

# BOY SCOUTS OF AMERICA

Greater Yosemite Council

## TROOP 302

### ♣ PARENTS GUIDE ♣

Chartered by:

American Legion, Bill Brinlee Post 102

Valley Springs, CA



*Welcome to Troop 302!*

*We hope that you'll find this guide helpful in understanding how Troop 302 operates. Please review this guide with your child. Additional information about Scouting can be found in your Scouts handbook and at various websites such as [Scouting.org](http://Scouting.org) [yosemiteScouting.org](http://yosemiteScouting.org) and [meritbadge.com](http://meritbadge.com)*

*For Troop-specific information, including info about our upcoming Troop activities and events, visit our website at:*

[www.Scoutlander.com](http://www.Scoutlander.com) Troop 302 Valley Springs, CA

*This website is our primary communication tool and is also where you sign up your Scout to attend outings.*

*If you have any questions feel free to talk to the Scoutmaster or anyone in Adult Leadership.*

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Troop 302 abides by the Boy Scout Oath and Law. To achieve this, the Troop operates under the following guidelines:

# **General Troop Operations**

## **Troop Parents**

Parents or guardians and applicants must attend a Troop meeting or outing before a boy will be registered with the Troop.

Parents shall be responsible for ensuring the transportation of their sons to and from campouts and other Troop activities. Carpools will be coordinated wherever possible; however, the ultimate responsibility will lie with the parents. The driver will not be responsible for leaving a Scout at home without parental supervision. All drivers must meet BSA's insurance requirements. All riders must wear seat belts while traveling as required by California law. Parents and adult leaders must provide updated information about their vehicle(s), driver's license and associated insurance to the Troop annually.

The role of Troop 302 parents is to be supportive of the Troop's efforts and to provide the atmosphere Scouts need to learn and excel. The Troop cannot function without the active involvement of every parent, therefore, parents should:

1. Read their Scout's handbook and understand the purpose and methods of Scouting.
2. Attend the Annual Parent Meeting.
3. Actively follow their Scout's progress (or lack thereof) and offer encouragement and a push when needed.
4. Support your Scout and the Troop by attending all Troop Courts of Honor and all other significant meetings.
5. Volunteer for a Committee or adult leader position
6. Participate in at least one outing or activity annually in a supervisory capacity
7. Be available to sit on a Board of Review
8. Assist in all Troop fundraisers and other such activities. All such assistance lowers the cost of the program offered to the Scouts and, therefore, lowers each family's cash outlay for the Scout(s).
9. Be aware of the Troop program and annual calendar.
10. Return all forms and payment in a timely manner.

## Adult Association

Boys learn by watching how adults conduct themselves. Scout leaders can be positive role models for the members of the Troop. In many cases a leader who is willing to listen, encourage, and take an interest can make a profound difference in their lives.

## Youth Protection

**Youth safety is the No. 1 concern of the BSA.**

To increase awareness of this societal problem and to create even greater barriers to abuse in Scouting, the Boy Scouts of America is implementing several important changes to further enhance its Youth Protection policies. Effective June 1, 2010:

- **Youth Protection training is required for all registered volunteers.**
- New leaders are required to take Youth Protection training before they submit an application for registration. The certificate of completion for this training must be submitted at the time application is made and before volunteer service with youth begins.
- Youth Protection training must be taken every two years. If a volunteer's Youth Protection training record is not current at the time of recharter, the volunteer will not be reregistered.

To find out more about the Youth Protection policies of the Boy Scouts of America and how to help Scouting keep your family safe, see the Parent's Guide in the Boy Scouting handbook, or go to <http://www.Scouting.org/Training/YouthProtection.aspx>.

## Patrols

The patrol method gives Scouts experience in teamwork and citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it. The patrol method allows Scouts to act in small groups where they can easily relate to each other. Patrols determine Troop activities through their elected leaders.

## Outdoor Program

Boy Scouting is designed to take place outdoors where Scouts share responsibilities and learn to live with one another. In the outdoors the skills and activities practiced at Troop meetings come alive with purpose. Being close to nature helps Boy Scouts gain an appreciation for the beauty of the world around us. The outdoors is the laboratory in which Boy Scouts learn ecology and practice conservation of nature's resources.

