

BSA TROOP 301



BOY SCOUTS OF AMERICA

WELCOME GUIDE & BYLAWS

Revised 4/23/2014

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PREFACE

If your son has just joined our Troop, welcome. If he is still considering it, we are glad he is interested. In either case, this document will answer your questions about Boy Scouting and Troop 301.

There are two ways of looking at Boy Scouting. From a boys view, it is an adventure. It takes him outdoors for camping and hiking, and gives him a chance to learn new skills and be recognized for them. Boy Scouting also provides plenty of fun with old and new friends.

From a parent's/guardian's viewpoint, Boy Scouting is all that and more. It aims to strengthen a boy's character through percept and example, to make him an aware, participating citizen, and to enhance his physical, mental, and moral development.

It sounds like a tall order, and it is. But Boy Scouting has proven over time that it can fill that order by exposing your son to new, wholesome experiences as he works and explores with his fellow scouts in Troop 301.

TROOP 301 OVERVIEW

Troop 301 is sponsored by our charter organization, Church of the Assumption, Blessed Virgin Mary. It arranges for our regular meeting place and approves adult leaders who administer Troop 301 affairs. The leaders are the Scoutmaster and his Assistants and the Troop 301 Committee. All are unpaid volunteers.

Within Troop 301, your son will be assigned to a patrol – a group of six to 10 boys. His patrol will be his team for games and contests, his closest buddies in camp and his teachers as he works on advancement.

Troop 301 meetings are planned and conducted by boy leaders under the coaching and guidance of a trained adult Scoutmaster. This is part of the plan to help your son grow; to make decisions and to take an active part in making Troop 301's program successful.

A typical Troop 301 meeting includes working on outdoor skills, first aid, fitness, citizenship, or some other aspect of scouting; a physical activity; a brief patrol meeting for advancement progress or planning a future patrol event; and ceremonies highlighting scouting ideals.

At Troop 301 meetings, and working on his own, your son will have a chance to earn many badges and awards. He will get his Boy Scout badge as soon as he has his first talk with the Scoutmaster. After that, he will work on requirements for rank, and any of the more than 100 merit badges. As he earns these awards and badges, he will progress from Tenderfoot through Second and First Class ranks in to the more difficult requirements for the Star and Life ranks. Finally, he may earn the most distinctive of all – the Eagle Scout Award.

Every month Troop 301 will conduct a special event. It may be an overnight camping trip, a visit to some location of special interest of significance, or a Troop service project to stimulate his interests in self-reliance. Encourage his participation in these events, but let him prepare for them on his own as much as possible. For instance, if he is going on a Troop 301 trip, let him collect his own gear and pack it. He may make some mistakes or forget something. Let him do it – it is part of the learning experience in Scouting!

WELCOME GUIDE AND BYLAWS

Welcome to Troop 301! This booklet is a guide and set of rules for parents/guardians and scouts. Use and refer to this guide as long as you are in Troop 301.

Refer to our troop website at www.patroup301.org for current events and updates. This is your guide to what's happening and it is the parent/guardian and the scout's responsibility to follow and refer to it often.

UNIFORM

We encourage all scouts to have a uniform after joining the troop. Consideration will be given for family finances and scout's interest, etc. Once a scout owns a uniform, he must wear it to all scout functions and bring it along to all camping events. **NO EXCEPTIONS!** If the uniform is dirty for any reason, wear it and wash it afterwards. Consideration on a scout outgrowing a uniform will be given if the scoutmaster is notified. It is the role of the parents to enforce this rule.

A "Class A" uniform is a BSA shirt with proper emblems and olive green pants or shorts. A "Class B" uniform, also known as the activity shirt, will be provided by the troop. It is to be worn with olive green pants or shorts. The "Class B" uniform is worn for physical activities and troop sponsored events.

If the scout is attending a prior event, such as a baseball game, this uniform may replace the scout uniform. The scout may bring his uniform along and change in the men's room

SCOUT BOOK

It is expected that each scout purchase a Scout Handbook. Each scout must have and carry a pencil/pen and notebook to troop meetings and other functions. Advancement section is included in the scout book and is used to track his advancement.

