat, or river raft; and it is troop policy that participants on any river canoeing or rafting trip have passed the BSA swimmer test fully clothed (long sleeved shirt, long trousers, shoes). Anyone swimming in moving water must wear a lifejacket at all times.

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5.4.7—Bicycling Activities (2003)

All bicyclists, adult or boy, must wear a bicycling safety helmet at all times while riding.

5.4.8—Horse Riding (2003)

All horse riders, adult or boy, must wear a riding helmet or a bicycling helmet at all times while riding.

5.4.9—Pets (2003)

No one may bring a pet on any troop activity unless specifically approved in advance by the Scoutmaster.

5.4.10—Guns (2003)

Troop 146 does not allow any Scout or adult to bring a gun on any troop activity. Shooting activities (such as for Rifle Shooting or Shotgun merit badge) must conform to current BSA policies and be conducted at a proper, approved shooting range. Only the Scoutmaster and/or designated adult leader may store, transport or carry any firearms during a shooting activity. Personal guns are prohibited unless arrangements for transportation of firearms have been made with the Scoutmaster and/or designated adult leader prior to the shooting activity.

Chapter 6 Advancement

6.1—General (2003)

Scouts learn by advancing. Advancement is one of Scouting's eight methods of Scouting because it teaches useful skills and because it teaches leadership and service. The Scoutmaster may require a specific level of advancement for some activities, due to the nature of that activity or as an inducement to encourage advancement. Troop 146 expects each Scout to advance regularly, to achieve First Class within one year of joining (the BSA standard), and to meet the troop's minimum advancement standard.

6.2—Ranks (2003)

The first three ranks (Tenderfoot, Second Class, First Class) emphasize basic skills. The higher ranks (Star, Life, Eagle) emphasize leadership and service; skills at this level are secondary. Advancement in Troop 146 must operate in full accord with the requirements contained in the current editions of the appropriate BSA literature. Advancement through the six ranks consists of performance in the following seven categories.

6.3—Active Service (2003)

A Scout must meet the troop's active service standard for meetings and campouts to be eligible for ANY advancement. A Scout must meet the standard for at least the minimum period of active service required for each rank.

6.4—Basic Scout Skills (2003)

The basic Scout skills for Tenderfoot, Second Class, and First Class must be certified (signed off) by Patrol Leaders, by the First Class Scouts certified as instructors, or by the uniformed adult leaders. Parents may certify a skill only with the Scoutmaster's approval (the intent of the advancement plan is to let Scouts learn leadership and develop their own skills by teaching other Scouts).

6.5—Merit Badges (2003)

There are about 120 merit badges. Twelve specified merit badges are required by the time a Scout achieves Eagle. Eagles must earn an additional nine optional badges for a total of 21. A Scout of any rank may earn any merit badge. The merit badge system is designed to propel the Scout beyond the home, to learn to communicate with strangers, and to learn about a subject from a local expert. Scouts desiring to earn a merit badge must first secure the name of an approved adult counselor from the Scoutmaster. The troop committee is responsible for maintaining a current list of merit badge counselors. Parents may counsel their son on a badge only if they are the approved troop counselor for that badge.

6.6—Leadership (2003)

A Scout must hold an approved troop office and execute it in an acceptable manner for at least the minimum period of active service required for Star, Life, and Eagle. For Star or Life, a Scout may also carry out a specific leadership project approved by the Scoutmaster.

6.7—Service Projects (2003)

This is useful service to the church, school, community, or Scouting, performed under the direction of troop leaders or with the Scoutmaster's prior approval. It is important to future citizens to develop the habit of service to the greater community. An Eagle Scout candidate must be the leader in charge during his project, and the Eagle project must benefit the community outside of Scouting.

6.8—Scoutmaster Conference (2003)

After completing all requirements, and prior to the Board of Review, a Scout meets with the Scoutmaster or another adult designated by the Scoutmaster to discuss past progress, future plans and test on designated Scout skills appropriate for the rank. A Scout must come to all Scoutmaster Conferences in full proper uniform with the correct uniform patches, Merit Badge Sash, Scout Handbook, and Scout Merit Badge Book (special circumstances will be provided if it is during a designated campout). A Scout at the rank of Second Class and above may be required to demonstrate lighting a fire, knots appropriate for rank, Lashings, Compass orientation and map reading, First aid skills and any other Scout skill designated by the Scoutmaster appropriate for the rank.