# Uniform

The uniform makes the Scout Troop visible as a force for good and creates a positive youth image in the community. Wearing the uniform shows each Scout's commitment to the aims and purposes of Scouting and gives the Scout identity in a world brotherhood of youth who believe in the same ideals. The uniform is practical attire for Boy Scout activities and provides a way for Boy Scouts to wear the badges that show what they have accomplished.

A Scout will wear his uniform to all Troop functions unless instructed otherwise. If he is coming from another event, he will carry his uniform with him. If he has a problem getting a complete uniform, the Scoutmaster or the ASM of his patrol must be told by his parents as soon as possible so that other arrangements may be made.

**Class A Uniform** – This uniform is to be worn to the first Scout meeting of every month, at all Boards of Review, Scoutmaster Conferences, Courts of Honors, Parades, Webelos Crossover's, when traveling to and from Troop outings, and at any other event that the Adult Troop leadership deems appropriate.

Boy Scout Uniform Costs								
shirt	Neckerchief*	slide	shoulder loops	Cap**	belt	zip-off pants	handbook	total
\$25-\$35	\$5-\$10	\$4	\$2.50	\$13	\$0	\$35-\$50	\$10	\$95-\$125
(BSA zip-off pants give you long and short pant uniforms, plus a belt)								
Uniform Patches								
World Scout Crest Emblem				\$1.50				
Council Strip*				\$1.50 - \$6.00; provided by the Troop				
Troop Number*				\$3.60; provided by the Troop				
Patrol Emblem				\$2.00				
Optional Items								
Scout socks (~\$6) (necessary only when wearing shorts)								
Merit badge sash (can be worn once the Scout has earned 6 merit badges). Only required for formal occasions, but the Scout may wear it if they are in their Class A uniform.								
Scout Handbook Cover - \$10								
Scout Requirements Book - \$5								

\*Provided by the Troop upon registration

\*\* Available for purchase during Troop meetings

**Class B Uniform** – this uniform is to be worn at all regular Troop meetings (except 1<sup>st</sup> meeting of the month) and service projects, unless specified otherwise. It consists of:

- the red Troop 302 t-shirt (available for purchase during meetings) or any Boy Scout T-shirt
- casual pants or shorts

## Meeting Times and Places

Normally, weekly Troop meetings are held on Monday night, 6:30-8:00 p.m., at the Vet's Hall in Valley Springs. Most of our outings begin and end at the Hall as well. Parents should accompany their Scout into and out of the meeting area so that any necessary communication to that parent can be addressed and to ensure Scouts are safely getting to and from the meetings.

## Troop Structure

Troop 302 is a member of the Greater Yosemite Council, Boy Scouts of America. The Troop's organization consists of a Chartered Organization (American Legion Post 102), a Troop Committee (parent volunteers), the Scouts, and the Scout's parents.

## Junior Leader Positions:

Troop 302 is a boy-led Troop. Every boy will have an opportunity to participate in leadership. Meetings are planned and carried out by Junior Leaders and all duties for patrol activities are assigned by the Patrol Leader. Understanding the concepts of leadership helps the boy accept the leadership of others and helps him to grow into a responsible adult. Specific Junior Leader Positions can be found at [BSAHandbook.org](http://BSAHandbook.org).

## Scoutmaster

The Scoutmaster is the adult leader responsible for the program of the Troop. The Scoutmaster and his or her Assistant Scoutmasters work directly with the Scouts. The general responsibilities of the Scoutmaster include:

- ✦ Train and guide boy leaders
- ✦ Evaluate and promote Scouts for leadership positions within the Troop
- ✦ Work with other adult leaders to bring Scouting to boys
- ✦ Use the methods of Scouting to achieve the aims of Scouting
- ✦ Recruit Assistant Scoutmasters
- ✦ Assist with re-chartering

## Assistant Scoutmasters

Assistant Scoutmasters are recruited by the Scoutmaster and approved by the Troop Committee to assist the Scoutmaster in the operation of the Troop. Assistant Scoutmasters are assigned program tasks by the Scoutmaster and provide guidance to the boy leadership. He or she also provides the required two-deep leadership.