DUES

Scouts pay \$100.00 per year—payable between October 1 and December 31 for existing scouts. New scouts will be pro-rated. The dues are used first for re-chartering, followed by additional troop expenses, such as Boy's Life Magazine, scout badges, instructional materials, camping expenses, and any other expenses as the Committee deems fit. Scouts are encouraged to earn this through fundraisers and it is the parent's/guardian's responsibility to keep it up to date. Scout dues that are in arrear will be denied rechartering, advancement, and camping privileges. If there is any hardship, please contact the Scoutmaster.

TRANSPORTATION

It is the parent/guardian's responsibility to transport the scout to and from the troop meetings or arrange carpooling with other families. Meetings start at 7:00 p.m. and close at 8:30 p.m. The meetings are held on Thursday evenings, year round.

Arranging for transportation to and from scout outings are the parents'/guardians' responsibility. Please refer to B.S.A. guidelines—

www.scouting.org/scoutsource/HealthandSafety

ATTENDANCE

Scouts are encouraged to attend all functions. The troop and patrol cannot operate efficiently with part-time scouts. Any scouts not attending 60% of troop meetings, patrol meetings, or scout outings during any three consecutive months, will be placed on an inactive list and removed from the patrol and leadership duties. It is the scout's responsibility for reinstatement. He must notify the troop of his interest and attendance. This rule is to be administered by the troop committee. All parents will be notified of intentions before any action is taken.

If a scout has another interest for a period of time, place yourself on this list. By doing so, you will not be hurting a patrol function. Dues will still be taken when on the inactive list.

ADVANCEMENT

The time requirements stated in the BSA handbook will not be based on calendar months but on attendance at troop and patrol functions and patrol attendance.. This is set up and checked by the Board of Review. See Attendance. Rank advancement requirements will be determined by the Scoutmaster and his designees.

BOARDS OF REVIEW

Boards of Review are held every three months, or by scout request. Scouts will go before the Board comprised of adult leaders, for advancement once he believes that all requirements are completed for a given rank – including the Scoutmaster Conference. It is at this time when the scout must demonstrate his qualifications of his scouting skills needed for rank advancement. Skills needed for rank will be reviewed during normal meetings. Service time, etc. will be provided as it becomes available, but it is each scout's responsibility to do the required hours needed for each rank. Exceptions to the Board can be made in special circumstances (ie. Summer camp, Eagle Board). A "Class A" uniform is required.

Neither the Scoutmaster nor Assistant Scoutmasters may sit on a Board of Review. The Board of Review is to be comprised of members of the Committee whenever possible. The parent of a Scout may not sit on his or her son's Board of Review.

RANK AND ADVANCEMENT

There are seven ranks in scouting, starting with a boy becoming a Scout, Tenderfoot, 2nd Class, 1st Class, Star, Life, and ending with the highest and most honorable rank of EAGLE.

Troop leaders encourage all scouts to advance in rank but a scout's main encouragement must come from himself and his parents. Parents, please know what your son is doing and encourage his progress.

MERIT BADGES

Merit badges may be earned from your first day in scouting until your 18th birthday. Which ones, when, where, and how is the scout's responsibility. Merit badges are not a regular part of the troop meetings. From time to time, troop leaders will hear of, or make arrangements for classes on some merit badges, such as Swimming, Lifesaving, First Aid, etc. However, it is up to the scout to follow through and complete them. Merit badges are required for higher ranks. Six are needed for Star, 11 for Life, and 21 for Eagle. An approved Merit Badge Counselor adult leader is required to pass you on any merit badge. A list of merit badge counselors is available in the troop library. Summer camp is a perfect opportunity to earn three or more merit badges.

LEADERSHIP

Any 1st Class scout who seeks advancement in rank needs leadership experience and the scout must accept an active leadership position and perform the duties. All scouts who have leadership responsibility will be reviewed every six months.