6.9—Board of Review (2003)

After completing all requirements, a Scout is reviewed on his progress. The troop committee conducts reviews for all ranks from Tenderfoot through Eagle, under the direction of the troop advancement chairman. A Scout must come to all Board of Reviews in full proper uniform with the correct uniform patches, Merit Badge Sash, Scout Handbook, and Scout Merit Badge Book (special circumstances will be provided if it is during a designated campout). An Eagle Scout candidate must contact the Council advancement chairman for a Eagle Board of Review, which are held every First Thursday of the month.

Chapter 7 Uniform

7.1—Significance of the Uniform (2003)

Scouting is a uniformed movement. Throughout our society, only certain special people are entitled to wear a uniform. Just as a sports uniform proclaims one's membership on a team, the Scout uniform proclaims one's membership in the largest voluntary youth movement in the world. The Scout uniform tends to diminish the importance of an individual's financial, social, and ethnic background, while clearly showing his degree of accomplishment in Scouting. At the same time, the uniform maintains one's individuality since no two uniforms are completely alike, and they show off that individual's Scouting achievements.

7.2—Full Uniform Required (2003)

The uniform is so important it is one of Scouting's eight Methods of Scouting. Troop 146 requires a complete and correct Scout uniform for all Scouts and uniformed adult leaders, and has a Membership Standard (Chapter 4) on uniforms.

7.3—Uniform Exchange (2003)

The troop committee is responsible for providing a uniform exchange of used uniform items for resale at a reasonable price.

7.4—Uniform Components

7.4.1—General (2003)

Troop 146 has selected the BSA uniform options listed below; no other BSA options are permitted. The troop presents the following components:

- Troop 146 SPL neckerchiefs
- Troop 146 Eagle neckerchiefs
- Numeral 146 (single patch)
- Badge of office
- Patrol medallion
- Quality Unit badge
- Badge of rank

7.4.2—Standard "Class A" Uniform (2003)

The standard Troop 146 "Class A" uniform consists of the following components:

- Troop 146 hat (optional at indoor meetings)
- Official BSA short-sleeved shirt with appropriate insignia (long-sleeved shirt optional in winter but NOT recommended)
- Troop 146 neckerchief or Troop 146 Eagle neckerchief
- Any neckerchief slide (Board of Reviews BSA slides only)
- Official BSA trousers or official BSA dark-khaki-green shorts (Required after First Class)
- Any BSA belt and any BSA buckle
- Official BSA red-topped socks (short socks, NOT knee socks)
- Appropriate shoes for activity, Hiking Boots, shoes, sneakers, or sandals (socks required)

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7.4.3—Casual "Class B" Uniform (2003)

The casual Troop 146 "Class B" uniform consists of the following components:

- Orange Troop 146 T-shirt OR Troop 146 Venture shirt
- Official BSA dark-khaki-green shorts
- Any BSA belt and any BSA buckle
- Official BSA red-topped socks (short socks, NOT knee socks)
- Appropriate shoes for activity, Hiking boots, shoes, sneakers, or sandals (socks required)
- Hat optional (but only a BSA hat may be worn. The hat will be worn with the bill forward)

The casual "Class B" uniform may be worn at most Troop activities and during the day at summer camp, as determined by the Scoutmaster.

7.4.4—Standard Shirt Insignia (2003)

The following insignia are required on the official BSA shirt, and must be sewn in the correct position according to the appropriate BSA publications:

- Shoulder tabs—red shoulder loops;
- Left sleeve—Western Los Angeles County Council shoulder patch, numeral 146, badge of office (if applicable);
- Right sleeve—American flag, patrol medallion, and Quality Unit Patch;
- Left pocket—badge of rank, Arrow of Light (if earned);
- Right pocket flap—OA Patch and pin (if earned).
- Other insignia are optional, but must be sewn in the correct position, if worn, ex. temporary patches may be placed on the right pocket flap, Camporee, but only one temp. flap is allowed.