## Troop Committee

The Troop Committee functions as an administration and support organization for the Troop. The Troop Committee takes care of the non-program issues surrounding the Troop. For example: Troop funds, Fundraising, Membership drives, activity permits, advancement records, and authorizes procurement and maintenance of Troop Equipment. The Committee meets several times per year and parents are encouraged to attend these meetings.

Key Committee Positions include the following:

- |                                       |                          |
|---------------------------------------|--------------------------|
| ✦ Charter Organization Representative | ✦ Membership Coordinator |
| ✦ Troop Committee Chair               | ✦ Outings Coordinator    |
| ✦ Secretary                           | ✦ Advancement Chair      |
| ✦ Treasurer                           | ✦ Equipment Manager      |
| ✦ Chaplain                            | ✦ Training Coordinator   |
| ✦ Fund-Raising Chair                  |                          |

Persons to fill these positions will be selected by the Chairman and approved by the Troop Committee. There shall be no limit to the number of terms for any of these positions, but the positions will be elected on an annual basis.

In addition to the Key Committee Positions, the Troop Committee Chairman will seek persons to carry out other tasks such as: Uniform Exchange, Ceremonies Coordinator, Awards/Incentives, Data Processing/Website.

## Charter Organization (Sponsor)

Every Troop is chartered by an organization. The Chartered Organization for Troop 302 is the American Legion, Bill Brinlee Post 102. The Chartered Organization shares our objectives for the boys and ensures that there is adequate, trained leadership. A Chartered Organization Representative acts as liaison between the Troop and American Legion Post 102.

## **Troop Committee Chair**

- ✦ Organize the Committee to see that all functions are delegated, coordinated and completed
- ✦ Prepare Troop Committee agendas
- ✦ Call, preside over and promote attendance at Troop Committee meetings and any special Committee meetings that may be called
- ✦ Recruit for open Committee positions as needed
- ✦ Arrange for charter review and renewing the charter annually

## **Secretary**

- ✦ Send out Committee Meeting notices, as needed
- ✦ Keep Committee meeting minutes
- ✦ Upload minutes to Scoutlander

## **Treasurer**

- ✦ Handle all Troop funds, including maintaining Troop bank accounts.
- ✦ Pay bills on the authorization of the Committee
- ✦ Supervise money-earning projects, including obtaining proper authorization
- ✦ Maintain the Troops personal Scout accounts
- ✦ Report to the Troop Committee at each Committee meeting
- ✦ Lead in the preparation of the annual budget
- ✦ Assist with re-chartering

## **Chaplain**

- ✦ Provide a Spiritual tone for Troop Meetings and Activities
- ✦ Give Guidance to the Chaplain's Aide
- ✦ Give spiritual Counseling service when needed or requested
- ✦ Encourage Boy Scouts to earn their appropriate religious emblems
- ✦ Provide opportunities for Boy Scouts to grow in their duty to God and others

## **Fund-Raising Chair**

- ✦ Organize or coordinate fund-raisers to raise money for the Troop and participating Scouts, specifically the Tree Lot and Popcorn sales
- ✦ Report to the Committee before, during, and after fund-raisers

## **Membership Coordinator**

- ✦ Recruit new members at registration drives
- ✦ Refer all new registration to the Scoutmaster for placement in a patrol
- ✦ Maintain updated Scout information in Scoutlander and Troopmaster to include contact, vehicle, personal information, and medical forms
- ✦ Conduct the Troop resource survey
- ✦ Assist the Chairman, Scoutmaster and Treasurer in re-chartering



## **Outings Coordinator**

- ✦ Promote attendance at outings, Jamborees, Camporees and summer camp to reach the goal of an outing per month
- ✦ Perform registration for Troop outings, as needed
- ✦ Secure permission to use camping sites
- ✦ Arrange for Scout transportation to outings
- ✦ Promote the National Camping Award
- ✦ Organize the Troop's annual summer camp to include
  - Selecting the site and registering the Troop for summer camp
  - submitting all necessary paperwork, including medical information
  - Organizing all logistics, such as drivers, equipment, etc.
  - Informing the Troop on all procedures and policies regarding camp
  - Assist in arranging daily camp schedules to help Scouts earn merit badges
  - Handle all necessary follow-up

## **Advancement Chair**

- ✦ Encourage Scouts to advance in rank
- ✦ Arrange and conduct Troop Boards of Review
- ✦ Conduct Courts of Honor
- ✦ Develop and maintain a merit badge counselor list
- ✦ Report Scout advancement to the Council Service Center.
- ✦ Secure badges and certificates
- ✦ Maintain all Scout advancement records in a timely manner using Troopmaster
- ✦ Work with the Troop Librarian to build and maintain a Troop library of merit badge pamphlets.