The following is a list of leadership positions:

ELECTED:

Position	Rank Requirement	Term
Senior Patrol Leader	At least Life scout	One year
Assistant Senior Patrol Leader	At least a Star scout	One year
Patrol Leader	At least a 1 st Class scout	Six months
Troop Guide	At least a Star scout	Six months
Troop Instructor	At least a Star scout	Six months

APPOINTED BY SENIOR PATROL LEADER:

Position	Rank Requirement	Term
Scribe	At least a 1 st Class scout	Six months
Librarian	At least a 1 st Class scout	Six months
Quartermaster	At least a 1 st Class scout	Six months
Historian	At least a 1 st Class scout	Six months
Bugler	At least a 1 st Class scout	Six months
Chaplin	At least a 1 st Class scout	Six months

APPOINTED BY SCOUTMASTER:

Position	Rank Requirement
Junior Assistant Scoutmaster	Must be a Life scout
Den Chiefs (Up to four scouts)	At least 1 st Class

PATROL LEADERS COUNCIL

Members include SPL, ASPL, Patrol Leaders, Troop Guide, Troop Instructor, Scribe, Quartermaster, and Jr. Assistant Scoutmaster.

Troop 301 prides itself on a “true” boy led troop. Adults/leaders act only as counsel to the boy leaders. The adults/leaders also try to shape and guide the scouts’ potential. The Patrol Leaders Council (P.L.C.) plans and runs all troop programs and activities. Every scout is represented by his patrol at the P.L.C., so let your patrol leader know your needs or requests. Any leader unable to attend a meeting must communicate this information to the Senior Patrol Leader.

COURTS OF HONOR

This is when all rank, merit badges and awards are given out. We have four Courts of Honor per year – March, June, September, and December. All scouts and their families are invited and encouraged to attend. One parent/guardian from each family is encouraged to attend all Courts of Honor. This is a parent/guardian’s major contact with the troop. The committee will be there. Bring a pencil and paper to take notes. At this time, you can direct questions to the committee.

OUTDOOR ACTIVITIES

We try to plan one event per month, including summer camp. Troop 301 is a boy led troop; the Patrol Leaders Council will plan all events.

Scouts are encouraged to attend all outings. A true scouting experience is an outdoor program. Scouts must attend at least 60% of outdoor activities to be considered for advancement in rank and leadership. All parents/guardians are welcome to join the events provided they meet all requirements set forth by the Charter and BSA guidelines. Equipment requirements apply for adults as well as scouts. Attendees should plan to eat with patrols or adult leaders. Advance notice must be given to the Committee to confirm BSA and Charter requirements/certifications are met. Scoutmaster and Committee has final right of approval of adult participation.

While camping in patrol method camping, it is common courtesy to ask permission to enter a campsite.

CONDUCT

We find this is not a major problem with most scouts. Ongoing disobedience will not be tolerated and if there is a major problem, it will be referred to the parent/guardian for correction. We will follow all rules outlined in the BSA Guidelines of Safe Scouting.

If considerable disobedience is observed at a scouting event, the adult leaders reserve the right to remove the scout from the event. It will be the parent/guardian's responsibility to transport the scout home from the event. All infractions will be based on the BSA Guide to Safe Scouting.

The Troop 301 Camp Discipline Code, found below, will be the code which all scouts in Troop 301 will follow while at all events.

TROOP 301 DISCIPLINE CODE

Besides following the Scout Oath, Scout Law, Outdoor Code, and all BSA policies, each scout is required to obey Troop 301 leaders and Troop 301 rules. Offenses will be handled as follows:

FIRST and SECOND offenses will be told to the scout and recorded by the Troop Leader.

THIRD offenses will take offender to TROOP COURT – the entire troop assembled. At this court, the Troop Leader informs the scouts of all offenses. The Troop Court will then take a secret ballot to determine consequences of the offending scout's actions. The offending scout will not have a vote.

The FOURTH offense will be an automatic dismissal from the event. Parents will be contacted and required to come to the event to take their son home.

TROOP 301 RULES

Morning Reveille: Each scout will have 15 minutes to be up, properly dressed, and out of his tent after being called.