7.4.5—Adult Leader Uniforms (2003)

Adult leaders wear the same uniform as the Scouts, except they do not wear a badge of rank or patrol medallion.

7.5—Special Troop 146 Uniform Components

7.5.1—Troop-stocked Components (2003)

The troop stocks Troop 146 uniform components (SPL neckerchief, Eagle neckerchief, T-shirt, Venture shirt, sweatshirt) and BSA-restricted uniform insignia (such as badges of rank, badges of office, Quality Unit badge). The troop gives each Troop 146 Eagle Scout an Eagle neckerchief and the elected SPL a neckerchief. The troop sells the T-shirt, Venture shirt, and sweatshirt.

7.5.2—Who Can Wear Troop 146 Uniform Components (2003)

Only currently-active Troop 146 Scouts and uniformed adult leaders may wear the Troop 146 neckerchief (see below). Only those who earned Eagle Scout as a member of Troop 146 may wear the Troop 146 Eagle neckerchief (see below). Only Troop 146 Venture Scouts, uniformed adult leaders, and "Trek" participants may wear the Troop 146 Venture shirt. Any Troop 146 Scout, leader, or family member may wear the Troop T-shirt, and sweatshirt.

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7.5.3—Wearing Troop 146 Uniform Components (2003)

The Troop 146 neckerchief and hat are required parts of the standard uniform. Troop 146 Eagle Scouts may choose to wear the Troop 146 Eagle neckerchief in place of the regular troop neckerchief. The Troop 146 T-shirt is required for summer camp and optional at certain other times. The Troop 146 Venture shirt and sweatshirt are optional.

7.6—Troop 146 Neckerchiefs

7.6.1—Description (2003)

The regular Troop 146 neckerchiefs are royal blue with silver, the SPL neckerchief is royal blue with gold and the Troop Eagle neckerchief is blue with the red and white Eagle patch.

7.6.2—Wearing the Neckerchief (2003)

Troop 146 Scouts and uniformed adult leaders are to wear a Troop 146 neckerchief, royal blue with the silver. The newly elected SPL will be presented with a royal blue with gold to be worn only during his tenure as the SPL. Scouts or adults who have advanced to the Rank of Eagle Scout in Troop 146 may wear the Troop Eagle Scout neckerchief only (it may NOT be worn by Troop 146 members who earned their Eagle in another troop).

7.6.3—Presentation (2003)

The standard neckerchief is purchased at the Scout Shop. The SPL will be presented a neckerchief upon being elected to his new position. The Eagle neckerchief is presented at the Eagle Court of Honor.

7.6.4—Eagle Scout Neckerchief (2003)

Only Eagle Scouts are allowed to wear the Eagle Scout Neckerchief.

Eagle Scout members are entitled to only one Eagle neckerchief. Members may purchase a replacement neckerchief for one worn out or lost. Those who earned their Eagle rank in Troop 146 before the Eagle neckerchief was created may purchase one.

In exceptional circumstances where an individual has rendered outstanding services to Troop 146, the Scoutmaster may, at his discretion, present a standard neckerchief to that individual.

In no case may an Eagle neckerchief be presented to a non-member. The neckerchief is presented only to individuals; it may not be presented to any organization, camp, building, etc.

Chapter 8 Finances

8.1—Finance Responsibilities

8.1.1—Troop Committee (2003)

The troop committee approves the annual troop budget, and it approves all expenditures in advance, except those spent by the treasurer or Scoutmaster in accord with the approved budget. The troop committee carefully selects the troop treasurer and oversees the treasurer's actions. The committee is responsible for conducting a simple annual audit of the previous year's income and expenses, assisted by the treasurer and the Scoutmaster.

8.1.2—Troop Treasurer (2003)

The troop treasurer must be a registered member of the troop committee. The treasurer is responsible for maintaining adequate records of all troop income and expenses. The treasurer provides a written report of income and expenses at the regular troop committee meetings. At the beginning of each activity year, the treasurer and the Scoutmaster prepare a summary of the previous year's income and expenses and prepare a proposed budget of all projected income and expenses for the coming year, for review and approval by the troop committee. The treasurer guides and assists the committee in conducting a simple annual audit of the previous year's income and expenses.