## **Equipment Manager**

- ✦ Maintain Troop 302 equipment
- ✦ Present any equipment concerns/suggestions to the Committee.
- ✦ Research Troop purchasing needs and make recommendations to the Committee
- ✦ Store, or arrange to store, the Troop trailer in a secure location
- ✦ Make the Troop trailer and other equipment available at meetings and other activities as requested

## **Training Coordinator**

- ✦ Present training opportunities to Committee, and announce to all adult members
- ✦ Encourage adult leadership attendance at leader-specific training
- ✦ Ensure the Troop is compliant with Youth Protection Training requirements

## **Committee Meetings**

The Key Committee Officers shall meet regularly to discuss Troop business. Meetings shall be scheduled by the Troop Committee Chairman who will provide a written agenda at least 2 days in advance. The meetings shall be open to parents, registered members of Troop 302, and non-Key Committee officers, however, only the Key Committee Members will have the authority to vote. A quorum exists when 50% plus one of the officers of occupied Key Committee positions are present. Meetings are permissible without a quorum; however, no matters requiring a vote may be decided.

## **Voting**

A vote of the Key Committee Members will be necessary to approve any significant expenditure of Troop funds. Should a need arise to obtain Committee approval of an expenditure on an expedited basis, the Committee Chairman may contact the other Key Committee Officers by telephone or e-mail to discuss the matter and conduct a vote. In any such instance where a telephone or e-mail vote has occurred, the results of that vote shall be ratified at the next regular Committee meeting.

## **Amendments**

Interim amendments to this Guide may be made by majority vote of the Key Committee Members. Any interim amendment passed in this manner shall remain in effect only until the next Annual Parents Meeting, at which time it will be offered as a permanent change and added to this Guide.

## **Advancement**

The steps in the advancement system help a Scout grow in self-reliance and in their ability to help others. Scouts progress at their own pace to meet each challenge. Scouts are rewarded for each achievement, helping them gain self-confidence.

## **Scout through First Class**

From the time the Scout enters the Troop through the time he earns advancement to First Class, he is learning basic Scouting skills to enable him to camp, hike, swim, cook, tie knots, administer first aid, and perform other tasks in the outdoors and to work as a member of a team. The goal is for the Scout to achieve the rank of First Class within his first year in the Troop. This is a sign that the Scout has mastered the fundamentals of Scouting and can begin to start the long process of learning to lead others, refining the learned skills, and learning additional skills.

## **First Class to Eagle**

From the achievement of First Class through Eagle, the Scout will be demonstrating leadership, performing service projects, earning merit badges, and using the skills learned while achieving the rank of First Class. The final steps towards Eagle are filled with leadership experiences.

Details for advancement are contained in the Boy Scout Handbook, which every Scout should obtain as soon as possible after joining the Troop.

## **Merit Badges**

The goal of the merit badge (MB) program is to expand a Scout's areas of interest. Merit badges are earned by Scout's working with a registered merit badge counselor. The Scout is required to obtain a MB "blue card" from the Scoutmaster and contact the MB counselor to arrange for times and places to complete the merit badge requirements. When the Scout completes the merit badge, the counselor will indicate the completed requirements on the blue card. The Scout will turn in the completed blue card to the Scoutmaster for his approval and the Scoutmaster will forward it to the Advancement Chair for recording and awarding at the next COH.

All parents are encouraged to become Merit Badge Counselors. Please complete a Troop Resource Survey and return it to an adult leader so that you can be selected as a MB Counselor in your area of interest or work qualifications.