Duty Roster

Must be Followed: Each patrol duty roster will be made by each Patrol Leader and approved by the Senior Patrol Leader or Assistant Senior Patrol Leader. Each job must be started within 15 minutes by the direction of the Patrol Leader. After 15 minutes, the Patrol Leader will report to the Senior Patrol Leader, Assistant Senior Patrol Leader, and they both will go to the scout and inform him if the job is not done immediately, he will have one discipline offense against him. It is at the Senior Patrol Leader's discretion to go to the Scoutmaster.

Language: The use of offensive language is not allowed. An adult leader will present language problems to entire troop at evening campfire and the troop will vote whether or not a discipline warning is given to the offending scout.

This code was established to insure that proper respect is given to both adults and scouts, and is not all-inclusive.

FUNDRAISING

We have troop run fundraisers based on the success and needs of the troop and its scouts. The success of any fundraiser begins with the scouts' motivation and depends on the parents'/guardians' support. We need parents to help and encourage their sons to sell.

Let's face it; scouting costs money. On average, it costs one scout approximately \$600.00 per year with camping trips, summer camp and dues. We try to keep the cost as low as we can. If any family has financial hardship, the troop has additional assistance funds available. Please see the Scoutmaster.

EQUIPMENT

All personal clothing, rain ponchos, sleeping bags, mats, cup, knife, fork, spoon, etc. is the responsibility of the scout and should be marked with his name on it. These items should be brought to ALL outdoor scouting events.

The use of disposable cups, knives, forks, spoons, plates, bowls, etc. is **STRICTLY PROHIBITED**. A scout is conservation minded; he follows the Outdoor Code.

The troop will supply tents, cooking gear, etc. Any additional equipment may be borrowed by a scout to use, but must be returned in clean condition within 10 days after its use. If damaged, notification of replacement cost will be made to the parent/guardian thereafter. To check out equipment, see the Adult and Troop Quartermasters.

The following is a list of equipment that a scout should NOT bring to any event or function:

- Electronics (entertainment type)
- Guns, or weapons of any kind
- Non-folding knives
- Explosives of any kind
- Alcohol or illegal drugs of any kind
- Offensive material

- Aerosol cans of any type
- Dangerous/hazardous material
- Cell phones at discretion of troop trip leaders.

If any item is found to be disruptive, it will be confiscated and returned later.

MEDICATION

Please notify the Scoutmaster or adult troop trip leader if a scout has any medications that need to be taken. This includes prescription as well as over the counter medications. All medications should be turned over to an adult leader prior to leaving for any function/event.

All medications brought will be secured and administered under the supervision of an adult leader. Scouts with special needs or requiring assistance must contact the Scoutmaster.

THE COMMITTEE

Committee meetings are scheduled for once a month or as needed. All parents/guardians, relatives are invited and welcome to attend the meetings. Since the meetings are open to anyone, this is the forum to discuss ideas, problems your son is having, etc., and to have action taken.

The Committee will decide the troop policy and its future. They are charged with ensuring that the quality of adult leadership is trained and properly recruited. The Charter Representative will provide for finding meeting facilities if needed. They will support our leaders in carrying out programs. The Committee shall be responsible for troop finances, budget planning, and supervising money-earning projects.

The Committee will assist the adult leaders with problems that may affect the overall troop program. They will see that a proper outdoor program is maintained with at least one outdoor program a month.

All are welcome to be members. The Committee is comprised of nine voting positions, including the Committee Chairman, Charter Organization Representative, Secretary, Treasurer/Fundraising Coordinator, Event Coordinator, Adult Quartermaster, Advancement Coordinator, Member at Large I, and Member at Large II. These nine members are appointed jointly by the Scoutmaster, Committee Chairman, and Charter Organization Representative. There will only be one voting member per family.

Committee meetings are held to conduct scouting business. All amendments (changes, corrections, and additions) to the Troop 301 By-laws need to be in writing and presented to the Committee two months prior to a vote. Proper time for consideration and discussion will be allotted prior to a vote on any amendment. The majority of the Committee vote will be required for such a vote on an amendment.

