



BSA TROOP 472 HANDBOOK
Great Sauk Trail Council, Chief Lenape Trails District
(Napoleon, Michigan)
As of May 2010

www.scouts472.info

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A. REGULAR MEETINGS

1. **Regular meetings are Monday evenings from 6:30 pm to 8:00 pm at the Napoleon Middle School Cafeteria unless otherwise noted.**
2. As a general rule, parents are not required to stay at regular meetings, but are permitted to stay as long as they are not distracting to the boys and/or leaders running and/or participating in the meeting.
3. Parents may be asked to stay at regular meetings should a discipline problem arise that cannot be handled by leaders.
4. As a general rule, scouts will not be permitted to leave a regular meeting (e.g. for trips to a store), and will not be permitted to leave a meeting early, unless prior arrangements have been made with parents/leaders.
5. No eating will be permitted during a regular meeting unless it is pre-planned as part of a group function.
6. Scouts, Scoutmasters and Assistant Scoutmasters are expected to wear their Troop 472 Class "A" Uniforms as outlined in the BSA handbook.
7. The use of cell phones or any other electronic devices is prohibited during meetings. It is requested that cell phones be silenced during meetings.

B. FINANCIAL RESPONSIBILITIES OF SCOUTS

1. Troop general fund dues are \$40.00 per scout, per year. Dues are due by October 1st and April 1st of each year.
2. Monies from Troop dues will be put into the Troop General Fund and used to pay for troop general expenses.
3. Re-chartering money is due by January 15th of each calendar year as determined by The Council.
4. There is a \$2.00 maintenance fee per Scout for every campout. This fee will go into the General Fund of the troop to maintain the trailer and equipment.

C. PERSONAL EQUIPMENT

1. Boys are expected to purchase and maintain their own BOY SCOUT HANDBOOK, and uniform.
2. On camping trips, boys are expected to provide their own mess kit, sleeping bag, poncho, flash- light, canteen, clothing, and personal toiletry items.
3. Food will be provided for Scouts by the Troop on camping trips as part of the campout fee.

D. CAMPING TRIPS

1. Camping trips are for boys and their leaders. Although each situation will be considered individually, in general, camping trips are not family oriented.
2. On certain camping trips, especially Summer Camp, visiting is permitted.
3. Should it be necessary for a Scout to be picked up at camp due to illness, disciplinary problem, or unresolved homesickness, it will be the responsibility of PARENTS to pick their scout up from camp. This is to ensure adequate leadership and the safety of the remaining scouts.

E. OTHER OUTINGS

1. Troop 472 will occasionally organize other outings, e.g., Museums, sporting events, etc.
2. In general, these outings may be family events. Parents and siblings will be welcomed and encouraged to attend per BSA policy at their own risk.
3. Troop Leaders will be responsible for establishing the guidelines for each outing, and parents will be expected to support and help enforce them.

F. DISCIPLINE

1. The Pre-Existing Rules & Regulations as outlined by "BOY SCOUTS OF AMERICA" will be used to govern any disciplinary problems that may occur in Troop 472.
2. Youth Member Behavior Guidelines
 - a. The Boy Scouts of America is a values-based youth development organization that helps young people learn positive attributes of character, citizenship, and personal fitness. The BSA has the expectation that all participants in the Scouting program will relate to each other in accord with the principles embodied in the Scout Oath and Law.
 - b. Misbehavior by a single youth member in a Scouting unit may constitute a threat to the safety of the individual who misbehaves as well as to the safety of other unit members. Such misbehavior constitutes an unreasonable burden on a Scout unit and cannot be ignored.
3. Member Responsibilities
 - a. All members of the Boy Scouts of America are expected to conduct themselves in accordance with the principles set forth in the Scout Oath and Law. Physical violence, hazing, bullying, theft, verbal insults, and drugs and alcohol have no place in the Scouting program and may result in the revocation of a Scout's membership in the unit.
 - b. If confronted by threats of violence or other forms of bullying from other youth members, Scouts should seek help from their unit leaders or parents immediately.
4. Unit Responsibilities
 - a. Adult leaders of Scouting units are responsible for monitoring the behavior of youth members and interceding when necessary. Parents of youth members who misbehave should be informed and asked for assistance in dealing with it.
 - b. The BSA does not permit the use of corporal punishment by unit leaders when disciplining youth members.
 - c. The unit committee will review repetitive or serious incidents of misbehavior in consultation with the parents of the child to determine a course of corrective action including possible revocation of the youth's membership in the unit.
 - d. If problem behavior persists, the unit may revoke a Scout's membership in that unit.
5. Examples of Unacceptable behavior include but are not limited to:
 - a. A scout breaking any State, County or U.S. laws will have due process of law before the committee takes any action regarding any scout in question.
 - b. Proper respect is to be shown at all times.
 - c. When the scout sign is up, everyone shall be quiet.
 - d. NO use of alcohol, tobacco or drugs.
 - e. NO playing with fire or fireworks. (Fire building will be under adult supervision)
 - f. NO fighting or hitting another person.
 - g. NO horseplay in meeting room.