8.1.3—Scoutmaster (2003)

The Scoutmaster may keep a petty cash fund for routine small expenses and for reimbursing others for authorized or routine expenses. At the beginning of each activity year, the treasurer and the Scoutmaster prepare a summary of the previous year's income and expenses and prepare a proposed budget of all projected income and expenses for the coming year, for review and approval by the troop committee. The Scoutmaster assists the treasurer and troop committee in conducting a simple annual audit of the previous year's income and expenses. The Scoutmaster may purchase small equipment for the Troop without approval pending verification of available funds through the Troop Treasurer, for equipment purchases over \$50.00 an approval from the Troop Committee is required.

8.2—Troop Checking Account (2003)

Troop funds are kept in a checking account (interest-bearing, if possible) under the name of Troop 146 BSA. The troop treasurer is the primary disbursing officer of troop funds and is the sole keeper of all blank checks and of all receipts. All Troop checks must require two signatures to be valid. It is recommended that four committee members be the check co-signers. The check co-signers should be reviewed by the Troop Committee annually or any other time necessary to verify the smooth transitions of checks.

8.2.1—Reimbursement from Troop Account (2003)

If any member of the Troop purchases items for outings, Troop equipment or supplies they must have prior approval by Troop Committee and Troop Treasurer. For any reimbursement a receipt must be turned in to the Troop Treasurer within **60 days** or the cost will be forfeited.

8.3—Fund Raising (2003)

The troop committee is responsible for the conduct of all fund raising. We expect all Scouts and families to participate in fund raising efforts. The troop committee will decide how much of any funds earned go to the troop's general budget and how much will be credited to each Scout's account, and for what purpose the funds may be used. Our Troop will provide several fundraisers throughout the year to provide additional money, considered as "**Credits**"(see Credits, 9.1.3), for each Scout's account and Troop equipment.

8.4—Annual Family Expenses (2003)

Annual expenses for the family of each Scout include annual troop fees, transportation fees, summer camp, annual troop "Trek", food for the monthly campouts, and occasional camp ground fees. Less frequent expenses include purchase of a Scout uniform and small fees for certain activities (such as Camporee). We expect families to encourage their sons to develop thrift by requiring them to earn a reasonable part of their Scouting expenses.

8.5—Payment Deadlines and Penalties (2003)

Annual fees are to be paid quarterly. Families have the option to pay in several installments as long as they make arrangement with the Scoutmaster BEFORE the deadline. Families who pay late or turn in their annual signup forms late, and who fail to make arrangement for installment payments may be charged a \$10.00 late payment fee. This is an inducement to pay on time so that the troop can budget in a timely manner. The Scoutmaster should set reasonable payment deadlines for other payments, and publish them when possible in the troop newsletter. Any Scout who fails to pay by the published deadline may be assessed a late penalty of up to 10% of the applicable fee, or he may be excluded from that activity, at the discretion of the Scoutmaster. All fees are payable in advance of the activity.

8.6—Refunds

8.6.1—General (2003)

Annual fees for the current calendar year are not refundable. The unexpended part of fees paid toward the next calendar year is refundable at the Scoutmaster's discretion. Fees paid by new members are not normally refundable. The intent of this policy is to encourage families to evaluate their interests carefully and to commit fully to Scouting in Troop 146, as well as to allow the troop to budget adequately. Other monies paid to the troop are refundable on request, if not already spent by the troop, and subject to any other applicable troop policy. The troop may make refunds only after the family requesting them has fulfilled all its other family financial obligations to the troop. The troop committee is the final arbiter on all refunds.

8.6.2—Non-refundable Deposits (2003)

For activities requiring commitment of significant fees well in advance, it is troop policy to require a non-refundable deposit (typically \$100/person, but this may be set this higher or lower as appropriate). In connection with this, the Scoutmaster or tour leader will determine a "signup" deadline and a "final payment" date.