## **Scoutmaster's Conferences and Boards of Review**

When a Scout has completed all the requirements for a rank, he can request a Scoutmaster's Conference then a Board of Review (BOR). During a Scoutmaster's Conference, the Scout will meet one-on-one (in a public setting) to gauge the Scout's progress toward the ideals of Scouting as well as review any skills obtained during that rank's advancement. A BOR is composed of at least three adult members of the Troop and determines the Scout's attitude toward Scouting, ensures that the requirements have been met for advancement, allows for discussion regarding the Scout's experiences in the Troop and the Troop's program, and to encourage him to keep working towards advancement. A BOR may also be held to counsel a boy about his lack of progress toward advancement.

## **Courts of Honor**

The Court of Honor (COH) is a ceremony for the Scouts to be publicly recognized for their achievements. Troop 302 will conduct COHs several times a year. The COH recognizes Scout appointments, elections, awards, and advancements since the last COH. Parents and all other interested individuals are encouraged to attend.

## **Annual Parents Meeting**

An annual Parents Meeting will be conducted by the Troop Committee Chairman in, or around, August. The purpose of the meeting is to introduce the Committee and new parents, provide information about the activities of the upcoming year, describe and fill Troop needs, and answer questions. This meeting is mandatory for the parents/guardians of all boys currently registered with the Troop. Anyone who is unable to attend the meeting must notify the Committee Chairman in advance.

## **Discipline Plan for Scouts**

A Scout of Troop 302 is to obey the Scout Oath and Scout Law and be an example for others to follow. In order to guarantee a program within the guidelines of the Boy Scouts of America, the following plan applies for all Troop outings and meetings. It is required that all Scouts of Troop 302 obey these rules. This plan also gives a brief overview of what is expected of parents if their Scout breaks Troop rules. A Scout Leader will use his judgment in applying discipline. A Sample of the rules follows:

There will be no disrespect to other Scouts or leaders. Scouts will not fight or argue with each other. If everyone is doing their job correctly and pitching in to help others, there should be no room for argument. Remember Scouting is to be a safe haven for all boys. If a Scout physically hurts another Scout, the Scout will automatically be given his third warning and his parents will be notified. Remember that a Scout is kind.

Scouts in Troop 302 will respect all Troop and Scout gear. If a Scout purposely breaks or damages an item, he will be placed on a 60-day probation, his parents will be contacted, and he is responsible for replacing the item. A Scout is Trustworthy.

Scouts will show respect for knives, axes, and saws used during Troop meetings and outings. Scouts are not to use axes or saws outside the ax yard without permission. If the Scout is caught using these items improperly, he will be given a warning and, depending on the severity of his action, the tool may be taken away and given to his parent by the leader. A Scout is Obedient.

A Scout will be polite and respectful, especially when they don't feel like it. A Scout overcomes anger, bad manners, rudeness and discourtesy with self-control. Racial and other discriminating jokes and comments are prohibited. A Scout is courteous.

### **Step 1: Warnings**

On the first warning, the Scout will be asked to stop what he is doing and pay attention.

On the second warning, the Scout will sit on the stairs during the meeting or report to the leader's area if at an outing. The Scout can have a clean slate at the next Troop function only if he comes with a respectful attitude and a willingness to learn.

On the third warning, the Scout's parents will be called and the Scout will be sent home; this also applies during outings. After the discussion with his parents, the Scout will have a conference with the Senior Patrol Leader and the Scoutmaster to review the expectations of a Scout in our Troop. At this time the Scout will have a clean slate and be able to attend Troop activities. If within the next 60 days the Scout's parents need to be contacted again, a parent will need to stay with the Scout for an entire meeting.

### **Step 2: Parent Meeting and Probation**

After the meeting with his parents, the Scout will have a clean slate but will be on a 60-day probation in which he can attend all Troop functions. If he gets the third warning during his probation, we will ask his parents to have a meeting with the Scoutmaster, Committee Chairman, and the Charter Representative to discuss how we should keep their son under control during the meetings.

### **Step 3: Exclusion**

If the Scout still does not follow the rules of the Troop and ends up getting these warnings again, the Scout will be on a 60-day probation period in which he will not be able to attend any Troop functions. After that time, he will be on a 30-day probation during Troop functions. If during this probation the Scout gets the three warnings again, the parents will be asked to find another Troop for their son.