- h. NO loud language or name calling from any scout or leader.
- i. NO weapons other than a folding pocket knife. (Ax will be used in a designated area only)
- j. BUDDY SYSTEM REQUIRED AT ALL TIMES! "NO Exceptions"
- k. For serious or repeat offenses a letter will be sent home to parents.

As a reminder: The Scout Oath and the Scout Law are the Laws of the Troop. Conduct unbecoming of a Scout or Leader will be at the discretion of the Scoutmaster or Leader in charge. Depending on the severity, an emergency committee meeting will be called to determine the extent of disciplinary action and or termination.

G. ADVANCEMENT

1. Many advancement requirements are taught, explained and demonstrated at regular meetings. Many others are taught, explained and demonstrated while on camping trips. HOWEVER, some of the requirements MUST be covered at home, often with parental involvement!
2. It should not be assumed that attendance ensures advancement. Parents should not hesitate to contact leaders with any questions concerning advancement and/or Merit Badge materials. Parents should ask what requirements are scheduled to be covered at meetings so that the same material will not be covered at home.
3. There is no dictated time frame for advancements. For instance, one Scout may reach 1st Class within a year or so from joining; another may take over 2 years. The only exception to this is that a Scout must earn his EAGLE prior to turning 18 years of age, as per BSA requirements.
4. Leaders cannot and should not push a Scout beyond his capabilities. A conference may be requested by a Scout Leader or a parent if it is suspected that too much or not enough encouragement is being given.
5. Scouts with physical or mental disabilities may advance by meeting the regular advancement requirements, or approved alternative requirements, as outlined by BSA.
6. Even though a Scout may have all requirements fulfilled as stated in the BSA Handbook, it is up to the Board of Review Committee to decide if the Scout will advance in rank. The Scout will be given an explanation by the Board as to why they did not advance in rank and the Troop Leadership will be expected to work with the Scout towards making the suggested improvements in order to advance in rank from their next Board of Review (BOR).

H. ADVANCEMENT PROCEDURES

1. Scout Master Conferences and Board of Reviews (BOR's) will be held once a month unless requested and will be posted on the troop website.
2. Before the Scout Master conference, the Scout will turn in a Scout Master's Conference Worksheet as found on our troop website.
3. If there is no meeting due to a Holiday, bad weather, etc., the advancement procedures will be held at the next available regular meeting unless otherwise requested.
4. Scouts should make every possible effort to notify the Scoutmaster a week prior that he will be ready for his Conference and/or Board of Review.
5. Scouts should be in their Class "A" uniform for their Scoutmasters Conference and their Board of Review. They will be neat in appearance, and have applicable current rank, troop number, and associated badges present on the uniform. A sash with earned badges and official BSA hat and Book will be required.

I. FUNDRAISERS

1. Throughout the year, Troop 472 will sponsor various fundraisers. Scouts are expected to show "Scouting Spirit", as required for advancements, and participate in as many of these fundraisers as possible.
2. All of the proceeds realized from these fundraisers will be deposited into an Account for each individual participating Scout unless otherwise designated by the Troop Committee.
3. All fundraisers must be approved by the BSA and the Troop Committee.

J. INDIVIDUAL SCOUT FUNDRAISER ACCOUNTS

1. If the Scout is transferring to another Troop, leaders of the new troop will be contacted by leaders of Troop 472, and a check will be written to the new troop, not to the individual Scout.
2. In the event that a Scout, for any reason, decides he no longer wants to be a member of Troop 472, no money will be handed to the Scout, regardless of the amount of money in his account.
 - a. Monies in their accounts can be retrieved by utilizing reimbursement and receipt forms that can be found on the Troop website.
3. If a Scout quits scouting completely, or leaves scouting due to age requirements, but has a brother in Troop 472, any funds in the scouts account may be transferred over to the account of his brother.
4. If a Scout quits scouting completely, and there is no sibling, then any money left in the Scouts account will be transferred into the Troop Account, and considered a donation to the Troop.
5. These accounts are solely for the collection and use of monies earned from fundraising. No additional monies may be deposited into these accounts.