8.6.2—Non-refundable Deposits (cont.)(2003)

The signup deadline should be set as close to the activity date as possible, but early enough to allow adequate planning and reservations. The final payment date should be set at the time the first outside financial commitments must be paid for the activity.

To sign up for such an activity, each person must pay the deposits by the signup date. Those signing up after that date will be placed on a waiting list. For those who drop out of a trip, deposits (and other fees) are refundable as follows:

- Before the signup deadline, all deposits and fees are fully refundable.
- Between the signup deadline and the final drop date, the deposit will be credited to a Scout's troop account and is therefore available for regular troop expenses, but not otherwise refunded.
- Any deposit for a High Adventure Trek that requires a deposit for the reservations may be forfeited after a designated date.
- Any additional fees paid are fully refundable.

Some outings have no refunds. If a Scout can not participate, it is the Scout's parent's responsibility to contact other families to find someone to attend in the Scouts place and to work out any payment reimbursement from the family of the Scout attending in place of your Scout.

After the final payment date, deposits are forfeited. Forfeited deposits will be disbursed as follows:

- (a) To pay for any actual expenses incurred on the person's behalf;
- (b) To help defray other participants' costs which have increased due to the person's withdrawal (e.g., the fair share of a chartered bus ride);
- (c) To the general troop budget (if any amount is credited to the general troop budget, a record of the amount will be given, on request, for tax purposes). If the deposit is insufficient to cover (a) and (b), then additional funds will be withheld before any additional fees paid by the withdrawing person are refunded. A full accounting of the withheld items will be supplied.

8.7—Annual Fee & Summer Camp Fee

8.7.1—Annual Fee/Active Members (2003)

The annual fee for active continuing Scouts is in the Troop Information Booklet. The annual fee covers BSA registration for the Scout and one parent, Boys Life magazine subscription, accident insurance, and other general budget expenses. The fee does not cover campout food, uniform purchase, summer camp, or annual troop "Trek".

8.7.2—Annual Fee/Inactive Members (2003)

The annual fee is increased by \$10 if the Scout is inactive, and by \$10 if the parents are inactive, information is in the in the Troop Information Booklet. The higher fee is designed to be a strong incentive to be active, or to re-evaluate involvement.

An inactive member is any Scout whose attendance is below 50% for one year (33% for those 16 or 17), and inactive parents are those who earn fewer than 100 activity credits in one year.

8.7.3—Annual Fee/New Members (2003)

New members fee is in the Troop Information Booklet which covers the remainder of the current calendar year. In those rare cases where a Scout is allowed to join after summer camp a Scout can pay a pro-rated cost for the annual fees. Transfers of new members currently registered in another troop will receive credit for BSA registration, Boys Life fees, but are still subject to the Troop Annual Fees. The troop committee approves all changes in the fees.

8.7.4—Summer Camp Fees (2003)

The summer camp fee is set as the actual camp charge, plus \$5 to cover troop expenses.

8.7.5—Late Charges (2003)

Rather than collect a late charge after the fact (which is difficult), the troop now assesses late penalties as part of the annual cost. Those who turn in annual forms late or pay the annual fee late (or arrange for installments late) has their annual cost increased by \$10. Those who make any summer camp payment late or turn in summer camp forms late will have their annual cost increased by \$10.00. This serves as an incentive to turn in fees and forms on time (a significant problem in the past).

8.8—Adult Leader Expenses (2003)

The troop pays for BSA Registration and Boys Life magazine subscription for any active uniformed adult leader who does not have a son in the troop. The troop pays the cost of BSA basic training for active uniformed adult leaders, and the troop pays a portion of the cost of any advanced training for active uniformed adult leaders, as determined by the troop committee. The troop also pays fuel costs for adults who drive on outings when the budget permits (as determined by the Scoutmaster). Uniformed adults are responsible for the cost of their own uniforms.

8.9—Other Expenses (2003)

The only expense on most campouts is for food and/or transportation. Scouts generally eat in their patrol groups. Each Patrol Leader is responsible for collecting and disbursing the money for campout food. The costs of summer camp and the annual troop "Trek" are reduced through the troop dinner credit and other discounts. The budget also normally includes a direct subsidy of the "Trek" costs, particularly the cost of the trip commemorative patch.