## **Expenses**

### **Expenses: Scout**

- 1.) Annual dues/registration fees are determined by the Troop Committee and includes National Registration, Boys' Life Subscription fees, and Troop dues. These fees are due and payable at the start of the Scout year (August) and for a Scout to remain in good standing, has to be paid in full by the end of September.
- 2.) Required Class A Uniform: The Troop will try to maintain a uniform exchange. To assist in this, parents and Scouts are encouraged to donate used uniform items to the Troop.
- 3.) Summer Camp: While not mandatory, participation is encouraged because a Scout greatly benefits from attendance at summer camp. Troop 302 coordinates a week long summer camp which costs approximately \$270-\$350.

- 4.) Monthly Campout expenses are set for each campout. Currently outing fees are a minimum of \$5 per Scout and includes food, site fees, and any registration fees. Patrols are responsible for planning and purchasing their food within a set budget for campouts per the patrol outing plan. The purchaser shall be reimbursed up to the budgeted amount upon submitting receipt, or reasonably thereafter.
- 5.) The Troop maintains some equipment which enhances the Scouting experience. These items include the Troop trailer, canoes, tents, camp boxes, ice chests, etc. If your Scout causes damage to Troop equipment, it is expected that the equipment be repaired or replaced by an item of equal or better quality.
- 6.) Individual Scout Funds are Troop moneys designated for use by individual Scouts for Scouting related expenses. Individual Scout Fund money earned by a Scout and not used by the time he leaves the Troop shall be returned to the Troop fund unless the Scout:
  - a. transfers to another Boy Scout Unit, at which time he can request to have his money transferred directly to that unit
  - b. requests to transfer the money to a Scout sibling
  - c. achieves the rank of Eagle, at which time he can request to have any balance "refunded" to him.

### **Expenses: Scouter (volunteer Adult Leaders)**

- 1.) All National Dues as determined by the BSA are paid for by Troop 302 for those who commit to actively volunteering with Troop 302.
- 2.) Monthly outing expenses for Food and entrance fees shall be the responsibility of the Scouter unless otherwise approved for by the Committee.
- 3.) Summer Camp fees for Scouters are determined by the Organization running the Summer Camp. Troop 302 will cover the fees for two adult leaders. The fees for any additional adults attending summer camp as an adult leader for Troop 302 Scouts will be shared equally among all Scouters attending.
- 4.) Any Training or uniform expenses (other than recognition patches) are the responsibility of the Scouter unless approved otherwise by the Committee.

### **Expenses: Troop**

- 1.) Troop registration (annually)
- 2.) Troop insurance (annually)
- 3.) Troop equipment (as needed)
- 4.) Advancement pins, merit badges, etc.
- 5.) Neckerchief, and Troop and Council Uniform insignia for new Scouts.
- 6.) Annual gift of \$400 to Friends of Scouting
- 7.) Registration fees for two adult leaders for summer camp.

- 8.) Maintain a benevolent fund of up to \$500. Funding sources are private donations, proceeds from Valley Springs Recycling, and 5% of net income from Christmas tree sales

### ***Fundraising***

- 1.) Fund raising sufficient to support the Troop is the responsibility of each Scout and his parent. Each Scout and his family must undertake an obligation to support all fundraiser activities. The Troop will hold several fund raising activities throughout the year. Each of these activities will allow the Scout to earn money toward their Scout account based upon their participation.
- 2.) Profits from fund raising activities shall be apportioned as follows: For all activities that the Scouts directly generate sales, (i.e. popcorn sales, Christmas tree sales, etc.), the amount the Scout will receive from the profit of the sale of the item will be determined by the Committee prior to the start of the fundraiser and will be credited to the Scout's account at the end of the fundraiser. For all fundraising activities that require the whole Troops participation, the profits will be used for Troop equipment, expenses, and to help subsidize camping activities.

## **Inquiries and Complaints**

Adults: All complaints and/or inquiries shall be directed to the Scoutmaster and/or the Committee Chairman.

Scouts: All complaints and/or inquiries should be directed according to the Troop's chain of command (Troop Organization Chart) unless the Scout and his parents feel it should be elevated to the adult leaders.