K. ATTENDANCE

1. Although each situation will be considered individually, in general, to fulfill Rank Advancement Requirements [e.g., "Be Active"; "Demonstrate Scout Spirit"], a 50% attendance record will be required.
2. Scouts are required to participate in at least 50% of ALL Community Service projects performed throughout the year.
3. Scouts are required to attend at least 50% of ALL regular meetings throughout the year.
4. Camping Trips and other outings have no specific attendance requirements within the Troop, however, it should be noted that RANK REQUIREMENTS themselves, as written in The BSA Handbook, often dictate a certain amount of involvement. E.G.: *"Second Class Rank Requirement 2A: Since joining, have participated in five separate troop/patrol activities (other than troop/patrol meetings), two of which included camping overnight."*
5. Scouts will never be told that "they can not advance", because of poor attendance, only that their new rank will be delayed until ALL requirements are met, including "Be Active"; and "Demonstrate Scout Spirit". This is to be determined by the Advancement Committee and the Scoutmaster.

L. DISSEMINATION OF INFORMATION

1. All schedules, schedule changes, forms, information and reminders will be sent to Scouts and parents via e-mail. A copy of all e-mails will be available for all to read at regular meetings.
2. On certain occasions, the Scoutmaster, Senior Patrol Leader or Patrol Leaders may phone Scouts to remind or notify them of any schedule changes.
3. Troop 472 will make every effort possible to maintain an updated Internet Web Page with updated reminders and any schedule changes.

M. LEADERSHIP

1. Although BSA provides and recommends an extensive list of titles to be filled, E.G.: "*Outdoor Activities Coordinator, Advancement Coordinator, Training Coordinator, Equipment Coordinator*", etc., the following will be the absolute minimum amount of leaders/titles retained by Troop 472:
 - a. One Scoutmaster
 - b. At least One Assistant Scoutmaster
 - c. One Committee Chairperson
 - d. At least Four other Committee Members fulfilling the roles of:
 - Secretary
 - Treasurer
 - Advancement Chairperson, and
 - Fundraising Chairperson.
2. Any person wishing to become an Adult Leader must complete the BSA Adult Application, and have it approved by the Committee Chairperson, Chartered Organization Head, and Council.
3. If any information is presented to any member of the Troop suggesting reasons that an Application should not be accepted, the information and application will be presented at a Committee Meeting. Should it be necessary, a vote will be held, including the votes of The Scoutmaster and any Assistant Scoutmasters, as to if the Application should be accepted.
4. If any existing Adult Leader is negligent in fulfilling his or her duties, is deemed to have an adverse affect on the boys in the Troop, operates contrary to the teachings of BSA, or is obstructive in any way towards the general steady, successful operation of the Troop, a vote can and should be taken by Committee Members, Scoutmaster and Assistant Scoutmasters as to whether that leader should be asked to relinquish the position.
5. Although each situation will be considered individually, in general, Scoutmaster and Assistant Scoutmasters are expected to attend at least 50% of all regular meetings.
6. Although each situation will be considered on an individual basis, Committee Members are expected to attend at least 50% of all **Parent's Meetings**.
7. Emergency Committee Meetings may be called by the Committee Chairperson.
8. If The Committee Chairperson is unavailable, and a Scoutmaster, Assistant Scoutmaster or any other Adult feels that an incident occurred requiring the immediate attention of the Committee, then they may call an Emergency Committee Meeting in lieu of The Committee Chairperson.
9. Any and all Scoutmasters and Assistant Scoutmasters are welcome to attend Committee Meetings. However, BSA guidelines will be used to determine voting privileges.

N. TROOP FINANCES

1. It is the responsibility of The Troop Treasurer to maintain records of all incoming and outgoing funds, maintain a balanced Troop checkbook, and present an account of the Troop's Financial Status at all Committee Meetings.
2. It is the responsibility of The Troop Treasurer or another designated Leader to maintain records of all Scouts' Individual Fundraiser Accounts and to notify the committee of their status.

O. TROOP LEADERSHIP POSITIONS

1. Elections for Scout Leadership positions will be held in June and December.
2. In order for a Scout to fill any elected office, scouts should:
 - a. Have a good attendance record
 - b. Show Scout Spirit
 - c. Be responsible
 - d. Take the initiative
 - e. Be attentive
3. Other requirements are as follows and are clearly outlined in the *Troop 472 Scout Leadership Position Duties and Responsibilities Handbook*:
 - a. Senior Patrol Leader and Assistant Senior Patrol Leader: Star Rank or higher
 - b. Patrol Leader: First Class or higher
 - c. Assistant Patrol Leader: Second Class or higher
 - d. All other positions: Second Class or higher

P. ADDITIONS AND CHANGES TO THE TROOP 472 HANDBOOK

1. Leaders of Troop 472 acknowledge that there may be a need to make a change or create additions to the *Troop 472 Handbook* at any time in the future. Leaders of Troop 472 accept this responsibility when they submit their Adult Application.
2. If a suggested change and/or addition is not agreed upon unanimously, then a vote will be cast, including the vote of the Scoutmaster and any Assistant Scoutmasters present.