Transportation costs meant to reimburse vehicle providers fuel costs and are collected on an as required basis when determined by the transportation chairperson and Scoutmaster.

8.10—Payment by Check (2003)

We encourage families to make all payments to the troop by check. This provides a record of payment and a safeguard for both the family and the troop in the event of a mistake. It is troop policy not to accept payments of more than \$50.00 in cash.

Chapter 9 Discounts, Credits, Scholarships

9.1—Discounts and Credits

9.1.1—Discounts (2003)

Discounts are a means of reducing the costs of Scouting, especially for active families. The primary purpose of the discounts is to encourage each family to be involved, and to reduce expenses for those who are. The troop currently offers one discount (parent/Scout involvement discount).

9.1.2—Credits (2003)

Credits are a form of discount with special restrictions or purposes. The troop currently offers three credits for all Scouts (summer camp credit, troop dinner credit, single-mother credit), and two credits specifically for new Scouts (first-year summer camp credit, first-year Adventure Weekend credit).

9.1.3—Use of Discounts and Credits (2003)

(A) General—A family may use its discounts and credits for any Scouting expense, especially the annual fee, summer camp, and annual "Trek". A family may use its credits for the intended purpose only, as described below. Discounts and credits are credited to a Scout's "account" and are not paid out as cash, except that a Scout may use excess credits to purchase Scout or camping equipment as approved by the Scoutmaster or committee chairperson.

(B) On Leaving the Troop Before Age 18—Discounts and credits are earned by each family and are intended to be used solely by that family. When a family leaves the troop, any unused discounts or credits are lost. Unused discounts and credits may not be transferred to another family. Unused discounts and credits in a Scout's account may only be taken to another troop or post, should a family transfer to another unit or move to another town. The treasurer will make any check payable to the new troop and not directly to the family.

(C) On Leaving the Troop After Age 18—A Scout who remains active in Troop 146 through age 18, and who still has unused discounts and credits remaining in his account, may continue to use his credits while he remains in the troop. Upon leaving the troop, all discounts and credits are lost. A Scout may appeal to the troop committee to cash out a Scout's account for college expenses.

9.2—Parent Involvement Discount (2003)

This is the troop's primary discount. The discount rewards families for parental involvement and leadership, which is essential to a continued quality troop program. Activity credits ("points") are awarded based on a master list approved by the troop committee and kept by the Scoutmaster. The activity credit system attempts to recognize the value of most potential parent contributions, and is set up such that earning 100 activity credits reflects a reasonable and desirable level of parent involvement. The committee has the authority to award activity credits for any special contributions not covered by the standard list. The committee annually sets a value for the credits based on the total activity credits earned and the amount they feel the troop can budget.

9.2—Parent Involvement Discount (cont.)(2003)

The discount is calculated based on the current activity year (July through June), and is credited twice a year, in May (along with Troop Dinner credit) and in November (when annual statements are sent out). The May credit is one-half of the available credit, to reflect that only half the activity year has passed.

9.3—Credits for All Scouts

9.3.1—Troop Dinner Credit (2003)

The troop committee will determine what percentage of the ticket sales gross will be credited to each Scout's account. In general, the split is about 50/50, with the troop's share going primarily to fund summer camp for New Scouts, and to scholarships. The primary purpose of the dinner credit is to help Scouts pay for summer camp, though the Scoutmaster may permit Scouts to use excess Dinner credits for the annual "Trek" or other Scouting expenses. The credit serves as an inducement to attend summer camp as well as a means to lower the cost to families.

9.3.2—Single-Parent Credit (2003)

Our primary discount, which reduces fees based on parent involvement, is geared toward the two-parent family. It is more difficult for a single parent to earn as many activity credits as a two-parent family, especially a single parent (it is still uncommon for women to become uniformed leaders or to attend campouts frequently). To help reduce costs for a single parent, the troop credits single parents with the active parent discount (\$10) as long as their Scout son is active.