All other scouting business will be voted on and assigned by majority vote. As always, the Scoutmaster, keeping with the interest of scouting, can have final say with all scouting affairs.

Subcommittees will be assigned to all members (including non-voting committee positions), as necessary. They will work with the corresponding committee members on various projects.

The following positions and their responsibilities are defined below:

COMMITTEE CHAIRMAN

- Maintain quality relationship with the charter organization
- Organize Committee and oversee committee functions including committee meetings and delegations of projects and their completions
- Prepares re-chartering
- Oversees budget planning
- Assists the Scoutmaster with securing adult leadership for camping trips and other events
- Reviews and audits Treasurer's report.

CHARTER ORGANIZATION REPRESENTATIVE

- Maintains quality relationship with Charter organization
- Ensures existence of scouting program
- Assists the Committee Chairman with maintaining a quality relationship with the charter organization
- Assists the Committee Chairman in organizing the Committee and oversees Committee functions and delegations of projects and their completions
- Assists the Committee Chairman in preparing re-chartering
- Assists the Committee Chairman in overseeing budget planning
- Assists the Scoutmaster with securing adult leadership for camping trips and other events.

SECRETARY

- Keep minutes of meetings
- Complete any forms that are necessary for council
- Assists Members at Large with related duties
- Send notices
- Place minutes in book
- Assists in planning for family activities
- Prepare Troop Court of Honor handouts
- Make report to Committee

TREASURER/FUNDRAISING COORDINATOR

- Handle troop funds and troop Sloufghy Fund (scout assistance fund)
- Pay normal bills on the recommendation of Scoutmaster or Committee Chairman
- Obtain committee approval for expenses exceeding \$300.00
- Maintain the checking accounts
- Provide written report to Committee at each meeting

EVENT COORDINATOR

- Secure reservations to events and arrange transportation
- Ensure the outdoor program
- Secure appropriate tour permits and directions to events
- Report to Committee at each meeting
- Keeps Waivers of Responsibility file
- Keeps Medical Forms file and delegates to adult trip leader.

ADULT QUARTERMASTER

- Supervise and secure troop equipment
- Work with scout Quartermaster on storage and inventory of all equipment
- Make safety checks on all equipment periodically
- Keep inventory current
- Report to Committee at each meeting

MEMBER AT LARGE 1 / MEMBERSHIP

- Plans recruitment activities
- Markets the troop memberships
- Encourages parent involvement

MEMBER AT LARGE 2 / SERVICE AND VOLUNTEER PROJECTS

- Present community service opportunities to Committee.

ADVANCEMENT CHAIR

- Liaison between troop and council for advancement.
- Purchases awards for Courts of Honor
- Responsible for maintaining merit badge records.

ASSISTANT SCOUTMASTERS

- Required to take Scoutmaster Leader Specific Training

PARENTS/GUARDIANS AND SUPPORT STAFF

- Required to take BSA required training and Protecting God's Children

Any non-official positions (Webmaster, etc.) will be assigned by the Scoutmaster and Committee Chairman as needed.

FINAL NOTES

It is the responsibility of the scout to know what his patrol and troop is doing at all times. If a scout misses a meeting, it is his responsibility to call or contact the Patrol Leader, or Senior Patrol Leader if not yet assigned at patrol, to find out what he missed, etc. It is not the Patrol Leaders job to call you.

When you joined Troop 301, you became a part of Troop 301! We welcome you and hope your years in Troop 301 will be rewarding and enjoyable. How much so, depends on you! The more you put in, the more you get out of it!

If you need any more information, please contact the Scoutmaster, Committee Chairman, or any committee member.

Please make yourself familiar with the BSA Policies and Guidelines, specifically BSA's Guide to Safe Scouting.

CONFIRMATION OF RECEIPT

I have read and understand the Bylaws of Troop 301 as presented to me.

Scout Name

Scout Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date

Please return this signed form to the Scoutmaster or any member of the Committee.

Received by Troop 301 Committee _____