9.3.3—Uniform Donation Credit (2003)

To encourage more donations of uniform items to the troop's uniform exchange, families receive a credit of \$5/BSA shirt, \$5/BSA shorts or trousers, and \$1/Troop 146 T-shirt. These credits are for undamaged items in good condition and of the current style and color. This credit may be used only for the purchase of new or used uniform items. No credit is given for donations of other items or for components that are an out-of-date style or color.

9.4—Credits for New Scouts

9.4.1—First Year Summer Camp Credit (2003)

The troop will pay a portion of the summer camp fees for new Scouts who attend camp during their first calendar year in the troop. This recognizes the vital importance to new members of summer camp, particularly at the beginning of their Scouting career. It also reduces the initial costs of Scouting. This portion will be dependent on the financial health of the Troop.

9.4.2—First Year Adventure Weekend Credit (2003)

The troop will credit \$10 toward the following calendar year's fees for new Scouts who attend the Adventure Weekend with a parent during their first calendar year in the troop. This recognizes the important head start provided by the Adventure Weekend.

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9.5—Scholarships (2003)

Troop 146 provides scholarship assistance to needy Scouts to cover fees, campout costs, or summer camp. The troop committee is responsible to determine financial need. The troop committee will determine the scholarship amount based on the availability of the Troop budget. The troop requires recipients to be active, to attend a majority of campouts, and to advance regularly; and the troop requires recipients to earn some part of their expenses and pay regularly based on their ability.

9.6—Troop 146 Educational Award (2003)

Troop 146 will offer its Eagle Scouts an educational award whose purposes are: to help pay for post-secondary education, to encourage Eagle Scouts to remain active in the troop, and to reward our Eagle Scout leaders. This is an academic award, and is not based on financial need (the troop does not want to get involved with determining financial need). Candidates must have earned the Eagle Scout rank in Troop 146, have been a member of Troop 146 for at least two years, be active in Troop 146 through the high school senior year (minimum 33% of campouts), and earn at least a 3.0 average (based on 4.0=A). Recipients must carry a full-time course load or work-study equivalent. The troop committee will set the requirements for the award, interview candidates, and determine the level of financial support the budget can permit. The troop treasurer will maintain a special fund for the award. At the discretion of the committee, the stipend will be a maximum of \$100. Depending on Troop financial health, the stipend may be lower or unavailable.

Chapter 10 Miscellaneous

10.1—Troop-owned Equipment (2003)

The troop owns the minimum necessary equipment for troop outings, including tents, stoves, etc. The troop committee is responsible for overseeing troop equipment and assessing appropriate charges to individuals or patrols for any lost or damaged troop equipment checked out to them. Troop and patrol equipment is intended only for use by troop members on troop activities. Equipment may not be loaned to non-members. The Scoutmaster is responsible to determine when equipment may be loaned to current or to former members for non-troop activities; such use should be infrequent.

10.2—Scoutmaster Handbooks (2003)

Troop 146 gives a copy of the Scoutmaster Handbook to each uniformed adult leader.

10.3—Banned Items (2003)

The following items are banned from all troop activities for all youth and adult participants, unless specifically approved by the Scoutmaster:

- Any candle or candle lantern (because of fire risk in tents)
- Any non-folding knife (sheath knife, machete, etc)
- Any butane lighter
- Any glass container
- Any radio, "walkman," or electronic game (to preserve the outdoor experience)
- Personal communication equipment (Unless approved by the Scoutmaster)

10.4—Troop Publications

10.4.1-Newsletter (2003)

Because communication is vital to a successful program, the troop publishes a newsletter approximately bimonthly. The newsletter is published every odd month and handed to every troop family. This publication keeps families and Scouts informed of dates, activities, changes, BSA and troop policies, and other useful information. We expect all Scouts, leaders, and parents to read every newsletter entirely.

10.4.2-Troop Web Site (2003)

The troop will maintain an Internet web site with appropriate information available to troop families and the general public. The purpose of the web site is to inform troop families, promote the troop to potential members, and help other troops and Scout leaders benefit from our experience. Keeping in mind the public nature of the Internet, the troop "webmaster" will take care not to publish names, dates, or other information that could be used to harmful purposes.

10.4.3-Other Troop Publications (2003)

The troop will create and distribute other publications as needed to keep families and Scouts informed.

10.5—Alcohol, Tobacco, and Illicit Drugs

10.5.1—General (2003)

As required by BSA policy, the troop will make every possible effort to provide a completely alcohol-free, tobacco-free, and drug-free environment for our Scouts.

10.5.2—Alcohol (2003)

No Scout and no adult may possess or consume alcoholic beverages at any time during any Scouting activity. Violators will be dismissed from the activity and suspended from the troop until they appear at a troop committee meeting (with a parent, if a Scout). The committee will determine any further actions, including the possibility of permanent expulsion from the troop.

10.5.3—Tobacco (2003)

Use of tobacco products is not consistent with the Scout Law and Promise. No Scout may possess or use tobacco products at any time on any Scouting activity, regardless of parental consent. Adults who smoke/chew must do so completely away from the Scouts (we recognize the nasty reality of addiction to nicotine which requires most users to need frequent doses). Violators will be dismissed from the activity and suspended from the troop until they appear at a troop committee meeting (with a parent, if a Scout). The committee will determine any further actions, including the possibility of permanent expulsion from the troop. [Because of the increase in tobacco use by teenagers, and its long-term potential for serious harm, we have chosen to take a strict position against its use, consistent with BSA policies.]

10.5.4—Illicit Drugs (2003)

Troop 146 bans the possession or use of illegal drugs (marijuana, etc), other abusable substances (glue, prescription drugs, etc, except when used for their intended purpose), and drug paraphernalia (roach clips, pipes, etc). Adult violators (age 18 & up) will be turned over to the police. Police involvement for Scout violators will be at the discretion of the adult leader in charge based on individual circumstances. All violators will be dismissed from the activity and suspended from the troop until they appear at a troop committee meeting (with a parents, if a Scout). The committee will determine any further actions, including the possibility of permanent expulsion from the troop.

10.6—Caffeinated Beverages (2003)

The troop discourages but does not ban the consumption of caffeine-containing beverages (coffee, tea, caffeinated pop) by Scouts. If necessary, the adult leaders may limit consumption by Scouts who drink excessive amounts.

10.7—Searches (2003)

Scouting is based on trust, and we prefer to trust our Scouts. Unfortunately, a very few dishonest boys have abused this trust to bring contraband or to steal from other Scouts. It is sad that the honest majority must pay the price for the unethical few. In view of our obligation to protect our Scouts from harmful influences, and recognizing the difficulty of learning about such influences in a timely manner, we must reluctantly reserve the right to ask a Scout to show the contents of his pockets, pack, or tent, or to call in the police to assist. We especially want those few who may be goaded by the temptations of dishonor to know that they may be checked at any time. At the same time, we want to maintain an environment based on trust where we are not tempted to search anyone.

10.7—Searches (cont.)(2003)

Only the Scoutmaster or other adult leader in charge is empowered to conduct a search of a Scout, his pack, or his tent, upon reasonable suspicion.

A minimum of two adults and the Scout must be present during any search. The adult leader in charge has the responsibility to determine if police involvement is required.

10.8—Advertising (2003)

The troop will not accept any kind of commercial or personal advertising in its newsletter or web site. This does not prevent the troop from making families aware of sales or other business offerings that may be advantageous to the Scouts. The committee will decide any question of interpretation.

10.9—Personal Communications Equipment (2003)

In order to preserve the outdoor experience, and prevent outings from becoming too much an extension of city life, personal communications equipment (cellular telephones, pagers, radio transceivers, etc) are banned from all troop outings, **unless specifically approved in advance by the Scoutmaster**. Adults who have such equipment are asked to leave them in the cars or at home on any outing. The troop will provide (or request) appropriate emergency communications equipment for remote activities, including a satellite communications system as needed. It is undesirable to have personal communication equipment available on a wilderness activity for routine personal or business activities. If personal communications equipment is approved for an outing, the equipment will be used sparingly.